



1 Preferred Sources

Corcraft, National Industries for the Blind, NYS Industries for the Disabled, Buy OMH

Preferred Sources must be considered first. State agencies are required to purchase from a Preferred Source if it meets the agency’s form, function and utility. If a Preferred Source is available and not used, the agency must document how it did not meet their form, function, or utility. Formal waivers are required. See the Preferred Sources Guidelines: <http://www.ogs.ny.gov/procurecounc/pdfdoc/psguide.pdf>

	Purchasing Commodities & Technology from a Preferred Source		Purchasing Services from a Preferred Source	
	If Your Dollar Amount of Purchase is \$0 - \$49,999	If Your Dollar Amount of Purchase is \$50,000 & over	If Your Dollar Amount of Purchase is \$0 - \$49,999	If Your Dollar Amount of Purchase is \$50,000 & over
What purchasing method do I use?	Procurement Card where possible or Purchase Requisition	Purchase Requisition	Procurement Card where possible or Purchase Requisition	Agency-specific contract. Agency does solicitation and enters contract requisition in SFS.
Who solicits quotes or issues bid documents?¹	Agency - Use published price lists	Agency - Use published price lists	Agency - Written Quotes (Price Concurrence)	Agency - Refer to Preferred Source Guidelines for Instructions
If Technology-related, is PTP approval required?²	NO	YES	NO	YES
Do I have to advertise in the Contract Reporter?	NO	NO	NO	NO
Do I need OSC approval?	NO	NO	NO	YES - If over \$50,000 ³
Do I need a Vendor Responsibility Profile/ Checklist?	NO	NO	NO	NO
Do I need a Vendor Responsibility Questionnaire?	NO	NO	NO	NO
Is a NYS Procurement Lobbying Law form required?	NO	NO	NO	NO
Are there any MWBE and/or SDVOB Goals?	NO	NO	NO	NO
Do I need DOB B-1184 approval?	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)

¹The BSC will conduct solicitations for Invitations for Bids for one-time commodity purchases upon request.

²Information Technology Services' Plan-to-Procure (PTP) approval is required for any IT procurement of a product or service equal to or greater than \$50,000. Approval is also required when procuring from or requesting exemption from purchasing from any aggregate or enterprise agreement, regardless of dollar amount. Agencies submit their own request for PTP.

³For OGS, the discretionary purchasing limit is \$85,000 (for transactions processed in SFS, GLBU OGS01). OGS is not required to conduct a formal solicitation for purchases between \$50,000 and \$85,000. Three written quotes should be obtained. OGS is still obligated to advertise in the Contract Reporter for Open Market Purchases \$50,000 and over.



2 NYS Centralized Contract

State agencies must use New York State centralized contracts after consideration of Preferred Sources. Centralized contracts are administered by OGS Procurement Services and can be found on the OGS public website: <http://nyspro.ogs.ny.gov> Customer support is available at 518.474.6717.

	Purchasing COMMODITIES, TECHNOLOGY & SERVICES from a Centralized Contract	Purchasing SERVICES via Centralized Contracts that require a minibid
	FOR ALL DOLLAR AMOUNTS	FOR ALL DOLLAR AMOUNTS
What purchasing method do I use?	Agency procurement card where possible or Purchase Requisition	Agency procurement card where possible or Purchase Requisition
Who solicits quotes or issues bid documents?¹	Agency - from contract price lists or as defined in the contract	Agency defines requirements, conducts minibid, and enters requisition in SFS. BSC generates Purchase Order.
If Technology-related, is PTP approval required?²	YES - If \$50,000 or more	YES - If \$50,000 or more
Do I have to advertise in the Contract Reporter?	NO	NO
Do I need OSC approval?	NO	NO
Do I need a Vendor Responsibility Profile/ Checklist?	NO	NO
Do I need a Vendor Responsibility Questionnaire?	NO	NO
Is a NYS Procurement Lobbying Law form required?	NO	NO
Is there an opportunity to use MWBE and/or SDVOB vendors on Centralized Contract?	A number of NYS Centralized Contracts are with MWBE and/or SDVOB vendors. Before selecting a contract vendor, be sure to review for an MWBE and/or SDVOB.	A number of NYS Centralized Contracts are with MWBE and/or SDVOB vendors. Before selecting a contract vendor, be sure to review for an MWBE and/or SDVOB.
Are there any MWBE and/or SDVOB Goals?⁴	MWBE and SDVOB policies vary by agency. Check your agency's MWBE and SDVOB policies.	Agency sets as defined in centralized contract requirements.
Do I need DOB B-1184 approval?	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)

¹The BSC will conduct solicitations for Invitations for Bids for one-time commodity purchases upon request.

