

Meeting Notes	Date: February 2, 2016 Time: 9 a.m. Agency: Office of General Services, Business Services Center Location: Building 5, Harriman State Campus, G-8 Topic: BSC Finance Customer Forum, Accounts Payable and Purchasing
Organizer: BSC Finance Services	
Attendees: BSC Finance Customer Agencies	
Notes	
Service Lines Update	
Purchasing	
<ul style="list-style-type: none"> • Receiving: Beginning April 1, 2016, receiving within SFS will be required for stand-alone commodity, service, technology, and PA contract Purchase Orders. Receiving will not be required in SFS for agency specific contract purchase orders such as service contracts and leases. • Canceling Purchase Orders: <ul style="list-style-type: none"> - If a Purchase Requisition (PR) is no longer needed, the BSC can process the Purchase Order (PO) from “Open” to “Approved/Budget Checked” status and then cancel the PO. This process will remove the pre-encumbrance from the PR and return the funds back to the Agency’s account. This will eliminate the need for the Agency to cancel the PR. The PR will stay “Approved” and “Valid” - If a PR needs to be edited for use, the BSC will need to cancel the draft PO. The PR will then need to be edited prior to the next run of draft POs. Draft PO’s run at 11am, 1pm, 3pm, and 9pm. If the PR remains unedited crossing any of those times, the system will automatically create another draft PO. - The BSC has run into issues with canceling PO’s. The system is not allowing a PO to go to canceled status but appears to be just removing the funds and leaving the PO as “Dispatched.” • IT Purchasing: <ul style="list-style-type: none"> - Miscellaneous Software Contract Group 70518 will be expiring on 6/14/16. - When making IT Purchases, the BSC would like all backup documentation (including no bids) from the vendors. If the winning quote has expired, the BSC will contact the vendor to verify that the quote is still valid, to ensure the prices are the same and the product is still available. - Plan to Procure (PTP): <ul style="list-style-type: none"> • These approvals are done by NYS ITS • PTP’s are required by all NYS Agencies covered under Executive Order 117 • PTP Requirements: any technology good or service i.e.: hardware, software and related services equal or greater than \$50,000.00 • Each agency has a PTP User Administrator that will submit the PTP. The BSC will not reach out for PTP approvals on behalf of the agency. The agency needs to follow the NYS ITS Process. • For information or help with PTP’s you can email www.its.ny.gov/PTP or contact ITS Customer Relations at oft.sm.cs.itp@its.ny.gov. - Helpful Technology Purchasing Hints <ul style="list-style-type: none"> • Ship to Addresses: Agencies need to verify that the Ship to Address is correct on POs. The BSC will reach out to agencies for clarification if the ship to listed on the quote differs from what is on the open PO. • If quotes have expired, the BSC will contact the vendor for an updated quote. This is to ensure that the prices are the same and the product is still available. • NYS OGS Contract pricing: when we receive a quote with pricing for a NYS OGS Contract, the BSC verifies pricing. If the BSC can get a quote that is broken out, it will help to process the purchase order timely. If not, the BSC will reach out to the vendor for an itemized quote. • Open Market Purchases: <ul style="list-style-type: none"> ➢ For procurements over \$10,000.00, 3 quotes is recommended as best practice ➢ For procurements over \$15,000.00, Procurement Lobbying Forms completed by the vendor are required ➢ If the vendor is a Sole Source vendor: letter from the vendor stating they are a Sole Source or is the vendor on the Proprietary Software List for the service being purchased is required • Services Contracts: <ul style="list-style-type: none"> - OGS Contract for Administrative Services 	

