

This quick reference guide is intended to provide Old Westbury employees with general information about SUNY's procurement process. Effective April 2011, the Office of the State Comptroller's (OSC) pre-approval is no longer required but all procurements still must comply with SUNY's *Item 7553- Purchasing and Contracting (Procurement) Procedure*. Item 7553 details the appropriate New York State purchasing and contracting procedures and it is summarized along with the College's requirements. The estimated processing times and required approvals for the different types of procurements are noted in page 2. Please contact our Purchasing Office at 516-876-3193/3194 if you need assistance. *Thank you.*

PROCUREMENT OBJECTIVE

To secure the most appropriate materials, supplies, equipment and services from the most reasonable and responsible sources, consistent with quality requirements and delivery needs of SUNY and the College.

SELECTION CRITERIA

Regardless of the method of solicitation or degree of competition, two factors are common to the College's procurement process:

1. In **no** case should the specifications, requirements or selection criteria restrict competition unnecessarily.
2. In **all** cases the College seeks to limit awards to **responsive** and **responsible** vendors only.

Responsive means that the vendor or contractor has agreed to meet our requirements and has provided all required documentation. **Responsible** refers to qualifications, including technical capability as well as financial and moral integrity, assuring that the vendor or contractor can be trusted to do the job.

COMPETITIVE PROCUREMENTS

Invitation for Bid (IFB)

Used where minimum requirements can be clearly specified and where price is the only criterion for choosing among bidders who are both responsive and responsible.

Request for Information (RFI)

Used if you do not know what product, service or technology the vendor community has available. An RFI may be issued to assess the availability, types, and options of goods and services and to help identify potential suppliers.

Request for Proposal (RFP)

Used when the nature of the requirement demands that award criteria, in addition to price, be used. Alternate ways of meeting the requirement may be proposed by vendors and considered in this process. Proposals are evaluated by a selection committee based on criteria developed by the requesting department.

CONTRACT REPORTER ADVERTISEMENT

In addition to the selection criteria, procurements greater than \$10,000 must be advertised in the NYS Contract Reporter www.nyscr.org. Those greater than \$20,000 require specific advertising.

NON-COMPETITIVE PROCUREMENTS

Purchases exempt from competitive selection procedures are contracts with:

- Centralized State or Office of General Services (OGS); www.ogs.ny.gov.
- Small Business www.nyssbdc.org or NY Certified MWBE www.esd.ny.gov ;
- Preferred Source Vendor: (NYSID www.nysid.org , National Industries for the Blind www.ibny.org, Corcraft Industries www.corcraft.org, etc.);
- NYS Labeled Wineries;
- An Emergency or Sole Source Vendor – Campus must justify selection of vendor, establish reasonableness of price and get approval of OSC.

EMERGENCY ORDERS

An **EMERGENCY** is an *urgent* and *unexpected* requirement where health, public safety or the conservation of public resources is at risk. It can be a sudden, life threatening event or involve a pressing matter vital to College operations and safety. The conditions must be such that unless corrected without delay, injury to personnel or serious property damage would occur. **OSC must be immediately notified of the emergency** and our Purchasing Office advised as soon as possible with details of emergency purchases.

MINORITY & WOMEN-OWNED BUSINESSES (MWBEs)

The College is required to make "good faith efforts" to ensure that minority and women-owned businesses are given an opportunity to competitively provide goods and services pursuant to NYS Executive Law Article 15-A <http://www.esd.ny.gov/MWBE/ProgramMandate.html> and SUNY's MWBE Participation Goals.

REVENUE CONTRACTS

These are agreements in which the College provides a contractor with consideration other than money and the College receives income in return. They usually do **not** require formal competitive selection. However, if competition is deemed appropriate, then competitive procurement procedures must apply. Revenue Contracts of \$10,000 or more require approvals by System Administration, the NYS Office of Attorney General and OSC.

CONFIRMING ORDERS

Purchases for goods and services made without an authorized state purchase order are referred to as Confirming Orders. **They are prohibited** under NYS procurement regulations and the individual who placed the order, not the College, may become personally liable for the purchase.

