NEW YORK STATE OF OPPORTUNITY. | Office of General Services

KATHY HOCHUL
Governor

JEANETTE M. MOY
Commissioner

List of Preferred Source Offerings

December 2022

LIST OF PREFERRED SOURCE OFFERINGS

NOTE:
The List contained herein is a listing of commodities and defined services offered by preferred sources through their facilitating entities Corcraft, New York State Preferred Source Program for New Yorkers who are Blind ("NYSPSP") and New York State Industries for the Disabled, Inc.("NYSID"). Please contact the appropriate preferred source facilitator to obtain specifications and prices for commodities.

For services, agencies are required to provide notification describing their requirements (i.e., detailed specifications) to preferred sources or their facilitating entities, which provide the required service as indicated on the List.

If, within ten days of the notification, one or more preferred sources submit a notice of intent to provide the service in the form, function, and utility required, said service shall be purchased from the preferred source if the price meets the requirements of State Finance Law § 162 (6) or (7). If more than one preferred source submits a notification of intent and meets the requirements, costs shall be the determining factor for purchase among the preferred sources.

The preferred source shall apply to the New York State Office of General Services ("OGS") for review and approval of price reasonableness on List D service contracts having a value in excess of $50,000. Prices for contracts valued at $50,000 or less shall be evaluated for price reasonableness by the requesting agency.

For additional information, see NYS Procurement Bulletin - Preferred Source Guidelines**.**

PLEASE NOTE: Not all items in the catalogs are approved Preferred Source commodities or services. Purchasers should confirm with Corcraft, NYSPSP, or NYSID prior to purchase that the item has been approved for sale as a preferred source commodity or service by the State Procurement Council.

CORCRAFT

New York State Department of Corrections and Community Supervision
Division of Industries
550 Broadway, Menands, NY 12204
Phone (518) 436-6321 (800) 436-6321
FAX (518) 436-6007 (800) 898-5895
Web Address: www.corcraft.org
Vendor ID#1100162226

Link to Catalog

NYS PREFERRED SOURCE PROGRAM FOR NEW YORKERS WHO ARE BLIND

136 State Street 2nd Floor
Albany, NY 12207
Phone (518) 456-8671 (800) 421-9010
FAX (518) 456-3587
Web Address: www.nyspsp.org/
Vendor ID#1100070977

Link to Catalog

NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC.

11 Columbia Circle Drive
Albany, NY 12203
Phone (518) 463-9706
FAX (518) 463-9708
Email: administrator@nysid.org
Web Address: www.nysid.org
Vendor ID#1000001252

Link to Catalog

ABOUT NEW YORK'S PREFERRED SOURCES

Corcraft

Corcraft is the manufacturing program of the New York State Department of Correctional Services. Corcraft's mission is to support the Department's mission in four key areas:

1. Keeps inmates employed to help prevent disruption
2. Helps offset the cost of incarceration
3. Teaches work disciplines
4. Helps address taxpayer expectations that inmates do something productive while incarcerated.

In addition, Corcraft provides training, work experience and a work ethic to help inmates return to their communities prepared for employment.

Corcraft produces approximately 300 products for office, institutional and educational markets in the following categories:

- License plates
- Office, educational and institutional furniture and equipment
- Textile and apparel goods like bedding and uniforms
- Printing and signage
- Soap and janitorial supplies
- Eyeglasses

These products are produced in 30 shops in 15 correctional facilities. Corcraft is restricted to selling its products to its own Department, state and local governments, public schools and universities, and eleemosynary not for profits. Corcraft must win customers through competitive pricing, high quality and excellent service.

New York State Preferred Source Program for New Yorkers who are Blind (NYSPSP)

The mission of NYSPSP is to create meaningful employment opportunities for New Yorkers who are blind through the purchase of products and services by New York State agencies, political subdivisions, and public benefit corporations. Purchases from our ten affiliated agencies across New York State support the employment of people who are blind, which have traditionally been unemployed at a rate of almost 70%. These jobs pay competitive wages and create taxpayers while strengthening employees' lives and your communities.

We offer a wide range of quality products such as office, cleaning, medical, safety, kitchen, bedding, maintenance, and emergency supplies as well as business services including call center, mailing, document imaging, transcription, and warehousing. Government entities can easily procure products and services through us saving time and resources.

In addition to the products we manufacture from scratch, like mops and brooms, we also utilize a supplier network for unfinished goods and materials that includes New York State small businesses, minority- and woman-owned businesses and service-disabled veteran-owned businesses. Like New York State government, our goals are to improve the lives of New Yorkers, create new taxpayers, and help fuel the economic engine of the Empire State.

Despite continued gains in employment, people who are blind remain one of the State's greatest untapped labor resources. New York's Preferred Source Program provides employment and upward mobility for our workforce and is a model for the nation. Thank you for making a difference in the lives of New Yorkers.

NYSPSP is a related NYS 501(c)(3) corporation to National Industries for the Blind and is designated by the NYS Office of Children of Family Services (OCFS) / NYS Commission for the Blind (NYSCB) to manage the program pursuant to State Finance Law § 162.

(Continued)

ABOUT NEW YORK'S PREFERRED SOURCES

New York State Industries for the Disabled (NYSID)

MISSION: Advancing employment and other opportunities for individuals with disabilities

New York State Industries for the Disabled, Inc. (NYSID) satisfies the purchasing needs of state agencies, political subdivisions and public benefit corporations while creating employment for New Yorkers with disabilities.

Through New York State's longstanding Preferred Source procurement initiative, NYSID's statewide network of approximately 160 charitable organizations for the disabled and private sector corporate partners have provided quality goods and services to fulfill individual government agency needs since 1975.

Together, these charitable organizations for the disabled and their private business partners are committed to employing New Yorkers with diverse abilities on contracts for data imaging, janitorial services, mailing services, temporary office and warehouse personnel and industrial laundry, just to name a few. Individuals with disabilities are also afforded employment through a wide array of contracts and purchase orders for approved products in categories such as custom apparel, janitorial, office, personal care, and much more.

The individuals who perform on NYSID services contracts and fulfill product orders acquire marketable skills that promote self-esteem and financial independence. Nearly 7,000 individuals annually realize more than $60 million in wages working in their communities throughout New York State.

SUMMARY OF PURCHASING PROCEDURES

Agencies are required to purchase commodities and services from preferred sources when such commodities and services are on the List of Approved Preferred Source Offerings and when they meet form, function, and utility requirements as determined by the agency and the prices charged comply with State Finance Law § 162. Detailed purchasing procedures are provided at NYS Procurement Bulletin - Preferred Source Guidelines.

