

Directory of Frequently Purchased Commodities and Services by New York State Agencies

27th Edition

OFFICE OF THE NEW YORK STATE COMPTROLLER

Thomas P. DiNapoli, State Comptroller

February 2017

THOMAS P. DiNAPOLI
STATE COMPTROLLER



STATE OF NEW YORK
OFFICE OF THE STATE COMPTROLLER
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February 2017

Dear Friends:

Each year my office publishes this directory as part of our goal to promote fair and open procurements, and to help aspiring vendors conduct business with New York State.

The directory presents and tracks individual agency expenditures by categories such as supplies, equipment, maintenance and repairs, information technology services and more. It also provides State agency contacts and procurement and payment guidelines. This information can be especially helpful to vendors who have not historically taken advantage of State contracting opportunities, including minority- and women-owned business enterprises (MWBES).



New York State spends about \$6.7 billion on goods and services each year. My office is charged with reviewing and approving most new contracts for all State agencies and some public authorities. In State Fiscal Year 2015-16, we reviewed more than 21,500 contracts valued at over \$188 billion. Additionally, my office is responsible for helping State agencies determine whether potential vendors can fulfill their contractual obligations. The oversight my office provides is also beneficial to the people of New York State by ensuring their tax dollars are used effectively.

Whether you seek contracting opportunities or are simply interested in the State's procurement process, I hope you find this directory helpful. You can also learn more about State contracts on our website *Open Book New York*.

Sincerely,

Thomas P. DiNapoli
State Comptroller

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Overview

The 27th Edition of the Directory of Frequently Purchased Commodities and Services by New York State Agencies is intended to serve vendors aspiring to conduct business with New York State. The financial data presented in this publication has been obtained through the New York State Statewide Financial System for State fiscal year 2015-16. The information in this publication is categorized into seven sections:

Expenditures for Commodities and Services contains charts and tables detailing the approximate amount of expenditures by State agencies on specific commodities and services procured during fiscal year 2015-16.

Agency Information catalogs the State agencies by location, contact name, telephone and fax numbers, and email and website addresses.

Comptroller's Purchasing and Payment Guidelines summarizes the State's procurement rules and practices.

Prompt Payment Law and Vendor Information presents a synopsis of legislation designed to ensure that the State of New York pays vendors for products and services in a prompt and timely manner, as well as tips for prospective vendors and an outline of the State's payment processing procedures.

Selling to New York State offers information relevant to those interested in becoming a New York State vendor or supplier.

Procurement Methods in New York State summarizes the procurement methods available to agencies under the State's Procurement Guidelines.

Miscellaneous Procurement Websites are quick references to help readers find informative State procurement websites.

If you are a prospective vendor or supplier seeking to use this Directory effectively, you may wish to review overall spending, then determine the categories your product or service falls under (e.g., Professional Services; Information Technology, Computers and Communications; General Commodities; Supplies; Equipment – Acquisitions, Leases, and Rentals; or Equipment–Maintenance and Repairs).

These categories identify specific products or services used by State agencies. Find the product and expenditure data ranges that match the products or services that your company offers. Use this information as a guide in formulating your strategies for solicitations.

While there are no guarantees on contract attainment, the information in this publication provides contact information to assist you in identifying the individuals responsible for contracting with New York State agencies. Please note

that vendors looking for State agency procurement opportunities should familiarize themselves with the websites of the appropriate State agencies.

All OSC procurements are subject to, and are conducted in accordance with, the OSC Executive Order on Procurement Integrity and OSC Procurement Integrity Procedures. All inquiries concerning OSC procurements must be addressed to Martha Ross, Director of Financial Administration, or her designee(s) at OSC at RFP@osc.state.ny.us.

For additional information on State procurement opportunities, please visit the Office of General Services (OGS) website at www.ogs.ny.gov.

To receive notification of the various procurement opportunities, go to <https://online.ogs.ny.gov/vendorregnet/Default.aspx> or register for the New York State Contract Reporter at: <https://www.nyscr.ny.gov>.

To obtain additional information about State procurement processes or to review the guidelines on discretionary purchasing, visit the OGS website: www.ogs.ny.gov/purchase/spg/pdfdocs/pnpdiscretionarythresholds.pdf.

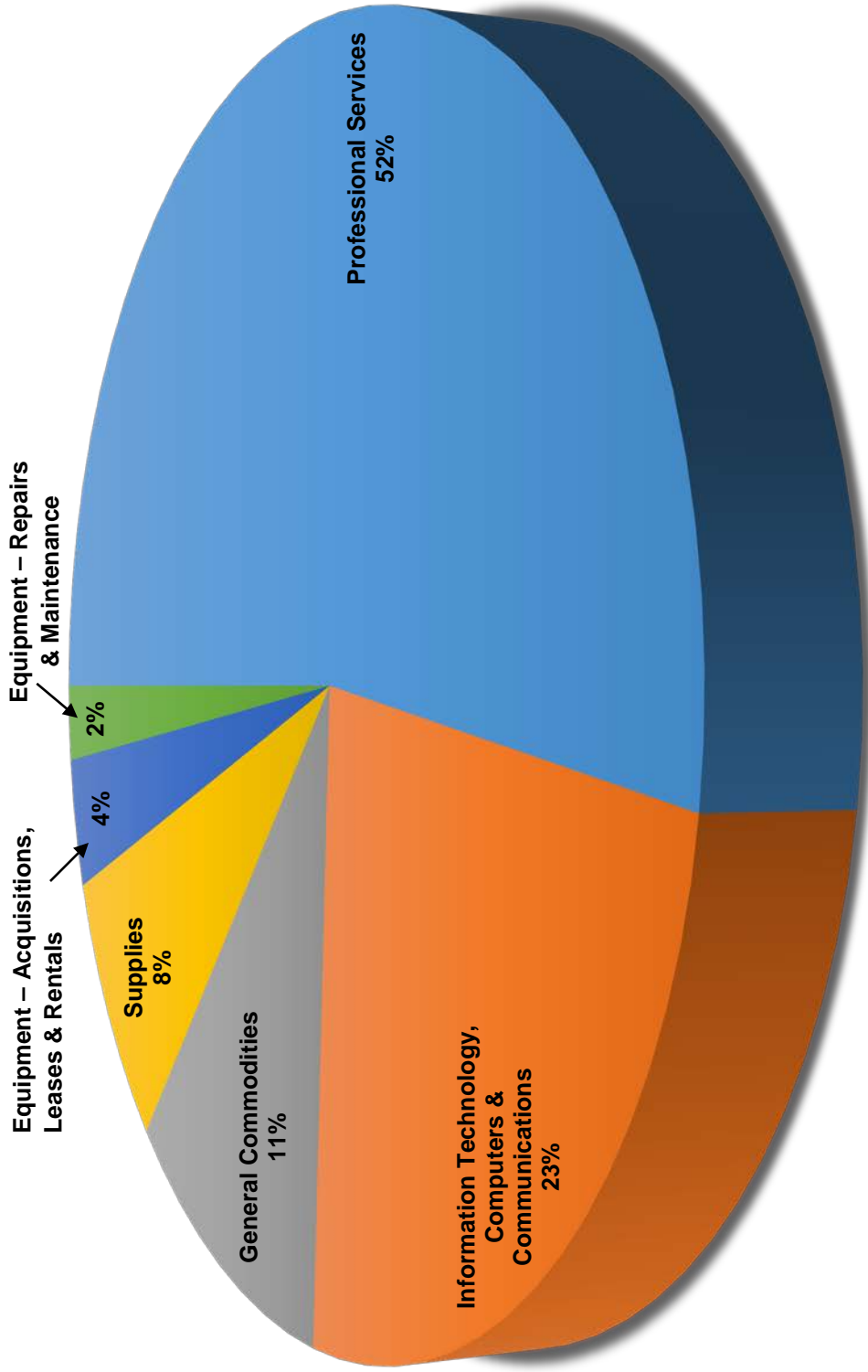
The goal of publishing the Directory of Frequently Purchased Commodities and Services by New York State Agencies is to promote fair and open procurements. It is meant to serve as a centralized, coordinated access point for this information. The Directory connects you with programs and resources to help you better navigate through challenges you may be facing in seeking procurement opportunities with New York State. In support of its mission, OSC's overarching goals are to help State government operate efficiently and effectively, and to advance fiscal and public policy reform with a focus on transparency and accountability.

Legend

< \$25,000	=	LESS THAN \$25,000
< \$100,000	=	LESS THAN \$100,000
< \$250,000	=	LESS THAN \$250,000
< \$1.0 M	=	LESS THAN \$1 MILLION
< \$5.0 M	=	LESS THAN \$5 MILLION
<\$10.0 M	=	LESS THAN \$10 MILLION
<\$50.0 M	=	LESS THAN \$50 MILLION
<\$100.0 M	=	LESS THAN \$100 MILLION
>\$100.0 M	=	MORE THAN \$100 MILLION

All chart expenditures represent approximate total spending by State agencies for that specific commodity or service during fiscal year 2015-16.

New York State Overall Agency Spending

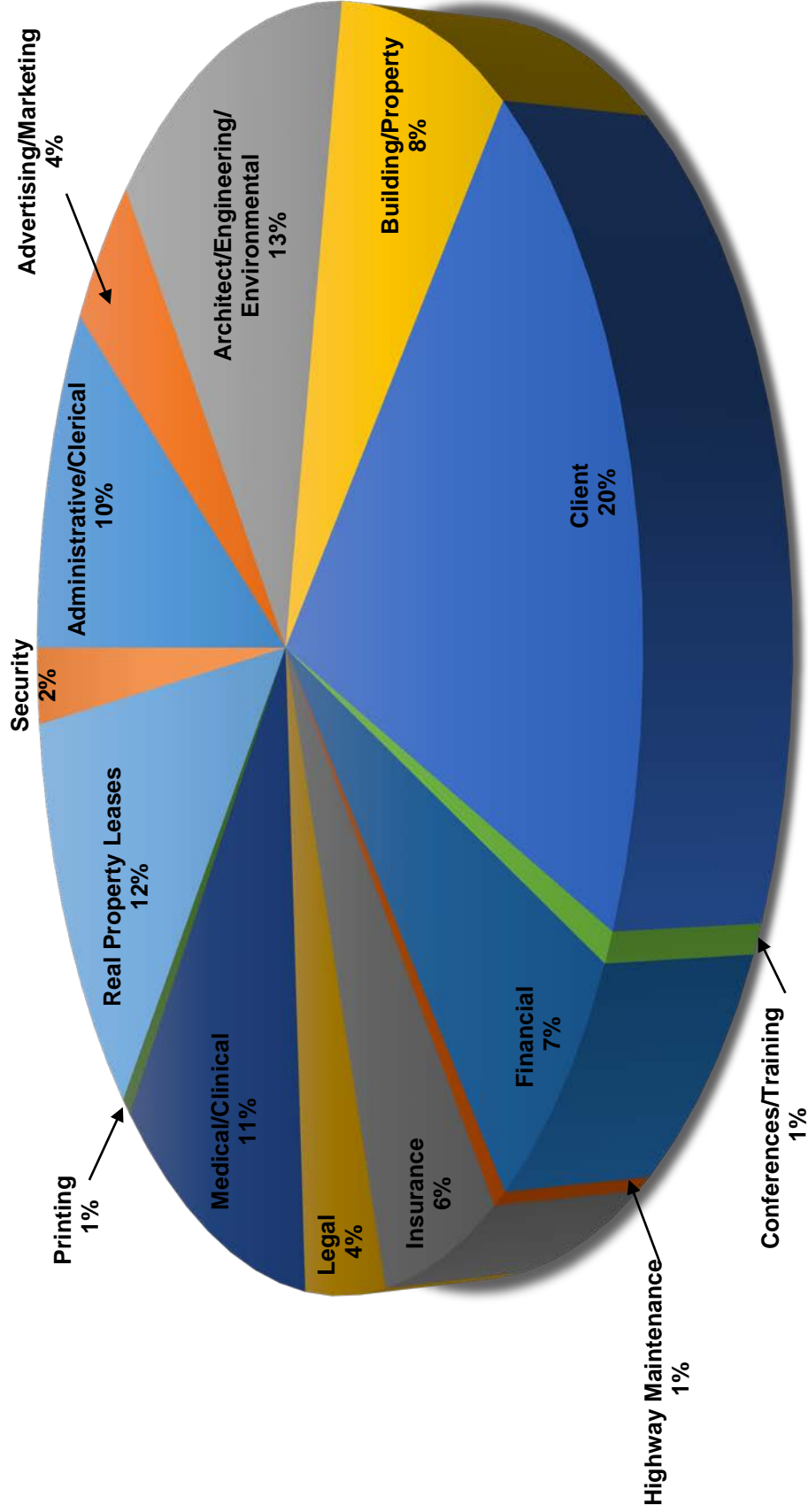


Professional Services	\$3,542,855,804	Information Technology, Computers & Communications	\$1,575,724,441
General Commodities	\$727,354,990	Supplies	\$519,055,202
Equipment - Acquisitions, Leases & Rentals	\$240,706,388	Equipment - Repairs & Maintenance	\$141,150,942
Total		Total	\$6,746,848,299

New York State Overall Agency Spending

Category	Spending by Category	Spending by Category as a Percentage of Total Spending
Professional Services	\$ 3,542,856,335	53%
Information Technology, Computers & Communications	\$ 1,575,724,441	23%
General Commodities	\$ 727,354,990	11%
Supplies	\$ 519,055,203	8%
Equipment - Acquisitions, Leases & Rentals	\$ 240,706,388	4%
Equipment - Repairs & Maintenance	\$ 141,150,942	2%
TOTAL OVERALL SPENDING	\$ 6,746,848,299	100%

Professional Services



Administrative/Clerical	\$359,249,599	Advertising/Marketing	\$160,632,024	Architect/Engineering/Environmental	\$471,440,145
Building/Property	\$296,491,491	Client	\$697,725,075	Conferences/Training	\$26,568,800
Financial	\$239,020,666	Highway Maintenance	\$20,420,508	Insurance	\$200,801,915
Legal	\$147,168,022	Medical/Clinical	\$392,386,952	Printing	\$19,571,378
Real Property Leases	\$430,989,596	Security	\$80,390,164	Total	\$3,542,856,335

Professional Services

Category	Spending by Category	Subcategory	Spending by Subcategory
Administrative/Clerical	\$359,249,599	Administrative & Clerical	\$96,795,731
		Appraisal Services	\$47,304,523
		Call Centers	\$39,372,984
		Courier - Armed	\$148,811
		Courier - Unarmed	\$314,362
		Employee Shuttles	\$1,956,032
		Interpretation/Translation	\$13,330,966
		Performers & Entertainers	\$1,561,152
		Permits	\$138,720
		Photographer	\$260,783
		Postage	\$75,073,105
		PR Manager/Public Information Officer	\$94,878
		Preservation Services	\$53,465
		Record Management Services	\$5,666,398
		Research & Analysis	\$56,861,425
		Reservation Services	\$1,255,777
		Shipping	\$11,509,787
Transcription Service	\$7,550,700		
Advertising/Marketing	\$160,632,024	Commercial Printing Advertising	\$25,807,916
		Creative	\$16,321,383
		Newspaper/Billboards	\$61,119,464
		Online/Digital	\$13,591,289
		Photography Advertising	\$140,413
		Promotional Advertising	\$14,819,833
		Publications Advertising	\$709,601
		Radio	\$3,291,845
		Reproduction Services Advertising	\$74,535
		TV/Cinema	\$24,755,745
Architect/Engineering/ Environmental	\$471,440,145	Architect	\$69,073,629
		Bridge Inspection Engineers	\$20,056,426
		Community Improvement	\$49,342,743
		Construction Inspection Engineers	\$72,669,719
		Design Engineers	\$102,043,227
		Environmental Assessment	\$26,103,019
		Environmental Cleanup	\$68,908,837
		Lab Tech/Technologist (Non-Medical)	\$2,388,973
		Non-Classified Engineers	\$53,585,571
		Plant Inspection Engineers	\$7,268,001
		Asbestos Abatement	\$292,198

