



Office of
General Services

BSC Purchasing Introductory Overview

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NOVEMBER 20, 2024

BSC Purchasing Mission

Business Services Center is responsible for:

- Providing guidance to our customers in various procurement processes.
- Reviewing documentation to ensure an adequate procurement record exists for purchase orders issued; adherence to State Finance Law (SFL), Procurement Guidelines, etc.
- Providing Buy Desk services upon customer request.
- Maintaining all procurement documents for procurements processed by the BSC in accordance with State record retention guidelines.

Top Reasons For Incomplete Procurement Record

The BSC's Service Line Agreement is to dispatch POs that have complete procurement records within three days.

Over the past year, there were almost 10,000 purchase orders submitted that did not meet requirements for the procurement record, law requirements, and/or SFS processing.

Row Labels	Count of PO Number
Quote/Invoice/MOU/Credit Memo	2672
Contract Link	2059
Insurance	1174
PRC	1044
Contract Compliance Issue	967
ROP/Sole Source	739
Lobbying	727
Appendix A	709
Price/QTY Update	706
Amount Only	684
B1184	601
RFQ Docs Missing	583
Budget/PSP Error	513

Order of Purchasing Priority

Per SFL 163, all purchases must follow the order of priority below regarding their form, function, and utility

1. Preferred Sources
2. Centralized Contracts
3. Agency/Multi-Agency Established Contracts
4. Open Market Purchase (Discretionary up to \$85k)

Preferred Sources

- Agencies are required by law to purchase commodities and services from Preferred Sources before any other procurement method as long as the Preferred Source offering meets form, function, and utility requirements.
<https://ogs.ny.gov/procurement/preferred-sources>
- The Preferred Sources for New York State are Corcraft, NYSPSP (Program for People who are Blind), & NYSID (Industries for the Disabled).
- If a Preferred Source offering cannot be provided, or does not meet your form, function, or utility, a declination letter must be obtained from the vendor.

Preferred Sources Resources

The OGS website provides resources to determine if a Preferred Source can provide the goods or services you are trying to procure.

- https://ogs.ny.gov/system/files/documents/2024/04/preferred-source-guidelines_0.pdf
- <https://ogs.ny.gov/system/files/documents/2024/10/list-of-preferred-source-offerings.pdf>

**New York State Procurement
Council Bulletin:
Preferred Source Guidelines**

February 2024

**List of Preferred Source
Offerings**

October 2024

Preferred Sources List

- The List is broken down by commodities and services offered by all three (3) NYS Preferred Sources.
- It is important to check the offerings list before browsing the Preferred Source Catalogs. Not all items in Catalogs or on the websites are considered Preferred Source Items. For example, on NYSID's website, Preferred Source items are shown with a stamp.

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 \$100,000 or more, OGS approval of the price is required. (Note: OGS price approval is not required if Corcraft is the preferred source.) If the procurement is less than \$100,000, 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 at \$100,000 or more 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 less than \$100,000, 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.



E5247-0000-250 - Interagency Envelope, 15"W x 10"H, Button & String



E5251-0000-100 - Interagency Envelope, 15"W x 10"H, B/S Closure



E5284 - 5 3/8" x 7 7/8" Vinyl Writing Pad Holder

Preferred Source Guidelines

- Provides Guidance on
 - How to Purchase from the Preferred Sources
 - Determination Factors for Form, Function, and Utility
 - How to Proceed if the Preferred Sources do not meet your Form, Function & Utility
- Pricing for NYSID and NYSPS's products/services may not exceed 15% of fair market value for the same or similar products and services

Declination Letter

An email can be sent to the Preferred Sources directly. Their contact information is on the List of Preferred Source Offerings

customerservice@nysid.org

Corcraft.ProcurementServices@doccs.ny.gov

Customercare@nyspsp.org



Corrections and
Community Supervision



KATHY HOCHUL
Governor

DANIEL F. MARTUSCELLO III
Commissioner

Date

Contact Name
Customer Number
Customer Name
Customer Address

Dear Customer:

In compliance with New York State Finance Law, this letter serves as acknowledgement and approval of your requested release dated (insert date). Unfortunately, at this time Corcraft is unable to fulfill the requested product(s).