A Commodities

1) Agency determines and defines its needs for commodities.
2) Agency reviews List of Preferred Source Offerings.
3) If the commodity is on Lists A or B, the agency:
   a) Checks the preferred source catalogs and product specifications of the preferred source(s) approved to sell the commodity.
   b) If the commodity is not on Lists A or B, the agency proceeds with an alternative procurement according to applicable laws and your organization's policies and procedures.
4) If the commodity is on Lists A or B, agency makes a form, function, and utility determination, following the priority of Corcraft, then NYSPSP, then NYSID.
5) a) If the commodity meets agency requirements, the agency makes the purchase from the preferred source; or
   b) If it does not meet agency requirements, the agency provides a 10-day notice to each preferred source of the determination.
6) a) Within 10 days of receipt of such notice, the preferred source(s) may indicate agreement with the agency decision; or
   b) Provide no response to the agency; or
   c) Provide notice to the agency that it disagrees with the agency decision.
7) a) If (a) or (b) in step 6 occurs, the agency proceeds with an alternate procurement; or
   b) If (c) occurs, the preferred source may consult with, or negotiate the procurement with the agency.
8) a) If negotiations are successful, the agency may purchase from the preferred source; or
   b) If unsuccessful, the agency may proceed with an alternative procurement.
9) The preferred source may file an objection with the purchasing agency commissioner or head, which becomes part of the Procurement Record, if they disagree with the agency determination.

B Services

1) Agency determines and defines its need for services and develops service specifications.[1]
2) Agency reviews the List of Preferred Source Service Offerings to determine if the service is approved on List D.
3) a) Agency notifies the preferred source(s) of the need for services using the "Purchasing Agency Statement of Work for Preferred Source Services" (Form 1 Agency Application) located at: https://ogs.ny.gov/procurement/preferred-sources-resources#forms ; or
   b) If the service is not on List D, the agency proceeds with an alternative procurement.
4) a) Within 10 days of agency notification, if a preferred source(s) responds that it wants to provide the service, the agency proceeds to step 5; or
   b) If the preferred source does not respond, the agency proceeds with an alternative procurement.
5) The agency determines if the preferred source service meets the agency's form, function, and utility requirements.
6) If the agency determines the service meets the agency's form, function, and utility and the price is $50,000 or less, the agency determines if the price of the preferred source service is within 15% of prevailing market prices.
7) If the preferred source service meets the agency's requirements and the price is within 15% of prevailing market prices, the agency may proceed with the procurement. If more than one preferred source meets the agency's requirements, the agency proceeds with the low-cost offer. If the price of the service exceeds $50,000, the preferred source obtains OGS price approval.
8) If the preferred source service does not meet agency requirements, the agency may proceed with an alternative procurement.
9) If the preferred source disagrees with the agency determination, it may file an objection with the purchasing agency commissioner, which becomes part of the Procurement Record.

[1] Guidance is available at: **https://ogs.ny.gov/procurement/preferred-sources-resources#training-resources**

USING THE LIST

Purchasing personnel should become familiar with the structure of the List and related procurement procedures. At the top of each page a description is provided as to whether the commodities or services appearing immediately below are approved as a preferred source item on a statewide basis, approved for a specific agency only, or not approved as a preferred source item but available for purchase on an optional basis outside of the preferred source program.

The list is divided into five Sections designated A through E, which are described as follows:

SECTIONS

A. **Commodities in Section A have been approved as a preferred source item on a statewide basis**. All State agencies, political subdivisions and public benefit corporations are required to purchase these items from a preferred source when they meet the form, function and utility requirements of the agency.

B. **Commodities in Section B have been approved as a preferred source item for a specific State agency, political subdivision or public benefit corporation**. Other State agencies, political subdivisions or public benefit corporations may choose to purchase these commodities from the preferred source but are not required to do so. If a State agency elects to purchase from a preferred source, and the value of the procurement is in excess of $50,000, OGS approval of the price is required. (Note: OGS price approval is not required if Corcraft is the preferred source.) If the procurement is under $50,000, agencies are required, as for all purchases, to document reasonableness of price.

C. **Commodities in Section C have not been approved as a preferred source item**. State agencies, political subdivisions and public benefit corporations may choose to purchase these commodities from the preferred source but are not required to do so and must follow their own procurement rules.

Commodity Notification. The 10-day notification requirement detailed in Step 5b of the Summary of Purchasing Procedures for Commodities above, applies only to those commodities listed in Section A, i.e., commodities approved as a preferred source item on a statewide basis.

Priority. When purchasing commodities listed in Section A, priority among preferred services is extended first to Corcraft, then to NYSPSP, and then to NYSID. Commodities listed in Section A have priority over optional purchases of the same commodities in Sections B or C. Agencies making optional purchases of commodities in Sections B or C may select any preferred source listed and must follow your agency's procurement rules.

D. **Services in Section D have been approved as a preferred source service for one or more State agencies, political subdivisions or public benefit corporations**. All State agencies, political subdivisions and public benefit corporations are required to purchase these services when they meet the form, function and utility requirements of the purchasing agency. Because service contracts may vary greatly in scope of services, performance requirements, etc. each List D service contract with a preferred source valued in excess of $50,000 must be reviewed and approved by the Office of General Services to ensure that prices are as close to prevailing market price as practicable, and do not exceed 15 percent above prevailing market prices among responsive offers for the same or equivalent services. If the procurement is under $50,000, agencies are required, as for all purchases, to document the price is within 15% of prevailing market prices.

E. **Services in Section E have not been approved as a preferred source item**. State agencies, political subdivisions and public benefit corporations may choose to purchase these services from the preferred source but are not required to do so and must follow their own procurement rules.

Service Notification. The 10-day notification requirement detailed in Steps 3a and 4a of the Summary of Purchasing Procedures for Services above, applies only to those services listed in Section D, i.e., services approved as a preferred source item for one or more State agencies, political subdivisions, or public benefit corporations.

Priority. Corcraft is not authorized to provide services as a preferred source offering. NYSPSP and NYSID have equal priority for services identified in Section D and when two or more preferred sources or facilitating entities offer the same service, costs shall be the determining factor. If a service is listed in both Sections D and E, the service must be purchased from the preferred source listed under D if it meets the form, function, and utility requirements of the agency and the price is within 15% of prevailing market prices.

COMMODITIES: SECTION A

The commodities listed below have been approved as a preferred source item on a **statewide** basis as indicated with √.

APPROVED COMMODITIES: SECTION A	Corcraft	NYSPSP	NYSID
CLASSROOM AND EDUCATIONAL FURNISHINGS			
Benches	√		
Bookcases	√		
Bulletin Boards	√		
Cafeteria Tables	√		
Classroom Seating	√		
Computer Furniture	√		
Folding Tables	√		
General Purpose Tables	√		
Library Seating	√		
Lockers	√		
Stacking Chairs	√		
Student Desks	√		
CUSTOM ORDERED PRODUCTS			
Aluminum Castings	√		
Asbestos Abatement	√		
Construction	√		
Embroidered Emblems/Insignia Patches			√
Exercise Yards	√		
Eye Wear	√	√	
License Plates	√		
Modular Housing	√		
Panel Systems	√		
Plaques			√
Security Screens	√		
Storm Windows	√		
FILM, STILL FILM (UNEXPOSED) AND CAMERAS			
Black and White		√	
Color Print		√	
Flash Response Camera (Disposable)		√	
FLAGS			
Canadian Flag		√	
Classroom Flags (Various)		√	
New York State		√	
POW - MIA Flags		√	
United States		√	
FOOD AND BEVERAGES			
Coffee			√