Professional Services

Category	Spending by Category	Subcategory	Spending by Subcategory
Building/Property	\$296,491,491	Boilers	\$1,364,758
		Cleaning – Non-State Facilities	\$874,281
		Cooling/Refrigeration Services	\$104,780
		Custodial	\$162,367,662
		Electrical	\$8,568,377
		Elevators	\$2,968,750
		Fire Alarm/Suppression	\$9,643,288
		Generators	\$551,448
		HVAC/Chiller	\$9,456,420
		Industrial Services	\$14,869,584
		Industrial Truck/Tractor Operators	\$17,661
		Lawn Services	\$3,105,018
		Management of State Facilities	\$25,608,495
		Medical Waste Removal	\$561,828
		Movers	\$629,467
		Pest Control	\$1,709,227
		Plumbing	\$498,150
		Rubbish	\$5,976,428
		Snow Removal	\$47,323,671
Client	\$697,725,075	Advocacy	\$7,586,114
		Case Management Services	\$40,927,605
		Client Services (Unclassified)	\$498,341,049
		Client/Inmate Transportation	\$9,393,991
		Educational Services	\$122,461,880
		Food Preparation	\$2,950,152
		Laundry Professional Services	\$16,064,284
Conferences/Training	\$26,568,800	Conference/Training - In State	\$25,662,603
		Conference/Training - Out of State	\$906,197
Financial	\$239,020,666	Accounting	\$58,319,685
		Actuarial	\$16,875,419
		Administrative Fee	\$47,962,720
		Auction Agent Fee	\$58,226
		Auditing (Independent)	\$16,032,807
		Auditing-Performance/Non-Finance	\$17,012,610
		Broker-Dealer Fee	\$333,303
		Capital Cost/Fee	\$20,419,475
		Credit Card Deposit Processing	\$5,797,199
		EBT Fees	\$557,383
		Financial Advisor Fee	\$1,385,457
		Letter of Credit/Liquidity Fee	\$10,935,400

Professional Services

Category	Spending by Category	Subcategory	Spending by Subcategory
		Lockbox	\$253,453
		Related Expenses/Miscellaneous Fee	\$40,957,830
		Remarketing Fee	\$1,705,144
		Statistical Assistants	\$53,200
		Trustee	\$360,255
		Underwriters	\$1,100
Highway Maintenance	\$20,420,508	Highway Maintenance	\$20,420,508
Insurance	\$200,801,915	Insurance (Non-Employee)	\$200,801,915
		Alternative Dispute Resolution	\$8,132,521
		Arbitrator	\$4,159,121
		Assigned Counsel	\$2,296,110
		Attorney	\$7,589,179
		Attorney for Child	\$42,538,618
		Court Reporter	\$3,227,224
		Expert Witness	\$6,429,026
		Judicial Hearing Officer	\$2,283,090
		Legal Aid	\$70,020,775
		Small Claim Assessment Review	\$492,358
		Clinical & Laboratory Services	\$127,398,137
		Counseling	\$3,954,107
		Dental Services	\$1,961,568
		Dietetics & Nutrition	\$549,957
		Health Management Services	\$205,860,588
		Home Health Aides	\$836,984
		Hospitals	\$2,810,039
		Medical Secretaries	\$60
		Medical/Lab Technicians	\$816,125
		Nursing	\$6,125,599
		Nursing Aide/Orderly/Attendant	\$1,456,228
		Occupational Therapist	\$738,693
		Ophthalmic Dispensing	\$113,431
		Pharmacist	\$4,070,312
		Physical Therapist	\$806,106
		Physician	\$20,429,770
		Physician's Assistant	\$153,203
		Psychiatrist	\$11,796,809
		Psychologist	\$1,613,335
		Respiratory Therapist	\$555
		Speech Language Pathologist	\$771,962
		Veterinarian/Veterinary Tech	\$123,384
Legal	\$147,168,022		
Medical/Clinical	\$392,386,952		

Professional Services

Category	Spending by Category	Subcategory	Spending by Subcategory
Printing	\$19,571,378	Commercial Printing Non-Advertising	\$9,758,241
		Photography Non-Advertising	\$13,004
		Reproduction Services Non-Advertising	\$9,800,133
Real Property Leases	\$430,989,596	Base Rent	\$405,304,355
		Lease Improvements	\$1,745,672
		Operating Cost Escalation	\$8,119,384
		Parking, Other Incidentals	\$3,300,109
		Tax Escalation	\$12,520,076
Security	\$80,390,164	Dispatcher-Police/Fire/Ambulance	\$551,502
		Fingerprinting/Background Checks	\$7,048,906
		Guards	\$63,923,373
		Security Alarm Systems	\$8,866,383

Total Spending for Professional Services	\$3,542,856,335
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Professional Services - 1

Agency	Administrative/ Clerical	Advertising/ Marketing	Architect/ Engineering/ Environmental	Building/ Property	Client	Conferences/ Training	Financial
Adirondack Park Agency	< \$100,000	< \$25,000	< \$100,000	< \$100,000		< \$25,000	< \$25,000
Board of Elections	< \$100,000				< \$25,000		< \$25,000
City University Construction Fund	< \$1.0 M		< \$25,000	< \$250,000			< \$25,000
City University of New York	< \$5.0 M	< \$10.0 M	< \$50.0 M	< \$5.0 M	< \$50.0 M	< \$5.0 M	< \$5.0 M
Commission on Judicial Conduct	< \$25,000	< \$25,000				< \$25,000	
Commission on National & Community Service			< \$25,000		< \$100,000		
Corcraft	< \$100,000		< \$100,000	< \$1.0 M	< \$100,000	< \$100,000	< \$100,000
Council on the Arts	< \$250,000			< \$25,000			
Department of Agriculture & Markets	< \$5.0 M	< \$1.0 M	< \$50.0 M	< \$5.0 M	< \$50.0 M	< \$25,000	< \$250,000
Department of Civil Service	< \$5.0 M				< \$25,000		< \$1.0 M
Department of Corrections & Community Supervision	< \$5.0 M	< \$250,000	< \$1.0 M	< \$5.0 M	< \$50.0 M	< \$250,000	< \$1.0 M
Department of Economic Development	< \$5.0 M	< \$5.0 M	< \$250,000	< \$25,000	< \$5.0 M	< \$25,000	< \$25,000
Department of Environmental Conservation	< \$50.0 M	< \$1.0 M	< \$ 100.0 M	< \$5.0 M	< \$1.0 M	< \$250,000	< \$1.0 M
Department of Financial Services	< \$5.0 M	< \$25,000		< \$1.0 M	< \$100,000	< \$250,000	< \$1.0 M
Department of Health	< \$ 100.0 M	< \$10.0 M	< \$250,000	< \$5.0 M	> 100.0 M	< \$1.0 M	< \$50.0 M
Department of Labor	< \$10.0 M	< \$100,000	< \$5.0 M	< \$5.0 M	< \$10.0 M	< \$25,000	< \$5.0 M
Department of Law	< \$5.0 M	< \$25,000	< \$25,000	< \$5.0 M	< \$250,000	< \$250,000	> 100.0 M
Department of Motor Vehicles	< \$50.0 M	< \$10.0 M	< \$25,000	< \$5.0 M	< \$5.0 M	< \$25,000	< \$1.0 M
Department of Public Service	< \$100,000	< \$25,000		< \$250,000	< \$250,000	< \$25,000	< \$250,000
Department of State	< \$5.0 M	< \$25,000	< \$25,000	< \$25,000	< \$250,000	< \$25,000	< \$5.0 M
Department of Taxation & Finance	< \$10.0 M	< \$100,000		< \$1.0 M	< \$250,000	< \$250,000	< \$50.0 M
Department of Transportation	< \$1.0 M	< \$1.0 M	> 100.0 M	< \$ 100.0 M	< \$100,000	< \$1.0 M	< \$25,000
Developmental Disabilities Planning Council	< \$25,000			< \$25,000	< \$5.0 M		
Division of Alcohol & Beverage Control	< \$1.0 M			< \$250,000	< \$100,000		< \$25,000
Division of Criminal Justice Services	< \$1.0 M	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$5.0 M	< \$250,000
Division of Homeland Security	< \$10.0 M	< \$100,000	< \$25,000	< \$250,000	< \$10.0 M	< \$100,000	< \$25,000
Division of Housing & Community Renewal	< \$5.0 M			< \$25,000	< \$25,000	< \$25,000	< \$5.0 M
Division of Human Rights	< \$250,000	< \$1.0 M	< \$25,000	< \$250,000	< \$25,000		< \$100,000
Division of Military & Naval Affairs	< \$250,000		< \$250,000	< \$5.0 M	< \$5.0 M	< \$25,000	

Professional Services - 1

Agency	Administrative/ Clerical	Advertising/ Marketing	Architect/ Engineering/ Environmental	Building/ Property	Client	Conferences/ Training	Financial
Division of State Police	< \$5.0 M	< \$250,000	< \$25,000	< \$1.0 M	< \$5.0 M	< \$250,000	< \$100,000
Division of Tax Appeals	< \$25,000				< \$25,000		
Division of the Budget	< \$100,000				< \$250,000	< \$25,000	< \$5.0 M
Division of Veterans' Affairs	< \$100,000				< \$25,000		< \$25,000
Dormitory Authority	< \$250,000						< \$50.0 M
Empire State Development							< \$10.0 M
Environmental Facilities Corporation							< \$1.0 M
Executive Chamber	< \$25,000				< \$25,000	< \$25,000	
Greenway Heritage Conservancy for Hudson River Valley	< \$250,000						
Higher Education Services Corporation	< \$1.0 M	< \$25,000		< \$100,000	< \$10.0 M	< \$25,000	< \$50.0 M
Hudson River Valley Greenway Communities Council				< \$25,000	< \$25,000		< \$25,000
Interest on Lawyer Account				< \$25,000	< \$250,000		
Joint Commission on Public Ethics	< \$25,000			< \$25,000	< \$25,000		< \$25,000
Joint Operations - Legislature	< \$25,000	< \$25,000		< \$25,000		< \$25,000	
Justice Center for the Protection of People with Special Needs	< \$1.0 M	< \$25,000		< \$25,000	< \$5.0 M	< \$100,000	< \$100,000
Lake George Park Commission	< \$1.0 M	< \$25,000	< \$250,000	< \$25,000	< \$100,000	< \$25,000	< \$25,000
New York State Assembly	< \$10.0 M	< \$25,000		< \$1.0 M	< \$25,000	< \$100,000	
New York State Energy Research & Development Authority	< \$100,000						
New York State Gaming Commission	< \$1.0 M	< \$100.0 M	< \$5.0 M	< \$100,000	< \$1.0 M		< \$5.0 M
New York State Retirement Board				< \$25,000	< \$25,000		
New York State Senate	< \$10.0 M			< \$250,000	< \$25,000		
Office for People with Developmental Disabilities	< \$5.0 M	< \$25,000	< \$250,000	< \$50.0 M	< \$5.0 M		< \$5.0 M
Office for the Aging	> \$100.0 M	< \$25,000			< \$1.0 M		
Office for the Prevention of Domestic Violence	< \$25,000	< \$100,000					

Professional Services - 1

Agency	Administrative/ Clerical	Advertising/ Marketing	Architect/ Engineering/ Environmental	Building/ Property	Client	Conferences/ Training	Financial
Office of Alcohol & Substance Abuse Services	< \$1.0 M	< \$5.0 M	< \$25,000	< \$1.0 M	< \$250,000		< \$250,000
Office of Children & Family Services	< \$50.0 M	< \$100,000	< \$50.0 M	< \$1.0 M	< \$50.0 M		< \$5.0 M
Office of Employee Relations	< \$1.0 M				< \$10.0 M		< \$10.0 M
Office of General Services	< \$5.0 M	> \$100.0 M	< \$10.0 M	< \$50.0 M	< \$5.0 M		< \$5.0 M
Office of Indigent Legal Services	< \$25,000			< \$25,000			
Office of Information Technology Services	< \$1.0 M	< \$25,000	< \$25,000	< \$5.0 M	< \$10.0 M		< \$100,000
Office of Mental Health	< \$10.0 M	< \$5.0 M	< \$100,000	< \$50.0 M	< \$10.0 M		< \$5.0 M
Office of Parks, Recreation & Historic Preservation							
Office of Temporary & Disability Assistance	< \$50.0 M	< \$100,000		< \$25,000	< \$50.0 M		< \$50.0 M
Office of the Medicaid Inspector General	< \$1.0 M	< \$25,000			< \$100,000		< \$1.0 M
Office of the New York State Comptroller	< \$5.0 M	< \$100,000	< \$250,000	< \$1.0 M	< \$5.0 M		< \$10.0 M
Office of the State Inspector General	< \$25,000			< \$25,000	< \$25,000		
Office of the Welfare Inspector General	< \$25,000			< \$25,000	< \$25,000		
Office of Victim Services	< \$250,000	< \$25,000			< \$25,000		< \$25,000
Public Employment Relations Board	< \$25,000						< \$25,000
State Commission of Correction	< \$25,000	< \$25,000					
State Education Department	< \$10.0 M	< \$5.0 M	< \$250,000	< \$1.0 M	< \$ 100.0 M		< \$5.0 M
State University Construction Fund	< \$100,000	< \$25,000	< \$ 100.0 M		< \$250,000		< \$100,000
State University of New York	< \$ 100.0 M	< \$50.0 M	< \$50.0 M	> \$100.0 M	< \$100.0 M		< \$50.0 M
Thruway Authority	< \$50.0 M						< \$1.0 M
Unified Court System	< \$50.0 M	< \$250,000	< \$10.0 M	< \$1.0 M	< \$ 100.0 M	< \$1.0 M	< \$5.0 M
Workers' Compensation Board	< \$10.0 M	< \$25,000		< \$250,000	< \$50.0 M		< \$50.0 M

Professional Services - 1a

Agency	Insurance	Legal	Medical/ Clinical	Printing	Real Property Leases	Security
Adirondack Park Agency				< \$100,000		< \$25,000
Board of Elections						
City University Construction Fund						< \$100,000
City University of New York	< \$100,000	< \$5.0 M	< \$100,000	< \$5.0 M	< \$ 100.0 M	< \$5.0 M
Commission on Judicial Conduct					< \$100,000	
Corcraft	> \$100.0 M		< \$25,000		< \$5.0 M	< \$25,000
Council on the Arts					< \$1.0 M	< \$25,000
Department of Agriculture & Markets	< \$25,000	< \$25,000	< \$10.0 M	< \$100,000	< \$5.0 M	< \$1.0 M
Department of Civil Service			< \$1.0 M	< \$250,000	< \$1.0 M	
Department of Corrections & Community Supervision	< \$25,000	< \$5.0 M	> \$100.0 M	< \$100,000	< \$50.0 M	< \$5.0 M
Department of Economic Development		< \$100,000		< \$250,000	< \$1.0 M	< \$25,000
Department of Environmental Conservation		< \$1.0 M	< \$250,000	< \$1.0 M	< \$5.0 M	< \$5.0 M
Department of Financial Services		< \$100,000	< \$250,000	< \$25,000	< \$50.0 M	< \$100,000
Department of Health	< \$5.0 M	< \$1.0 M	< \$ 100.0 M	< \$5.0 M	< \$50.0 M	< \$1.0 M
Department of Labor	< \$250,000	< \$1.0 M	< \$100,000	< \$250,000	< \$50.0 M	< \$5.0 M
Department of Law		< \$5.0 M	< \$100,000	< \$1.0 M	< \$50.0 M	< \$1.0 M
Department of Motor Vehicles			< \$25,000	< \$5.0 M	< \$50.0 M	< \$5.0 M
Department of Public Service	< \$100,000	< \$100,000	< \$25,000		< \$5.0 M	
Department of State	< \$25,000	< \$1.0 M	< \$25,000	< \$1.0 M	< \$5.0 M	< \$250,000
Department of Taxation & Finance		< \$5.0 M	< \$25,000	< \$1.0 M	< \$10.0 M	< \$1.0 M
Department of Transportation	< \$5.0 M	< \$100,000	< \$1.0 M	< \$1.0 M	< \$10.0 M	< \$5.0 M
Developmental Disabilities Planning Council					< \$250,000	
Division of Alcohol & Beverage Control	< \$25,000		< \$25,000	< \$25,000	< \$5.0 M	< \$100,000
Division of Criminal Justice Services			< \$100,000	< \$250,000	< \$100,000	< \$1.0 M
Division of Homeland Security	< \$25,000		< \$100,000		< \$5.0 M	< \$5.0 M
Division of Housing & Community Renewal	< \$25,000		< \$25,000	< \$25,000	< \$10.0 M	< \$100,000
Division of Human Rights		< \$25,000		< \$25,000	< \$5.0 M	
Division of Military & Naval Affairs		< \$25,000	< \$25,000		< \$5.0 M	< \$1.0 M
Division of State Police		< \$100,000	< \$1.0 M	< \$25,000	< \$50.0 M	< \$5.0 M
Division of Tax Appeals		< \$25,000				
Division of the Budget	< \$25,000	< \$250,000	< \$25,000		< \$25,000	

