



Application for Authorization to Participate in the NYS Contract Extension Program

INSTRUCTIONS: State agencies, local governments, political subdivisions and others authorized by New York State Law interested in participating in the New York State Contract Extension Program should register with OGS by completing and submitting this application. If applying under Organization Categories 51, 52 or 57 as described below, please complete and include the appropriate linked certification form. Complete, print, sign, and either scan & return to the email address below or forward the hard copies via a conventional mail carrier to the address listed below. Following OGS review and approval, the information will be placed in a database used to confirm your eligibility.

OGS contract information is available online on the [OGS New York State Procurement web page](#) where you will find a variety of simple search tools to quickly and efficiently provide the most up-to-date contract information.

Only those parties publicly identifiable as a member of an entity's senior management team (those holding financial responsibility for the entity) will be provided with an organization's assigned OGS Customer ID number. Any inquiries from entity staff will be referred to the parties designated below. The requestor and any additional registrants should be members of the entity's financial or procurement management staff. This protocol was set up to help curb potential fraudulent use of the State Centralized Contracts, while also providing authorized users with additional internal oversight.

Entity or Organization Information			
Name of Entity or Organization			
Mailing Address		City/Town	State , NY
County	Main Telephone	Secondary Telephone	Fax
Requester's Name		Title	Email
Mayor/CEO/Director or =		Title	Email
Treasurer/CFO, CPO or =		Title	Email
Additional Registrant		Title	Email
Category Code # <i>(Refer to List Below)</i>	Entity Website		Date

Please Choose Your Organization's Category

- | | | | |
|----|---|----|---|
| 0 | State Agency | 52 | Volunteer Ambulance Service* (Certification of Qualification) |
| 1 | County | 53 | Boards of Cooperative Educational Services (BOCES) |
| 2 | County Highway or DPW | 54 | Non-profit, Non-Public, Elementary or Secondary School |
| 3 | Town | 55 | Non-profit, Independent College or University |
| 4 | Town Highway or DPW | 56 | Public Authority or Public Benefit Corp. (Statewide or Regional) |
| 5 | City | 57 | Charitable Organization* (Certification of Qualification) |
| 6 | Village | 58 | Blind or Disabled Workshop |
| 7 | Public School District | 59 | Non-profit Museum, Historical Society, Zoological/Botanical Garden, Arboreta, Aquarium |
| 8 | Public College | 60 | Non-profit, Public Educational Radio or Television Corporation |
| 9 | Public Library | 61 | Non-profit, Non-public Hospital, Residential Health Care or Mental Hygiene Facility |
| 10 | Public Hospital | 62 | Non-profit Cemetery Corporation |
| 11 | Public Fire District | 63 | Non-profit Agricultural Society or Fair/Exposition held by County Extension Service Association |
| 12 | Public Nursing Home | 64 | Non-Profit Charter Schools |
| 50 | Water & Sewer Districts, Local Authorities, Commissions and Other Political Subdivisions. | 70 | Grant Recipient* (Additional Information Required) |
| 51 | Volunteer Fire Company* (Certification of Qualification) | | |

***Additional Certification/Information is Required**

Print, Sign, Scan & return electronically to:
customer.services@ogs.ny.gov
or

Print, Sign & send paper form to:
NYS Office of General Services
Procurement Services — Customer Services
38th Floor, Corning Tower, Empire State Plaza
Albany, NY 12242

OGS USE ONLY

Customer ID#



Certification of Qualification for Charitable Organizations

Chapter 741 of the Laws of 1985, last amended by Chapter 55 of the Laws of 2012,¹ allows certain charitable organizations to make purchases from centralized contracts awarded by the New York State Office of General Services. For your information, the law reads as follows:

Section 1. In order to ascertain the compatibility with State purchasing needs and the feasibility of extending the benefits of purchasing under the terms of the State's centralized commodity procurement contracts to eligible and qualified charitable organizations and federations of charities, and to county, town or other agricultural societies, the American Institute of the City of New York, and a fair or exposition for youths held by a county extension service association, the provisions of this act are adopted as a program for all counties of the State, whose charities, agricultural societies, youth fairs or expositions held by a county extension service association and said institute as defined therein are authorized to purchase pursuant to the terms of such contracts let by the Office of General Services.