APPROVED COMMODITIES: SECTION A	Corcraft	NYSPSP	NYSID
Desserts			√
Dried Vegetables			√
Fresh Vegetables			√
Frosting Mix: Chocolate, Vanilla & Butter Cream			√
Margarine			√
Packaged Drink Mixes			√
Pasta			√
Pureed Food Enhancer			√
Salad Dressing			√
Seasonings and Spices			√
Tea			√
Tuna/Mackerel Pouches		√	
Vinegar			√
Packaged Food Mixes			
Gelatin			√
Gravy			√
Pudding			√
Sauce and Soup Bases			√
Whipped Topping			√
INSTITUTIONAL FURNITURE			
Beds	√		
Benches	√		
Bookcases	√		
Bulletin Boards	√		
Clothing/Coat Racks	√		
Desks	√		
Dressers	√		
File Cabinets: Lateral, Vertical	√		
Garbage Cans/Wastebaskets	√		
Lockers	√		
Lounge Furniture	√		
Night Stands	√		
Security Screens	√		
Shelving, Industrial	√		
Storage Cabinets	√		
Tables	√		
Telephone Stands	√		
Wardrobes	√		
Window Guards	√		
Seating			
Benches	√		
Library Chairs	√		
Stacking Chairs	√		

APPROVED COMMODITIES: SECTION A	Corcraft	NYSPSP	NYSID
Student Desk	√		
Tablet Arm Chairs	√		
JANITORIAL AND HOUSEKEEPING SUPPLIES			
Air Freshener		√	√
Bleach	√	√	√
Brooms, Broom Heads		√	
Brush: Deck Scrub		√	
Brush: Hand Scrub		√	
Brush: Sweep		√	
Brush: Toilet		√	
Brush: Window Washing		√	
Cleaner: Carpet, Upholstery		√	√
Cleaner: Drain Cleaner, Biological Digestant/Deodorant	√	√	√
Cleaner: Food Service	√	√	√
Cleaner: Glass	√	√	√
Cleaner: Liquid Antibacterial	√		√
Cleaner: Low Foam All Purpose	√	√	√
Cleaner: Stainless Steel		√	√
Cleaner: Toilet Bowl	√	√	
Cleaner: Tough Job	√	√	√
Cleaning Carts, Multi-Use		√	
Cleaning Products (Various)	√	√	√
Cleaning System (JAWS)		√	
Cleaning Wipes: Disposable, Launderable, Reusable, Heavy Duty		√	√
Concrete Sealer			√
Counter Duster		√	
Degreaser	√	√	
Deodorizer: Clean Odor Patrol, Cherry Scented		√	
Deodorizer: Restroom Tablets, Screens	√	√	√
Dishwasher Rinse Aid (Automatic)	√		
Dishwashing Detergent	√	√	√
Dust Mops		√	
Dustpan Metal	√	√	
Dustpan Plastic		√	
Fabric Softener	√	√	√
Floor Care Products	√	√	√
Floor Finish Remover	√	√	√
Floor Finishes	√	√	√
Floor Squeegee			√
Garbage/Trash Bags Biodegradable		√	√
Garbage/Trash Bags Plastic, Low Density Poly		√	√
Gloves: Food Service			√

APPROVED COMMODITIES: SECTION A	Corcraft	NYSPSP	NYSID
Gloves: Cleaning, Extra Duty Latex, Neoprene		√	
Gloves: Disposable, Latex, Nitrile (Powder-Free), Plastic		√	√
Handles: Wood, Metal, Plastic; Clamp, Screw, Lockjaw		√	
Ice and Floor Scraper			√
Laundry Bags (Nylon Mesh)		√	√
Laundry Products	√	√	√
LED Replacement Bulbs		√	√
Lighting Fixtures			√
Mold-Mildew Stain Remover	√	√	
Mop Heads: Anti-Microbial, Dust Inhibitor, Wet		√	
Neutral Disinfectant Cleaner	√	√	√
Odor Counteractants/Control/Deodorizer		√	√
Pads: Floor Maintenance		√	√
Pads: Scouring		√	√
Paper Towels and Dispensers (C-Fold), Rolled			√
Plastic Bags			√
Reclaimed Cleaning Rags			√
Resilient Tile Coating			√
Sanitary Napkins Disposal Bin Liners			√
Shovels			√
Solar Trash Compactors			√
Sponges: Scrubber/Eraser		√	√
Spray Bottles		√	
Sweeping Cloths: Disposable, Dry			√
Vacuum Cleaners		√	√
MEDICAL AND INSTITUTIONAL CARE ITEMS			
Blood Pressure Cuffs		√	
CPR Masks			√
Celox Hemostatic Solutions (Bleeding Control)		√	
First Aid Blanket			√
Gowns			√
Isolation Gowns		√	
Israeli Bandages		√	
Laundry Bags		√	√
Mattress Underpads		√	
Medical Assemblies			√
Medicine Cups		√	
Patient Securing Straps		√	
Personal Protection Spray			√
Prescription Containers			√
Specimen Bags		√	
Sphygmomanometers		√	
Stethoscopes		√	

APPROVED COMMODITIES: SECTION A	Corcraft	NYSPSP	NYSID
Tactical Medical Tourniquet		√	
Towels		√	
Towels: Disposable Paper Bath Towels		√	
Towels: Surgical with Barium Thread		√	
Gloves			
Biodegradable Nitrile Gloves (Powder-Free)			√
EMS Nitrile Examination Gloves		√	
Latex Examination Gloves (Powdered/Powder-Free)		√	√
Nitrile Examination Gloves		√	√
Polyurethane Examination Gloves		√	
Synthetic Vinyl Examination Gloves		√	
Vinyl Disposable, Examination (Powdered/Powder-Free)		√	√
Incontinence Supplies			
Adult Disposable Incontinent Briefs		√	√
Briefs		√	√
Liners		√	√
Pads		√	√
Protective Underwear		√	√
Underpads		√	√
Kits, Including			
Drug Test Kits		√	√
First Aid Kit			√
First Responder Kits			√
Flu Contamination Kits			√
HIV Test Kits			√
Hospital Patient Care Kit			√
Infectious Disease Control Kit		√	
K-9 First Aid Kits			√
Naloxone (Overdose) Kit		√	
Officer Down Kits			√
Patient Amenity Kits			√
Pregnancy and Ovulation Kits		√	√
MISCELLANEOUS			
Air Filters (HVAC)			√
Aluminum Castings	√		
Baby Bottle Warmers		√	
Bed Bug Treatment		√	√
Cable Ties		√	
Caulk: Acrylic and Silicone			√
Computer Privacy Screens		√	
Cook: Chill Bags		√	
Crime Scene Kit			√
Cutlery: Disposable (Fork, Knife, Spoon, Spork)		√	√

