

<b>Meeting Notes</b>	<b>Date:</b> July 5, 2016 <b>Time:</b> 9am <b>Agency:</b> Office of General Services, Business Services Center <b>Location:</b> Building 5, Harriman State Campus <b>Topic:</b> BSC Finance Customer Forum for Accounts Payable and Purchasing
----------------------	--

**Emergency Response Plan on the BSC website**  
BSC's recommended courses of action agencies can take in the event of an emergency can be found at the following link: [https://bsc.ogs.ny.gov/sites/default/files/BSC\\_Emergency\\_Response\\_Plan.pdf](https://bsc.ogs.ny.gov/sites/default/files/BSC_Emergency_Response_Plan.pdf)

**15-Day Pay Bill Update**  
Requires state agencies to pay eligible small businesses within fifteen days of receipt of an invoice

- This Bill is with the Governor to extend the effective date to March 31, 2017
- The Bill also clarifies that each vendor must be eligible at time of payment
- Eligibility requirements are:
  - Primary place of Business in NY State
  - Significant Business presence in NY State
  - Independently owned and Operated
  - Not dominant in its field
  - Employee no more than 200 employees
- SFS team working on system changes
- BSC working on pilot with AccuStaff
- BSC working on informational announcements for agencies and vendors

**SFS Community Council**

- SFS has resumed their User Groups (now referred to as Community Councils) which enable the agencies to collaborate with SFS
- The SFS change freeze has ended; agencies can submit change requests as needed

**Purchasing Service Line Updates**

Negative PO Lines

- Per guidance from SFS, POs can no longer have negative lines; BSC Purchasing will send any POs that have negative lines back to the agency
- Alternatives to using negative lines on POs include
  - Leveraging amount only POs
  - Issuing credit memos
  - Creating a negative line on the voucher to send the funds back to the PO
- The BSC will work with customer agencies to address any difficulties which may arise; agencies are encouraged to schedule meetings with Purchasing and Accounts Payable staff

Grants Processing

- When submitting a request for a PO from a Grant, please indicate clearly in the backup documentation that it is related to a grant to ensure timely processing
- Any Grants under \$10,000 are processed in the SFS General Requisition Module as "Amount Only", "Do Not Receive".
- Any Grants over \$10,000 are processed by the agency in the SFS Contract Module as a T-Contract.

Lease Process Updates

- The BSC is working on the automatic lease voucher program for OGS hosted leases
- 205 vouchers were created across 32 agencies, with 100 more to go
- We have ½ of those payments processed for August and are working closely with SFS and the agencies to get them done
- The BSC will be documenting the procedures used

Contract Purchase Order Change Notices (POCNs)

- As of July 1, 2016, the BSC will no longer be issuing POCNs for agency specific Contracts
- Please see the BSC Information Update at the following link for more information: [https://bsc.ogs.ny.gov/sites/default/files/BSC\\_Announcement\\_change\\_in\\_procedure\\_agency\\_specific\\_contracts.pdf](https://bsc.ogs.ny.gov/sites/default/files/BSC_Announcement_change_in_procedure_agency_specific_contracts.pdf)
- The BSC will continue to process POCNs on PA Contracts and Lease Contracts
- Agencies will need the SFS processor and the SFS Approver Roles in order to process these transactions.

#### Dispatching POs and POCNs

- POs and POCNs at the agency level must be dispatched by individual Buyer, not using the Generic Buyer
- Agencies may be able to establish a recurrence role in SFS to aid in this process; agencies are encouraged to reach out to SFS for assistance

#### Spotlight on NYS OGS Statewide Centralized Contracts

##### Security Systems and Solutions – Group 77201, Award 20191

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7720120191can.htm>

- This contract includes security products, installation, system integration, maintenance services, fire suppression systems, monthly inspections, preventive maintenance packages, service agreements, remedial services, system upgrades and replacements.
- This contract has been awarded by Lot and by Region; not all contractors are awarded to all Regions or all Lots
- When processing POs for this contract, the BSC needs to validate the pricing. Rather than submitting quotes from the contractors and the subcontractors with lump sum totals, a price breakdown is required.
- The BSC is working with OGS Procurement Services to communicate with vendors exactly what is required to complete a quote so that the correct information is collected at the inception of the process vs. the end of the process, which causes delays in processing

##### Heavy Equipment Rental – Group 72007, Award 22935

<http://www.ogs.ny.gov/purchase/snt/awardnotes/7200722935can.HTM>

- The purpose of this Award is to provide Authorized Users with a means of acquiring short term Rental (i.e., Daily, Weekly or Monthly) of Heavy Equipment such as forklifts, street sweepers, mowers, and sanders.
- There are 22 contractors providing rentals of various equipment, awarded by Rental Area (location) and by Equipment Type
- Authorized users must complete a Rental Quote Request in order to use this contract

#### Accounts Payable Service Line Updates

##### Lapsing Funds

- The BSC processed everything submitted by the due date of June 17<sup>th</sup>, and strove to process everything else sent after that date
- SFS Secure has a listing of deleted vouchers so there are going to be vouchers that need to be re-entered
- The BSC is interested in hearing any feedback, suggestions, or lessons learned from lapsing in order to continue improving processes

##### Merchandise Invoice Received Dates (MIR Dates)

- MIR dates are set by Prompt Payment Law, and govern when invoices accrue interest
- OGS legal and OSC legal developed a guidance document for MIR dates, and the BSC's Customer Advisory Council has vetted that document; the BSC will be sharing this updated guidance with agencies shortly to define how the MIR dates will be handled on different types of transactions moving forward

##### Requests for Copies of POs

- The BSC can provide unauthorized copies of POs that were processed at the BSC and are in EDX or E-mail dispatch.
- The BSC cannot provide copies of Agency dispatched POs.
- The BSC will work with OSC to retrieve this information directly from SFS

#### Call for Agenda Items for Next Customer Forum (due 7/27/16)

Accounts Payable and Purchasing: 8/2/16