²Information Technology Services' Plan-to-Procure (PTP) approval is required for any IT procurement of a product or service equal to or greater than \$50,000. Approval is also required when procuring from or requesting exemption from purchasing from any aggregate or enterprise agreement, regardless of dollar amount. Agencies submit their own request for PTP.

³For OGS, the discretionary purchasing limit is \$85,000 (for transactions processed in SFS, GLBU OGS01). OGS is not required to conduct a formal solicitation for purchases between \$50,000 and \$85,000. Three written quotes should be obtained. OGS is still obligated to advertise in the Contract Reporter for Open Market Purchases \$50,000 and over.

⁴Executive Chamber approval of MWBE goals may be required for purchase, see page 4.



3 Open Market

Agencies may purchase commodities, technology and services in the open market when the procurement/purchasing need cannot be met by a Preferred Source or NYS Centralized Contract.

	Purchasing COMMODITIES, TECHNOLOGY & SERVICES in the Open Market			Purchasing COMMODITIES & TECHNOLOGY in the Open Market	Purchasing ONGOING SERVICES in the Open Market	Purchasing with a NYS small business, MWBE, SDVOB, recycled or remanufactured goods; food grown, produced or harvested in NYS
	If Your Dollar Amount of Purchase is \$0 - \$2,500	If Your Dollar Amount of Purchase is \$2,501 - \$10,000	If Your Dollar Amount of Purchase is \$10,001 - \$49,999	If Your Dollar Amount of Purchase is \$50,000 & over	If Your Dollar Amount of Purchase is \$50,000 & over	If Your Dollar Amount of Purchase is \$50,001 - \$200,000 For purchases up to \$50,000, open market guidelines apply.
What purchasing method do I use?	Procurement Card where possible or Purchase Requisition	Procurement Card where possible or Purchase Requisition	Procurement Card where possible or Purchase Requisition	Contract Purchase Requisition	Service Contract (ongoing requirement)	Contract Purchase Requisition
Who solicits quotes or issues bid documents? ¹	Agency - informal quote	Agency - 1 written quote	Agency - 3 written quotes	Agency or BSC IFB	Agency Formal Bid	Agency - 3 written quotes
If Technology-related, is PTP approval required? ²	NO	NO	NO	YES	YES	YES
Do I have to advertise in the Contract Reporter?	NO	NO	NO	YES	YES	YES
Do I need OSC approval?	NO	NO	NO	YES - if over \$50,000 ³	YES - if over \$50,000 ³	YES - if over \$50,000 ³
Do I need a Vendor Responsibility Profile/ Checklist?	NO	NO	NO	YES	YES	YES
Do I need a Vendor Responsibility Questionnaire?	NO	NO	NO	YES - if over \$100,000	YES - if over \$100,000	YES - if over \$100,000
Is a NYS Procurement Lobbying Law form required?	NO	NO	YES - if over \$15,000	YES	YES	YES
Is there an opportunity to use MWBE and/or SDVOB vendors in the Open Market?	Use the MWBE and/or SDVOB certified vendor lists to identify potential qualified vendors who could provide the goods or service. (See p.4 for web links to the lists)	Use the MWBE and/or SDVOB certified vendor lists to identify potential qualified vendors who could provide the goods or service. (See p.4 for web links to the lists)	Use the MWBE and/or SDVOB certified vendor lists to identify potential qualified vendors who could provide the goods or service. (See p.4 for web links to the lists)	Consider using increased discretionary spending threshold using MWBE and/or SDVOB vendors. If a formal solicitation is required, consider using set aside option for SDVOB vendors if two or more can provide goods or services, and/or incorporate MWBE and/or SDVOB Goals. SDVOB and MWBE goals are not mutually exclusive.	Consider using increased discretionary spending threshold using MWBE and/or SDVOB vendors. If a formal solicitation is required, consider using set aside option for SDVOB vendors if two or more can provide goods or services, and/or incorporate MWBE and/or SDVOB Goals. SDVOB and MWBE goals are not mutually exclusive.	Consider using increased discretionary spending threshold using MWBE and/or SDVOB vendors. If a formal solicitation is required, consider using set aside option for SDVOB vendors if two or more can provide goods or services, and/or incorporate MWBE and/or SDVOB Goals. SDVOB and MWBE goals are not mutually exclusive.
Are there any MWBE and/or SDVOB Goals? ⁴	MWBE and SDVOB policies vary by agency. Check your agency's MWBE and SDVOB policies.	MWBE and SDVOB policies vary by agency. Check your agency's MWBE and SDVOB policies.	YES MWBE - if over \$20,000 SDVOB - if over \$25,000	YES	YES	YES
Do I need DOB B-1184 approval?	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)	DOB B-1184 approval threshold varies based on what is being purchased. See B-1184 Approval Thresholds (page 4)