APPROVED COMMODITIES: SECTION A	Corcraft	NYSPSP	NYSID
Fireplace/Barbecue Grills	√		
Kiln Dried Firewood (Bagged)			√
Graphics: Letters and Numerals			√
Ice Melt Products 50lb Bag/Bucket			√
Jamboxx Midi Device			√
Mohs Hardness Scale Collection Kits			√
Osmosis and Diffusion Lab Activity Kit			√
Pack-N-Play™, Safe Sleep		√	
Picnic Tables			√
Rain Barrels			√
Rakes: Tine Steel, Poly, ABS			√
Recycling Bins	√		
Refuse Containers: Wheeled			√
Shower Curtain			√
Sink Cover Plate: Chrome			√
Spill Kit (30 Gal Universal/55 Gal Oil)			√
Stainless Steel Tongs			√
Tableware: Biodegradable		√	√
Tableware: Disposable		√	√
Touch Free Door Openers		√	√
Utility Grade Masking Tape		√	
VermaGro Worm Tee			√
Wasp and Hornet Spray		√	
Wastebaskets	√		
Weed Defeat & Sprayer		√	
Window Guards	√		
Vehicle Care			
Bug/Tar Remover		√	
Car, Truck, Fleet Wash Agents	√	√	√
Carb/Brake Cleaner/Flush		√	
Diesel Exhaust Fluid (DEF)	√		√
Oil Filters			√
Penetrating Lubricant/Cleaner		√	
Surface Protectant		√	
Windshield Washer Fluid	√	√	
Windshield Wipers (Summer and Winter)			√
Wheel Cleaner		√	
Vehicle Covers			√
OFFICE FURNITURE			
Bookcases	√		
Bulletin Boards	√		
Clothing/Coat Racks	√		
File Cabinets: Lateral	√		

APPROVED COMMODITIES: SECTION A	Corcraft	NYSPSP	NYSID
File Cabinets: Vertical	√		
Lounge Furniture	√		
Modular Workstations	√		
Panel Systems	√		
Telephone Stands	√		
Video/VCR Cabinets	√		
Credenzas			
Modular	√		
Plastic Laminated	√		
Desks, Including			
Executive	√		
Hardwood Veneer	√		
Seating, Including			
Conference	√		
Ergonomic	√		
Executive	√		
Storage Cabinets	√		
Tables, Including			
Computer	√		
Conference	√		
Folding	√		
Typewriter	√		
OFFICE AND SCHOOL SUPPLIES			
Address Labels for Copiers, White Self-Adhesive,		√	√
Athletic Field Marking Paint			√
Bags: Reclosable, Zipper, Poly, Tamper-Evident		√	
Batteries (AAA, AA, C, D, 6V, 9V)		√	√
Calendars (Monthly Desk Planning, Desk Blotter)			√
Clam-Clip Mechanisms		√	
Clipboards			√
Computer Cleaning Products			√
Correction Fluid/Tape			√
Corrugated Boxes			√
Desk Organizer, Rhinolin			√
Desk Pads			√
DVR-HDD Multimedia Enclosure Player/Recorder			√
Envelopes: Interagency Messenger, Velcro/Button & String			√
Envelopes: Bubble-Padded Mailer		√	
Examination Booklets			√
File Boxes			√
Folders: Hanging File Folders		√	
Folders: Manila File Folders		√	
Folders: Pressboard Classification Folders, Expanding			√

APPROVED COMMODITIES: SECTION A	Corcraft	NYSPSP	NYSID
Folders: Vertical File Pockets		√	
Highlighters: Assorted Colors			√
Pad Holders			√
Paper Clips			√
Paper Fasteners			√
PC Camera			√
Pens, Pencils		√	
Pocket Memo Books		√	
Portfolios		√	
Self-Adhesive Post-It™ Type Notes		√	
Pressboard Binder Covers		√	
Push Pins			√
Rubber Bands		√	
Rubber Stamp (w/o Ink Pad), Stamp Pads, Self-Inking Stamp			√
Rulers			√
Scissors			√
Scratch Pads (Recycled Bond)			√
Staplers, Staples, Staple Removers			√
Student Dissecting Kit			√
Tape			√
Tape (Packing, Utility)		√	√
Toner Cartridge: Double Life, Laser, Remanufactured		√	
USB Hub. 2.0, 4 Port			√
Wall Clocks			√
White Board Cleaner, Erasers			√
Writing Pad Holders		√	√
Electronic Storage Media			
Flash Drives		√	
Kodak: Mini Digital Video Cassettes			√
Kodak: Preservation DVD-Rs and CD-Rs			√
Kodak: T-120 High Standard Videotapes			√
Magnetic Disks			√
Memory PRO Duo: 1 GB – Memory Stick			√
Memory PRO Duo: 4 GB – Memory Stick		√	√
Pen Drives: 2 GB			√
Pen Drives: 4 GB			√
Security-Finger Print Pen Drive			√
Integrated Microcomputer Systems			
Assistive Technology		√	
Paper *(May not be available statewide - check regions)*			
Paper, 25% Cotton Bond			√
Paper, 30% Recycled Copy Paper (Less Than Truckload Lots for Zone 2 Central NY Counties and Zone 3			√

APPROVED COMMODITIES: SECTION A	Corcraft	NYSPSP	NYSID
Northeastern NY Counties)			
Paper, Recycled Offset			√
Paper, White, Recycled, Uncoated, Opaque (Vellum)		√	
PERSONAL CARE PRODUCTS			
Antimicrobial Hand & Skin Cleansers, Wipes	√	√	√
Bath Oil			√
Bathing Products	√	√	√
Body Wash		√	√
Dental Kits		√	√
Deodorant Bar Soap	√		
Disposable Wet Wipes		√	√
Hair Care		√	√
Hand/Hair Dryers: Electric			√
Hand Sanitizing Gel		√	√
Hand Soap Liquid Lotion	√	√	√
Pre-Moistened Towelettes		√	√
Personal Care Hygiene Kits			√
Razors			√
Sanitary Napkins		√	√
Shampoo		√	√
Skin Care Lotion		√	√
Tampons (Regular Absorbency)			√
Tissue: Toilet Paper, Facial			√
Toothpaste		√	√
SAFETY SUPPLIES AND EQUIPMENT			
Anti-Shank Security Pens		√	√
Back Support Belt w/Suspenders			√
Barrier Tape		√	
Carbon Monoxide Alarms			√
Coverall Safety Garments		√	
Disaster Pack Kit (Pillow, Blanket, Foam-pad)			√
Emergency Preparedness Kit		√	
Eye Protection Devices/Safety Glasses		√	√
Face Mask Respirator and Cartridges		√	
Fall Protection Kits			√
Fire Extinguisher		√	
Flare Kits: Electronic			√
Flashlights		√	√
Helmet: Hard Hats, Lamps, Shields			√
Kevlar Heat Sleeve/Steam Glove		√	
Light Sticks		√	
Lock-Out-Tag-Out Kit		√	
MSDS Compliance Center (Right to Know)		√	√