Section 2. (a) Any charitable organization or federation of charitable organizations, as defined in subdivision (b) of this section, maintaining its office in a county of the State and performing all or the predominant part of its charitable, benevolent or philanthropic services or conducting all or the predominant part of its solicitation of charitable contributions in such county and any county, town or other agricultural society, the American Institute of the City of New York, performing their activities in any such county on or after January 1, 1993 is authorized to make purchases pursuant to the terms of contracts let by the Office of General Services, subject to such rules as may be promulgated pursuant to the provisions of Section 163 of the State Finance Law, which may establish limitations with respect to commodities and services and impose such other appropriate conditions upon purchasing as deemed necessary by the Commissioner of General Services in order to protect the State's own purchasing interests; provided that each such purchase shall exceed five hundred dollars and that such charitable organization or federation of charitable organizations shall accept sole responsibility for any payment due the vendor.

(b) For the purposes of this act (i) "charitable organization" shall mean, include and be limited to: (1) a domestic [(i.e., New York)] corporation incorporated pursuant to the [New York] Not-for-Profit Corporation Law, which (A) constitutes a charitable organization registered with the Attorney General, (B) is not an exempted organization as defined in Section 172-a of the Executive Law, (C) renders health, welfare or recreation services, and (D) receives at least fifty thousand dollars in charitable donations and contributions from individuals or private organizations and/or in government grants excluding any fees for services, provided however that such limitation as to the contributions received may be waived by the Commissioner of General Services in his or her discretion; and (2) without regard to the criteria set forth in subparagraph one of this paragraph (i), a special act corporation created pursuant to Chapter 468 of the Laws of 1899, as amended [the Salvation Army], and a special act corporation formed pursuant to Chapter 256 of the Laws of 1917, as amended [Catholic Charities Aid Associations] and a corporation authorized pursuant an Act of Congress approved January 5, 1905 (33 Stat. 599), as amended [the Salvation Army] and a corporation established by merger of charitable organizations pursuant to an order of the Supreme Court, New York County dated July 21, 1986 and filed in the New York Department of State on July 29, 1986 [the United Jewish Appeal-Federation of Jewish Philanthropies of New York, Inc.]; and (ii) "federation of charitable organizations" shall mean, include and be limited to a domestic [(i.e., New York)] corporation incorporated pursuant to the [New York] Not-for-Profit Corporation Law, formed by and consisting of not less than three charitable organizations as defined in this subdivision and performing joint and combined solicitation of charitable contributions by and distribution of the proceeds thereof to such member or constituent organizations, provided that in no event shall the number of any exempted charitable organizations as defined in this subdivision exceed one-third of the total number of the member or constituent organizations of the federation of charitable organizations.

(c) The Office of General Services shall perform all necessary actions to insure adequate notification and education of any organization or organizations eligible to participate in the program authorized by this act as soon as shall be feasible and practicable.

¹ Amendments have been made by L. 1987 c. 48, L. 1987 c. 731, L. 1988 c. 623, L. 1989 c. 362, L. 1990 c. 909, L. 1992, c. 90, L. 1994 c. 134, L. 1998 c. 275, and L. 2012 c. 55 pt. L § 29.



Certification of Qualification for Charitable Organizations

INSTRUCTIONS: If you are interested in participating in the New York State Contract Extension Program, this Certification of Qualification form must be completed and signed by an authorized representative of your organization. **Completion of this form does not guarantee eligibility.** If eligible, you will be notified of your acceptance and a Customer Identification Number will be assigned to you.

The undersigned, on behalf of the organization named below, does hereby state and certify to the New York State Office of General Services that such organization is authorized and qualified to make purchases through centralized contracts issued by OGS pursuant to Chapter 741 of the Laws of 1985, last amended by Chapter 55 of the Laws of 2012, a copy of which is attached.

