



Office of
General Services

GOVBUY PROCUREMENT CONFERENCE

November 21-22, 2024

Empire State Plaza Convention Center, Albany, NY



NEW
YORK
STATE

Office of
General Services

How to Procure With Preferred Sources

GOVBUY PROCUREMENT
CONFERENCE





How to Procure With Preferred Sources

Meeting Room 4 | 11:00 AM – 12:00 PM

MODERATOR

David Keneston

Preferred Source Team Leader

New York State Office of General Services

PANELISTS

JP Behrle, Director of Correctional Industries,
CORCRAFT

Tim Fiori, Senior Director of Business
Development, NYSPSP

Maureen O'Brien, President & CEO, NYSID

Who is Required to Buy Preferred Source Products and Services?

- State agencies
- Public benefit corporations
- Public authorities
- Municipalities (counties, cities, towns, villages)
- School districts

Learn more about NYS Finance Law at:
[NYS Open Legislation | NYSenate.gov](https://www.nysenate.gov/legislation)



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE

When am I Required to Buy Preferred Source Products and Services?

The law requires that **if** an approved Preferred Source offering meets your requirements for **form, function, and utility**; **and** the price is within 15% of the prevailing market for NYSID and NYSPSP or at or below fair market price for Corcraft, you are required to purchase from the Preferred Source.

Think of **form, function, and utility** in basic terms:

Form: Shape, color, configuration, construction

Function: Purpose, capacity to work in a particular way

Utility: Usefulness, availability, functionality



Entities Granted Preference (Preferred Source Status)



Commodities
produced by the
Department of
Corrections and
Community
Supervision, Division of
Correctional Industries



**Commodities and
Services** produced by
qualified, non-profit
organizations for the
blind and approved by
the Commissioner of
the Office of Children
and Family Services



**Commodities and
Services** produced by
any qualified, non-profit
organization for disabled
persons and approved
by the Commissioner of
Education



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE

Preferred Source Facilitating Entities



- NYSPSP and NYSID serve as a single point of contact between you (the purchaser), the member organization (supplier) that will provide the goods and services, and the regulatory agencies, which ensure statutory compliance (ESD, OGS, OSC, SED, OCFS)
- Serve as the contractor of record for all service contracts and purchase orders for approved offerings
- Facilitate transactions by providing administrative, billing, contracting and marketing services, and contract compliance



Preferred Source Offerings

- Corcraft, NYSPSP, and NYSID also have offerings that do not have preferred source status
- For NYSPSP and NYSID, these offerings are subject to all statutory requirements for open market procurement
- For Corcraft, they're sold utilizing a memorandum of understanding (MOU)
- Their catalogs will identify Preferred Source approved goods and services



Preferred Source Contacts



Carlos Colon
Sales Manager
carlos.colon@doccs.ny.gov
518-436-6321 x3110

Order Services
Order.Corcraft@doccs.ny.gov
518-436-6321 x 2620

[Corcraft Website](#)



Tim Fiori
Senior Sales Director
tfiori@nyspsp.org
518-621-0644

Customer Care
tfiori@nyspsp.org
1-800-421-9010 (Option 2)

[NYSPSP Website](#)



Maureen O'Brien
President & CEO
mobrien@nysid.org
518-463-9706

[NYSID Website](#)



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE

Purchasing Order of Precedence

Commodities

1. Corcraft
2. NYSPSP
3. NYSID

Services

NYSPSP & NYSID –
equal priority

NOTE: If more than one Preferred Source meets your requirements for SERVICES, **cost** shall be the determining factor of your selection.