APPROVED COMMODITIES: SECTION A	Corcraft	NYSPSP	NYSID
Noise Canceling Ear Protection Devices			√
Safety Batons: Lighted		√	
Safety Jackets: Hi-Visibility		√	
Safety Markers			√
Safety T-Shirts		√	
Safety Vests		√	
Security Screens	√		
Surge Suppressors, Transient Voltage			√
Tactical/Illuminated Pen		√	
Traffic - Safety Flags (Red/Orange)		√	
Traveler Survival Pak		√	
SIGNAGE			
Aluminum Castings	√		
Driver Feedback Signs			√
LED Electronic Traffic Signs			√
Engraved	√		
Highway/Traffic	√		
LED Billboards			√
LED Exit Signs and Retrofit Kits			√
Accessibility Parking Signs			√
Plastic Snowmobile Signs			√
Plastic Trail Marker Signs			√
Silkscreened	√		
TABLES			
Cafeteria	√		
Computer	√		
Conference	√		
Folding	√		
General Purpose	√		
Lounge	√		
Office	√		
Typewriter	√		
TEXTILES AND APPAREL			
Aprons	√	√	
Bed Pillows, Pillowcases	√	√	
Bed Sheets	√	√	
Bedspreads, Blankets		√	
Belts, Velcro Closure Black Leather			√
Bibs		√	
Caps: Cotton/Canvas/Knit		√	√
Caps: Nurses and Surgeons		√	
Diapers		√	√
Dish Cloth		√	

APPROVED COMMODITIES: SECTION A	**Corcraft**	**NYSPSP**	**NYSID**
Dish Towel		√	
Handkerchiefs	√		
Jackets: Winter		√	√
Jackets/Coats	√	√	√
Jeans, Pants			√
Jumpsuits	√		√
Oven Mitt		√	
Pot Holder		√	
Rain Coats, Pants			√
Shoe Covers: Non-skid, Nonconductive		√	
Sneakers: White, High & Low Top		√	√
Socks			√
Sweatpants			√
Sweatshirts (Not Customized, Hooded & Crew)	√	√	√
Tote Bags	√		
Towels		√	
Underwear	√		√
Uniforms	√	√	√
Washcloths		√	
Wheelchair Ponchos			√
Work Clothes	√		√
Work Wear		√	
Gloves			
Driver		√	
Machine Knit w/ PVC Dots		√	
Palm Dipped (Lined, Insulated, Heavyweight)		√	
Work (Jersey, Leather, Cotton, Economy)		√	
Printed			
Canvas Tote Bags	√		
Jackets			√
Shirts	√	√	√
Sweatshirts (Hooded & Crew)	√	√	
Work Shoes			
Men's, Polishable, Shock Camp			√
Tactical Boots			√

COMMODITIES: SECTION B

Commodities listed below **have been approved** as a preferred source item **for a specific State agency, political subdivision or public benefit corporatio**n as indicated with √.

SINGLE SOURCE COMMODITIES: SECTION B	**Corcraft**	**NYSPSP**	**NYSID**
Custom Hospital Admission Kit			√
Electrical Assemblies			√
Oil Absorbent Mats			√
Police Car Markings			√
Pressboard Folders			√
Rebuilt Laser Printer Cartridges			√
Sex Offense Evidence Kit			√
Sneakers		√	√
Uniforms			√
Uniform Boot Kits		√	√
Utility Pad Holder Kits			√
Utility Pad Holders			√
Utility Pads			√
Printed Textiles and Apparel			
Athletic Bags			√
Canvas Tote Bags			√
Caps		√	√
Cold Weather Coats			√
Shirts			√
Shorts			√
Sweatpants			√
Sweatshirts			√
Swimwear			√
Uniforms			√
Visors			√

COMMODITIES: SECTION C

Commodities listed below **have NOT been approved as a preferred source item**. These items may be available for purchase under other methods of procurement.

NOT APPROVED COMMODITIES: SECTION C	Corcraft	NYSPSP	NYSID
Pallets			√
Blood Alcohol Analysis Kit			√
Medical Kit			√

NOT APPROVED FOR PURCHASE AS A PREFERRED SOURCE ITEM

SERVICES: SECTION D

Services listed below **have been approved** as a preferred source service **for one or more State agencies, political subdivisions or public benefit corporations** as indicated with √.

APPROVED SERVICES: SECTION D	Corcraft	NYSPSP	NYSID
Call Center Services – Inbound is the receiving of calls on behalf of a customer and providing responsive information and direction as requested by the customer. This may be in the form of a hotline, switchboard, receptionist, customer service call center or help desk support representatives. Supporting tasks may include inbound text messages or other means of electronic communication, data collection, data entry, reporting, or transferring & escalating calls. This service may also include outbound calling directly related to an inbound call. This service does not include Information Technology (IT) support.		√	
Call Center Services – Outbound is the initiation of calls on behalf of a customer to complete a survey or other assigned phone inquiries as requested by the customer. Services may be in the form of verbal surveys which include data collection, follow-up or satisfaction measurement. Services may also include debt collections, customer service, and patient monitoring. Supporting tasks may include initiating or receiving accompanying e-mailed surveys, text messaging or other means of electronic communication, purchasing of telemarketing lists, data collection, data entry, reporting, or demographic and statistical analysis. Patient monitoring refers to the process of using outbound telephone calls to follow-up with patients after procedures or treatments. Patient monitoring does not include telemedicine or services where patients relay data by a medical device (e.g.: heart monitoring through a voice/data line).		√	
Carpet Cleaning is the removal of stains, dirt, grit, sand, and allergens from carpet for the beautification of the carpet. Methods may include vacuuming, hot water extraction, steam cleaning, and dry cleaning.			√
CD Replication is a process by which compact discs (CDs) containing data are reproduced. This may be accomplished by creating a glass master, from which a stamper is developed or through the use of a CD duplicator which extracts data from a master disc and writes it individually onto blank CDs. This service may include applying a label to the CD, or packaging the CD in a folder or case. This service shall not include the printing of content to a hard copy or paper format.			√
Data Entry is the task of entering text or numerical data found on a document into a computerized database, spreadsheet, or other electronic record. The data may be entered directly into specific data fields of a database through the use of a data-input device such as a keyboard, mouse, stylus, touch screen, or speech recognition software.			√