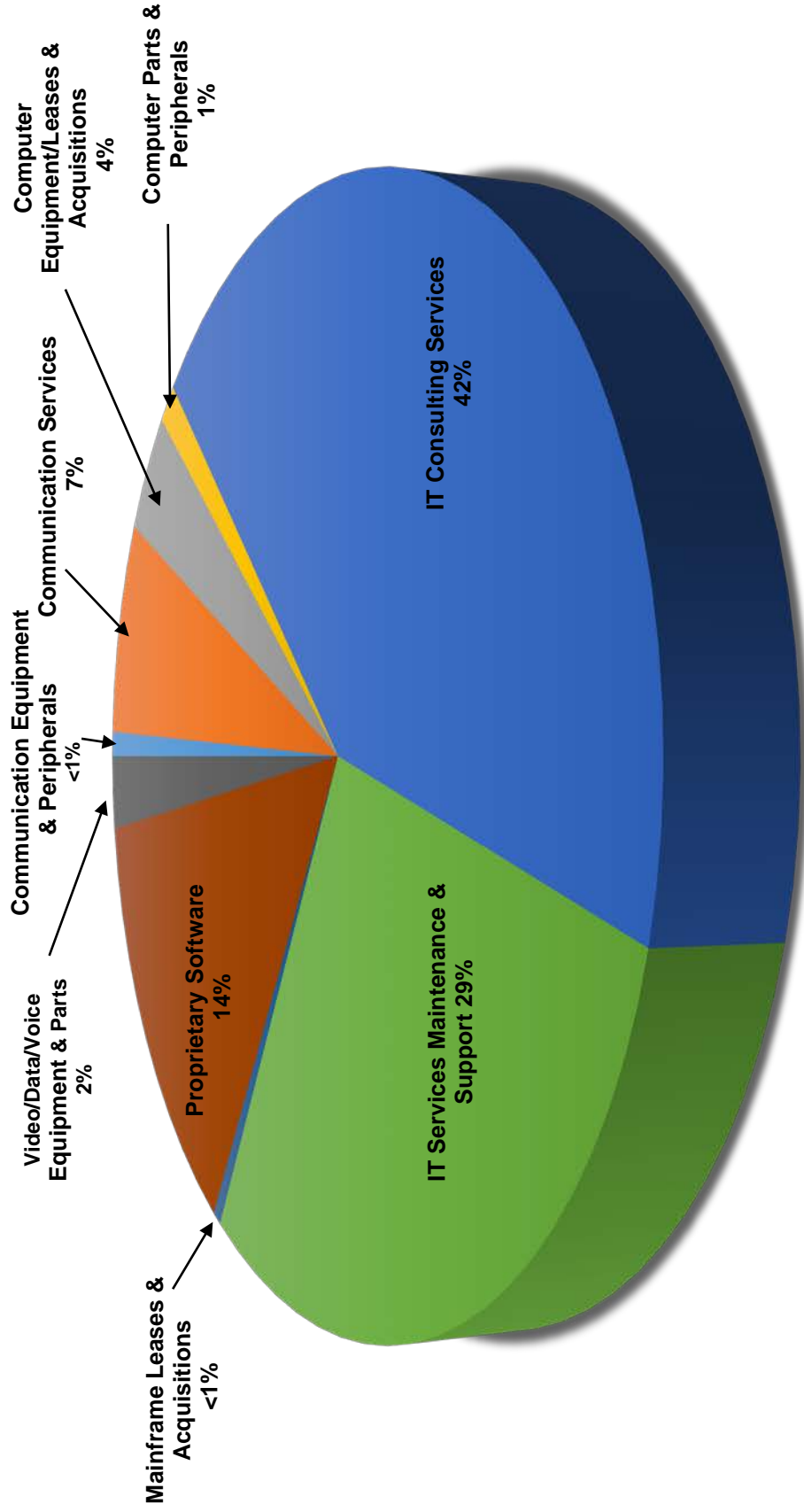
Professional Services - 1a

Agency	Insurance	Legal	Medical/ Clinical	Printing	Real Property Leases	Security
Division of Veterans' Affairs					< \$100,000	
Executive Chamber		< \$100,000	< \$25,000		< \$1.0 M	
Financial Control Board - New York City					< \$1.0 M	
Higher Education Services Corporation		< \$25,000	< \$25,000	< \$100,000	< \$5.0 M	< \$100,000
Hudson River Valley Greenway Communities Council				< \$25,000		
Interest on Lawyer Account					< \$250,000	
Joint Commission on Public Ethics		< \$25,000			< \$1.0 M	
Joint Operations - Legislature					< \$5.0 M	
Justice Center for the Protection of People with Special Needs		< \$100,000		< \$25,000	< \$5.0 M	< \$25,000
New York State Assembly	< \$100,000	< \$1.0 M	< \$100,000	< \$100,000	< \$10.0 M	< \$100,000
New York State Gaming Commission	< \$250,000	< \$25,000			< \$5.0 M	< \$1.0 M
New York State Retirement Board	< \$25,000			< \$25,000		< \$25,000
New York State Senate		< \$250,000		< \$100,000	< \$5.0 M	
Office for People with Developmental Disabilities	< \$250,000	< \$250,000		< \$25,000	< \$50.0 M	< \$5.0 M
Office for the Prevention of Domestic Violence				< \$25,000		
Office of Alcohol & Substance Abuse Services		< \$100,000		< \$25,000	< \$5.0 M	< \$1.0 M
Office of Children & Family Services	< \$250,000	< \$250,000		< \$100,000	< \$10.0 M	< \$5.0 M
Office of Employee Relations		< \$1.0 M		< \$25,000	< \$1.0 M	< \$250,000
Office of General Services	< \$10.0 M	< \$25,000		< \$250,000	< \$10.0 M	< \$10.0 M
Office of Indigent Legal Services		< \$25,000		< \$25,000		
Office of Information Technology Services				< \$25,000		< \$250,000
Office of Mental Health	< \$100,000	< \$250,000		< \$25,000	< \$50.0 M	< \$10.0 M
Office of Parks, Recreation & Historic Preservation						
Office of Temporary & Disability Assistance		< \$25,000		< \$5.0 M	< \$50.0 M	< \$5.0 M
Office of the Lieutenant Governor				< \$25,000		
Office of the Medicaid Inspector General	< \$25,000	< \$25,000		< \$25,000	< \$5.0 M	< \$5.0 M
Office of the New York State Comptroller	< \$250,000	< \$1.0 M		< \$1.0 M	< \$50.0 M	< \$100,000
Office of the State Inspector General					< \$5.0 M	
Office of Victim Services				< \$25,000		
Public Employment Relations Board		< \$25,000		< \$25,000	< \$100,000	
State Commission of Correction				< \$25,000	< \$25,000	< \$25,000

Professional Services - 1a

Agency	Insurance	Legal	Medical/ Clinical	Printing	Real Property Leases	Security
State Education Department		< \$5.0 M		< \$250,000	< \$10.0 M	< \$1.0 M
State University Construction Fund					< \$25,000	
State University of New York	>\$100.0 M	< \$5.0 M		< \$1.0 M	< \$50.0 M	< \$50.0 M
Unified Court System		>\$100.0 M	< \$1.0 M	< \$5.0 M	< \$50.0 M	< \$50.0 M
Workers' Compensation Board		< \$1.0 M			< \$10.0 M	< \$5.0 M

Information Technology, Computers and Communications



■ Communication Equipment & Peripherals	\$12,393,244	■ Communication Services	\$107,316,458
■ Computer Equipment/Leases & Acquisitions	\$60,610,208	■ Computer Parts & Peripherals	\$19,790,796
■ IT Consulting Services	\$657,325,147	■ IT Services Maintenance & Support	\$450,514,650
■ Mainframe Leases & Acquisitions	\$7,962,557	■ Proprietary Software	\$222,634,252
■ Video/Data/Voice Equipment & Parts	\$37,177,129	Total	\$1,575,724,441

Information Technology, Computers and Communications

Category	Spending by Category	Subcategory	Spending by Subcategory
Communication Equipment & Peripherals	\$12,393,244	IP Phones	\$578,024
		Mobile Phones	\$381,041
		Personal Digital Assistant PDA	\$45,007
		Public Safety Radios	\$5,217,034
		Telephones	\$238,123
		Unclassified Personal and Communication Devices/Parts	\$5,934,015
Communication Services	\$107,316,458	Cell Phone Service	\$17,859,544
		Cloud Computing Services	\$415,499
		Enhanced Telecommunication Services	\$45,016,347
		Phone - Local & Long Distance	\$38,001,667
		Radio Services	\$2,187,518
		Television Services	\$3,835,883
Computer Equipment Leases/ & Acquisitions	\$60,610,208	Computer Servers	\$11,390,915
		Desktop Computers	\$32,843,511
		IT Network Capable Printer	\$2,380,006
		IT Personal Printer	\$421,947
		Multifunction Printing Devices	\$4,364,421
		Notebook Computers	\$7,742,302
		PC Lease	\$52,468
		Printer Lease	\$5,752
		Server Lease	\$87,160
		Specialty Printers	\$1,187,549
		Thin Client Computers	\$134,177
Computer Parts & Peripherals	\$19,790,796	Computer Accessories	\$5,177,212
		IT Mainframe Printer	\$1,580,495
		Media Storage Devices	\$380,571
		Parts and Peripherals	\$12,652,518
IT Consulting Services	\$657,325,147	Applications Development	\$152,055,288
		Hardware/Software Installation	\$37,168,566
		Help Desk	\$3,016,690
		Network Design	\$10,701,674
		Non-Classified IT Consulting	\$304,874,690
		Programming	\$7,615,428
		Project Management	\$23,123,596
		Risk Management	\$3,026,905
Systems Integration	\$115,742,310		
IT Services Maintenance & Support	\$450,514,650	Data Management Services	\$230,330,752
		Internet Services	\$8,634,562
		IT Equipment Maintenance & Support	\$93,385,363
		Software Maintenance & Support	\$118,163,973

Information Technology, Computers and Communications

Category	Spending by Category	Subcategory	Spending by Subcategory
Mainframe Leases & Acquisitions	\$7,962,557	Mainframe Computers	\$556,630
		Mainframe Lease	\$7,405,927
Proprietary Software	\$222,634,252	Business Function Specific Software	\$103,093,167
		Computer Game/Entertainment Software	\$42,436
		Content Authorizing/Editing Software	\$668,207
		Content Management Software	\$1,162,076
		Data Management/Query Software	\$5,664,412
		Development Software	\$2,445,189
		Educational/Reference Software	\$797,073
		Electrical Equipment Software	\$1,433,781
		Enterprise License Agreements	\$58,884,196
		Finance Accounting/ERP Software	\$1,800
		Industry Specific Software	\$1,462,476
		Information Exchange Software	\$1,421,814
		Network Applications Software	\$87,042
		Network Management Software	\$544,266
		Networking Software	\$298,305
		Operating Environment Software	\$7,974,777
		Security/Protection Software	\$6,184,646
System Management Software	\$30,468,589		
Video/Data/Voice Equipment & Parts	\$37,177,129	Storage Area Network(SAN) Switch	\$3,147,884
		Unclassified Data/Voice Equipment & Parts	\$32,731,876
		Unclassified Telecom Storage	\$52,627
		Videoconferencing Systems	\$1,244,742

Total Spending for Information Technology, Computers and Communication

\$1,575,724,441

Information Technology, Computers and Communication - 1

Agency	Communication Equipment & Peripherals	Communication Services	Computer Equipment/Leases & Acquisitions	Computer Parts & Peripherals	IT Consulting Services
Adirondack Park Agency		< \$25,000			< \$25,000
Board of Elections		< \$250,000	< \$25,000		< \$5.0 M
City University Construction Fund		< \$100,000	< \$100,000	< \$250,000	
City University of New York	< \$1.0 M	< \$5.0 M	< \$50.0 M	< \$10.0 M	< \$10.0 M
Commission on Judicial Conduct	< \$25,000	< \$25,000	< \$25,000		
Corcraft		< \$100,000			< \$250,000
Council on the Arts		< \$25,000			
Department of Agriculture & Markets		> \$100.0 M	< \$25,000	> \$100.0 M	< \$25,000
Department of Civil Service					< \$250,000
Department of Corrections & Community Supervision	< \$5.0 M	< \$5.0 M	< \$100,000	< \$100,000	< \$100,000
Department of Economic Development		< \$25,000			< \$1.0 M
Department of Environmental Conservation	< \$1.0 M	< \$1.0 M	< \$1.0 M	< \$100,000	< \$10.0 M
Department of Financial Services	< \$25,000	< \$100,000	< \$1.0 M	< \$100,000	< \$5.0 M
Department of Health	< \$100,000	< \$1.0 M	< \$5.0 M	< \$250,000	> 100.0 M
Department of Labor	< \$100,000	< \$5.0 M	< \$1.0 M	< \$100,000	< \$10.0 M
Department of Law	< \$25,000	< \$5.0 M	< \$1.0 M	< \$250,000	< \$5.0 M
Department of Motor Vehicles	< \$25,000	< \$5.0 M	< \$100,000	< \$1.0 M	< \$5.0 M
Department of Public Service		< \$100,000	< \$250,000		< \$5.0 M
Department of State		< \$25,000	< \$100,000	< \$25,000	< \$250,000
Department of Taxation & Finance	< \$100,000	< \$1.0 M	< \$5.0 M	< \$25,000	< \$5.0 M
Department of Transportation	< \$25,000	< \$5.0 M	< \$250,000	< \$5.0 M	< \$50.0 M
Division of Alcohol & Beverage Control					< \$100,000
Division of Criminal Justice Services	< \$25,000	< \$25,000	< \$1.0 M	< \$25,000	< \$1.0 M
Division of Homeland Security	< \$25,000	< \$1.0 M			< \$5.0 M
Division of Housing & Community Renewal			< \$100,000		< \$100,000
Division of Human Rights		< \$25,000	< \$25,000		< \$25,000
Division of Military & Naval Affairs		< \$100,000	< \$25,000		< \$25,000
Division of State Police	< \$1.0 M	< \$10.0 M	< \$1.0 M	< \$1.0 M	< \$5.0 M
Division of Tax Appeals	< \$25,000	< \$25,000			
Division of the Budget					< \$100,000
Division of Veterans' Affairs		< \$25,000	< \$25,000		

Information Technology, Computers and Communication - 1

Agency	Communication Equipment & Peripherals	Communication Services	Computer Equipment/Leases & Acquisitions	Computer Parts & Peripherals	IT Consulting Services
Executive Chamber		< \$100,000			< \$1.0 M
Financial Control Board - New York City		< \$25,000			
Higher Education Services Corporation		< \$100,000			< \$1.0 M
Joint Commission on Public Ethics		< \$25,000	< \$25,000	< \$25,000	< \$25,000
Joint Operations - Legislature		< \$100,000	< \$1.0 M	< \$100,000	< \$25,000
Justice Center for the Protection of People with Special Needs		< \$25,000	< \$100,000	< \$100,000	< \$10.0 M
Lake George Park Commission					< \$1.0 M
New York State Assembly	< \$100,000	< \$5.0 M	< \$5.0 M	< \$1.0 M	
New York State Energy Research & Development Authority			< \$100,000		
New York State Gaming Commission		< \$1.0 M			< \$100,000
New York State Retirement Board		< \$5.0 M			
New York State Senate	< \$25,000	< \$5.0 M	< \$1.0 M	< \$100,000	< \$1.0 M
Office for People with Developmental Disabilities	> \$100.0 M	< \$5.0 M	< \$250,000	< \$25,000	< \$10.0 M
Office for the Aging	< \$100,000	< \$25,000	< \$25,000		< \$1.0 M
Office of Alcohol & Substance Abuse Services	< \$25,000	< \$100,000	< \$100,000	< \$25,000	< \$5.0 M
Office of Children & Family Services	< \$25,000	< \$1.0 M	< \$1.0 M	< \$250,000	< \$50.0 M
Office of Employee Relations		> \$100.0 M			< \$100,000
Office of General Services	< \$100,000	< \$1.0 M	< \$100,000	< \$250,000	> \$100.0 M
Office of Indigent Legal Services		< \$25,000			
Office of Information Technology Services	< \$5.0 M	< \$50.0 M	< \$10.0 M	< \$5.0 M	> \$100.0 M
Office of Mental Health	< \$100,000	< \$250,000	< \$1.0 M	< \$100,000	< \$50.0 M
Office of Parks, Recreation & Historic Preservation					
Office of Temporary & Disability Assistance	< \$1.0 M	< \$1.0 M	< \$250,000	< \$25,000	< \$50.0 M
Office of the Lieutenant Governor					< \$25,000
Office of the Medicaid Inspector General		< \$25,000	< \$250,000		< \$5.0 M
Office of the New York State Comptroller	< \$1.0 M	< \$1.0 M	< \$10.0 M	< \$1.0 M	< \$10.0 M
Office of Victim Services		< \$25,000			
Public Employment Relations Board		< \$25,000	< \$25,000	< \$25,000	< \$25,000
State Commission of Correction		< \$25,000			< \$25,000

Information Technology, Computers and Communication - 1

Agency	Communication Equipment & Peripherals	Communication Services	Computer Equipment/Leases & Acquisitions	Computer Parts & Peripherals	IT Consulting Services
State Education Department	< \$100,000	< \$1.0 M	< \$1.0 M	< \$1.0 M	< \$5.0 M
State University Construction Fund		< \$100,000	< \$100,000		
State University of New York	< \$25,000	< \$50.0 M	< \$50.0 M	< \$5.0 M	< \$50.0 M
Statewide Financial System			< \$250,000		< \$10.0 M
Unified Court System	< \$1.0 M	< \$10.0 M	< \$5.0 M	< \$1.0 M	< \$5.0 M
Workers' Compensation Board		< \$1.0 M	< \$1.0 M	< \$25,000	< \$5.0 M

