



Office of
General Services

Business
Services Center

Information Announcement

Publishing Restricted Period on Solicitations Exceeding \$15,000

October 25, 2016

The BSC has expanded its Buy Desk services to include Request for Quotes (RFQ) and Invitation for Bids (IFB) solicitations on behalf of our customer agencies. As part of these services, the BSC will begin to publish the restricted periods on the solicitations that we conduct where the procurement value is expected to exceed \$15,000.

The Restricted Period

New York Procurement lobbying laws state that Office of General Services (OGS) and customer agency staff - other than the designated contact - cannot discuss contracts with suppliers or other interested parties during the period of time between when a contract solicitation begins and the contract is either awarded or there is a decision made not pursue the award. To comply with lobbying laws, all correspondence regarding a solicitation should be directed to the designated contact.

Solicitations being processed by the BSC Buy Desk that are in a restricted period will soon be posted on the OGS public website and will include the following information:

- Purchase Description
- Solicitation Number
- Restricted Period Start Date
- Designated Contact Names and Email Addresses

Once the restriction period information is posted, it can be viewed by visiting the OGS public website at <https://nyspro.ogs.ny.gov/content/restricted-periods-list>.

If you have any questions regarding this topic, please contact the BSC IFB team in the Purchasing Unit at bsc_ifbs@ogs.ny.gov.