APPROVED SERVICES: SECTION D	Corcraft	NYSPSP	NYSID
Data Imaging Services is the conversion of paper documents or other media including, but not limited to, microfilm and microfiche into electronic files that may be easily stored or accessed, and may include the transportation, short term storage, organization, preparation, scanning, indexing, quality control, and output of data and images to electronic media to be provided to the customer. This service may include Data Entry and Secure Document Destruction. It is recommended that these services be separately priced out. Short term storage shall not exceed six (6) months following completion of the contract.		√	√
Digital Accessibility and Usability Testing and Remediation Reporting Services (DAUTRRS) is the evaluation of a customer's digital platforms, websites, mobile applications, software programs, PDFs, and other digital documents to ensure compliance with accessibility and usability regulations and standards to allow people who are blind, visually impaired, or print disabled to enjoy barrier-free use of, and access to, digitized communications and information. This service may include digital assessment, testing, and reporting of recommended remediation, as well as knowledge transfer but does not include implementation of the recommended remediation by the Preferred Source. DAUTRRS evaluations will reference the applicable regulations, standards, and policies against which the customer's media is tested, as set forth by federal, State, and local governments as well as the customer, such as Section 508 of the Rehabilitation Act of 1973, NYS Information Technology Policy, etc.		√	
Electronic Assembly is the aligning and connecting of electronic components, to create a final product not sold by the preferred member. This may be performed by using hand or power tools, machines and equipment, connecting wires and using soldering, welding or other bonding procedures and equipment. This service includes the testing and inspecting to ensure parts and assemblies meet production specifications and standards issued by the customer.			√
Electronics Recycling is the gathering and collection of defective and obsolete electronics, including, but not limited to, computers, televisions, telephones, or other electronic equipment **after** all data has been removed pursuant to the purchasing agency's policy. Once collected the electronics are examined and any remaining data is removed and destroyed by the preferred source. The remaining physical components are properly separated, processed, and either safely disposed of or converted into reusable parts. **NOTE:** State agencies must first follow applicable Surplus Property requirements and provide a disposition authorization prior to recycling computer equipment through the electronics recycling offering.			√
Fan Cleaning is the removal of stains, dirt, grit, sand, grease and allergens from the radiating vanes or blades of ceiling fans, exhaust or hood fans or the fans in HVAC systems. The cleaning of ceiling or exhaust fans may be a part of Janitorial service.			√

APPROVED SERVICES: SECTION D	Corcraft	NYSPSP	NYSID
Floor Maintenance is the cleaning and care of floors to prevent wear to the surface including, vacuuming, steaming, and spot cleaning, sweeping and wet or dry mopping of floors, as well as the stripping, waxing, buffing and burnishing of hard surface flooring.			√
Food Warehousing, Storage & Distribution Service is the storing of food in a safe and clean environment complying with all pertinent safety requirements and Food and Drug Administration regulations. The food is inventoried, rotated, and delivered to various customer locations. Services may include refrigerated and freezer storage and distribution for cold and frozen items. This service shall not include obtaining, sourcing, and procuring items on behalf of the customer.			√
Foot Messenger is the delivery of packages or letters by a person walking in an expedient manner as directed by the customer.			√
Furniture Repair is to restore furniture to a functional and sound condition. This may include the cost of new materials.			√
Furniture Re-upholstery is the repair or replacement of worn, torn, or ripped fabric, padding, stuffing, springs, or webbing on furniture. This may include the cost of new materials.			√
Furniture Stripping and Refinishing is to remove the painted or stained finish on a piece of furniture through the use of chemicals and tools that results in an unfinished piece of furniture. Then the unfinished piece of furniture is either painted, varnished, or shellacked to protect it from damage.			√
Garbage Pickup is the gathering and collection of discarded and unwanted materials that have been rejected or thrown out and have no useful life, or no resale value. This service may include the rental of dumpsters or collection bins.			√
Graffiti Removal is the elimination of illicit writings or paintings from surfaces through the use of paint or chemicals.			√
Grounds Keeping & Lawn Maintenance is the care of the space surrounding a building. It involves the caring of plants and trees, raking of leaves, and mulching in exterior areas. Also involves the cleaning and clearing of sidewalks, parking lots, equipment, fountains, fences, planters and benches. Workers typically do the following: ● Mow, edge, and fertilize lawns ● Weed and mulch landscapes ● Trim hedges, shrubs, and small trees ● Remove dead, damaged, or unwanted trees or other plants ● Plant flowers, trees and shrubs ● Water lawns, landscapes, and gardens ● Trash cleanup of grounds			√
Inventory Control Services is the counting, sorting, tracking, replenishing, and reporting of commodities in the possession of the customer. This service may be done through manual processes or through electronic, scanning and Radio Frequency Identification (RFID) technology. This service does not include the management or oversight of real property.			√

APPROVED SERVICES: SECTION D	Corcraft	NYSPSP	NYSID
Janitorial is the activity of cleaning the building on a regular basis, including the services needed to keep the premises of a building clean. Janitors and building cleaners keep buildings such as office buildings, schools, hospitals, and other places clean, sanitary, and in good condition. Janitorial and cleaning services routinely do the following: ● Gather and empty trash and trash bins ● Clean building floors by sweeping, mopping, or vacuuming them ● Clean restrooms and stock them with supplies ● Keep buildings secure by locking doors ● Clean spills and other hazards with appropriate equipment ● Wash windows, walls, and glass ● Dust ● Order cleaning supplies ● Notify building managers when a building needs repair			√
Kit Assembly and Maintenance is the process in which separate but related items are grouped, packaged, and supplied together as one unit according to customer specification. This service may include the assembly of two or more finished products into a larger group, such as a first aid kit. This service may include the fulfillment of multiple kits packaged into shipper cartons for delivery of finished kits, the storing of assembled kits for future distribution, or the replenishing of used or expired kit components or complete kits. This does not include the necessary assembly of parts of a commodity, to create the final commodity being sold by a preferred source.		√	√
Laundry Service (Industrial) is the handling and collection of soiled linen and apparel including, but not limited to, patient or surgical gowns, lab coats, table linens, pillow cases, sheets, blankets, towels, adult bibs, baby shirts, underpads, medical apparel, bedding, washcloths, diapers, patient clothing, and treated mops. This service includes the sorting, washing, extraction, drying, finishing, folding, mending and storage of said products. This service includes the stocking, picking, and wrapping of clean laundry and may include other functions required to insure the hygienic integrity of the processed textiles in order to comply with generally accepted industry accreditation standards, such as minimizing potential environmental contamination on the production floor: i.e., lint, moisture, pests, disinfecting of linen transport carts, maintaining functional separation of soiled and clean room areas and the decontaminating of any surfaces/equipment that may be contaminated with blood or other potentially infectious materials and fluids. Supporting tasks include pickup of soiled laundry and the delivery of clean, reusable linen and apparel which can be either customer owned or resident personal items, or items provided on a rental basis.			√
Mail Collating is the combining of documents into a standard order for mailing.		√	√
Mail Distribution is to deliver items that have been mailed or shipped to customers.		√	√
Mail Folding & Inserting is the creasing of a document to fit an envelope size and then placing that document into an envelope for mailing. These services can be offered separately or together.		√	√