Information Technology, Computers and Communication - 1a

Agency	IT Services Maintenance & Support	Mainframe Leases & Acquisitions	Proprietary Software	Video/Data/Voice Equipment & Parts
Adirondack Park Agency	< \$25,000			
Board of Elections	< \$1.0 M	< \$25,000	< \$5.0 M	< \$25,000
City University Construction Fund			< \$25,000	< \$100,000
City University of New York	< \$5.0 M		< \$50.0 M	< \$250,000
Commission on Judicial Conduct	< \$25,000		< \$25,000	
Corcraft	< \$100,000		< \$250,000	
Department of Agriculture & Markets	< \$1.0 M	< \$1.0 M	< \$25,000	
Department of Civil Service	< \$25,000		< \$5.0 M	
Department of Corrections & Community Supervision	< \$5.0 M	< \$25,000	< \$1.0 M	< \$25,000
Department of Economic Development	< \$250,000			
Department of Environmental Conservation	< \$5.0 M	< \$100,000	< \$1.0 M	< \$1.0 M
Department of Financial Services	< \$5.0 M		< \$1.0 M	< \$25,000
Department of Health	> \$100.0 M	< \$5.0 M	< \$50.0 M	< \$250,000
Department of Labor	< \$5.0 M	< \$1.0 M	< \$100,000	< \$250,000
Department of Law	< \$5.0 M		< \$5.0 M	< \$1.0 M
Department of Motor Vehicles	< \$5.0 M	< \$25,000	< \$1.0 M	< \$100,000
Department of Public Service	< \$250,000		< \$25,000	< \$25,000
Department of State	< \$1.0 M	< \$25,000	< \$25,000	< \$25,000
Department of Taxation & Finance	< \$5.0 M		< \$1.0 M	
Department of Transportation	< \$50.0 M	< \$25,000	< \$5.0 M	< \$100,000
Division of Alcohol & Beverage Control	< \$100,000		< \$5.0 M	< \$250,000
Division of Criminal Justice Services	< \$1.0 M		< \$5.0 M	< \$250,000
Division of Homeland Security	< \$5.0 M	< \$100,000	< \$1.0 M	< \$250,000
Division of Housing & Community Renewal	< \$250,000		< \$25,000	< \$25,000
Division of Human Rights	< \$100,000		< \$100,000	
Division of Military & Naval Affairs	< \$25,000		< \$100,000	
Division of State Police	< \$1.0 M	< \$25,000	< \$1.0 M	< \$100,000
Division of Tax Appeals	< \$25,000		< \$25,000	
Division of the Budget	< \$25,000			
Division of Veterans' Affairs	< \$25,000			
Executive Chamber	< \$25,000		< \$25,000	

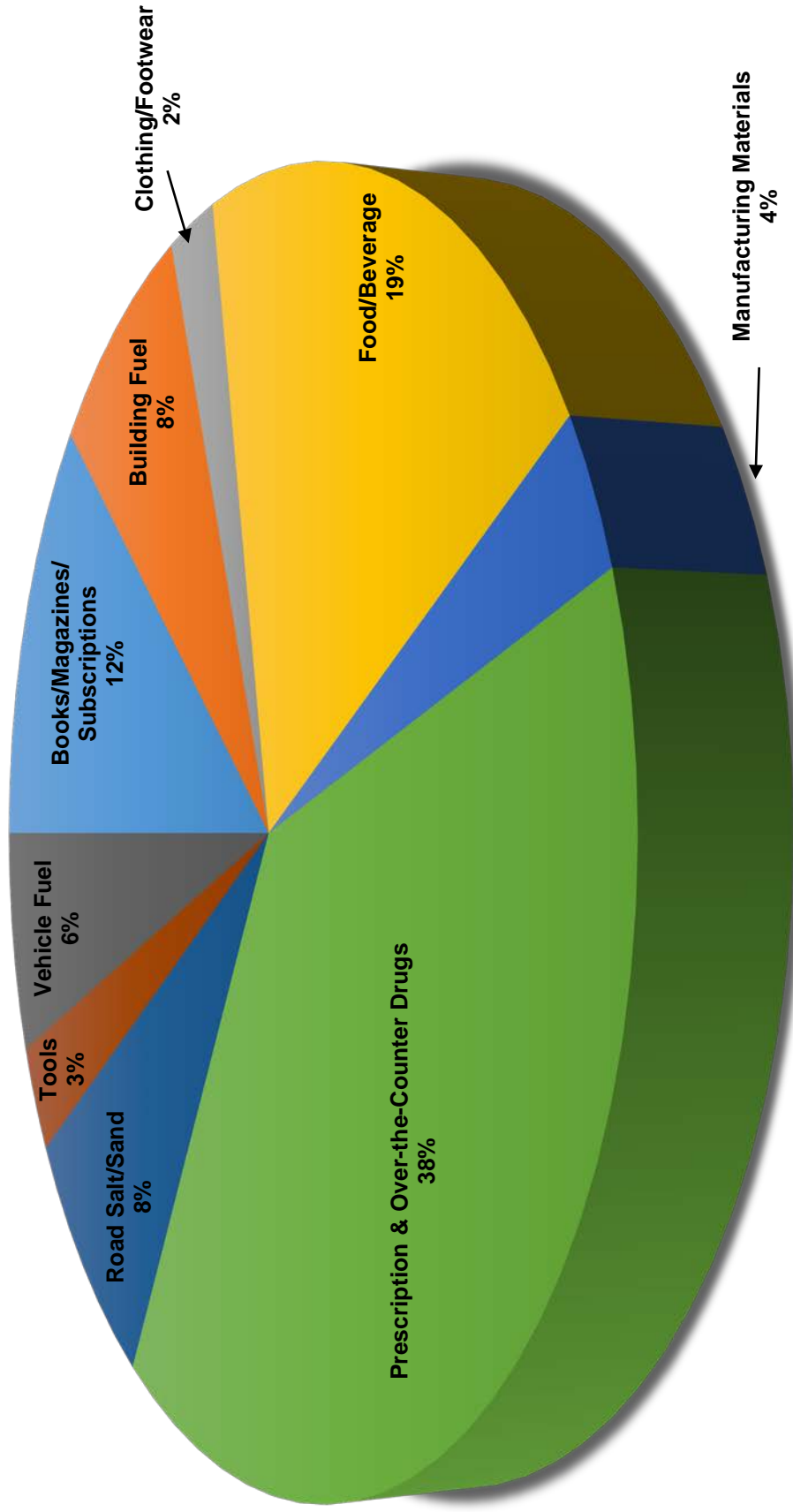
Information Technology, Computers and Communication - 1a

Agency	IT Services Maintenance & Support	Mainframe Leases & Acquisitions	Proprietary Software	Video/Data/Voice Equipment & Parts
Financial Control Board - New York City	< \$25,000			
Higher Education Services Corporation	< \$100,000		< \$250,000	
Hudson River Valley Greenway Communities Council	< \$25,000			
Interest on Lawyer Account	< \$25,000			
Joint Commission on Public Ethics	< \$100,000		< \$25,000	< \$25,000
Joint Operations - Legislature	< \$5.0 M		< \$25,000	< \$250,000
Justice Center for the Protection of People with Special Needs	< \$25,000	< \$100,000	< \$25,000	> \$100.0 M
New York State Assembly	< \$1.0 M	< \$1.0 M	< \$250,000	< \$250,000
New York State Gaming Commission	< \$1.0 M	< \$25,000	< \$100,000	
New York State Retirement Board	< \$100,000	< \$25,000		< \$25,000
New York State Senate	< \$1.0 M		< \$250,000	< \$25,000
Office for People with Developmental Disabilities	< \$1.0 M		< \$250,000	< \$25,000
Office for the Aging	< \$100,000		< \$5.0 M	< \$25,000
Office for the Prevention of Domestic Violence	< \$25,000		< \$25,000	
Office of Alcohol & Substance Abuse Services	< \$250,000		< \$5.0 M	< \$25,000
Office of Children & Family Services	< \$5.0 M	< \$250,000	< \$5.0 M	< \$25,000
Office of Employee Relations			< \$100,000	
Office of General Services	< \$10.0 M		< \$1.0 M	
Office of Indigent Legal Services	< \$25,000		< \$25,000	
Office of Information Technology Services	< \$100.0 M	< \$1.0 M	< \$100.0 M	< \$5.0 M
Office of Mental Health	< \$5.0 M	< \$250,000	< \$5.0 M	< \$1.0 M
Office of Parks, Recreation & Historic Preservation				
Office of Temporary & Disability Assistance	< \$10.0 M	< \$25,000	< \$1.0 M	< \$25,000
Office of the Medicaid Inspector General	< \$250,000		< \$100,000	
Office of the New York State Comptroller	< \$10.0 M	< \$1.0 M	< \$1.0 M	< \$1.0 M
Office of the State Inspector General	< \$25,000			
Office of the Welfare Inspector General	< \$25,000			
Office of Victim Services	< \$25,000			
Public Employment Relations Board	< \$25,000		< \$25,000	
State Commission of Correction			< \$25,000	< \$25,000
State Education Department	< \$5.0 M	< \$25,000	< \$50.0 M	< \$250,000

Information Technology, Computers and Communication - 1a

Agency	IT Services Maintenance & Support	Mainframe Leases & Acquisitions	Proprietary Software	Video/Data/Voice Equipment & Parts
State University Construction Fund	< \$100,000		< \$1.0 M	
State University of New York	< \$ 100.0 M	< \$5.0 M	< \$50.0 M	< \$50.0 M
Statewide Financial System	< \$10.0 M		< \$250,000	
Unified Court System	< \$10.0 M	< \$1.0 M	< \$5.0 M	< \$5.0 M
Workers' Compensation Board	< \$50.0 M		< \$100,000	

General Commodities



■ Books/Magazines/Subscriptions	\$86,472,606	■ Building Fuel	\$55,390,897
■ Clothing/Footwear	\$17,808,933	■ Food/Beverage	\$138,159,115
■ Manufacturing Materials	\$26,236,916	■ Prescription & Over-the-Counter Drugs	\$279,954,917
■ Road Salt/Sand	\$56,503,667	■ Tools	\$21,801,027
■ Vehicle Fuel	\$45,026,912	Total	\$727,354,990

General Commodities

Category	Spending By Category	Subcategory	Spending by Subcategory
Books/Magazines/Subscriptions	\$86,472,606	Reference Book/Mag/Map/Subscription	\$86,472,606
Building Fuel	\$55,390,897	Bio Oil	\$1,740
		Bio Oil Blend	\$28,402
		Chilled Water	\$2,099,136
		Coal	\$1,098,150
		Heat and Cooling Transmission	\$5,359,860
		Oil #2/Diesel	\$17,188,681
		Oil #4 or #6	\$5,447,226
		Other Fuels & Additives	\$866,424
		Steam	\$20,593,054
		Unclassified Fuel	\$2,420,998
		Wood	\$287,226
Clothing/Footwear	\$17,808,933	Employee Expense - Clothing & Footwear	\$7,741,095
		Non-Employee Clothing & Footwear	\$10,067,838
Food/Beverage	\$138,159,115	Food & Related Consumption	\$138,159,115
Manufacturing Materials	\$26,236,916	Manufacturing Materials Inventory	\$1,123,933
		Manufacturing Material Non-Inventory	\$25,112,983
Prescription & Over-the-Counter Drugs	\$279,954,917	Drugs	\$279,954,917
Road Salt/Sand	\$56,503,667	Road Salt/Sand/De-Ice	\$56,503,667
Tools	\$21,801,027	Tools/Hardware & Parts	\$21,801,027
Vehicle Fuel	\$45,026,912	Diesel	\$182,646
		Compressed Natural Gas (CNG)	\$14,198,082
		Gasoline	\$30,635,002
		Hydrogen	\$9,003
		Motor Vehicle Propane	\$2,179

General Commodities Total Spending

\$727,354,990

General Commodities - 1

Agency	Books/Magazines/ Subscriptions	Building Fuel	Clothing/ Footwear	Food/Beverage	Manufacturing Materials
Adirondack Park Agency	< \$25,000				
Board of Elections	< \$25,000				< \$25,000
City University Construction Fund	< \$25,000	< \$25,000	< \$25,000		< \$25,000
City University of New York	< \$50.0 M	< \$10.0 M		< \$250,000	
Commission on Judicial Conduct	< \$25,000	> 100.0 M			
Corcraft	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$50.0 M
Department of Agriculture & Markets	< \$25,000			< \$250,000	< \$1.0 M
Department of Civil Service	< \$25,000				
Department of Corrections & Community Supervision	< \$1.0 M	< \$50.0 M	< \$50.0 M	< \$50.0 M	< \$100,000
Department of Economic Development	< \$25,000				
Department of Environmental Conservation	< \$100,000	< \$1.0 M	< \$250,000	< \$100,000	< \$1.0 M
Department of Financial Services	< \$250,000			> \$100.0 M	
Department of Health	< \$1.0 M	< \$250,000	< \$25,000	< \$5.0 M	< \$1.0 M
Department of Labor	< \$1.0 M	< \$25,000		< \$25,000	
Department of Law	< \$5.0 M			< \$100,000	
Department of Motor Vehicles	< \$25,000	< \$25,000			< \$25,000
Department of Public Service	< \$100,000				
Department of State	< \$25,000			< \$25,000	
Department of Taxation & Finance	< \$25,000				< \$25,000
Department of Transportation	< \$1.0 M	< \$1.0 M	< \$5.0 M	< \$25,000	< \$250,000
Division of Alcohol & Beverage Control	< \$25,000				
Division of Criminal Justice Services	< \$25,000				
Division of Homeland Security	< \$25,000	< \$25,000	< \$100,000	> \$100.0 M	
Division of Housing & Community Renewal	< \$100,000				
Division of Human Rights	< \$25,000				
Division of Military & Naval Affairs		< \$25,000	< \$25,000	< \$25,000	
Division of State Police	< \$100,000	< \$1.0 M	< \$100,000	< \$25,000	< \$100,000
Division of Tax Appeals	< \$25,000				
Division of the Budget	< \$100,000				
Division of Veterans' Affairs	< \$25,000				
Executive Chamber	< \$1.0 M			< \$25,000	
Higher Education Services Corporation	< \$25,000				

General Commodities - 1

Agency	Books/Magazines/ Subscriptions	Building Fuel	Clothing/ Footwear	Food/Beverage	Manufacturing Materials
Joint Commission on Public Ethics	< \$25,000				
Joint Operations - Legislature	< \$25,000				
Justice Center for the Protection of People with Special Needs	< \$25,000			< \$25,000	
New York State Assembly	< \$5.0 M	< \$25,000	< \$25,000		
New York State Gaming Commission	< \$100,000				
New York State Senate	< \$1.0 M				
Office for People with Developmental Disabilities	< \$100,000	< \$5.0 M	< \$100,000	> \$100.0 M	< \$100,000
Office for the Aging	< \$25,000			< \$25,000	
Office for the Prevention of Domestic Violence	< \$25,000				
Office of Alcohol & Substance Abuse Services	< \$25,000		< \$25,000	< \$1.0 M	
Office of Children & Family Services	< \$250,000	< \$1.0 M	< \$1.0 M	< \$5.0 M	< \$25,000
Office of Employee Relations	< \$25,000		< \$25,000	< \$25,000	
Office of General Services	< \$100,000	< \$5.0 M		< \$250,000	< \$250,000
Office of Information Technology Services	< \$25,000				
Office of Mental Health	< \$100,000	< \$5.0 M	< \$1.0 M	< \$50.0 M	< \$1.0 M
Office of Parks, Recreation & Historic Preservation					
Office of Temporary & Disability Assistance	< \$25,000			< \$25,000	
Office of the Medicaid Inspector General	< \$250,000				
Office of the New York State Comptroller	< \$250,000		< \$25,000	< \$100,000	
Office of Victim Services	< \$25,000				
Public Employment Relations Board	< \$25,000				
State Commission of Correction	< \$25,000			< \$25,000	
State Education Department	< \$5.0 M	< \$25,000		< \$250,000	
State University Construction Fund	< \$100,000			< \$25,000	
State University of New York	< \$50.0 M	< \$50.0 M	< \$5.0 M	< \$100.0 M	< \$5.0 M
Unified Court System	< \$50.0 M			< \$1.0 M	