While we cannot meet your specific needs as part of this procurement, we want to ensure you consider Corcraft in the future for your needs. If you have any questions about our offerings, want to discuss another project or item, or need a quote, please reach out to your Sales Representative directly. If you haven't had the chance to meet your Sales Representative, you can find them on our website at Corcraft.ny.gov/sales-representatives or by calling (800) 436-6321 x 2605.

Preferred Source Threshold Requirements



Office of General Services
Business Services Center

New York State Purchasing Requirements for BSC Customer Agencies

1 Preferred Sources

Corcraft, NYS Preferred Source Program for New Yorkers Who are Blind, NYS Industries for the Disabled

Preferred Sources must be considered first. State agencies are required to purchase from the list of approved preferred source offerings if it meets the agency's form, function and utility or the price meets the following thresholds: Corcraft commodities must be priced at or below fair market price. NYS PSP and NYSID commodities and services must be as close to, but no greater than 15% above, prevailing market price (what others would charge under similar circumstances). <https://ogs.ny.gov/procurement/list-preferred-source-offerings>

When an approved preferred source offering is available and not used, the agency must document how it did not meet its form, function, or utility or the price exceeds the threshold. See the Preferred Sources Guidelines:

<https://ogs.ny.gov/procurement/nys-procurement-bulletin-preferred-source-guidelines>

	Purchasing Preferred Source Commodities & Technology		Purchasing Preferred Source Services	
	If Your Dollar Amount of Purchase is \$0 - \$85,000	If Your Dollar Amount of Purchase is \$85,001 & over	If Your Dollar Amount of Purchase is \$0 - \$85,000	If Your Dollar Amount of Purchase is \$85,001 & over
What purchasing method do I use?	Procurement Card where possible or Purchase Order	Agency-specific contract. Agency enters contract requisition in SFS.	Procurement Card where possible or Purchase Order	Agency-specific contract. Agency does solicitation and enters contract requisition in SFS.
Who solicits quotes or issues bid documents? ¹	Agency - Use published price lists	Agency - Use published price lists	Agency - Written Quotes (Price Concurrence)	Agency - Refer to Preferred Source Guidelines for Instructions
If Technology-related, is PTP approval required? ²	YES - if \$50,000 or more	YES - if \$50,000 or more	YES - if \$50,000 or more	YES - if \$50,000 or more
Do I have to advertise in the Contract Reporter?	NO	NO	NO	NO
Do I need OSC approval?	NO	YES	NO	YES
Do I need a Vendor Responsibility Profile/ Checklist?	NO	NO	NO	NO
Do I need a Vendor Responsibility Questionnaire?	NO	NO	NO	NO
Is a NYS Procurement Lobbying Law form required?	NO	NO	NO	NO
Are there any MWBE and/or SDOB Goals?	NO	NO	NO	NO
Do I need DOB B-1184 approval?	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)

¹For PCard purchases \$10,000 or less, a receipt may be substituted for 1 written quote.

²Information Technology Services' Plan-to-Procure (PTP) approval is required for any IT procurement of a product or service equal to or greater than \$50,000. Approval is also required when procuring from or requesting exemption from purchasing from any aggregate or enterprise agreement, regardless of dollar amount. Agencies submit their own request for PTP.

OGS Centralized Contracts

- Agencies are required by law to procure from OGS centralized contracts if not available from a preferred source before proceeding to a discretionary purchase.
- The “how to use” and contract requirements must be followed to make a purchase. This may include the RFQ/QQ process, NTE pricing, PRC, additional specifications.
- OGS or Less

3.36 “OGS or Less” Guidelines

Purchases of the Products included in this Contract are subject to the “OGS or Less” provisions of State Finance Law § 163(3)(a)(v). This means that State Agencies can purchase Products from sources other than the Contractor provided that such Products are substantially similar in form, function or utility to the Products herein and are (1) lower in price and/or (2) available under terms which are more economically efficient to the State Agency (e.g. delivery terms, warranty terms, etc.).