- Group 73003, Award #22559, is effective until 10/24/17, and covers Temporary Service purchases
- If there is a reason that this contract does not meet your agency's form, function, and utility you need to document and that becomes part of the official procurement record.
- The contract is divided into regions and lots and lists the primary, secondary and tertiary contractor for each title.
- Contract users must use the primary contract holder to recommend candidates, but if form, function, and utility cannot be met by the primary contract holder, the secondary contract holder can be used. And so on to the tertiary contract holder. Agencies must document the steps taken during this process on PRs to facilitate the processing of POs.
- PRs should also include region, lot, title, and time period.
- PRs also need to include an approved B1184 if the cost exceeds \$50,000.00.
- If the contractor discounts the contract hourly rate, a written quote must be obtained from the contractor and submitted with the requisition to confirm discounted rates.
- Some regions were not awarded contracts for primary, secondary and tertiary contractors. For Temporary Services purchases that need to be made in those regions, Agencies must issue a non-contract PR that include the title, hourly rate, and time period. A quote is needed if the total cost exceeds \$2500.00.
- Procurements for non-contract Temp services greater than \$50,000.00 need to be processed as agency specific service contracts.
- Other Contracts to be aware of:
 - Security Systems and Solutions contracts, group 77201 award 20191 should be utilized for your Security Systems, HVAC, and Fire Systems procurements. If you choose a non-contract vendor for these services, you will need to include documents why the contract vendors do not meet your agencies, form, function and utility and submit that documentation with your purchase requisitions.
 - Trash Removal Services is found on the OGS website group 79013 award 22760.
- Open Market Purchases:
 - In order to process PRs in a timely fashion, the BSC requires:
 - Dates of service for a blanket or ongoing service
 - Agency Unit ID (if applicable)
 - Prevailing wage schedules (PRCs) are required for open market purchases for work being performed at state-occupied facilities for work covered under Article 8 and 9. These wage schedules are issued by the Department of Labor at the request of an agency. The PRC # number should be included on the PR is one was obtained previously.
 - Purchases for services being performed in the facility require a certificate of insurance from the vendor included as backup with the requisition or documentation in writing from someone from the agency with the authority to exempt the insurance requirement.
 - Vendor contact information
 - Preferred Sources: NYS Finance Law requires preferred source offerings be purchased prior to going with a state contract or open market vendor, unless the service from a preferred source fails to meet the form, function, and utility. The list of Preferred Source Offerings can be found at the following link: <https://nyspro.ogs.ny.gov/content/buying-preferred-source-0>
 - Quotes: Make sure all pages of the quote are attached in SFS and legible. Quotes are valid for 30 days unless otherwise specified. If there is no date on the quote or proposal, the BSC will contact the vendor to make sure the quote is valid. Agencies are encouraged to ask the vendor to make a note on the quote saying it is valid for 60 to 90 days. If the purchase is over \$10,000.00, the BSC recommends the agency obtain 3 quotes.
 - If there are conflicting terms on the quote such as anything stating less than net 30 for payment terms, anything that states limited liability, or includes an indemnification clause, the BSC will contact the vendor to verify they agree to the NYS Appendix A, STANDARD CLAUSES FOR NEW YOURK STATE CONTRACTS for this specific procurement.
 - Confirming Purchase Orders: There are times services need to be procured prior to the issuance of purchase orders. Keep in mind that even if it's a confirming order, any purchases over \$15,000 require the vendor fill out the Procurement Lobbying form.
- Purchase Order Change Notices (POCNs):
 - Processing time: The POCN team is working with SFS on the recent delay in processing time encountered with POCNs.
- PO Delivery Methods include:

- E-mail dispatch via eMarketplace, e-mail dispatch via SFS, and traditional delivery via e-mail.
- Instructions for printing a PO:
 - Sign in to SFS > SFS Applications > SFS Financials >
 - Click on Purchasing from the menu. Then Purchase Orders.
 - Select Review PO Information
 - Click on Print POs
 - Select the Tab “Add a New Value” to establish a run control. Name and add your run control so it is available for future use:
 - Enter Business Unit and PO Number. Click Save and then run.
 - Click OK
 - Click Process Monitor
 - Click refresh until the Run Status = Success and the Distribution Status = Posted. Select details
 - Select View/Log Trace
 - Select the PDF document
 - A printable copy of the purchase order will display.

Accounts Payable

- Invoice Processing time: AP Service Level Agreement is to process invoices received in the BSC within 22 days. The breakdown is as follows:

Queue	Days in Process	Days to Execute	Party Responsible
Invoice intake	1-2	2	BSC
Research	3-7	5	BSC
Agency Review	8-12	5	Agency
Disposition	13-17	5	BSC/Agency
SFS Entry	18-19	2	BSC
SFS Approval	20-21	2	BSC
Exception	22	1	BSC/Agency

- Direct Pay – Process clarification
 - Utility bills and other non-confirming PO invoices are being flagged to the right unit. Direct pay is meant to process confirming PO invoices under \$5000 only.
- Coding Requirements on Corcraft/Credits/Interagency Bills
 - If an Agency receives an incorrect interagency bill, it is the Agency’s responsibility to reach out to the Biller and request a credit be issued. Agencies are responsible for providing the bills and coding for the BSC to process. The BSC will process both the incorrect bill and the credit together resulting in a NET ZERO transaction. Neither BSC nor OSC can delete the incorrect bill and it must be processed along with the credit in order to clear it out.
 - A suggestion was made regarding BSC providing dummy coding in order to process both the credit and debit as Agency’s used to have to do this themselves prior to BSC. BSC does not have the ability to create dummy coding for each agency and recommends that Agencies provide said dummy coding to the BSC to be used in these situations.

Fiscal Year End Preparations:

- The BSC year end guidelines are posted on our website including the year end mailbox: BSCyearend@ogs.ny.gov .