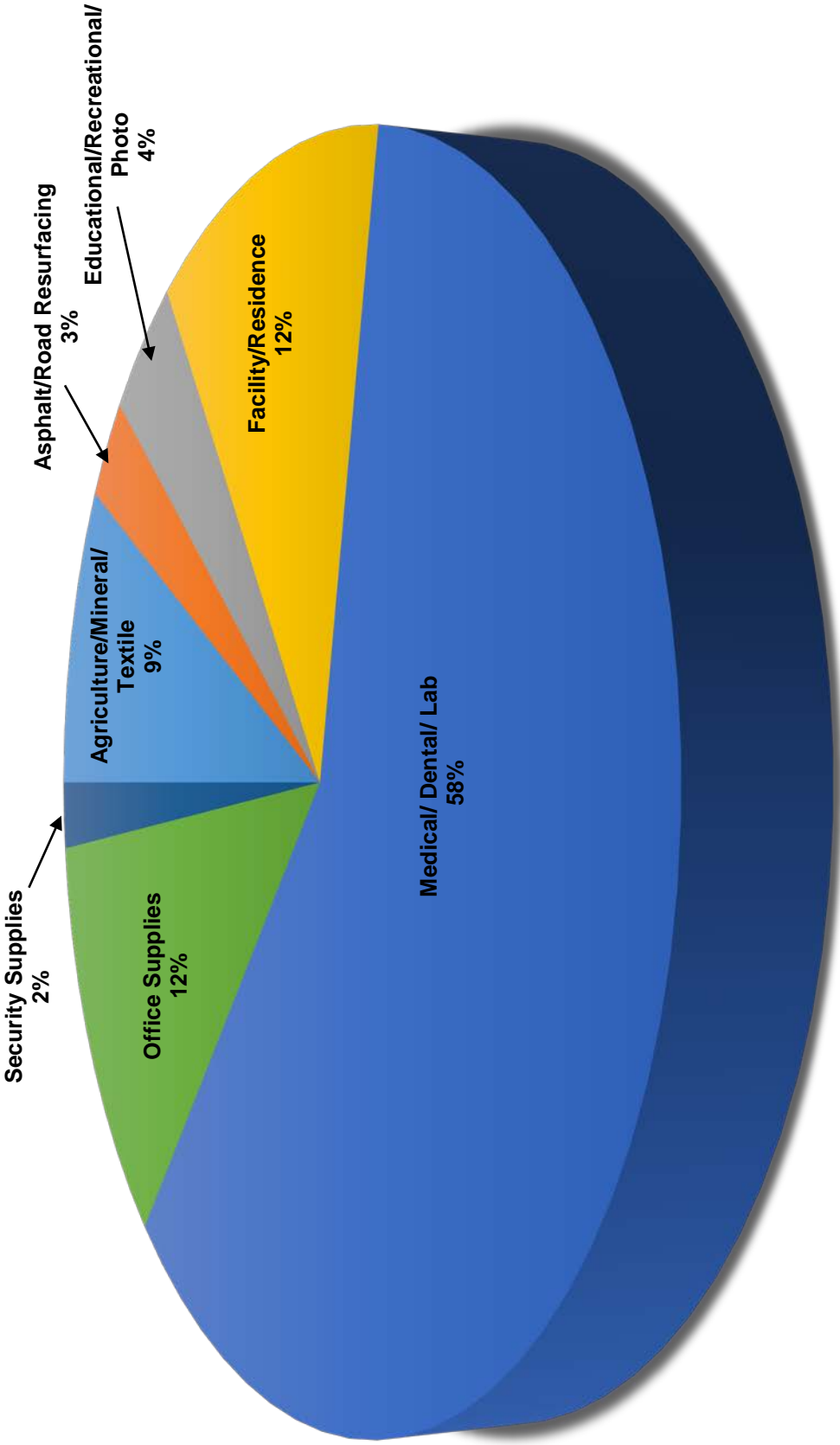
General Commodities - 1a

Agency	Prescription & Over-the-Counter Drugs	Road Salt/Sand	Tools	Vehicle Fuel
Adirondack Park Agency				< \$25,000
Board of Elections				< \$25,000
City University of New York				< \$25,000
Commission on Judicial Conduct			< \$25,000	< \$25,000
Corcraft			< \$100,000	< \$100,000
Department of Agriculture & Markets			< \$25,000	< \$250,000
Department of Civil Service	< \$100,000			
Department of Corrections & Community Supervision	> \$100.0 M	< \$1.0 M	< \$5.0 M	< \$5.0 M
Department of Economic Development				< \$25,000
Department of Environmental Conservation		< \$25,000	< \$1.0 M	< \$5.0 M
Department of Financial Services				< \$100,000
Department of Health	< \$5.0 M	< \$25,000	< \$1.0 M	< \$1.0 M
Department of Labor			< \$25,000	< \$100,000
Department of Law				< \$1.0 M
Department of Motor Vehicles				< \$250,000
Department of Public Service			< \$25,000	< \$100,000
Department of State				< \$100,000
Department of Taxation & Finance				< \$100,000
Department of Transportation		< \$ 100.0 M	< \$10.0 M	< \$50.0 M
Division of Alcohol & Beverage Control				< \$25,000
Division of Criminal Justice Services			< \$25,000	< \$25,000
Division of Homeland Security			< \$1.0 M	< \$1.0 M
Division of Housing & Community Renewal				< \$25,000
Division of Human Rights				< \$25,000
Division of Military & Naval Affairs		< \$25,000	< \$25,000	< \$250,000
Division of State Police	< \$25,000		< \$25,000	< \$50.0 M
Division of the Budget				< \$25,000
Division of Veterans' Affairs				< \$25,000
Higher Education Services Corporation				< \$25,000
Joint Commission on Public Ethics				< \$25,000
Joint Operations - Legislature				< \$25,000

General Commodities - 1a

Agency	Prescription & Over-the-Counter Drugs	Road Salt/Sand	Tools	Vehicle Fuel
Justice Center for the Protection of People with Special Needs				< \$100,000
New York State Assembly			< \$100,000	< \$100,000
New York State Gaming Commission				< \$250,000
New York State Senate			< \$25,000	< \$100,000
Office for People with Developmental Disabilities	< \$5.0 M	< \$25,000	< \$1.0 M	< \$5.0 M
Office for the Aging			< \$25,000	
Office of Alcohol & Substance Abuse Services	< \$1.0 M		< \$25,000	< \$100,000
Office of Children & Family Services	< \$1.0 M	< \$25,000	< \$25,000	< \$250,000
Office of General Services		< \$100,000		< \$1.0 M
Office of Information Technology Services				< \$25,000
Office of Mental Health	< \$50.0 M	< \$25,000	< \$100,000	< \$1.0 M
Office of Parks, Recreation & Historic Preservation				
Office of Temporary & Disability Assistance				< \$25,000
Office of the Medicaid Inspector General				< \$25,000
Office of the New York State Comptroller				
Office of the State Inspector General				< \$25,000
Office of the Welfare Inspector General				< \$25,000
State Commission of Correction				< \$25,000
State Education Department	< \$25,000		< \$1.0 M	< \$100,000
State University Construction Fund				< \$100,000
State University of New York	> \$100.0 M		< \$10.0 M	< \$5.0 M
Unified Court System	< \$250,000		< \$250,000	< \$250,000
Workers' Compensation Board				< \$25,000

Supplies



■ Agriculture/Mineral/Textile	\$44,272,453	■ Asphalt/Road Resurfacing	\$14,932,126
■ Educational/Recreational/Photo	\$21,572,364	■ Facility/Residence	\$64,691,013
■ Medical/Dental/Lab Supplies	\$302,126,747	■ Office Supplies	\$61,597,310
■ Security Supplies	\$9,863,190	Total	\$519,055,203

Supplies

Category	Spending by Category	Subcategory	Spending by Subcategory
Agriculture/Mineral/Textile	\$44,272,453	Agriculture/Animal	\$6,779,113
		Mineral and Textile	\$37,493,340
Asphalt/Road Resurfacing	\$14,932,126	Asphalt/Road Surfacing	\$14,932,126
Educational/Recreational/ Photo	\$21,572,364	Educational Supplies	\$12,282,376
		Photo Supplies	\$6,969,370
		Recreational Supplies	\$2,320,618
Facility/Residence	\$64,691,013	Building and Grounds	\$42,214,600
		Cleaning	\$21,758,685
		Food Prep Supplies	\$1,635,807
		Laundry	\$685,799
		Linens/Towels	(-\$1,603,878)
Medical/Dental/Lab Supplies	\$302,126,747	Dental	\$150,652,580
		Laboratory	\$37,139,284
		Medical	\$114,334,883
Office Supplies	\$61,597,310	Office Supplies	\$61,597,310
Security Supplies	\$9,863,190	Security Supplies	\$9,863,190

Total Spending for Supplies	\$519,055,203
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Supplies

Agency	Agriculture/ Mineral/ Textile	Asphalt/ Road Resurfacing	Educational/ Recreational/ Photo	Facility/ Residence	Medical/ Dental/ Lab	Office Supplies	Security Supplies
Adirondack Park Agency				< \$25,000			
Board of Elections			< \$25,000			< \$25,000	< \$25,000
City University Construction Fund				< \$25,000	< \$5.0 M	< \$25,000	< \$25,000
City University of New York			< \$1.0 M	< \$10.0 M	< \$5.0 M	< \$50.0 M	< \$50.0 M
Commission on Judicial Conduct				< \$25,000		< \$25,000	< \$25,000
Corcraft	< \$25,000		< \$25,000	< \$25,000	< \$250,000	< \$5.0 M	< \$5.0 M
Department of Agriculture & Markets	< \$5.0 M			< \$100,000	< \$250,000	< \$100,000	< \$100,000
Department of Civil Service			< \$25,000		< \$25,000	< \$25,000	< \$25,000
Department of Corrections & Community Supervision	< \$50.0 M	< \$25,000	< \$1.0 M	< \$10.0 M	< \$5.0 M	< \$1.0 M	< \$1.0 M
Department of Economic Development			< \$25,000	< \$250,000		< \$25,000	< \$25,000
Department of Environmental Conservation	< \$5.0 M	< \$1.0 M	< \$1.0 M	< \$5.0 M	< \$1.0 M	< \$1.0 M	< \$1.0 M
Department of Financial Services					< \$25,000	< \$100,000	< \$100,000
Department of Health	< \$100,000		< \$250,000	< \$1.0 M	< \$10.0 M	< \$5.0 M	< \$5.0 M
Department of Labor			< \$25,000		< \$250,000	< \$5.0 M	< \$5.0 M
Department of Law				< \$25,000	< \$25,000	< \$1.0 M	< \$1.0 M
Department of Motor Vehicles	< \$25,000		< \$25,000	< \$25,000	< \$100,000	< \$1.0 M	< \$1.0 M
Department of Public Service						< \$25,000	< \$25,000
Department of State	< \$25,000		< \$25,000		< \$25,000	< \$1.0 M	< \$1.0 M
Department of Taxation & Finance			< \$1.0 M			< \$100,000	< \$100,000
Department of Transportation	< \$25,000	< \$50.0 M	< \$250,000	< \$10.0 M	< \$250,000	< \$1.0 M	< \$1.0 M
Developmental Disabilities Planning Council						< \$25,000	< \$25,000
Division of Criminal Justice Services					< \$100,000	< \$25,000	< \$25,000
Division of Homeland Security	> \$100.0 M		< \$25,000	< \$250,000	< \$100,000	< \$100,000	< \$100,000
Division of Housing & Community Renewal				< \$25,000		< \$25,000	< \$25,000

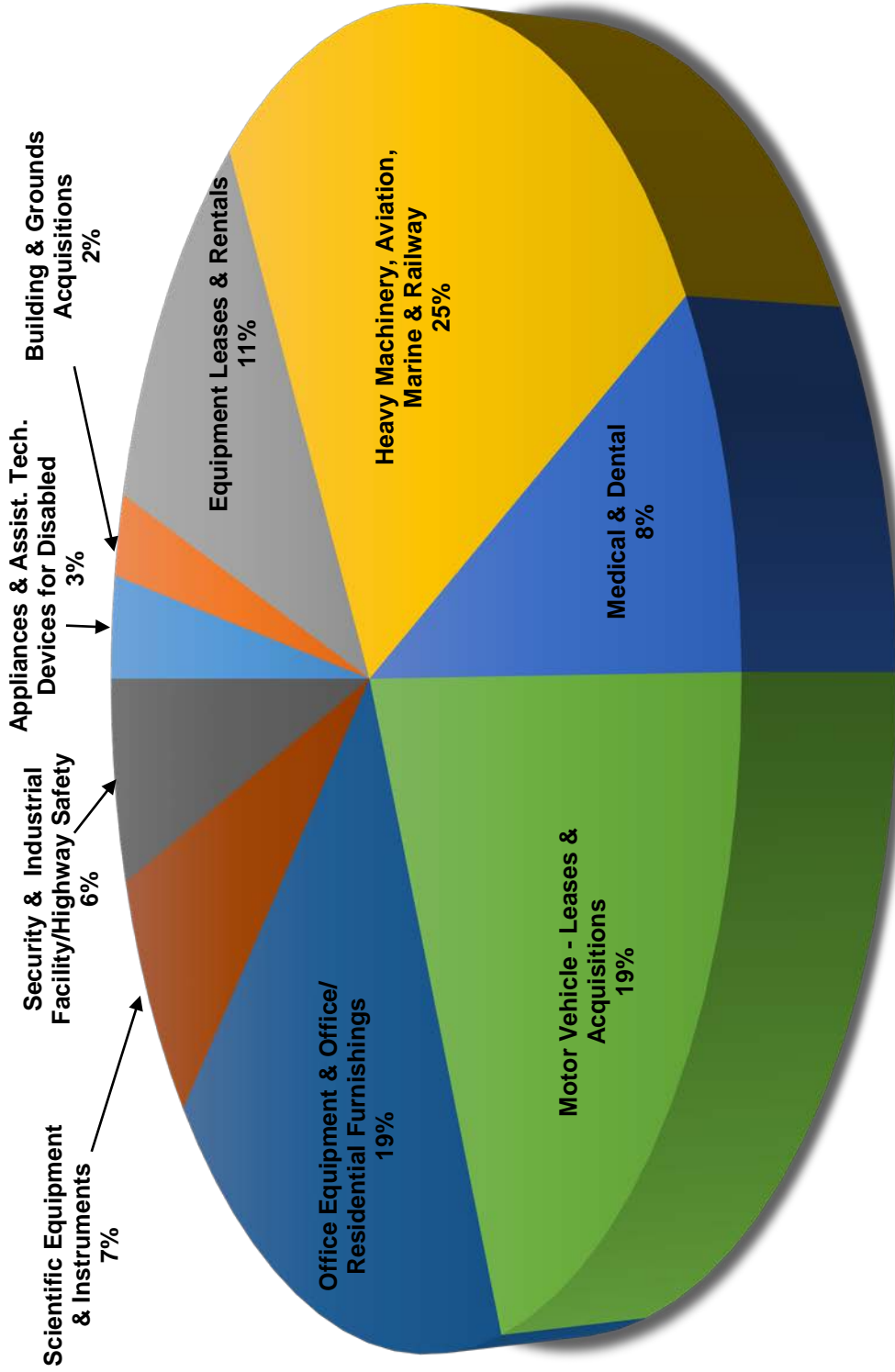
Supplies

Agency	Agriculture/ Mineral/ Textile	Asphalt/ Road Resurfacing	Educational/ Recreational/ Photo	Facility/ Residence	Medical/ Dental/ Lab	Office Supplies	Security Supplies
Division of Human Rights			< \$25,000	< \$25,000	< \$100,000	< \$100,000	< \$100,000
Division of Military & Naval Affairs	< \$25,000		< \$25,000	< \$25,000		< \$100,000	< \$100,000
Division of State Police	< \$100,000		< \$100,000	< \$25,000	< \$5.0 M	< \$100,000	< \$100,000
Division of Tax Appeals						< \$25,000	< \$25,000
Division of Veterans' Affairs						< \$25,000	< \$25,000
Executive Chamber						< \$25,000	< \$25,000
Financial Control Board - New York City						< \$25,000	< \$25,000
Higher Education Services Corporation					< \$25,000	< \$25,000	< \$25,000
Hudson River Valley Greenway Communities Council						< \$25,000	< \$25,000
Joint Commission on Public Ethics			< \$25,000			< \$25,000	< \$25,000
Joint Operations - Legislature			< \$100,000	< \$25,000		< \$25,000	< \$25,000
Justice Center for the Protection of People with Special Needs			< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000
Lake George Park Commission	< \$25,000					< \$25,000	< \$25,000
New York State Assembly			< \$1.0 M	< \$100,000		< \$1.0 M	< \$1.0 M
New York State Energy Research & Development Authority						< \$100,000	< \$100,000
New York State Gaming Commission					< \$25,000	> \$100.0 M	> \$100.0 M
New York State Retirement Board						< \$25,000	< \$25,000
New York State Senate			< \$5.0 M	< \$1.0 M	< \$25,000	< \$250,000	< \$250,000
Office for People with Developmental Disabilities	< \$250,000	< \$25,000	< \$100,000	> \$100.0 M	< \$5.0 M	< \$250,000	< \$250,000
Office for the Aging			< \$25,000		< \$25,000	< \$25,000	< \$25,000
Office for the Prevention of Domestic Violence			< \$25,000			< \$25,000	< \$25,000
Office of Alcohol & Substance Abuse Services			< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000
Office of Children & Family Services	< \$250,000	< \$25,000	< \$1.0 M	< \$1.0 M	< \$100,000	< \$1.0 M	< \$1.0 M

