



Office of  
General Services

Business  
Services Center

# Information Announcement

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## BSC Buy Desk

**April 13, 2016**

In January 2016, primary responsibility for the OGS Buy Desk was transitioned from the New York State Office of General Services Procurement Services Group to the Business Services Center (BSC). This transition provided agencies with a single point of contact when seeking purchasing advice or guidance. With this transition, the purpose of the Buy Desk also transitioned. While OGS will continue to track agency spending to identify opportunities for statewide contracts and review compliance with existing contracts, preapproval of purchasing transactions by the Buy Desk is no longer required. Instead, the Buy Desk will assist with:

- Shopping among preferred sources, centralized statewide contracts and the open market
- Identifying savings opportunities
- Supporting agency negotiations and improving pricing on individual purchases
- Coordinating with OGS Procurement Services on any issues that require subject matter expertise

In addition to the above services, the BSC is working on expanding and enhancing its services based on customer feedback. The following services have been requested by our customer agencies and are now available:

- Reviewing and verifying quotes from OGS statewide contract vendors to confirm compliance with the contract terms and pricing
- Assisting agencies with identifying certified MWBE and Service Disabled Veterans who provide goods or services that meet the agency's form function and utility for a given purchase
- Reviewing open market quotes to confirm terms and pricing

The BSC will consider expanding this list of services in the future as we collect data from our customer agencies regarding any additional needs. If you require purchasing assistance or have any recommendations for services that the BSC Buy Desk could provide to support your agency's purchasing needs, please let us know by contacting the BSC Buy Desk at

[OGS.sm.BSC\\_IFBs@ogs.ny.gov](mailto:OGS.sm.BSC_IFBs@ogs.ny.gov) or by calling 518-457-4272.