List of Preferred Source Offerings

NYS OGS — List of Preferred Source Offerings **Section A**

Revised: October 2024

APPROVED COMMODITIES: SECTION A	Corcraft	NYSPSP	NYSID
<i>Student Desk</i>	√		
<i>Tablet Arm Chairs</i>	√		
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)	√	√	√

[Link to the List of Preferred Source Offerings](#)



Office of
General Services



Preferred Sources, MWBEs & SDVOBs

- Preferred Source purchasing requirements have **priority** over minority- and women-owned business enterprise (MWBE) and service-disabled veteran-owned business (SDVOB) goals
- Preferred Source payments to a **Corporate Partner that is an MWBE** may be applied toward MWBE goals
- Preferred Source payments to a **Corporate Partner that is an SDVOB** may be applied toward SDVOB goals



Prevailing Market and Price

- Approved Preferred Source commodity and service offerings from NYSID and NYSPSP must be within **15%** of the prevailing market price
- Corcraft commodity prices must be at or below fair market price



Prevailing Market and Price

- Prevailing market and fair market price can be determined from the following:
 1. OGS centralized contracts
 2. Active state agency, school, or local government contracts
 3. Other state or cooperative purchasing contracts
 4. Federal contracts or open market information



Buying from Preferred Sources

Corcraft – J.P. Behrle
NYSPSP – Tim Fiori
NYSID – Maureen O’Brien



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE

About Corcraft

- Corcraft is the industry program within the New York State Department of Corrections and Community Supervision
- We employs incarcerated individuals to produce goods while preparing them for release by teaching them work skills, work ethic, and responsibility
- The industry program is voluntary



Corcraft's Mission

- Corcraft's mission is to:
 - Employ incarcerated individuals in real work situations
 - Produce quality goods and services at competitive prices
 - Deliver on time at a minimal cost to the taxpayer



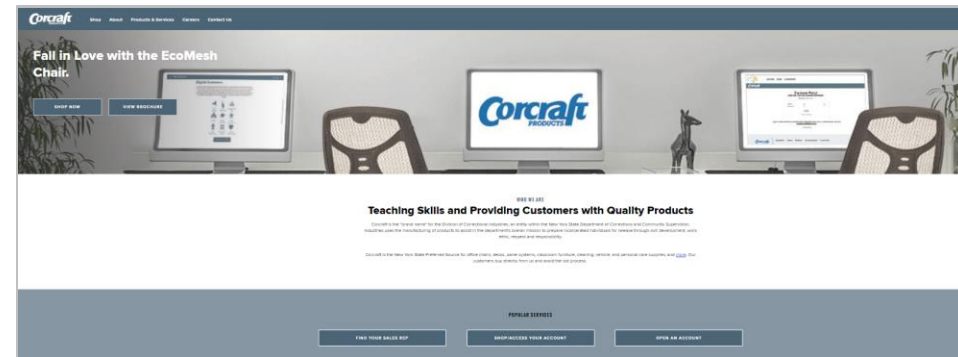
Corcraft Commodities

- Corcraft is first in the order of precedence for Preferred Source commodities
- Items include:
 - Classroom and office furniture
 - Seating
 - Janitorial, personal care, and vehicle maintenance supplies
 - Textiles and apparel
 - Specialty steel products
 - Eyewear



Visit Corcraft Online @ corcraft.ny.gov

- Visit the Corcraft website to:
 - Find your sales rep
 - Shop
 - View product information
 - Learn how to purchase from us



NYS SFS Vendor ID #1100162226 | 1-800-436-6321



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE

NYSPSP Vision and Missions Statements

- Vision statement:
 - Independence, opportunity, and dignity through meaningful employment for all people who are legally blind
- Mission statement:
 - Creating diverse employment opportunities and upward mobility for New Yorkers who are blind



Buy NYSPSP Products Online @ www.nyspssp.org

Commodities include:

- Medical supplies
- Janitorial and cleaning supplies
- Office supplies and toner
- Safety supplies
- Facility, Maintenance items
- Personal care items
- Linens, textiles
- Bedding, sleep safe items



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE

NYSPSP Business Services

Services include:

- Call Center
- Digital Accessibility & Usability Testing and Remediation Services
- Mailroom Services
- Warehousing, Storage, & Distribution Services
- Transcription
- Temporary Personnel - Office Services
- Kit Assembly and Maintenance



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE

NYSPSP Program

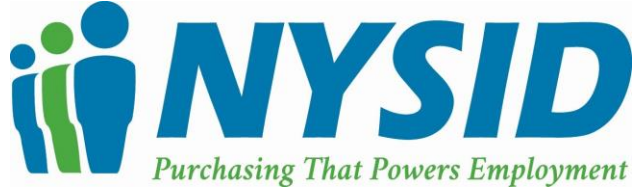
- 400+ people who are legally blind working across the state
- 9 agencies producing products and services
- Manufacturing facilities, state-of-the-art call centers, fulfillment centers, and people working from home
- Corporate partners for services to provide best value to state gov't