Supplies

Agency	Agriculture/ Mineral/ Textile	Asphalt/ Road Resurfacing	Educational/ Recreational/ Photo	Facility/ Residence	Medical/ Dental/ Lab	Office Supplies	Security Supplies
Office of Employee Relations			< \$25,000			< \$25,000	< \$25,000
Office of General Services	< \$25,000		< \$25,000	< \$1.0 M	< \$25,000	< \$5.0 M	< \$5.0 M
Office of Information Technology Services			< \$100,000	< \$1.0 M	< \$25,000	< \$5.0 M	< \$5.0 M
Office of Mental Health	< \$1.0 M	< \$25,000	< \$250,000	< \$5.0 M	< \$5.0 M	< \$5.0 M	< \$5.0 M
Office of Parks, Recreation & Historic Preservation							
Office of Temporary & Disability Assistance			< \$250,000	< \$25,000		< \$250,000	< \$250,000
Office of the Medicaid Inspector General						< \$25,000	< \$25,000
Office of the New York State Comptroller	< \$25,000			< \$25,000		< \$5.0 M	< \$5.0 M
Office of the State Inspector General						< \$25,000	< \$25,000
Office of the Welfare Inspector General						< \$25,000	< \$25,000
Office of Victim Services						< \$25,000	< \$25,000
Public Employment Relations Board						< \$25,000	< \$25,000
State Commission of Correction				< \$25,000		< \$25,000	< \$25,000
State Education Department	< \$25,000	< \$100,000	< \$5.0 M	< \$1.0 M	< \$25,000	< \$1.0 M	< \$1.0 M
State University Construction Fund						< \$100,000	< \$100,000
State University of New York	< \$5.0 M		< \$50.0 M	< \$50.0 M	> \$100.0 M	< \$50.0 M	< \$50.0 M
Unified Court System			< \$1.0 M	< \$100,000	< \$1.0 M	< \$5.0 M	< \$5.0 M
Workers' Compensation Board						< \$100,000	< \$100,000

Equipment Acquisitions, Leases and Rentals



■ Appliances & Assistive Technology Devices for Disabled	\$7,057,214	■ Building & Grounds Acquisitions	\$5,615,682
■ Equipment Leases & Rentals	\$27,428,716	■ Heavy Machinery, Aviation, Marine & Railway	\$60,841,269
■ Medical & Dental	\$19,087,695	■ Motor Vehicle - Leases & Acquisitions	\$44,669,700
■ Office Equipment & Office/Residential Furnishings	\$44,822,170	■ Scientific Equipment & Instruments Used in Labs	\$17,193,010
■ Security & Industrial Facility/Highway Safety	\$13,990,932	Total	\$240,706,388

Equipment Acquisitions, Leases and Rentals

Category	Spending by Category	Subcategory	Spending by Subcategory
Appliances & Assistive Technology Devices for Disabled	\$7,057,214	Appliances Acquisition	\$7,003,478
		Assistive Technology Acquisition	\$53,736
Building & Grounds Acquisitions	\$5,615,682	Building & Grounds Equipment Acquisition	\$5,615,682
Equipment Leases & Rentals	\$27,428,716	Equipment Lease	\$8,811,162
		Equipment Rental	\$18,617,554
Heavy Machinery, Aviation, Marine & Railway	\$60,841,269	Aviation Acquisition	\$33,278
		Heavy Machinery Acquisition	\$57,798,773
		Marine Acquisition	\$2,570,738
		Railway Acquisition	\$438,480
Medical & Dental	\$19,087,695	Medical & Dental Acquisition	\$19,087,695
Motor Vehicle - Leases & Acquisitions	\$44,669,700	Motor Vehicle Lease	\$1,797,060
		Vehicles Acquisition	\$42,872,640
Office Equipment & Office/Residential Furnishings	\$44,822,170	Office Equipment Acquisition	\$9,903,737
		Office Furnishings Acquisition	\$33,230,488
		Residential Furnishings Acquisition	\$1,687,945
Scientific Equipment & Instruments Used in Labs	\$17,193,010	Scientific Equipment Acquisition	\$17,193,010
Security & Industrial Facility/Highway Safety	\$13,990,932	Safety Equipment Acquisition	\$5,528,632
		Security Equipment Acquisition	\$8,462,300

Total Spending for Equipment - Acquisitions, Leases and Rentals	\$240,706,388
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Equipment - Acquisitions, Leases and Rentals - 1

Agency	Appliances & Assistive Tech Devices for Disabled	Building & Grounds Acquisitions	Equipment Leases & Rentals	Heavy Machinery, Aviation, Marine & Railway	Medical & Dental
City University Construction Fund	< \$100,000	< \$100,000		< \$1.0 M	< \$25,000
City University of New York			< \$100,000		< \$100,000
Commission on Judicial Conduct			< \$25,000		
Corcraft		< \$25,000	< \$1.0 M	< \$25,000	
Department of Agriculture & Markets			< \$25,000		< \$250,000
Department of Civil Service					< \$25,000
Department of Corrections & Community Supervision	< \$1.0 M	< \$1.0 M	< \$250,000	< \$100,000	< \$1.0 M
Department of Economic Development			< \$25,000	< \$25,000	
Department of Environmental Conservation	< \$100,000	< \$1.0 M	< \$250,000	< \$5.0 M	
Department of Financial Services			< \$25,000		
Department of Health	< \$100,000	< \$100,000	< \$1.0 M	< \$25,000	< \$1.0 M
Department of Labor	< \$25,000		< \$250,000	< \$25,000	
Department of Law	< \$100,000		< \$25,000		
Department of Motor Vehicles	< \$1.0 M		< \$25,000	< \$250,000	
Department of Public Service			< \$25,000		
Department of State	< \$25,000				
Department of Taxation & Finance			< \$100,000	< \$1.0 M	
Department of Transportation	< \$250,000	< \$25,000	< \$5.0 M	< \$50.0 M	< \$25,000
Developmental Disabilities Planning Council			< \$25,000		
Division of Homeland Security		< \$25,000	< \$25,000	< \$1.0 M	
Division of Housing & Community Renewal	< \$25,000		< \$25,000		
Division of Human Rights			< \$25,000		
Division of Military & Naval Affairs		< \$1.0 M			
Division of State Police	< \$25,000	< \$25,000	< \$25,000	< \$100,000	< \$1.0 M
Executive Chamber			< \$25,000		
Higher Education Services Corporation			< \$25,000	< \$25,000	
Interest on Lawyer Account			< \$25,000		

Equipment - Acquisitions, Leases and Rentals - 1

Agency	Appliances & Assistive Tech Devices for Disabled	Building & Grounds Acquisitions	Equipment Leases & Rentals	Heavy Machinery, Aviation, Marine & Railway	Medical & Dental
Justice Center for the Protection of People with Special Needs			< \$25,000	< \$25,000	
New York State Assembly		< \$25,000	< \$100,000		
New York State Gaming Commission	< \$25,000				
New York State Senate			< \$1.0 M		
Office for People with Developmental Disabilities	< \$25,000	< \$100,000	< \$25,000	< \$1.0 M	< \$250,000
Office for the Aging	< \$25,000			< \$25,000	
Office of Alcohol & Substance Abuse Services	< \$25,000	< \$25,000	< \$100,000	< \$25,000	< \$25,000
Office of Children & Family Services	< \$100,000	< \$100,000	< \$25,000	< \$25,000	< \$25,000
Office of Employee Relations	< \$25,000	< \$25,000	< \$25,000		
Office of General Services		< \$250,000	< \$25,000	< \$100,000	
Office of Information Technology Services	< \$25,000	< \$25,000		< \$25,000	
Office of Mental Health	< \$250,000	< \$100,000	< \$100,000	< \$100,000	< \$100,000
Office of Parks, Recreation & Historic Preservation					
Office of Temporary & Disability Assistance	< \$25,000		< \$25,000		
Office of the Medicaid Inspector General			< \$25,000		
Office of the New York State Comptroller			< \$1.0 M	< \$25,000	
Public Employment Relations Board			< \$25,000		
State Education Department	< \$25,000	< \$100,000	< \$100,000	< \$25,000	
State University of New York	< \$10.0 M	< \$5.0 M	< \$50.0 M	< \$50.0 M	< \$50.0 M
Unified Court System	< \$25,000	< \$250,000	< \$5.0 M		
Workers' Compensation Board			< \$25,000		

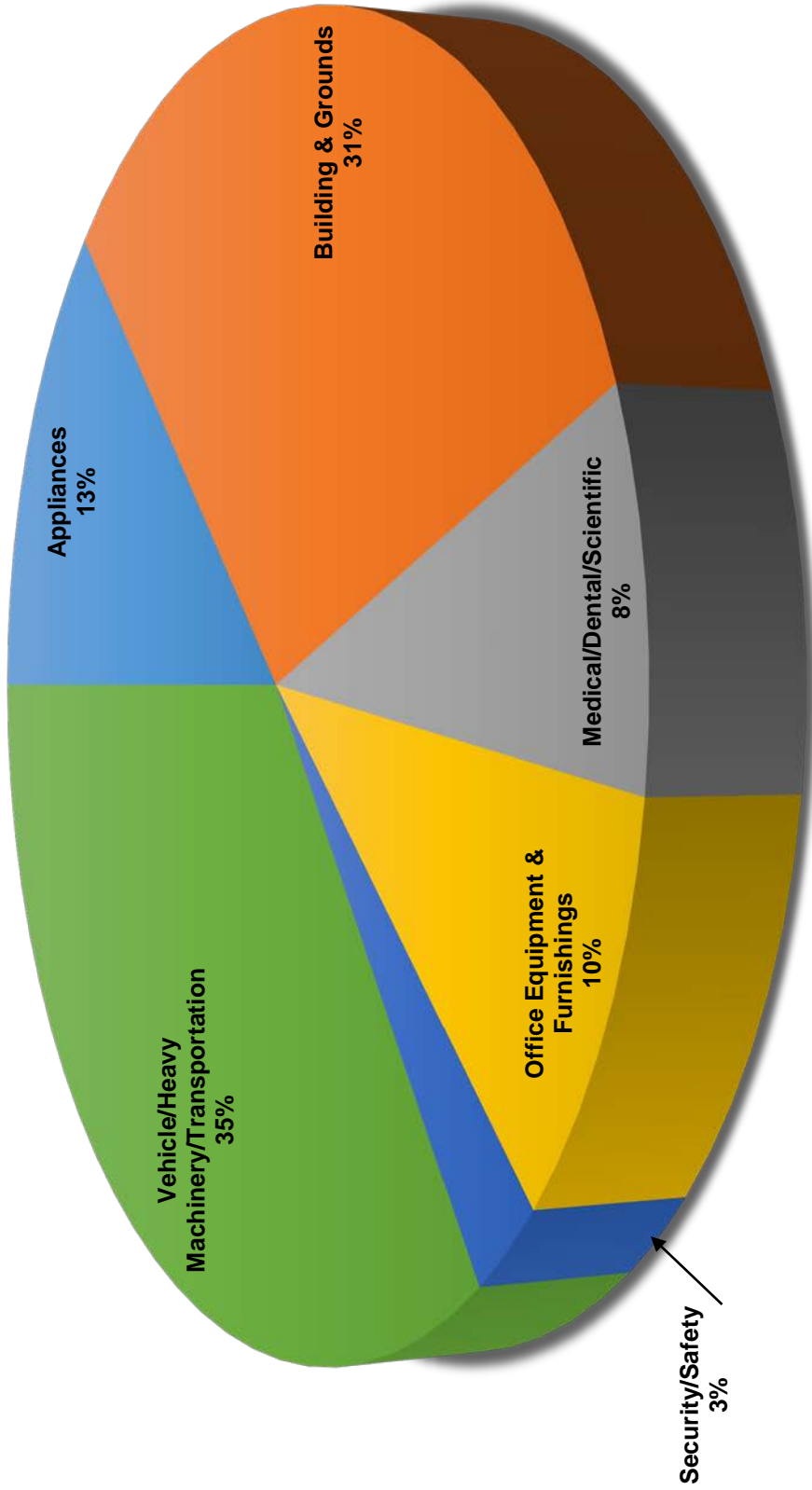
Equipment - Acquisitions, Leases and Rentals - 1a

Agency	Motor Vehicle - Leases & Acquisitions	Office Equipment & Office/Residential Furnishings	Scientific Equipment & Instruments	Security
Adirondack Park Agency				< \$25,000
City University Construction Fund		< \$250,000		< \$100,000
City University of New York	< \$1.0 M	< \$10.0 M		< \$5.0 M
Commission on Judicial Conduct	< \$25,000	> \$100.0 M		
Corcraft	< \$250,000	< \$250,000		< \$25,000
Council on the Arts				< \$25,000
Department of Agriculture & Markets	< \$1.0 M		< \$100,000	< \$1.0 M
Department of Civil Service	< \$100,000			
Department of Corrections & Community Supervision	< \$10.0 M	< \$1.0 M	< \$100,000	< \$5.0 M
Department of Economic Development	< \$25,000	< \$100,000		< \$25,000
Department of Environmental Conservation	< \$5.0 M	< \$1.0 M	< \$5.0 M	< \$5.0 M
Department of Financial Services	< \$100,000	< \$100,000		< \$100,000
Department of Health	< \$1.0 M	< \$1.0 M	< \$5.0 M	< \$1.0 M
Department of Labor	< \$100,000	< \$250,000		< \$5.0 M
Department of Law	< \$1.0 M	< \$1.0 M		< \$1.0 M
Department of Motor Vehicles	< \$1.0 M	< \$1.0 M		< \$5.0 M
Department of Public Service	< \$100,000	< \$25,000		
Department of State	< \$25,000	< \$25,000		< \$250,000
Department of Taxation & Finance	< \$250,000	< \$1.0 M		< \$1.0 M
Department of Transportation	< \$5.0 M	< \$100,000		< \$5.0 M
Division of Alcohol & Beverage Control				< \$100,000
Division of Criminal Justice Services	< \$250,000	< \$1.0 M	< \$250,000	< \$1.0 M
Division of Homeland Security	< \$5.0 M			< \$5.0 M
Division of Housing & Community Renewal	< \$25,000	< \$25,000		< \$100,000
Division of Military & Naval Affairs	< \$1.0 M			< \$1.0 M
Division of State Police	< \$50.0 M	< \$250,000	< \$5.0 M	< \$5.0 M
Division of the Budget		< \$25,000		
Executive Chamber		< \$25,000		
Financial Control Board - New York City		< \$25,000		
Higher Education Services Corporation				< \$100,000
Joint Commission on Public Ethics	< \$100,000	< \$25,000		
Joint Operations - Legislature		< \$25,000		

Equipment - Acquisitions, Leases and Rentals - 1a

Agency	Motor Vehicle - Leases & Acquisitions	Office Equipment & Office/Residential Furnishings	Scientific Equipment & Instruments	Security
Justice Center for the Protection of People with Special Needs	< \$250,000	< \$250,000		< \$25,000
Lake George Park Commission		< \$25,000		
New York State Assembly	< \$100,000	< \$1.0 M		< \$100,000
New York State Gaming Commission	< \$1.0 M	< \$25,000		< \$1.0 M
New York State Retirement Board		< \$1.0 M		< \$25,000
New York State Senate		< \$5.0 M		
Office for People with Developmental Disabilities	< \$100,000	< \$1.0 M		< \$5.0 M
Office for the Aging		< \$25,000		
Office of Alcohol & Substance Abuse Services	< \$250,000	< \$100,000		< \$1.0 M
Office of Children & Family Services	< \$25,000	< \$1.0 M		< \$5.0 M
Office of Employee Relations				< \$250,000
Office of General Services	< \$1.0 M	< \$100,000		< \$10.0 M
Office of Information Technology Services	< \$100,000	< \$250,000		< \$250,000
Office of Mental Health	< \$1.0 M	< \$5.0 M	< \$1.0 M	< \$10.0 M
Office of Parks, Recreation & Historic Preservation				
Office of Temporary & Disability Assistance	< \$25,000	< \$100,000		< \$5.0 M
Office of the Medicaid Inspector General	< \$100,000	< \$100,000		< \$5.0 M
Office of the New York State Comptroller	< \$100,000	< \$250,000		< \$100,000
Office of the State Inspector General	< \$250,000			
Office of the Welfare Inspector General	< \$25,000			
Office of Victim Services		< \$100,000		
State Commission of Correction	< \$100,000	< \$25,000		< \$25,000
State Education Department	< \$25,000	< \$1.0 M	< \$100,000	< \$1.0 M
State University Construction Fund	> \$100.0 M	< \$250,000		
State University of New York	< \$10.0 M	< \$50.0 M	< \$10.0 M	< \$50.0 M
Unified Court System	< \$1.0 M	< \$5.0 M		< \$50.0 M
Workers' Compensation Board		< \$1.0 M		< \$5.0 M