Agencies are reminded that they must provide the State Contractor an opportunity to match the non-Contract savings at least two business days prior to purchase. In addition, purchases made under “OGS or Less” flexibility must meet all requirements of law including, but not limited to, advertising in the NYSCR prior approval of OSC and competitive bidding of requirements exceeding the discretionary threshold. State Agencies should refer to Procurement Council Guidelines for additional information.

OGS Centralized Contracts

- SFS purchase order lines need to be linked to the contract.
- Purchases exceeding \$200k must be approved by OSC. The BSC submits this transaction to OSC on the agency's behalf.
- Utilize the Procurement Services website to locate available awards.

OGS Centralized Contracts

CURRENT CONTRACT AWARDS

Commodities | Services | Technology

See also: [Master List of All Current OGS Statewide Term Contracts](#)

This searchable PDF file is updated monthly & contains a listing of all active contracts & contractors. Use "Ctrl+F to search.





Vendor Feedback System: Worked with a great vendor? Had an issue? Please tell us by [writing a review!](#)

Search:

Search by Award Number, Group Number, Title, or Keyword.

Award #	Group	Award Title	Type	Keywords
23357	32100	Snow & Ice Control Agents (Statewide)	Commodity	Deicing, Pellet, Flake, Solar, Calcium, Chloride, Liquid, Treated, Magnesium, OBPE, Brine
23358	01800	Road Salt, Treated Salt, & Emergency Standby Road Salt (Statewide)	Commodity	Ice, Snow, Sodium, Chloride
23300	38235	Electronic Monitoring Products and Services (NASPO ValuePoint) (Statewide)	Commodity	Radio Frequency (RF), Electronic Monitoring, Satellite Monitoring, Remote Tracking Service (GPS), Alcohol Monitoring, Base Station, Bracelet, Beacon
23273	23000	Miscellaneous Office Supplies (Statewide)	Commodity	Office Supplies, Supplies, Staples
23323	50208	Paper Roll Stock for Offset and Digital Printing (Albany Area Agencies)	Commodity	Opasque Rolls, Colored Rolls, Highspeed Inkjet Rolls, Continuous Roll Feed Paper
23297	23100	School & Art Supplies (Statewide)	Commodity	School supplies, Art supplies
23340	31503	Bituminous Concrete – Asphalt Mixtures (2024 VPP NYSDOT Specific Projects)	Commodity	Paving, FOB, Warm, Shim, Course, Compaction, Paver, Roller, Cold Milling, Pothole Overlay

OGS Centralized Contracts

Industrial and Commercial Supplies and Equipment (Statewide)	
Award Document  (Updated / Revised)	Contract Period: March 22, 2023 - March 21, 2028
Contract Updates 	Group: 39000 Award: 23262 (Replaces 22918 E*,EE,ES,RA)
Contractor Information 	Use of Contracts: All State Agencies and Political Subdivisions
Contract Specifics 	Contact Person: William Edson Telephone: (518) 473-9746
	Authorized User and Contractor Mailbox: OGS.sm.PS_IndustrialCommercial@ogs.ny.gov
Customer Service	Contract Issued: May 04, 2023 Contract Updated: August 30, 2024
Description: This comprehensive Contract is to provide a means of acquiring Industrial and Commercial Supplies and Equipment which are purchased repetitively or on an emergency basis. It also provides a means for inventory reduction by offering quick shipment (within twenty four (24) hours) of a broad array of Products and purchase of a variety of different Products from the same Contractor with a single order and the ability to pick-up orders. This Award has 15% MBE, 15% WBE and 2% SDVOB goal requirements	
NYS Office of General Services (OGS) Contract Notifications: If you would like to receive contract notifications and updates for this Award (or any other NYS OGS Centralized Contract), you can register for the Purchaser Notification Service (PNS) at https://online.ogs.ny.gov/pns/ Be certain to select the Product and/or Services Classification Codes that fit your interests when registering. The Classification Code(s) for this Award can be located under the title of the Award on the document linked from "Award Document" above.	