APPROVED SERVICES: SECTION D	Corcraft	NYSPSP	NYSID
Mail Fulfillment Services is work that occurs at the not-for-profit Preferred Source site and includes the production of documents received from a customer in an electronic format that may require variable data (text only) and one or more of the below identified tasks: • Folding, inserting, addressing, tabbing, gluing, sorting, typing and bagging or traying documents, weighing and spraying and metering mail; • Delivering mail to post office, courier, or customer; • Picking up, time stamping, opening, reading, pre-sorting, sorting, routing and delivering inbound and outbound postal and interoffice mail; • Handling and processing all mail, any category or class, and performing inter-facility mail runs; • Keeping necessary records and completed forms, such as return receipts on certified mailings; and • Post-mailing services, including, but not limited to, scanning and securely shredding returned undeliverable mail, data scrubbing, receiving corrected addresses, processing through National Change of Address (NCOA), creating a new mail merge, recreating PDF files, reprocessing mailings within 10 days, and updating mailing lists. **IMPORTANT NOTE:** This service has a number of specific requirements and prohibitions that must be complied with by the requesting agency and the Preferred Source as detailed in the entire "Mail Fulfillment Services Definition" that can be found at: https://ogs.ny.gov/system/files/documents/2019/03/mailfulfillmentservicesdefinition.pdf			√
Mail Inkjet Labeling is the addressing of mail either directly onto the envelope or labels through the use of an Inkjet printer. When addresses are put onto labels, those labels are manually affixed to envelopes.		√	√
Mail Packaging is enclosing or protecting documents for mailing and shipping		√	√
Mail Presort is sorting mail according to zip codes before delivering to a post office to reduce the cost of postage. The cost of postage must be separately identified and shall not be included in the cost of the service upon which an administrative fee or facilitating entity fee is charged.		√	√

APPROVED SERVICES: SECTION D	Corcraft	NYSPSP	NYSID
Mailroom Services – Offsite is work that occurs at Preferred Member's or Corporate Partner's site performing one or more of the below identified tasks: ● Folding, inserting, addressing, tabbing, sorting, tying, and bagging or traying documents, weighing and metering outbound mail; ● Delivering mail to post office or courier; ● Picking-up, time stamping, opening, reading, sorting, routing, and delivering inbound postal and interoffice mail; ● Handling and processing overnight or express mail, and performing inter-facility mail runs; ● Filing necessary records and completed forms, such as return receipts on certified mailings; or ● Post-mailing services, including, but not limited to, handling returned undeliverable mail, data scrubbing, and correcting or updating mailing lists. The cost of postage must be separately identified and shall not be included in the cost of the service upon which an administrative fee or facilitating entity fee is charged. **This service shall not include printing of any kind, including Digital Printing.** **NOTE:** Digital Printing is defined as a physical process that transfers an image stored in a digital format on a computer or other storage media (e.g.: flash/thumb drive) to paper or other media. Digital Printing does not use metal printing plates as the mechanical means to affix the image to the paper and does not include a press set-up process. The term expressly does not include the mechanical processes of offset lithography and offset printing (traditional printing). Neither Digital Printing nor traditional printing are approved as services that may be offered either alone or in conjunction with other preferred source service offerings.		√	√
Mailroom Services – Onsite is work that occurs at the customer's mailroom location performing one or more of the below identified tasks: ● Folding, inserting, addressing, tabbing, sorting, tying, and bagging or traying documents, weighing and metering outbound mail; ● Delivering to post office or courier; ● Picking-up, time stamping, opening, reading, sorting, routing, and delivering of inbound postal and interoffice mail; ● Handling and processing overnight or express mail, and performing inter-facility mail runs; ● Filing necessary records and completed forms, such as return receipts on certified mailings; or ● Post-mailing services, including, but not limited to, handling returned undeliverable mail, data scrubbing, and correcting or updating mailing lists. The cost of postage must be separately identified and shall not be included in the cost of the service upon which an administrative fee or facilitating entity fee is charged. **This service shall not include printing of any kind, including Digital Printing.** **NOTE:** Digital Printing is defined as a physical process that transfers an image stored in a digital format on a computer or other storage media (e.g.: flash/thumb drive) to paper or other media. Digital Printing does not use metal printing plates as the mechanical means to affix the image to the paper and does not include a press set-up process. The term expressly does not include the mechanical processes of offset lithography and offset printing (traditional printing). Neither Digital Printing nor traditional printing are approved as services that may be offered either alone or in conjunction with other preferred source service offerings.		√	√

APPROVED SERVICES: SECTION D	Corcraft	NYSPSP	NYSID
Meal Preparation & Delivery is the transforming of food products into prepared meals (hot or cold) using any variety of techniques whereby the prepared meals comply with all pertinent requirements, Food and Drug Administration regulations and New York State Department of Health Code Requirements. The prepared meals are then packaged, labeled, and distributed for consumption off site. This service may also include ordering and storing food products. This service shall not include food cafeteria services or food warehousing.			√
Microfiche Conversion is converting paper documents or other media onto a sheet of film bearing a grid of small photographs known as microfiche. The images captured are photographic representations of individual pages at a much reduced scale. The original paper documents or other media imaged may be stored by the preferred member for a term not to exceed six (6) months after the completion of the contract.			√
Microfilm Conversion is converting paper documents or other media onto a tape known as microfilm. The images captured are photographic representations of individual pages at a much reduced scale. The original paper documents or other media imaged may be stored by the preferred member for a term not to exceed six (6) months after the completion of the contract.			√
Package & Document Pick Up & Delivery is the physical pick-up and transportation of packages or letters from one point to another in an expedient manner (other than by walking) as directed by the customer.			√
Photocopying is making a duplicate image of a hard copy document that has been placed on an analog copier. The only type of binding permitted is a single stapled corner.			√
Recycling is the gathering and collection of discarded and unwanted materials, including, but not limited to, paper, plastics, glass, aluminum, cardboard, or metals that can be converted into new products and may have a resale value. This service may include the rental of dumpsters or collection bins. This service does not include Electronics Recycling, which is a separate service within Section D.			√
Reproduction is making one or more duplicates of a pre-existing original hard copy document. Example: Physically place a document or book on a screen and press start. The only type of binding permitted is a single stapled corner. If the document to be reproduced is in an electronic format it is not covered under this definition. **This service shall not include original printing of any kind, including Digital Printing.** **NOTE:** Digital Printing is defined as a physical process that transfers an image stored in a digital format on a computer or other storage media (e.g.: flash/thumb drive) to paper or other media. Digital Printing does not use metal printing plates as the mechanical means to affix the image to the paper and does not include a press set-up process. The term expressly does not include the mechanical processes of offset lithography and offset printing (traditional printing). Neither Digital Printing nor traditional printing are approved as services that may be offered either alone or in conjunction with other preferred source service offerings.			√

APPROVED SERVICES: SECTION D	Corcraft	NYSPSP	NYSID
Secure Document Destruction is the shredding, pulverizing, or incinerating of sensitive or confidential papers so that there is no record of the original paper. This service may include gathering and collecting the papers for transfer to a secure location for off-site or on-site destruction. This service may include the utilization of secure collection bins.		√	√
Snow Removal is the clearing snow from walkways, building perimeters and parking lot areas by hand shoveling or using a snow blower or plow. Applying salt or other ice-melt materials as needed and removing snow from premises when required.			√
Temporary Personnel - Bindery Workers are workers hired for a pre-determined period whose job duties would routinely include the following functions and responsibilities and related tasks: collating, punching holes, binding and shrink wrapping of books and other printed materials. Individuals must possess experience with and knowledge of cutting equipment, folding machines, hole drills and be able to stack boxes.			√
THIS LIST CONTINUES ON THE NEXT PAGE			