NYSPSP Program

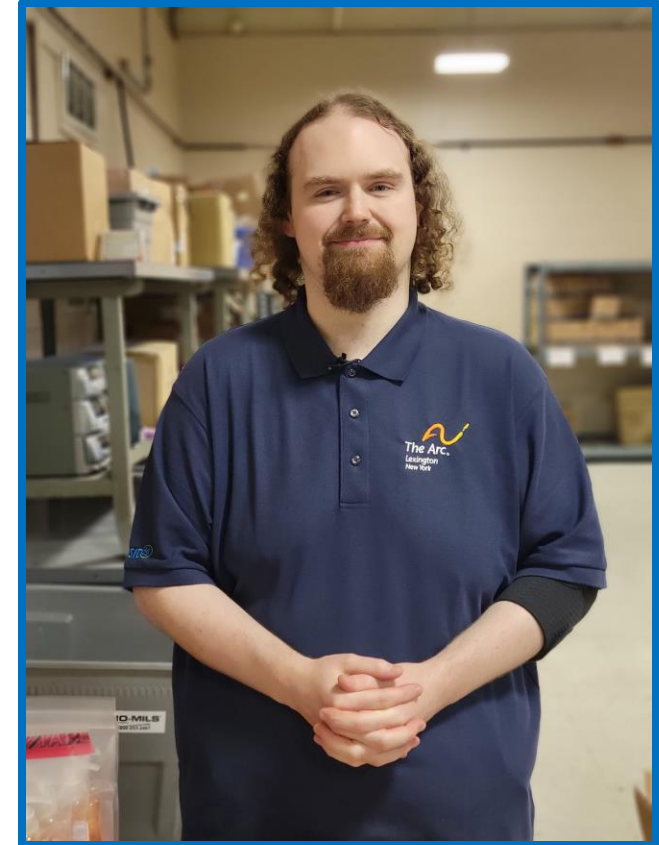
- \$52M in sales
- Offer over 1,500 products
- Can source new products
- Have “green” eco-friendly products
- Have NYS MWBE suppliers
- Can accommodate manual and electronic orders





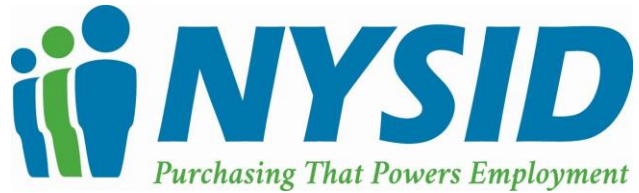
NYSID's Mission

Advancing employment and other opportunities for individuals with disabilities and qualified veterans



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE



Who We Are

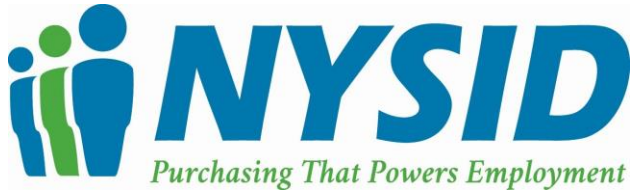


- A not-for-profit membership organization based in Albany, established in 1975
- 140 Member Agencies and Corporate Partners throughout NYS – OPWDD, OMH, OASES
- The majority of employees working on a project must be disabled individuals or qualified veterans
- Regulated by NYS Education Department