Furniture, All Types (Except Hospital Room and Patient Handling) (Statewide)

Contract Period: December 05, 2023 – December 01, 2028

Group: 20915

Award: 23295

Use of Contracts: All State Agencies and Political Subdivisions

Contract Manager: Rachael Smelyansky | 518-473-2961

Contract Issued: December 5, 2023

Contract Updated: October 09, 2024

Award Information:

- [Award Document \(PDF\)](#) (Updated/Revised)
- [Contract Updates \(PDF\)](#)
- [Contractor Information \(PDF\)](#)
- [Category Matrix \(PDF\)](#)
- [How To Use \(PDF\)](#)
- [Base Contract and Appendices](#)
- [Historical Documents \(PDF\)](#)

OGS Centralized Contracts



Office of General Services
Business Services Center

New York State Purchasing Requirements for BSC Customer Agencies

2 NYS Centralized Contract

State agencies must use New York State centralized contracts after consideration of Preferred Sources. Centralized contracts are administered by OGS Procurement Services and can be found on the OGS public website: <https://ogs.ny.gov/procurement> Customer support is available at 518.474.6717.

	Purchasing COMMODITIES, TECHNOLOGY & SERVICES from a Centralized Contract	Purchasing COMMODITIES, TECHNOLOGY & SERVICES via Centralized Contracts that Require a Minibid/Request for Quote
	FOR ALL DOLLAR AMOUNTS	FOR ALL DOLLAR AMOUNTS
What purchasing method do I use?	Agency procurement card where possible or Purchase Order	Agency procurement card where possible or Purchase Order
Who solicits quotes or issues bid documents?	Agency - from contract price lists or as defined in the contract	Agency defines requirements, BSC or Agency conducts minibid or Request for Quote
If Technology-related, is PTP approval required?	YES - If \$50,000 or more	YES - If \$50,000 or more
Do I have to advertise in the Contract Reporter?	NO	NO
Do I need OSC approval?	YES – If over \$200,000	YES – If over \$200,000
Do I need a Vendor Responsibility Profile/ Checklist?	NO	NO
Do I need a Vendor Responsibility Questionnaire?	NO	NO
Is a NYS Procurement Lobbying Law form required?	NO	NO
Is there an opportunity to use MWBE and/or SDVOB vendors on Centralized Contract?	A number of NYS Centralized Contracts are with MWBE and/or SDVOB vendors. Before selecting a contract vendor, be sure to review for an MWBE and/or SDVOB.	A number of NYS Centralized Contracts are with MWBE and/or SDVOB vendors. Before selecting a contract vendor, be sure to review for an MWBE and/or SDVOB.
Are there any MWBE and/or SDVOB Goals? ³	MWBE and SDVOB policies vary by agency. Check your agency's MWBE and SDVOB policies.	Agency sets as defined in centralized contract requirements.
Do I need DOB B-1184 approval?	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)

¹For PCard purchases \$10,000 or less, a receipt may be substituted for 1 written quote.

²Information Technology Services' Plan-to-Procurer (PTP) approval is required for any IT procurement of a product or service equal to or greater than \$50,000. Approval is also required when procuring from or requesting exemption from purchasing from any aggregate or enterprise agreement, regardless of dollar amount. Agencies submit their own request for PTP.

³Executive Chamber approval of MWBE goals may be required for purchase, see page 4. In some cases, an agency may elect to use a SDVOB Set Aside in lieu of using a Centralized Contract. Please review the SDVOB Guidelines for additional information. [View Guidelines](#)

Open Market Purchases

Buyers can proceed to the open market only when Preferred Sources or Centralized Contracts cannot meet the form, function, and utility of the procurement.

Open Market Purchases can be made up to \$85k before requiring OSC approval.