CUT-OFF DATES

Prior to the College's fiscal year end (around mid May), the Purchasing Office will notify departments of the cut-off dates for submission of E-reqs and for the delivery of goods or performance of services by vendors. Compliance with these dates is required if the College is to closeout the current year's purchasing activities and pay related expenses according to SUNY deadlines.



Thresholds	Selection Criteria	Advertising Requirements	Processing Time (Business Days)	Required Approvals
Up to \$10,000	No competition required. Purchaser must determine that selected vendor is responsive, responsible and cost is reasonable.	None	3 to 5 days	Requisition: Dept Head / VP of Division Purchase Order: AVP Business Compliance
\$10,001 - \$20,000	Award to lowest responsive and responsible vendor. Must obtain three (3) quotes for procurement record.	Quarterly listing placed in the Contract Reporter automatically submitted by Purchasing.	3 to 5 days	Requisition: Dept Head / VP of Division Purchase Order: AVP Business Compliance
\$20,001 - \$50,000	Award to lowest responsive and responsible vendor. Must obtain three (3) quotes for procurement record.	Specific Advertisement required in the Contract Reporter for 15 days.	3 to 5 weeks	Requisition: Dept Head / VP of Division Purchase Order: AVP Business Compliance Contract: Specifications: Dept Head / VP of Division Document: CFO
\$50,001 - \$125,000	Award to lowest responsive and responsible vendor. Must obtain four (4) quotes or proposals for procurement record.	Specific Advertisement required in the Contract Reporter for 15 days.	3 to 5 weeks	Requisition: Dept Head / VP of Division Purchase Order: AVP Business Compliance Contract: Specifications: Dept Head / VP of Division Document: CFO
\$125,001 - \$250,000	Minimum of five (5) sealed bids or proposals required. Bid specs to be discussed with Purchasing prior to the advertisement being placed in the Contract Reporter to insure proper procedures are followed.	Specific Advertisement required in the Contract Reporter for 15 days. Respondents given the opportunity to submit quote.	6 to 8 weeks	Requisition: Dept Head / VP of Division Purchase Order: AVP Business Compliance Contract: Specifications: Dept Head / VP of Division Document: CFO
\$250,001 or more	Minimum of five (5) sealed bids or proposals required. Bid specs to be discussed with Purchasing prior to the advertisement being placed in the Contract Reporter to insure proper procedures are followed.	Specific Advertisement required in the Contract Reporter for 15 days. Respondents given the opportunity to submit quote.	8 to 10 weeks	Requisition: Dept Head / VP of Division Purchase Order: AVP Business Compliance, System Administration, Office of NYS Attorney General; Office of the NYS Comptroller. Contract: Specifications: Dept Head / VP of Division Document: CFO, System Administration, Office of NYS Attorney General; Office of the NYS Comptroller.
Up to \$250,000 in a fiscal year for: Small Business, M/WBE, Recycled or Remanufactured Purchases	No competitive bids or proposals required for goods or services.	Specific Advertisement in Contract Reporter for 15 days for procurements over \$20,000.	3 to 5 weeks if advertisement is required	Requisition: Dept Head / VP of Division Purchase Order: AVP Business Compliance Over \$250,000 in services require CFO and the Office of the NYS Comptroller approvals.
<i>Any Dollar Amount:</i> OGS, State Contract, NYS Labeled Wine or Preferred Sources (NYSID, IBNYS, Corcraft).	No competitive bids or proposals required for goods or services.	None	3 to 5 days	Requisition: Dept Head / VP of Division Purchase Order: AVP Business Compliance Over \$500,000 require CFO and the Office of the NYS Comptroller approvals and extended processing time.
EMERGENCIES	No competitive bids or proposals required for health and safety purchases.	None	0 to 2 days	Requisition: Dept Head / VP of Division Purchase Order: CFO Written justification required. Emergency purchases require approval by the Office of the NYS Comptroller. The Purchasing Office should be contacted as soon as possible.