Equipment Repairs and Maintenance



■ Appliances	\$18,441,874	■ Building & Grounds	\$43,360,902
■ Medical/Dental/Scientific	\$11,938,793	■ Office Equipment & Furnishings	\$13,882,633
■ Security/Safety	\$4,124,408	■ Vehicle/Heavy Machinery/Transportation	\$49,402,332
		Total	\$141,150,942

Equipment Repairs and Maintenance

Category	Spending by Category	Subcategory	Spending by Subcategory
Appliances	\$18,441,874	Appliances	\$18,441,874
Building & Grounds	\$43,360,902	Building & Grounds Equipment	\$43,360,902
Medical/Dental/Scientific	\$11,938,793	Assistive Technology	\$59,259
		Medical & Dental Equip	\$10,303,409
		Scientific Equipment	\$1,576,125
Office Equipment & Furnishings	\$13,882,633	Office Equipment	\$13,882,633
Security/Safety	\$4,124,408	Safety Equipment	\$3,109,798
		Security Equipment	\$1,014,610
Vehicle/Heavy Machinery/Transportation	\$49,402,332	Aviation	\$2,825,216
		Heavy Machinery	\$1,258,536
		Marine	\$159,484
		Railway	\$31
		Vehicles	\$45,159,065

Total Spending for Equipment – Repairs and Maintenance	\$141,150,942
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Equipment - Repairs and Maintenance

Agency	Appliances	Building & Grounds	Medical/ Dental/ Scientific	Office Equipment & Furnishings	Security	Vehicle/ Heavy Machinery/ Transportation
Adirondack Park Agency					< \$25,000	< \$25,000
Board of Elections				< \$25,000		< \$25,000
City University Construction Fund		< \$25,000	< \$25,000		< \$100,000	< \$25,000
City University of New York		< \$50.0 M		< \$5.0 M	< \$5.0 M	< \$1.0 M
Commission on Judicial Conduct				< \$25,000		< \$25,000
Corcraft		< \$25,000		< \$25,000	< \$25,000	< \$100,000
Council on the Arts					< \$25,000	
Department of Agriculture & Markets		< \$100,000			< \$1.0 M	< \$100,000
Department of Civil Service				< \$25,000		
Department of Corrections & Community Supervision	< \$1.0 M	< \$5.0 M	< \$250,000	< \$1.0 M	< \$5.0 M	< \$5.0 M
Department of Economic Development					< \$25,000	
Department of Environmental Conservation	< \$25,000	< \$1.0 M	< \$250,000	< \$100,000	< \$5.0 M	< \$5.0 M
Department of Financial Services				< \$100,000	< \$100,000	< \$100,000
Department of Health	< \$1.0 M	< \$250,000	< \$5.0 M	< \$1.0 M	< \$1.0 M	< \$250,000
Department of Labor		< \$5.0 M		< \$1.0 M	< \$5.0 M	< \$250,000
Department of Law		< \$100,000		< \$250,000	< \$1.0 M	< \$1.0 M
Department of Motor Vehicles	< \$250,000	< \$25,000		< \$250,000	< \$5.0 M	< \$250,000
Department of Public Service				< \$100,000		< \$100,000
Department of State				< \$25,000	< \$250,000	< \$250,000
Department of Taxation & Finance				< \$100,000	< \$1.0 M	< \$1.0 M
Department of Transportation	< \$25,000	< \$50.0 M		< \$100,000	< \$5.0 M	< \$50.0 M
Division of Alcohol & Beverage Control					< \$100,000	
Division of Criminal Justice Services				< \$100,000	< \$1.0 M	< \$100,000
Division of Homeland Security		< \$1.0 M			< \$5.0 M	< \$5.0 M
Division of Housing & Community Renewal				< \$100,000	< \$100,000	< \$25,000
Division of Human Rights				> \$100.0 M		
Division of Military & Naval Affairs		< \$1.0 M		< \$100,000	< \$1.0 M	< \$100,000
Division of State Police		< \$25,000	< \$1.0 M	< \$25,000	< \$5.0 M	< \$50.0 M

Equipment - Repairs and Maintenance

Agency	Appliances	Building & Grounds	Medical/ Dental/ Scientific	Office Equipment & Furnishings	Security	Vehicle/ Heavy Machinery/ Transportation
Division of the Budget				< \$25,000		< \$25,000
Division of Veterans' Affairs				< \$25,000		< \$25,000
Executive Chamber				< \$100,000		
Higher Education Services Corporation	< \$25,000			< \$100,000	< \$100,000	< \$25,000
Hudson River Valley Greenway Communities Council				< \$25,000		
Joint Commission on Public Ethics				< \$25,000		< \$25,000
Joint Operations - Legislature				< \$25,000		
Justice Center for the Protection of People with Special Needs		< \$25,000			< \$25,000	< \$100,000
Lake George Park Commission		< \$25,000				
New York State Assembly		< \$100,000		< \$1.0 M	< \$100,000	< \$100,000
New York State Gaming Commission		< \$100,000		< \$25,000	< \$1.0 M	< \$250,000
New York State Retirement Board					< \$25,000	
New York State Senate				< \$5.0 M		< \$100,000
Office for People with Developmental Disabilities	< \$100,000	< \$1.0 M	< \$100,000	< \$250,000	< \$5.0 M	< \$5.0 M
Office for the Prevention of Domestic Violence				< \$25,000		
Office of Alcohol & Substance Abuse Services		< \$5.0 M	< \$25,000	< \$250,000	< \$1.0 M	< \$25,000
Office of Children & Family Services	< \$100,000	< \$250,000	< \$25,000	< \$250,000	< \$5.0 M	< \$1.0 M
Office of Employee Relations				< \$25,000	< \$250,000	
Office of General Services	< \$25,000	< \$5.0 M		< \$1.0 M	< \$10.0 M	< \$1.0 M
Office of Information Technology Services		< \$100,000		< \$5.0 M	< \$250,000	< \$25,000
Office of Mental Health	< \$100,000	< \$250,000	< \$1.0 M	< \$250,000	< \$10.0 M	< \$5.0 M
Office of Parks, Recreation & Historic Preservation						
Office of Temporary & Disability Assistance		< \$100,000		< \$250,000	< \$5.0 M	< \$25,000
Office of the Medicaid Inspector General		< \$25,000		< \$25,000	< \$5.0 M	< \$25,000
Office of the New York State Comptroller		< \$100,000		< \$250,000	< \$100,000	< \$25,000
Office of the State Inspector General		< \$25,000				< \$25,000
Office of the Welfare Inspector General						< \$25,000

Equipment - Repairs and Maintenance

Agency	Appliances	Building & Grounds	Medical/ Dental/ Scientific	Office Equipment & Furnishings	Security	Vehicle/ Heavy Machinery/ Transportation
Office of Victim Services				< \$25,000		< \$25,000
Public Employment Relations Board				< \$25,000		< \$25,000
State Commission of Correction				< \$25,000	< \$25,000	< \$25,000
State Education Department	< \$25,000	< \$250,000	< \$25,000	< \$1.0 M	< \$1.0 M	< \$100,000
State University Construction Fund						< \$100,000
State University of New York	< \$50.0 M	< \$10.0 M	< \$10.0 M		< \$50.0 M	< \$5.0 M
Statewide Financial System				< \$25,000		
Unified Court System	< \$100,000	< \$250,000	< \$100,000	< \$1.0 M	< \$50.0 M	< \$1.0 M
Workers' Compensation Board		< \$100,000		< \$100,000	< \$5.0 M	< \$25,000

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Agency Locations & Contacts

OFFICE OF GENERAL SERVICES

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OFFICE OF INDIGENT LEGAL SERVICES

State Capitol Building, Room 254
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OFFICE FOR INFORMATION TECHNOLOGY SERVICES

Empire State Plaza
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OFFICE OF MENTAL HEALTH

75 New Scotland Avenue
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OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION

625 Broadway, 2nd Floor
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OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE

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OFFICE OF THE INSPECTOR GENERAL

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Agency Building 2 - 16th Floor
Albany, NY 12224

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OFFICE OF THE MEDICAID INSPECTOR GENERAL

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Albany, NY 12204

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Agency Locations & Contacts

OFFICE OF THE STATE COMPTROLLER

110 State Street
Financial Administration - 13th Floor
Albany, NY 12236

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OFFICE OF THE WELFARE INSPECTOR GENERAL

State Capitol Building – Room 254
Albany, NY 12242

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OFFICE OF VICTIM SERVICES

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OLYMPIC REGIONAL DEVELOPMENT AUTHORITY

2634 Main Street
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PUBLIC EMPLOYMENT RELATIONS BOARD

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PUBLIC SERVICE COMMISSION

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STATE EDUCATION DEPARTMENT

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Albany, NY 12234

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STATE UNIVERSITY CONSTRUCTION FUND

353 Broadway
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Agency Locations & Contacts

STATE UNIVERSITY OF NEW YORK

Office of the University Controller
State University Plaza Systems
Administration
Albany, NY 12246

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WORKERS' COMPENSATION BOARD

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Schenectady, NY 12305

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Associate Workers Compensation
Examiner

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STATEWIDE FINANCIAL SYSTEM

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UNIFIED COURT SYSTEM

Empire State Plaza
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URBAN DEVELOPMENT CORPORATION

633 Third Avenue
35th Floor
New York, NY 10017

Carlos Otero

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Administration & Subsidiary Finance
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Internet: www.esd.ny.gov

Comptroller's Purchasing and Payment Guidelines

Summary of State Procurement Rules and Practices

The State's procurement policies form a framework for acquiring goods and services and establishing contracts. Policies address such issues as ensuring sufficient competition, preserving fair and open competition, establishing vendor responsibility, providing for participation of State certified minority- and women- owned business enterprises as well as service-disabled veteran-owned small businesses, promoting local food growers, and protecting human health and the environment. When conducting procurements, each agency may have supplemental policies and requirements that should also be reviewed and followed.

New York State purchasing is based on the principle that competition in the procurement process serves both State agencies and potential offerors by ensuring that the procurement process produces an optimal solution at a reasonable price that allows qualified vendors an opportunity to obtain State business. Additionally, competition enables agencies to obtain the best commodities and services at the best value offered, which optimizes quality, cost and efficiency among responsive and responsible bidders. The practice of competitive bidding not only assures reasonable prices, but also guards against favoritism, improvidence and fraud.

Most State agencies are required to place an advertisement in the Contract Reporter on all expected contracts where the procurement exceeds \$15,000 (SUNY: \$20,000) and on a quarterly basis, to list the goods and services they intend to buy between \$5,000 and \$15,000 (SUNY: \$10,000 - \$20,000).

The Office of General Services (OGS) is required to maintain a standing notice of information for vendors interested in bidding on commodity and construction contracts. Exemptions to the notice requirement may be granted by the Office of the State Comptroller under certain conditions prescribed by law. Exemptions are granted for emergency or critical situations and, in certain situations, for sole-source and single-source procurements.

Discretionary purchases are not subject to the State's competitive bidding requirements. The discretionary threshold for most State agencies is \$50,000 (OGS has an \$85,000 discretionary threshold and various other thresholds exist for SUNY, CUNY and certain DOH hospitals).

Formal competition generally must be held when a procurement exceeds an agency's discretionary threshold. An agency has discretion if the product or service is not available from certain OGS centralized term contracts or a New York State preferred source, and if the product or service is not subject to the State's competitive bid process.

Agencies are authorized to make sole-source or single-source purchases without formal competition, provided they can justify the procurement to the Office of the State Comptroller. Sole-source procurement occurs when only one source is available to provide a service or commodity, while a single-source purchase occurs when two or more sources are available but there are material and substantial

Comptroller's Purchasing and Payment Guidelines

reasons to award the contract to a specific vendor.

State agencies have additional discretion in certain circumstances. Agencies are authorized to purchase commodities and services in an amount up to \$200,000 from certified minority- and women-owned business enterprises (MWBs), as well as service-disabled veteran-owned small businesses and certified New York State small businesses, without formal competition. State agencies may similarly purchase commodities and technology products up to \$200,000 if the commodity or technology product is recycled or remanufactured. Finally, State agencies may take advantage of OGS's higher discretionary threshold by seeking the assistance of the OGS Procurement Services Group when making purchases.

All agencies are responsible for demonstrating to the Office of the State Comptroller that the prices to be paid for their discretionary purchases are reasonable.

State contracts in excess of \$50,000 require the approval of the Office of the State Comptroller (OGS has an \$85,000 discretionary threshold and various other thresholds exist for SUNY, CUNY and certain DOH hospitals).

Article 17-B of the New York State Executive Law acknowledges the enactment of the Service-Disabled Veteran-Owned Business Act (SDVOB Act). The statewide goal is to achieve 6 percent SDVOB participation and to continue to utilize small, minority and women-owned businesses consistent with current State law. The law allows State agencies to have discretionary purchasing authority of up to \$200,000 from SDVOBs.

Prompt Payment Law and Vendor Information

Legislation – Synopsis

Interest on Amounts Owed by State

Article XI-A - Prompt Payment Law

§ 179-d. Legislative Intent

The Prompt Payment Law was enacted in order to ensure that providers of goods and services to the State of New York are paid in a prompt and timely manner. Subject to certain exceptions, payments must be made within thirty calendar days excluding legal holidays after receipt of a proper invoice; or in the case of final payments on highway construction contracts, seventy-five calendar days excluding legal holidays. The State agency must notify the contractor within fifteen days of receipt of an invoice of any defects in the invoice, defects in the goods or services or any suspected improprieties of any kind. Such notification of any defects or improprieties suspends the commencement of the time period for payment.

If payment is not made within the specified time period, the State agency must make an interest payment to the contractor on the amount due. Interest is computed at a rate equal to the overpayment rate as set by the Commissioner of Taxation and Finance and accrues from the day after the required payment date to the date of the actual payment.

No contract may contain a provision requiring the payment of interest in a manner inconsistent with the Prompt Payment Law, or waiving the requirements of the law.

Interest Rate

The federal short-term interest rate is used in calculating the overpayment rate. This rate is recalculated quarterly.

Minimum Interest

The law requires interest payments only when the interest amount for a transaction exceeds \$10.

Interest Payment

The interest payment will be included with the payment for the good or service.

Prompt Payment Law and Vendor Information

Tips for Vendors

The Office of the State Comptroller has established procedures to monitor the payments of each agency to ensure that the intent of the legislation (to pay vendors on a timely basis) is accomplished. Vendors can assist State agency personnel in the following ways:

- Know your purchaser. Make sure the individual is an authorized representative of the agency.
- Know who processes payments at the agency you are dealing with; the purchasing agent can tell you whom to contact.
- Make sure your invoice is complete. Include the name and telephone number of a person to contact in case of questions on your invoice.
- Mail all invoices to the designated payment office specified by the agency.
- For disputes concerning interest payments, contact the agency first to see if the problem can be resolved. If questions cannot be resolved at the agency, contact OSC's State Expenditure Help Desk at (518) 474-4868.

New York State Payment Processing

Vendor

1. Provides goods or services to a State agency
2. Submits an invoice to that agency's designated payment office

Agency

1. Approves goods or services
2. Receives invoices
3. Completes New York State voucher
4. Assigns voucher number and batch number
5. Submits voucher to the Office of the State Comptroller for payment

Prompt Payment Law and Vendor Information

Office of the State Comptroller

1. Receipts vouchers using agency code and batch number
2. Audits and processes vouchers

If your invoice is rejected, you will be contacted by the agency in accordance with the Prompt Payment Law.

Selling to New York State

How to Sell to New York State

The Procurement Services Group in the Office of General Services (OGS) awards thousands of competitively bid contracts for use by State agencies, political subdivisions and other organizations authorized by law to purchase from State contracts. These contracts offer commodities (materials, equipment, supplies and printing), services and technology, including telecommunications. Although most of these contracts are statewide, a portion of them are large-volume contracts for single agencies or groups of agencies.

Depending upon the types of goods or services your company provides, there are various approaches to becoming a New York State contractor. For most OGS commodity and service contracts, and some technology contracts, exclusive of construction contracts, registering on OGS's bidder notification system (bidders list) is the best approach. If you successfully respond to a bid solicitation, you will become a New York State contractor.

OGS can provide notifications on bidding opportunities through the *New York State Contract Reporter*. This system will enable you to sign up for as few or as many of the bid opportunities as are of interest to you. To register for the OGS online Vendor Registration for Bidder Notification service, log on to <https://www.nyscr.ny.gov/>.

For additional information on how to do business with the centralized procurement programs in state and local government procurements, we recommend that you contact the National Association of State Procurement Officials (NASPO), 201 East Main Street, Suite 1405, Lexington, Kentucky 40507 and obtain a copy of the NASPO Government Procurement Guidebook; or log on to <http://www.naspo.org>.

Local Agency Bidding and Purchase Opportunities

For bidding and purchasing opportunities, subscribe to the *New York State Contract Reporter*, a weekly electronic procurement opportunities newsletter containing notices of bid solicitations by State agencies, public authorities and public benefit corporations of bid solicitations. The *Contract Reporter* also publishes centralized services and technology bid opportunities and notices of upcoming commodity bid openings. New York State businesses may subscribe online by logging on to <https://www.nyscr.ny.gov/newAccount.cfm>.