APPROVED SERVICES: SECTION D	Corcraft	NYSPSP	NYSID
Temporary Personnel - Office ("Office Temps") are workers hired for a pre-determined period to provide program support and assistance. Office Temps assist with a wide range of administrative and clerical functions and may range in skill from entry level to highly experienced personnel. The entire "Temporary Personnel-Office Definition" can be found at: https://ogs.ny.gov/system/files/documents/2019/03/temporarypersonneloffice definition.pdf **Note:** The following titles are **excluded**: • Bindery operators • Couriers/Messengers • Inspectors • Lifeguards • Sales Associates/Cashiers • Subway, Rail or Bus passenger counters, Temperature takers and Surveyors • Test administrators/monitors and proctors Also excluded: • Positions requiring policy decision making, financial advising, counseling, or program management. • Any positions that require a certification or license including but not limited to: services as an accountant, actuary, architect, attorney, physician, engineer, nurse, laboratory technician, paralegal, social worker, etc. • Any positions requiring Information Technology ("IT") hardware, software or system analysis, design development, programming, implementation, support, troubleshooting, repair, end user (break-fix) technical support, account administration, IT Helpdesk, etc. • Positions requiring manual labor services such as janitorial, maintenance, custodial, grounds, laundry, housekeeping, general labor, moving, warehouse, or construction trades etc. "Additional Guidance for Temporary Personnel-Office Definition" can be found at: https://ogs.ny.gov/procurement/preferred-source-additional-guidance		√	√
Temporary Personnel - Test Monitors and Proctors are workers hired for a pre-determined period to support the administration of competitive examinations/tests offered by procuring agencies. Job duties would include such functions and responsibilities as: writing information on the board in test locations; reviewing various forms and documents provided by candidates to gain entry to test location on day of the test; providing instructions to candidates on day of test; checking candidate's ID; obtaining candidate's fingerprints on fingerprint cards; completing monitor reports and related forms; organizing documents on the day of the test; reading monitor's instructions to candidates; counting, distributing, and collecting test booklets; directing candidates to rest rooms and exits; and overseeing and supervising candidates during examinations and official tests. These services are provided at a location determined by the procuring agency.			√

APPROVED SERVICES: SECTION D	Corcraft	NYSPSP	NYSID
Temporary Personnel - Transportation Field Work are workers who spend a majority of their working hours outside of an office setting and are hired for a pre-determined period to perform duties such as: counting mass transit passengers; purchasing tickets to ensure that the correct fares are charged and collected; issuing, conducting, and collecting passenger surveys; monitoring, recording, and documenting bus and/or rail car, and station temperatures; preparing reports; and providing supervision to temporary transportation fieldworkers. **Temporary Personnel – Transportation Field Work Service Categories** **Revenue Control Specialists** Purchase station tickets and present them on trains to ensure the tickets are cancelled appropriately by the train crew. Record observations on a report at the end of weekly assignments as well as account for funds expended by remitting receipts and preparing supporting documentation. May supervise other temporary revenue control specialists in the field to ensure work is being conducted properly. **Temperature Surveyors** Collect temperature and humidity data and perform temperature readings at train, subway, or bus stations; on trains, subways, or buses; complete data sheets; and submit reports to an office in a timely fashion. Individuals working in the field may assist in assigning routes, deploying temporary workers, managing temporary workers, collecting data, and providing reports, which are transmitted to the office. **Counters/Survey Technicians/Field Specialists** Conduct counts of passengers and/or distribute surveys either on a train, subway, or bus or at a station and enter data on tally sheets in the field. Individuals in this position working in the field may supervise other temporary workers and will be responsible for ensuring accuracy of counts, verifying tally sheets, pick-up and distribution of supplies to counters, and ensuring that instructions are followed and that the quality of work is sufficient for management. **Service Analysts** Conduct co-counts on trains, subways, or buses and perform random spot checks of survey technicians and supervisors working in the field to ensure they are performing assigned duties. A majority of hours worked shall be in the field. **Field Work Supervision** Exact duties will vary depending on the type of field worker supervised, however, individuals in this position must work the majority of their hours in the field and may be called upon to perform any of the following tasks: establish routes to ensure prescribed survey results, deploy and supervise temporary workers, collect data and provide reports, conduct field checks of surveyors, and ensure accuracy of all facets of project including surveys, data, and associated administrative functions. While working in the field at a train, subway, or bus station or on trains, subways, or buses, oversee the field counters to ensure accuracy of counts, tally count sheets, pick up supplies, distribute supplies at work assignments and return supplies, and ensure instructions are followed. While working in the field at a train, subway, or bus station or on trains, subways, or buses, supervise survey technicians, distribute specific assignments, distribute and collect counting equipment, and summarize or total results for transmittal back to the office.			√

APPROVED SERVICES: SECTION D	Corcraft	NYSPSP	NYSID
Temporary Personnel – Warehouse is a temporary worker hired for a pre-determined period of time to assist a customer in a warehouse environment. The worker may be asked to perform a wide range of warehouse tasks including, but not limited to, order processing, pulling of materials and stock, packing boxes, loading and unloading, shipping, receiving, and other similar tasks as assigned. This service shall not include delivery or driving off site.			√
Transcription is the process of making a written, printed, or typed record of words that have been spoken. This process involves listening to live speech or to an audio or video recording, and then keying the text via a keyboard to create written transcript. This transcript may be provided to the customer electronically or in hard copy. This service may include rendering an exact, word-for-word transcription, a paraphrased transcription or a transcription containing no grammatical errors. Transcriptionists often use special software, but standard word processing software may also be used. This service shall not include translation services.		√	√
Vehicular Messenger Services is the delivery of packages or letters through the use of a motor vehicle in an expedient manner as directed by the customer.			√
Warehousing, Storage & Distribution (Not food) is the storing of commodities (not food) in a safe and clean environment. The commodities are inventoried, rotated, and delivered to various customer locations. This service shall not include obtaining, sourcing, and procuring items on behalf of the customer.		√	
Window Blind Cleaning is the removal of stains, dust, dirt, grit, sand, and allergens from window blinds. Window treatments are actually made up of many smaller pieces that all attract dirt and dust. The different parts of the blinds require some different cleaning methods. Cleaning and properly maintaining blinds can be done by vacuuming, wiping, spot cleaning, bathing, and polishing.			√
Window Cleaning is the washing and removal of stains, dirt, dust, grit, sand, and allergens from the interior and/or exterior of the window.			√

SERVICES: SECTION E

Services listed below **<u>have NOT been approved</u>** as a preferred source service as indicated with √. These items may be available for purchase under other methods of procurement.

NOT APPROVED SERVICES: SECTION E	Corcraft	NYSPSP	NYSID
Building and Grounds Maintenance			
Building and Grounds Maintenance			√
Binding			
Binding			√
Food Cafeteria Services			
Food Cafeteria Services			√
Horticulture Services			
Horticulture Services			√
Information & Records Conversion Management			
Information & Records Conversion Management	√		
Packaging Services			
Packaging Services			√
Tele-response/Telemarketing			
Tele-response/Telemarketing	√		
Temporary Personnel			
Temporary Personnel			√
Work Crews			
Work Crews	√		

NOT APPROVED FOR PURCHASE AS A PREFERRED SOURCE