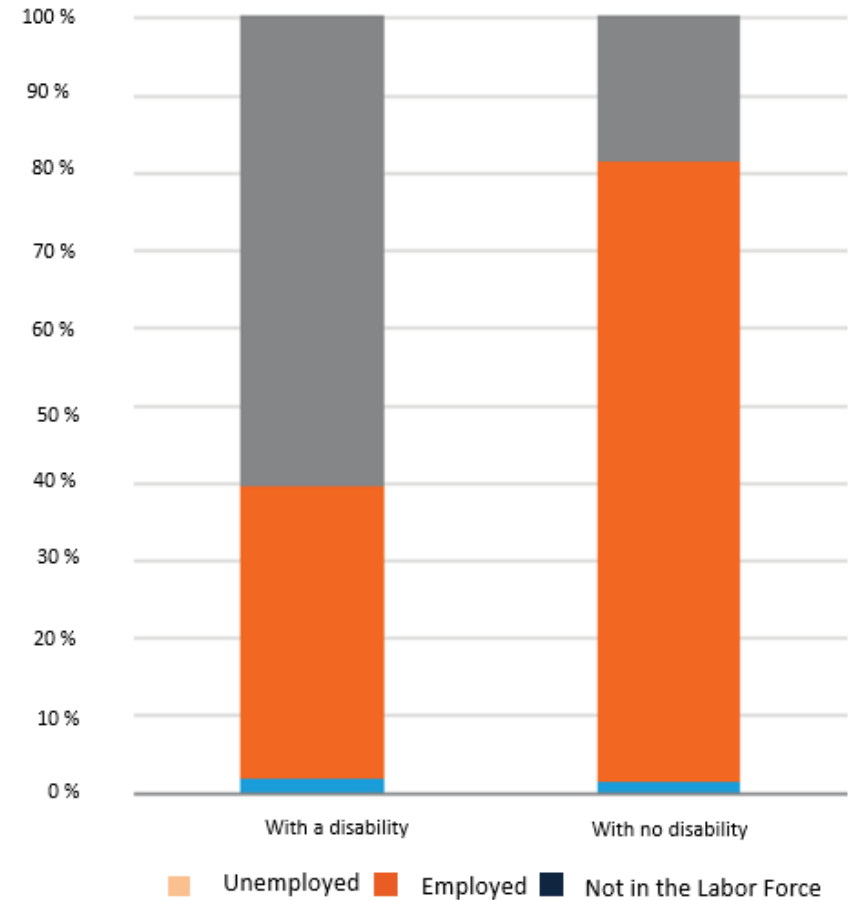
Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE



Why It Matters

- Individuals with disabilities in NYS experience a 67% unemployment rate
- 2.5m people are disabled in NYS
- An individual with a disability is twice as likely to live in poverty and three times as likely to be homeless
- Governor Hochul has made Employment First a priority

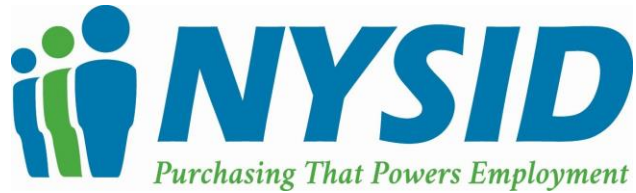


SOURCE: "American Community Survey: 2013-2017 ACS 5-year Estimates," Table S2301, generated by Rockefeller Institute, using American FactFinder.



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE



What We Bring to the Table

- Individuals with disabilities stay employed longer once hired and are generally productive and engaged employees
- Individuals with disabilities are remarkable problem-solvers
- Job readiness and job coaching is on us
- Work ethic is strong, service is delivered well, and pricing is competitive
- In some cases, NYSID employment creates first-time taxpayers
- \$108 in economic output is created by every hour worked by an individual with a disability



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE



2024 Employment Impact

- 4,758 individuals with disabilities employed
- \$82.7m wages earned
- 3.7m hours of work performed
- \$398m in local economic impact created



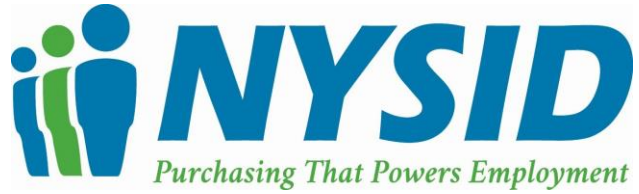
Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE

