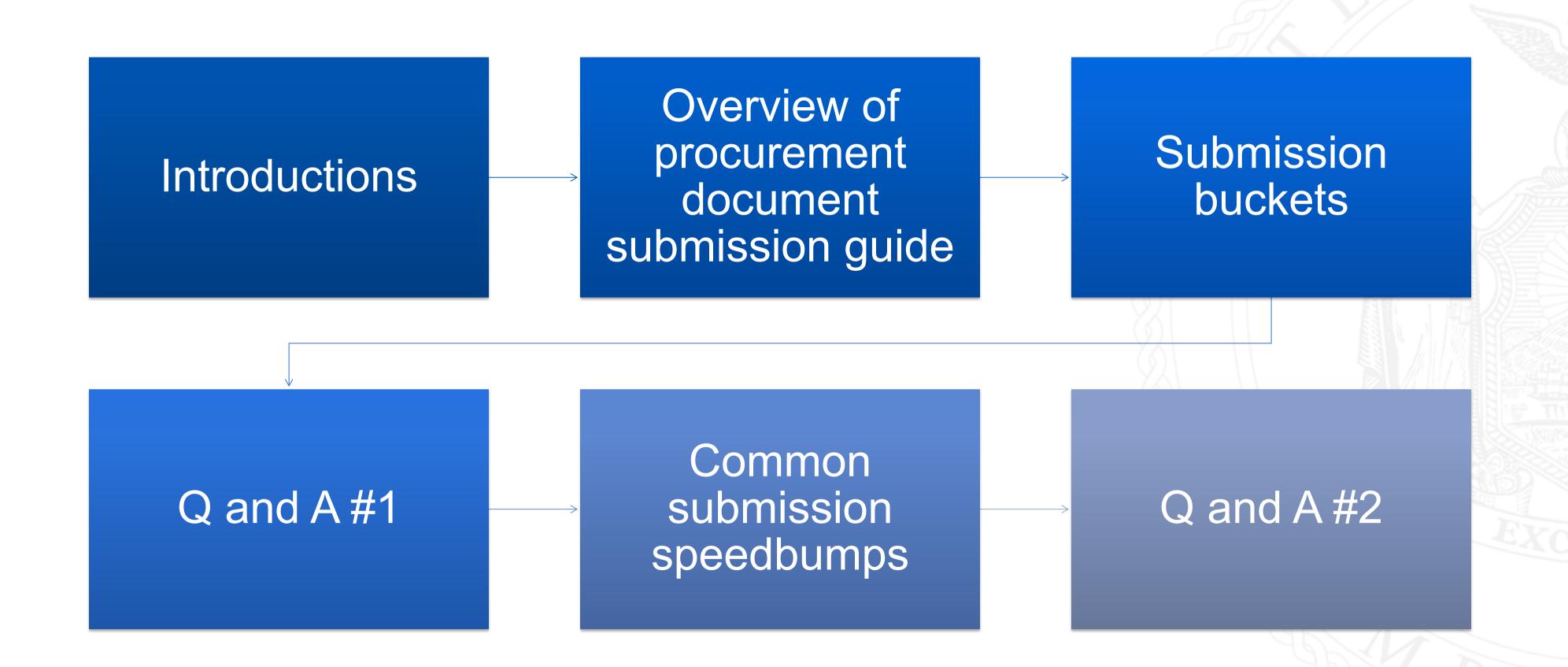
Procurement Record Document Submission Guide



