NEW YORK STATE OF OPPORTUNITY.

Office of General Services
Business Services Center

BSC Purchasing - IFB Team
OGS.sm.OGSBUYDESK@ogs.ny.gov
(518) 457-4272

Agency Bid Request

Instructions: Use this form to request a solicitation by the Business Services Center on behalf of your agency. The request applies to all procurements over $50,000 subject to Office of the State Comptroller approval.

- Timeline: From the point of request to the issuance of a purchase order, please allow an estimated 3-5 months processing time.
- Criteria: The BSC will conduct bid solicitations based on the following criteria: Non-construction, one-time purchases for commodities not available from a Preferred Source or an OGS centralized contract.
- Submit the completed application and supporting documentation to the Buy Desk team at OGS.sm.OGSBUYDESK@ogs.ny.gov.

Request Information

1. Agency Name	2. Agency Division	3. Agency Requestor Name

4. Product(s)* Being Purchased	5. Estimated Cost
*Provide detailed specifications in a separate Word document.	$

6. Minority & Women-Owned Business Enterprises (MWBE) and Service-Disabled Veteran-Owned Businesses (SDVOB)

MWBE goal percentages assigned to this procurement: MBE WBE **If MWBE goals are -0-, email the waiver with this request.**

SDVOB goal percentages assigned to this procurement: SDVOB

Provide your agency-specific MWBE and SDVOB solicitation language in a separate Word document along with any forms you require.
If goal percentages are set on either MWBE or SDVOB, the BSC may request your analysis and names of suppliers that were identified.

If the cost is between $50,000 and $200,000, do you want to use your agency's discretionary authority and limit the bidding to MWBE, SDVOB, and/or NYS small business? ☐ Yes ☐ No If yes, check all that apply → ☐ MBE ☐ WBE ☐ SDVOB

7. Business Information: If there are known suppliers/manufacturers that offer the product, include the company name, representative and email below so we can include them on the bidder solicitation list. Attach any quotes or literature that has already been received.

Company Name	Representative	Email

Delivery Information

1. Delivery Address

2. Special Delivery Terms

3. Warranty Requirements

4. Do you require delivery within a certain number of calendar days after vendor receives a Purchase Order?

☐ Yes ☐ No If yes, specify reasonable # of days →

5. Supplier Qualifications

6. Delivery Contact	Email	Phone

7. Technical Contact who can answer questions on the specifications	Email	Phone

External Approvals: Attach All Hard Copy Notices to this Request

1. **DOB System Approval (B1184). If blanket approval for several items, also attach detailed spreadsheet.**
2. **If technology related, attach ITS Plan to Procure (PTP) approval.**
3. **If item is available from a Preferred Source, but they declined to bid, attach declination letter.**
4. **If item is available on an OGS contract with "OGS or Less" clause and contractor could not meet or beat the lowest quoted price, attach their declination letter or email.**

Agency Approval

The undersigned approves the initiation of a solicitation for specified items:

Finance Liaison Signature _____ **Finance Liaison Typed Name** _____

Please note: Before the bid package is submitted by the BSC to the Office of the State Comptroller (OSC) for approval, a Contract Requisition must be approved in SFS by the agency. The BSC will create the requisition and alert you when it is ready for approval.