Empire State Development's Procurement Assistance Unit can help your business compete for State contracts, provide information to get you placed on agency bidders lists, provide current lists of subcontractors and suppliers, and help you with the bid process. You may contact the unit at 518-292-5252 or log on to <http://esd.ny.gov/mwbe.html>.

To find direct sales opportunities with State agencies and many public benefit corporations and public authorities, contact them directly and ask to be

Selling to New York State

placed on their bidders list. For a complete list of State agencies, go to <http://www.ny.gov> and click on to "Government." To research sales opportunities with the Office of Information Technology Services (ITS), log on to <http://www.its.ny.gov/> or call the ITS Contracts and Procurement Office at 518-549-1155. The mailing address for ITS is State Capitol, Empire State Plaza, PO Box 2062, Albany, NY 12220.

The *Directory of Frequently Purchased Commodities and Services by New York State Agencies* is updated annually. For additional copies of the directory, contact Bruce M. Girigorie at 518-408-3283 or email bgirigorie@osc.state.ny.us.

Construction Contracting Opportunities

The OGS Design and Construction Group provides a full range of high quality architectural, engineering and construction management services. For the new electronic notification of construction opportunities, log on to <https://online.ogs.ny.gov/dnc/contractorconsultant/esb/specialnotices.asp?strid=19> or address inquiries to the Office of General Services, Design and Construction Administration, Corning Tower, 35th Floor, Empire State Plaza, Albany, NY 12242. Telephone number 518-474-0201. To reach the Bureau of Contract Awards (Bids & Plans), call 518-474-0203.

The New York State Department of Transportation (NYSDOT) is responsible for contracts to construct, improve, repair, and maintain roads, bridges and other transportation facilities. Projects vary in size, scope, and duration, and can range from preventive maintenance work valued in the tens of thousands of dollars to multiple-year projects valued in excess of a hundred million dollars. NYSDOT uses a sealed bid process, resulting in awards of formal contracts to the lowest responsible bidders.

New York State law requires that public work contracts be awarded to responsible bidders. In order to assess a firm's responsibility, NYSDOT is required to determine whether that firm is qualified to perform the work. Unlike many other states, New York does not require firms to pre-qualify prior to their submission of bids. However, low bidders must "post-qualify," and a completed **New York State Uniform Contracting Questionnaire** (NYSUCQ) CCA-2 (which replaces CCA-1) form must be filed and approved prior to the award of a contract or approval to subcontract. The questionnaire will generally cover all low bids or subcontract requests for one calendar year.

Questionnaires can be obtained online at <https://www.dot.ny.gov/bids-and-lettings/construction-contractors/repository/cca-2.pdf> or by calling the Office of Contract Management Pre-Award Unit at 518-457-1564.

Many NYSDOT projects have goals for participation by Disadvantaged Business Enterprises or Minority and Women's Business Enterprises. For information concerning construction civil rights requirements from pre-award to contract completion, contact the Construction Civil Rights Program at 518-457-

Selling to New York State

9688. Bidders who would like to learn which projects will be soliciting bids can research the opportunities by logging on to <https://www.dot.ny.gov/business>.

For road construction contracts, subscribe to the NYSDOT's publications, "Notice of Highway Lettings" and "Results of Highway Lettings." Address inquiries to the Department of Transportation, Contract Management Bureau, 50 Wolf Road, 1st Floor, Albany, NY 12232. Telephone 518-457-9950 or log on to <http://www.dot.ny.gov>.

Opportunities for Minority- and Women-Owned Businesses

To obtain information on becoming certified in New York State as a minority- or women-owned business enterprise (MWBE), contact the Department of Economic Development's Division of Minority and Women's Business Development. Albany area: 30 South Pearl Street, 2nd Floor, Albany, NY 12245, telephone 518-292-5252; New York City area: 633 Third Avenue, New York, NY 10017-6706, telephone 212-803-2414 or fax 212-803-3223.

To learn about additional MWBE opportunities in New York State, visit Empire State Development's Division of Minority and Women Business Development at <http://www.esd.ny.gov/mwbe.html>.

For the Directory of Certified Minority and Women-Owned Businesses, log on to <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>.

Minority- and Women-Owned Business Enterprises in need of other information or assistance are encouraged to contact the Office of MWBE and Community Relations, Corning Tower, 41st Floor, Empire State Plaza, Albany, NY 12242; for immediate assistance, call 518-486-9284 or fax 518-486-9285.

Procurement Methods in New York State

The New York State Procurement Council provides a comprehensive explanation of New York's procurement process in its Procurement Guidelines. First, a State agency determines a need or identifies a problem and then begins the process of procuring commodities, services or technology to address it. Early in the process, the agency must secure affirmation from the Division of the Budget regarding the necessary funding to procure the proposed contract. Once it is determined that funding is available, there is a continuum of procurement methods available to the agency: Preferred Sources, Office of General Services (OGS) Centralized Contracts, Discretionary Buying Thresholds, Competitive Procurements Using Invitations for Bids (IFBs) or Requests for Proposals (RFPs), Sole-Source Procurements, Single-Source Procurements and Emergency Procurements.¹

Preferred Source

The State's procurement law prioritizes how agencies must go about purchasing. Generally, if the desired commodity or service is available from a Preferred Source and the price does not exceed 15 percent above the prevailing market rate (or above a reasonable fair market rate in the case of Correctional Industries), the agency must purchase from a Preferred Source.²

The "Preferred Source" status was developed in order to advance special social and economic goals; acquisitions from these providers are not subject to competitive procurement requirements. For commodities and services, priority is accorded qualified charitable agencies for the blind, qualified charitable agencies for other severely disabled persons, and special employment programs for the mentally ill and veterans' workshops. The Department of Correctional Services' Industries Program (Corcraft) is also afforded priority for commodities.

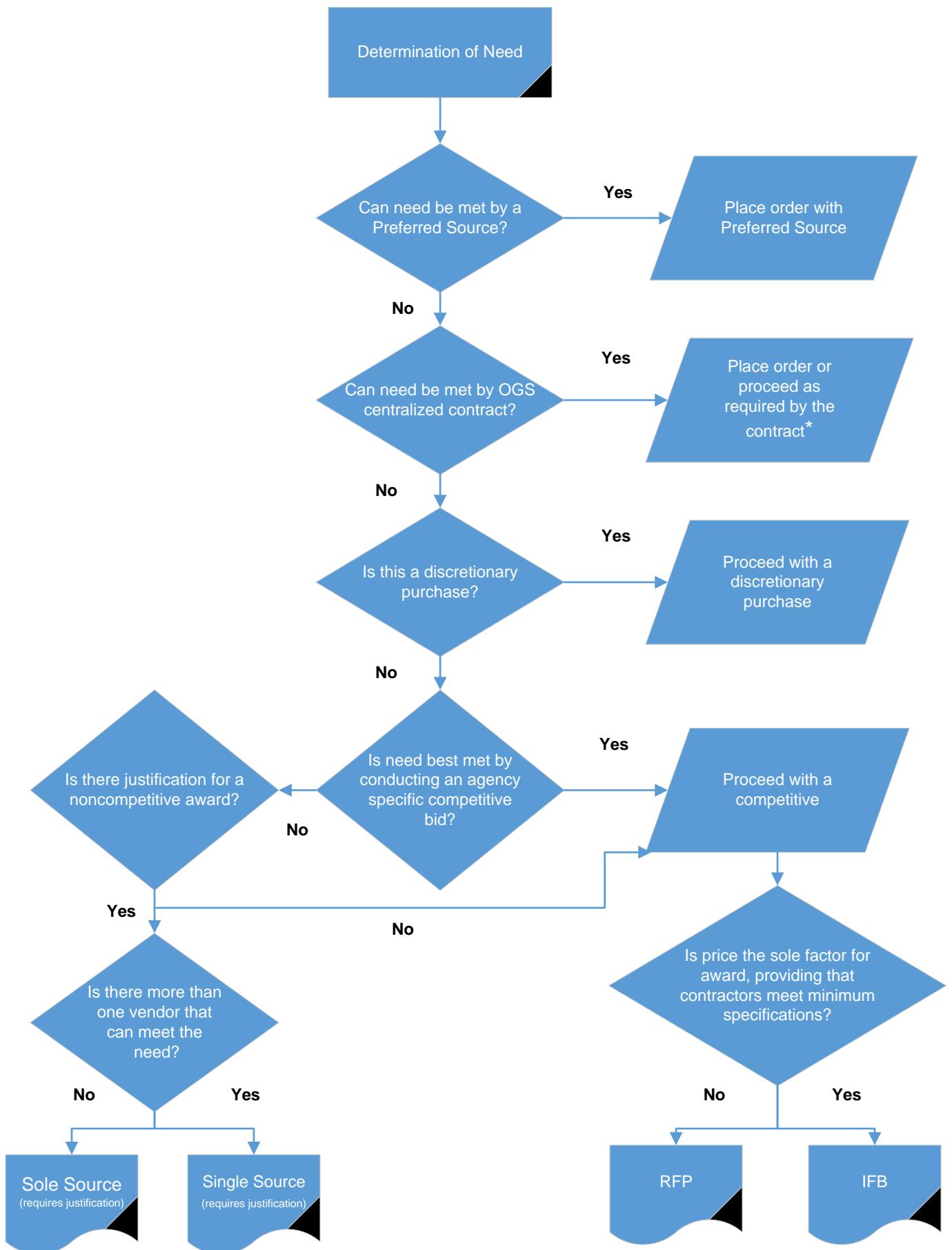
A State agency must specify its requirements for a service and notify those preferred sources that provide the service. If, within ten days, a Preferred Source does not express an interest in performing the service, the agency may proceed to the next step in the procurement process, centralized contracts.

¹ See the New York State Procurement Council's "Procurement Guidelines" for a complete discussion of the guidelines and process:

www.ogs.state.ny.us/procurecounc/pdfdoc/guidelines.pdf.

² "Procurement Guidelines." New York State Procurement Council. Section IV: 4: www.ogs.state.ny.us/procurecounc/pdfdoc/guidelines.pdf. The standard applied is whether the commodity or service is available from a Preferred Source in the "form, function and utility" required by the State agency.

Selecting a Procurement Method



*Agencies are not required to use centralized contracts to acquire services and technology

Procurement Methods in New York State

Centralized Contract

When a need or problem is common to several agencies, commodities and services may be available through a contract offered by OGS. Centralized Commodity Contracts are established by the OGS Procurement Services Group (PSG) for a wide range of items commonly acquired by State agencies. The agency may, however, competitively procure items or conduct a mini-bid on items if the potential price may be less than that offered through the PSG contract. When justified by price, State agencies may also purchase from consortia instead of from the PSG contract. In addition, agencies may also request that OGS establish a commodity contract to meet a unique agency need.

The OGS contracts may be established on a statewide or regional basis, and they may be made with multiple vendors to allow purchasing flexibility while meeting user needs.

The PSG also establishes centralized service and technology contracts for State agency use, most of which are provided at the option of agencies. These contracts provide services ranging from routine maintenance to complex technology-based acquisitions that are available to agencies to use without an independent contracting process. If a Centralized Contract is not appropriate for performing the service (due to value or price disparity), the agency may proceed to the next step in the procurement process.

Discretionary Buying Threshold

Purchases under the Discretionary Buying Threshold do not require a formal competitive procurement process. See State Finance Law §163(6). For most State agencies, the Discretionary Buying Threshold is \$50,000. However, for purchases from small business concerns or from firms certified under Article 15-A and 17-B of the Executive Law, or for purchases of recycled or remanufactured materials, the Discretionary Buying Threshold for State agencies is \$200,000 (except for SUNY, which is \$125,000). Agencies are still required to publicize purchases of \$15,000 or more in the *Contract Reporter*. For procurements valued at over \$5,000 but less than \$15,000, see New York State Procurement Bulletin - *Contract Reporter* Quarterly Listings. For procurements of \$15,000 or greater, see *New York State Contract Reporter*.

Any procurement by an agency not exceeding the Discretionary Buying Threshold of \$50,000 may be done without a formal competitive procurement. In determining whether procurement is within the Discretionary Buying Threshold, agencies are expected to consider, when practical and appropriate, the anticipated annual expenditures for a commodity or service. The agency is required to select a reliable source and to obtain written quotation(s) from offerors, who should include the terms and conditions of the procurement in the quotation. For the Office of the State Comptroller's approval requirements, see the New York State Procurement Bulletin - Discretionary Purchasing Guidelines.

Procurement Methods in New York State

When procuring under the Discretionary Buying Threshold, the agency has the responsibility to obtain the commodities or services at a reasonable cost.

Competitive Procurements

For competitive procurements conducted by State agencies, there is a continuum of procurement techniques ranging from a very simple Invitation for Bids (IFB) to a very complex Request for Proposals (RFP). When selecting among these various approaches, the two determining factors are: (1) the importance of cost as a component in the review of incoming bids or proposals; and (2) the agency's ability to define specifications for the commodity, service or technology being procured.

When costs and, in particular, price, are important and the agency can translate the commodity, service or technology into exact specifications, an IFB is likely to be the most appropriate procurement method. As costs become less important vis-à-vis other factors, the RFP becomes a more appropriate tool. It should be noted, however, that the ultimate decision of which procurement technique to use is a judgment call, based on the professional expertise of the agency.

Regardless of the specific method used, i.e. an IFB or an RFP, commodities contracts are to be awarded on the basis of "lowest price," and services and technology contracts are to be awarded on the basis of "best value," among responsive and responsible offerors. There will be many cases in which an IFB is used to purchase services and awarded on the basis of best value. In rarer instances, commodities will be purchased using an RFP and awarded on the basis of lowest price.

Similarly, it is expected that there will be occasions when it makes sense to boil down a best value award for services to a lowest price determination. Specifically, best value can be equated to lowest price in those cases when:

- price is the only criterion for making the decision among responsive and responsible competing offers;
- "quality" and "efficiency" requirements have been fully defined in the specifications; and
- price equals cost.

Sole-Source or Single-Source Procurements

In certain circumstances, Sole-Source or Single-Source procurement may be necessary. The first step in either case is for the agency to develop a statement of work and/or scope, which defines the commodities, technology or services it is seeking to acquire. If only one vendor can supply the commodities or technology and/or perform the services required by the agency, Sole Source

Procurement Methods in New York State

procurement is necessary. If two or more vendors can supply the commodity, technology and/or services required, a Single Source procurement may be considered. The agency may, under unusual circumstances and for material reasons, select one vendor over the others without a competitive process.

Emergency Contract

An agency may award a procurement contract without complying with formal competitive bidding requirements where an emergency exists. An Emergency Procurement may be utilized only if health and public safety or the conservation of public resources is at risk. When such a situation exists, a waiver of the competitive bidding requirements must be approved by the agency head or a designee. Approval by the Office of the State Comptroller of a waiver from advertising and bidding requirements is also required. The agency must document all transactions in the procurement record.

Miscellaneous Procurement Websites

Office of the New York State Comptroller

www.osc.state.ny.us

Office of the New York State Comptroller - Vendor Responsibility

www.osc.state.ny.us/vendrep/index.htm

Access Contracts

www.ogs.ny.gov/purchase/searchbrowse.asp

Bid Opening Results

www.ogs.ny.gov/purchase/bidresults.asp

Commodity Contracts

www.ogs.state.ny.us/purchase/spg/lists/commodity.asp

Continuous Recruitment

www.ogs.state.ny.us/purchase/ContinuousBid.asp

Discretionary Thresholds

www.ogs.state.ny.us/purchase/spg/pdfdocs/PnpDiscretionaryThresholds.pdf

Empire State Development – Division for Small Business

www.esd.ny.gov/smallbusiness.html

**Empire State Development –
Division of Minority & Women Business Development**

www.esd.ny.gov/mwbe.html

Guide for Small Businesses

www.ogs.state.ny.us/purchase/spg/pdfdocs/NySbGuide.pdf

How to Sell to New York State

www.ogs.state.ny.us/purchase/spg/sellnys.asp

Index of OGS Commodity, Service and Technology

Contracts www.ogs.state.ny.us/purchase/pdfdocument/rptMailingListindex.pdf

New York State Contract Reporter

<https://www.nyscr.ny.gov/>

Miscellaneous Procurement Websites

Office of General Services Website

www.ogs.ny.gov/

Preferred Sources

<http://www.ogs.state.ny.us/procurecouncil/pdfdoc/pslist.pdf>

Procurement Services - Bid Calendar

www.ogs.ny.gov/purchase/bidcalendarlv.asp

Service Contracts

www.ogs.state.ny.us/purchase/snt/lists/services.asp

Technology Contracts

www.ogs.state.ny.us/purchase/snt/lists/infotech.asp

Vendor Registration for Bidder Notification

<https://www.nyscr.ny.gov/>