In addition to the BSC Purchasing Requirements Chart, the BSC Purchase Order Checklist can help identify additional documentation needed for the Procurement Record: <https://bsc.ogs.ny.gov/plan-your-purchase>

Open Market Purchases



Office of General Services
Business Services Center

BSC Purchasing
Building 5, 6th Floor
W. Averell Harriman State Office Campus
1220 Washington Avenue
Albany, NY 12226-1900
Email: OGSPurchasingUnit@ogs.ny.gov
Website: <https://bsc.ogs.ny.gov/>
Phone: 518-457-4272 | Fax: 518-457-1879

Purchase Order Checklist

Section 3: Open Market									
Are the commodities or services available on the open market?		<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>Vendor Name</td> <td>Contact Name</td> <td>Contact Phone</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Vendor Name	Contact Name	Contact Phone			
Vendor Name	Contact Name	Contact Phone							
Check all that apply	Requirement Threshold	Documentation	Comments						
<input type="checkbox"/>	Labor	Prevailing Wage Rates (provide PRC number) Article II - all Article 9 > \$1,500	PRC Number						
<input type="checkbox"/>	Labor	Attach proof of Workers Compensation, Disability, and Liability insurance coverage (services only).							
<input type="checkbox"/>	Any Amount	Appendix A - if any of the vendor's terms and conditions conflict with Appendix A.							
<input type="checkbox"/>	Any Amount	Reasonableness of price. Explain Agency's method of determination and attach documentation. For example, prior PO, prior invoice, published price list, Internet search or Sole Source letter.							
<input type="checkbox"/>	Amount < \$2,500	One informal quote.							
<input type="checkbox"/>	Amount > \$2,500	One valid written quote.							
<input type="checkbox"/>	Amount > \$10,000	Three valid comparable written quotes.							
<input type="checkbox"/>	Amount > \$15,000	Procurement lobbying form.							
<input type="checkbox"/>	Amount > \$500 / \$20,000	Provide B-1184 approval number. Attach B-1184 approval document if procurement requires OSC approval. See page 4 on NYS Purchasing Requirements for approval thresholds.	B1184 Number						
<input type="checkbox"/>	Amount > \$50,000	Announce procurement opportunity in Contract Reporter.							
<input type="checkbox"/>	Amount > \$85,000	Vendor is MWBE, SBE, or SDVOB and purchase <= \$500,000. See page 3 on NYS Purchasing Requirements for additional requirements. If not MWBE, SBE, or SDVOB purchase > \$85,000 competitive solicitation required - (IFB, RFP, RFP) contact BSC for guidance.							

Common Open Market Documentation

Reasonableness of Price:

It is recommended that any open market purchases over \$10,000 have 3 quotes to establish reasonableness of price. If you are unable to obtain two additional quotes, additional justification that your agency practiced due diligence to certify that the prices quoted/invoiced by the vendor are fair and reasonable. A non-bid is not considered to be a quote.

Additional methods for establishing reasonableness of price are:

- prior PO
- prior invoice
- published price list
- internet search
- sole source letter

Common Open Market Documentation

Workers' Compensation and Disability Coverage/PFL:

Required for all transactions involving services where the vendor is employing staff in NYS. Exemptions may be filed using form CE-200. We cannot accept the ACORD 25 for this coverage, we will need a form C105.2 or U26.3

Certificate of Liability Insurance (and Automobile if applicable)

Any time work involves any risk and on State property, General Liability Coverage/Auto Insurance is recommended in accordance with Council of Contracting Agencies and NYS Procurement Council Guidelines for Insurance Requirements in Contracts. [Guidelines for Insurance Requirements in Contracts](#) - [Updated September 2021 \(ny.gov\)](#)

Common Open Market Documentation

Appendix A

All NYS purchases are governed by Appendix A. This document incorporates the standard clauses for all New York State contracts. Any time a vendor's terms and conditions conflict with Appendix A, they will need to confirm that Appendix A supersedes all other terms and conditions prior to issuance of the PO. Vendor can reply via email that they accept the Appendix A.

Lobbying Form

Per NYS Finance Law 139 J and K, any open market purchases over \$15,000 requires vendors to provide affirmation of compliance. The signed lobbying form from the vendor attached to the procurement record satisfies this requirement.