The following questions cover qualifications contained in the law pertaining to Charitable Organizations that are necessary in order to purchase from Office of General Services centralized contracts.

Please answer these questions as they pertain to your organization.

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|---|-----|----|
| 1. What is the legal name of your organization? | | |
| 2. Please indicate whether your organization is any of the following: | | |
| The Salvation Army | Yes | No |
| American National Red Cross | Yes | No |
| Catholic Charities Aid Association — If yes, which locality? | Yes | No |
| ↳ | | |
| United Jewish Appeal — Federation of Jewish Philanthropies of New York Inc. | Yes | No |

If you answered Yes to any of the above, then your organization qualifies. Please sign this certification on page 3 and return it to the Office of General Services.

If you answered No to all of the above, please continue on to question #3.

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| 3. Does your organization maintain its office in a county of New York State? | Yes | No |
| a. If No, then your organization does not qualify. Please stop here. | | |
| b. If Yes, | | |
| i. Which county? | | |
| ii. Does your organization perform all or the predominant part of its charitable, benevolent or philanthropic services or conduct all or the predominant part of its solicitation of charitable contributions in the county named above? | Yes | No |
| 4. Is your organization a county, town, or other agricultural society? | Yes | No |
| 5. Is your organization the American Institute of the City of New York? | Yes | No |

If you answered Yes to question #4 or #5, then your organization qualifies. Please sign this certification on page 3 and return it to the Office of General Services.

If you answered No to questions #4 and #5, please continue on to question #6.

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| 6. Is your organization a “federation of charitable organizations” as defined in Section 2(b)(ii) of Chapter 741 of the Laws of 1985, as amended? Please review the definition on the first page. | Yes | No |
| If you answered No to question #6, please skip to question #7. If you answered Yes to question #6, please complete questions (a) through (d) below, and then continue to question #7. | | |
| a. Is your organization a New York not-for-profit corporation? | Yes | No |
| b. Does your organization consist of not less than three “charitable organizations” as defined in Section 2(b)(i) of Chapter 741 of the Laws of 1985, as amended? Please review the definition on the first page. | Yes | No |
| c. Do the members of your organization perform joint and combined solicitation of charitable contributions by and distribution of the proceeds thereof to such members or constituent organizations? | Yes | No |
| d. Does the number of exempted charitable organizations as defined in Section 172-a Certain Persons Exempted of the New York State Executive Law exceed one-third of the total number of the member or constituent organizations of your federation of charitable organizations? | Yes | No |

7. Is your organization an exempted organization as defined in Section 172-a Certain Persons Exempted of the New York State Executive Law?	Yes	No
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If you answered NO to question #7, please continue on to question #8. If you answered Yes to #7 then your organization does not qualify. Please stop here.



8. Please answer the following to help determine whether your organization is a “charitable organization” as defined in Section 2(b)(ii) of Chapter 741 of the Laws of 1985, as amended. Each of the questions (a) through (d) below must be answered in the affirmative to qualify as a “charitable organization.”		
a. Is your organization a New York not-for-profit corporation?	Yes	No
b. Is your organization registered as a charitable organization with the New York State Attorney General, Charities Bureau?	Yes	No
If Yes, please enter registration number → _____		
c. Does your organization render health, welfare or recreational services?	Yes	No
d. Does your organization receive at least \$50,000 in charitable donations and contributions from individuals or private organizations and/or in government grants, excluding any fees for services?	Yes	No

The undersigned affirms that the statements made herein are true, correct, and complete. If eligible, all purchases made shall exceed \$500, and, for each purchase made from a centralized contract, the entity below accepts sole responsibility for payment due the vendor. False statements knowingly made herein are punishable as a Class A misdemeanor under Section 210.45 of the Penal Law of the State of New York.

Organization Information

Name _____

Address _____

Authorized Representative

Name	Title
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Signature _____ Date _____

Print, Sign, Scan & return electronically to:

customer.services@ogs.ny.gov

or

Print, Sign & send paper form to:

NYS Office of General Services
 Procurement Services — Customer Services
 38th Floor, Corning Tower
 Empire State Plaza
 Albany, NY 12242