Buy NYSID Products Online @ shop.nysid.org

- NYSID Preferred Source **commodities** include:
 - Copy paper and other office essentials
 - Custodial supplies, paint and restroom care products
 - Customized apparel and uniforms
 - Food and food service supplies
 - Health and personal care items
 - Safety equipment
- NYSID Preferred Source **services** include:
 - Data Imaging and Secure Document Destruction
 - Digital Accessibility & Usability Testing and Remediation Services
 - Janitorial
 - Groundskeeping & Lawn Maintenance
 - Mail Fulfillment
 - Temporary Personnel





Be Social With Us!



facebook.com/nysid



x.com/NYSIDSpeaks



instagram.com/nysid_powering_employment



youtube.com/user/NYSIDcreatesjobs



linkedin.com /company/new-york-state-industries-for-the-disabled-inc-nysid-



www.nysid.org / shop.nysid.org



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE



OGS Roles & Responsibilities



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE

OGS Preferred Source Team

- Jamie Nusbaum
 - Daniel DeBerardinis
 - David Keneston
 - Luca Sainato
 - Ashley Brennan
 - Michael Hernandez
- Interfaces with Preferred Sources, Procurement Council, ESD, and purchasers to ensure compliance with State Finance Law and Preferred Source Guidelines
 - Reviews and approves applications for new products, product price revisions, and applications for new service offerings and service contracts
 - Reviews and evaluates the Electronic Service Application (ESA)

Email the Team at:
PreferredSource@ogs.ny.gov



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE



Electronic Service Application



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE

Electronic Service Application (ESA)

- Required for all proposed Preferred Source **Service Applications** with a contract value of **\$100,000 or more**.

Includes the application overview, four forms, plus attachments

- **Application overview**

- Process summary
- Instructions
- Index of documents



Electronic Service Application (ESA)

- Four forms

- Form 1: Purchasing Agency Application
- Form 2: Preferred Source Facilitating Entity Service Application
- Form 3: Preferred Source Service Cost Summary
- Form 4: Purchasing Agency Acceptance



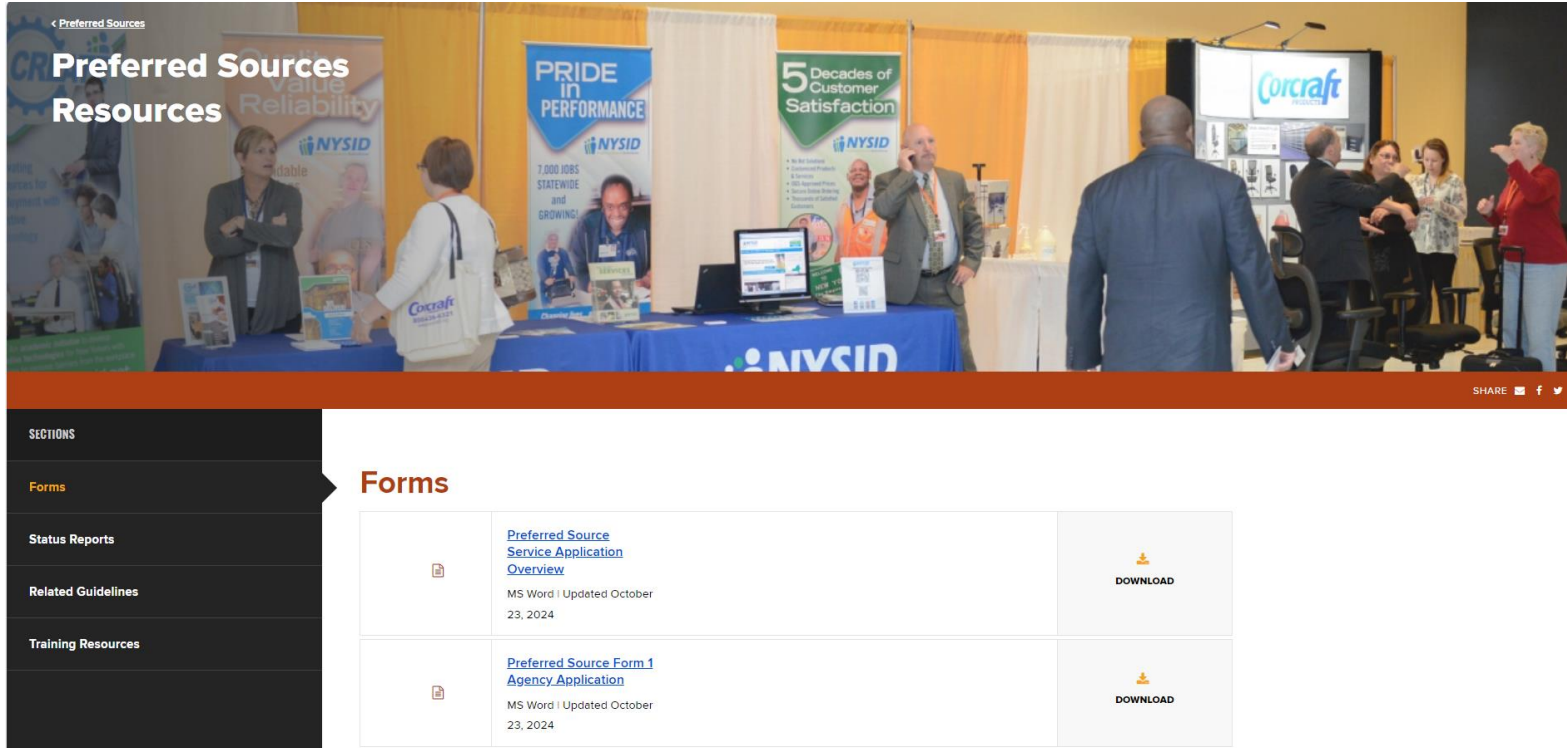
Electronic Service Application (ESA)