Agenda



Introductions



163 Goods and Services Team members presenting:



John Fretto



Kylie Hotaling



Brianna McNall



Nicole Mele



Jami Olander

Overview of Procurement Record Document Submission Guide: Old vs. New

Previous Version

First version was created in 2014

Geared towards paper procurement record to OSC

Needed to be updated

| Description | | OFFICE OF THE STATE COMPTROLLER - OFFICE OF OPERATIONS - BUREAU OF CONTRACTS - GENERAL CONTRACT DOCUMENT SUBMISSION GUIDE - NEW PROCUREMENTS, AMENDMENTS AND RENEWALS (except Preferred Source and Discretionary Purchases) - MAY 14, 2014 | Competitive Bid (IFB) | Competitive Bid (RFP) | Single / Sole Source | 2/ | Amendment / Any Change not Contemplated in the Original | |
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| Name | 1 | | × | × | x | x | x | x |
| Name | 2 | Non-Approval Notice, if resubmission | × | × | x // | × | /x | × |
| Speech Controllation Frompurery | | ** | | - / | | | | |
| 50 DB 164 Matchiner A or 9 | | | | _ | $g \rightarrow f f$ | | -// | |
| Notice | | | - | | | | /// | v |
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| Vertical Responsibility Profile | | | | | | _ / _ / | | 13 |
| Notes Responsibility Quadratics (PMC) * own is 1800.00 Chimbactors starting an online Wild, or not all paper copy of the Wild, documentation. **X*** | | | | | | | | 1 2 |
| Contract September 20, 2016 or multiple waverly, each awarefed waverleve would be required to submit 1 of frem 15 and 3 of frem 16, or Rem 17. The ACORD form is not acceptable proof of Workers Compensation. The or an area agreements, and anytime a term is being extended. Victoria Compensation Coverage Form C105.2, 11-23, 13-11-7; or CSH-105.2 | 1 | | x | x | x | x | x | x |
| Compensation. Proof in registed for all new agreements, and anythms a term is being extended. Workers Compensation Coverage Form C16-20, 12-98-35 9-12; or GS1-150-2 X X X X X X X X X X X X X X X X X X X | ı | | x | x | x | x | x | x |
| Dalahity Beverifis Coverage Form ID8-120.1 or ID8-135, Certificate of Dalahity Beverifis Insurance W. X. | | | | and 1 of item 16, or it | em 17. The ACO | RD form is not a | acceptable proof of Wo | rkers |
| WC/TB Exemption CE 200 — Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Excellably Branches Coverage ** ** ** ** ** ** ** ** ** | | Workers Compensation Coverage Form C-105.2; U-26.3; SI-12; or GSI-105.2 | x | x | x | x | | x |
| Commentation and/or Disability Renefits Coverage X X X X X X X X X X X X X X X X X X X | | | x | x | x | x | | x |
| Stank Solictation Document (including appendices); Questions 8. Answers; and Addendums, if applicable X X X X X X X X X X X X X X X X X X | , | | x | x | x | x | | x |
| X X X X X X X X X X X X X X X X X X X | | Contract Reporter Advertisment | x | x | x | x | | 10.3 |
| S. Iran Divestment Act Language X X X X X X X X X X X X X X X X X X X | | Blank Solicitation Document (including appendicies); Questions & Answers; and Addendums, if applicable | x | x | | | | 63 |
| 8. Iran Divestment Act Language X X X X X X X X X X X X X X X X X X X | | A. Prevailing Rate Case number, if applicable | x | x | x | x | x | |
| Evaluation Instrument, Completed Evaluation Score Sheets & Evaluation Summary x | | | × | x | × | × | x | x |
| Solicitation List / Bidders List Mandatory Letters of Intent, Mandatory Pre-bid Conference Sign-In Sheet & Transcript, if applicable x | | | | 0 11 | | | | - 6 |
| Solicitation List / Bidders List Mandatory Letters of Intent, Mandatory Pre- bid Conference Sign-In Sheet & Transcript, if applicable X | | Certified Bid Tabulation (or 3 quotes for Emergency) | × | x | | | | 100 |
| Mandatory Letters of Intent; Mandatory Pre-bid Conference Sign-In Sheet & Transcript, if applicable X X If less than 3 bids received: Justification of Award with limited competition X X X Price justification Price justification Explanation of vendor selection and alternatives considered, for Single or Sole Source Awards Price justification for amendments and renewals if not specified in original agreement Price justification for amendments and renewals if not specified in original agreement Price Justification for amendments and renewals if not specified in original agreement X X X All Original Signed Awarded Bid / Original Signed Technical Proposal X X X All Original Cost Proposals, if applicable X X X X X X X X X X X X X | | | | | ¥ | ¥ | | - 1/4 |
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| If less than 3 bids received: Justification of Award with limited competition x x x x x x x x x x x x x x x x x x | | Plantatory Letters of Intent, Plantatory Pre-bia Conference Sign-In Sheet & Transcript, if applicable | x | x | | \ \ | | 88 |
| If less than 3 bids received: Justification of Award with limited competition x x x x x x x x x x x x x x x x x x | | If less than 3 bids received: Canyass of No Replies | × | × | | | | - 10 |
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| Original Signed Awarded Bid / Original Signed Technical Proposal All Original Cost Proposals, if applicable Signed Vendor's Quote or Awarded Emergency Quote Price Lists, if applicable X X X X X X X X X X X X X | | Awards | | 76 | x | | \ | |
| All Original Cost Proposals, if applicable Signed Vendor's Quote or Awarded Emergency Quote Price Lists, if applicable X X X X X X X X X X X X X | | Price Justification for amendments and renewals it not specified in original agreement | | (7 | | \ | x | x |
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| Price Lists, if applicable | | | | - | | _ | 1 | |
| Any Proposer Correspondence (e.g. clarifications) X X X X X X X X X X X X X X X X X X | | | - | | | | | _ |
| Any Rejected Original Bids/Proposal with Justification, if applicable x x x Non-award Letters x x x Contract Agreement or Amendment x x x x x x x x x x x x x x x x x x x | | | | | | | | |
| Contract Agreement or Amendment A. AG Approval, except P contracts and POs B. Civil Service Approval for Service with Individuals C. Most Current Appendix A D. Consultant Disclosure Form A & Form B Reporting Requirements, if applicable X X X X X X X X X X X X X | | 1 ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' | | | H.P | 1 | 1 | |
| Contract Agreement or Amendment X X X X X X X X X X X X X X X X X X | | Non-award Letters | × | x | 14 | _ / / _ | | |
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| B. Civil Service Approval for Service with Individuals C. Most Current Appendix A D. Consultant Disclosure Form A & Form B Reporting Requirements, if applicable X X X X X X X X X X X X X | | - | | | | | | ^ |
| C. Most Current Appendix A D. Consultant Disclosure Form A & Form B Reporting Requirements, if applicable X X X X X X X X X X X X X | | | | | | | | 1 |
| D. Consultant Disclosure Form A & Form B Reporting Requirements, if applicable x x x x x x x x x x x x x x x x x x x | | | | | | | | |
| Lobbying Law Vendor Affirmation | | · · · · · · · · · · · · · · · · · · · | | | | | | |
| Lobbying Law Vendor Disclosure | | Labbeira Law Vender Affirmation | | | | | 17 / 1 | |
| Lobbying Law Vendor Certification | | · · | | | | | | |
| OSC Governmental Entity Representation Form X X X X X X X Lobby Law Termination Language X X X X X X X X X X X X X X X X X X X | | | | | | | | |
| Lobby Law Termination Language x x x x x x x x X Sales & Compensating Use Tax Documentation: ST-220-CA, if applicable | | | × | x | × | x | x | |
| Sales & Compensating Use Tax Documentation: ST-220-CA, if applicable | | OSC Governmental Entity Representation Form | x | x | x | х | x | |
| | | Lobby Law Termination Language | x | x | х | х | x | 1 |
| | | Sales & Compensating Use Tax Documentation: ST-220-CA, if applicable | x | x | x | x | x | x |