Division of the Budget B-1184 Approval thresholds

Thresholds are subject to change based on DOB Bulletins. Thresholds stated here are as of December 2014.

Purchase Type	B-1184 Approval Threshold	Executive Chamber MWBE Participation Goals Approval Threshold (Attachment C)
Employee-Related Events	\$500	
Membership Dues to Associations	\$500	
Non-Institutional Food Purchases	\$500	
In-State Travel	\$500	
Promotional Items	\$500	
Capital-Change Orders/Other	\$50,000	\$20,000 - \$49,999
Contracts-Amendments	\$50,000	\$20,000 - \$49,999
Contracts-New	\$50,000	\$20,000 - \$49,999
Local Assistance Grants	\$50,000	\$20,000 - \$49,999
Contractual Services	\$50,000	\$20,000 - \$49,999
Temporary Personnel Services	\$50,000	
NPS Purchases	\$50,000	\$20,000 - \$49,999
NPS Leases	\$50,000	
Member Item Requests	\$50,000	
Centralized Contracts	\$50,000	
Contracts - RFP/RFI/Pre-Contract	\$1,000,000	\$20,000 - \$999,999
Capital Design	\$1,000,000	\$100,000 - \$999,999
Capital Construction	\$1,000,000	\$100,000 - \$999,999

Clarification of thresholds from DOB bulletin should be addressed through the agency's budget unit. Agency should document its decision in writing and include in the procurement record.

¹The BSC will conduct solicitations for Invitations for Bids for one-time commodity purchases upon request.

²Information Technology Services' Plan-to-Procure (PTP) approval is required for any IT procurement of a product or service equal to or greater than \$50,000. Approval is also required when procuring from or requesting exemption from purchasing from any aggregate or enterprise agreement, regardless of dollar amount. Agencies submit their own request for PTP.

³For OGS, the discretionary purchasing limit is \$85,000 (for transactions processed in SFS, GLBU OGS01). OGS is not required to conduct a formal solicitation for purchases between \$50,000 and \$85,000. Three written quotes should be obtained. OGS is still obligated to advertise in the Contract Reporter for Open Market Purchases \$50,000 and over.

⁴Executive Chamber approval of MWBE goals may be required for purchase, see page 4.

About this Purchasing Requirements Guide

The information in this guide is intended to provide general purchasing criteria only. Please note that some requirements may vary. Specific requirements should be discussed with the BSC on a case-by-case basis. All employees involved in the vendor selection process should be familiar with the agency's Minority/Woman Owned Enterprise (M/WBE) and Service-Disabled Veteran-Owned Business (SDVOB) usage goals. M/WBE and SDVOB vendors are to be solicited for quotes, whenever possible. SDVOB and M/WBE goals are not mutually exclusive. Equipment maintenance requirements should be placed on the Equipment Maintenance Insurance Policy (REMI Program) whenever practical. Agencies should never sign a vendor's form contract without consulting with their Legal Department.

Websites

Preferred Source Guidelines:
<http://www.ogs.ny.gov/procurecouncil/pdfdoc/psguide.pdf>

OGS Public Website -
Procurement Services
nyspro.ogs.ny.gov

Certified MWBE List & Search
<https://ny.newnycontracts.com/>

Certified SDVOB List
<http://www.ogs.ny.gov/Core/SDVOBA.asp>