- Attachments

- Application Letter to OGS & Market Comparison (mandatory)
- If applicable:
 - Designating Agency Corporate Partner Approval
 - Prevailing Wage Schedule
 - Prior Contract Approval Letter



Where Do I Find the ESA?



The screenshot displays a website interface. At the top, there is a video player showing a trade show booth for NYSID. The booth features several banners: one for 'Preferred Sources Resources' with the NYSID logo, another for 'PRIDE in PERFORMANCE' with '7,000 JOBS STATEWIDE and GROWING', and a third for '5 Decades of Customer Satisfaction' with the NYSID logo. A 'Corcraft' logo is visible on a screen in the background. Below the video, there is a sidebar menu with the following sections: 'SECTIONS', 'Forms', 'Status Reports', 'Related Guidelines', and 'Training Resources'. The 'Forms' section is highlighted, and a list of forms is displayed:

Form Title	Download Link
Preferred Source Service Application Overview	DOWNLOAD
Preferred Source Form 1 Agency Application	DOWNLOAD

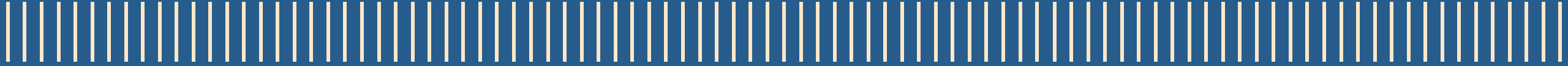
Access the Electronic Service Application at:

<https://ogs.ny.gov/procurement/preferred-sources-resources#forms>



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE



Reference Resources



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE

Find More Information Online

➤ Buying from a Preferred Source:

<https://ogs.ny.gov/procurement/preferred-sources>

➤ How to Use the Preferred Source Electronic Service

Application: <https://ogs.ny.gov/procurement/preferred-sources-resources#training-resources>

➤ List of Preferred Source Offerings:

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



Find More Information Online

➤ Preferred Source Guidelines:

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

➤ NYS Finance Law:

<https://www.nysenate.gov/legislation/laws/STF>

➤ NYS Procurement Guidelines:

https://ogs.ny.gov/system/files/documents/2023/12/nys_procurement_guidelines.pdf



Find More Information Online

➤ NYS Procurement Council:

<https://ogs.ny.gov/procurement/nys-procurement-council>

➤ OGS Business Services Center (BSC) Purchasing:

<https://bsc.ogs.ny.gov/purchasing>



Office of
General Services

GOVBUY PROCUREMENT
CONFERENCE



Office of
General Services

GOVBUY PROCUREMENT CONFERENCE

Questions?