Prevailing Rate Case

This is a Department of Labor Requirement. Please indicate in the comments if you would like the BSC to obtain on your behalf

B-1184 Requirement Thresholds



Office of General Services
Business Services Center

New York State Purchasing Requirements for BSC Customer Agencies

Division of the Budget B-1184 Approval thresholds

Thresholds are subject to change based on DOB Bulletins. Thresholds stated here are as of July 2023.

Purchase Type	NPS Type	B-1184	Executive Chamber MWBE Participation Goals Approval Threshold (Attachment C)
Contracts - New		\$50,000 or greater	\$20,000 - \$49,999
Contracts - Amendment		\$50,000 or greater	\$20,000 - \$49,999
Contracts - RFP / RFI / Pre-contract*		\$1M or greater	\$20,000 - \$999,999
Leases		\$50,000 or greater	N/A
Local Assistance Grants		\$50,000 or greater	\$20,000 - \$49,999
Capital - Change Orders/ Other		\$50,000 or greater	\$20,000 - \$49,999
Capital - Construction		\$1M or greater	\$100,000-\$999,999
Capital - Design		\$1M or greater	\$100,000-\$999,999
NPS	Fleet Assets	\$0 or greater	N/A
	Information Technology	\$50,000 or greater	N/A
	Out of State Travel	\$0 value or greater	N/A
	In State Travel	\$500 or greater	N/A
	Contractual Services	\$50,000 or greater	\$20,000 - \$49,999
	Employee Related Events	\$500 or greater	N/A
	Membership Dues to Associations	\$500 or greater	N/A
	Non-institutional Food Purchases	\$500 or greater	N/A
	Promotional Items	\$500 or greater	N/A
	Purchases	\$50,000 or greater	\$20,000 - \$49,999
Temporary Personnel Services	\$50,000 or greater	N/A	

Clarification of thresholds from DOB bulletin should be addressed through the agency's budget unit. Agency should document its decision in writing and include in the procurement record.

*For PCard purchases \$10,000 or less, a receipt may be substituted for 1 written quote.
*Information Technology Services' Plan-to-Procure (PTP) approval is required for any IT procurement of a product or service equal to or greater than \$50,000. Approval is also required when procuring from or requesting exemption from purchasing from any aggregate or enterprise agreement, regardless of dollar amount. Agencies submit their own request for PTP.
*Executive Chamber approval of MWBE goals may be required for purchase, see page 4. In some cases, an agency may elect to use a SDVOB Set Aside in lieu of using a Centralized Contract. Please review the SDVOB Guidelines for additional information. [View Guidelines](#)

About this Purchasing Requirements Guide

The information in this guide is intended to provide general purchasing criteria only. Please note that some requirements may vary. Specific requirements should be discussed with the BSC on a case-by-case basis. All employees involved in the vendor selection process should be familiar with the agency's Minority/ Woman Owned Enterprise (M/WBE) and Service-Disabled Veteran-Owned Business (SDVOB) usage goals. M/WBE and SDVOB vendors are to be solicited for quotes, whenever possible. SDVOB and M/WBE goals are not mutually exclusive. Equipment maintenance requirements should be placed on the Equipment Maintenance Insurance Policy (REMI Program) whenever practical. Agencies should never sign a vendor's form contract without consulting with their Legal Department.

Websites

Preferred Source Guidelines:
<https://ogs.ny.gov/procurement/nys-procurement-bulletin-preferred-source-guidelines>

OGS Public Website - Procurement Services
<https://ogs.ny.gov/procurement>

Certified MWBE List & Search
<https://ny.newnycontracts.com/>

Certified SDVOB List
<https://sdvbes.ogs.ny.gov/business-search>

September 27, 2023

BSC Guidance

Asking vendors for procurement requirements up front when soliciting quotes may assist in reducing processing times. Can be included in the outreach.

The BSC Buy Desk can assist with identifying the method of procurement and assist with navigating Preferred Sources and Centralized Contracts.

ogsbuydesk@ogs.ny.gov

If you have general purchasing related questions, please reach out to bscfinance@ogs.ny.gov and include “purchasing” in the subject line.



**Office of
General Services**