Updated Version

Reorganized into "buckets"

Combined and added items

Added web links

| NO. | BUREAU OF CONTRACTS - GENERAL CONTRACT DOCUMENT SUBMISSION GUIDE FOR GOODS AND SERVICES- NEW PROCUREMENTS, AMENDMENTS AND RENEWALS (except Preferred Source and Discretionary Purchases) - Fall 2025 | Competitive Bid (IFB) | Competitive Bid (RFP) | Single / Sole Source | Emergency | Amendment / Any Change not Contemplated in the Original | Renewa |
|----------|--|-----------------------------|--------------------------|----------------------------|-----------|---|--------|
| | Transaction Identifying Documents | | | | | | |
| 1 | SFS - Single Transaction Summary (STS); AC340-S, with Intended Encumbrance, if applicable; or Purchase Order | x | x | x | × | x | x |
| 2 | Procurement Record Checklist | x | x | X | х | _// | |
| 3 | Memo / Recommendation of Award / Justification for Rejecting Bids or Proposals | x | x | x | x | x | x |
| 4 | Approved Contract Reporter Exemption Request, if applicable a. Post-advertisement in the Contract Reporter | | | X X | X X | X X | 12 |
| | b. Confirmation of no protests 10 business days after post-adertisement | | 1 11 | X | x | x | YAP |
| 5 | Transaction Non-Approval Notice, if resubmission | x | х | х | x | x | х |
| | Contract Documents | | | | | | |
| 6 | Contract Agreement or Amendment | x | x | х | x | x | х |
| | a. AG Approval, except PA contracts and POs | x | x | X | x | x | - |
| | b. Civil Service Approval for Contracts with Individuals, if applicable | x | x | X | x | | |
| | c. Most Current Appendix A | x | x | х | x | x | |
| | d. Consultant Disclosure Form A & Form B Reporting Requirements, if applicable | x | x | × | x | | - \ |
| | Procurement Record Documents | | | | | | |
| 7 | Contract Reporter Advertisment | x | x | х | x | x | \ |
| 8 | Signed Declaration of Emergency | | VII | | x | | |
| 9 | Blank Solicitation Document (including appendices); Questions & Answers; | × | × | | | | |
| | and Addendums, if applicable | | | | | | |
| 10 | a. Prevailing Rate Case number, if applicable Evaluation Instrument, Completed Evaulation Score Sheets & Evaluation | x | x x | х | × | X | |
| | Summary | | N 1 1 | | | | |
| 11 | Certified Bid Tabulation (or 3 quotes for Emergency) | X | X | | х | | |
| 13 | Solicitation List / Bidders List Mandatory Letters of Intent, if applicable | X | x | X | х | | - 6 |
| 13 | Mandatory Pre-bid Conference and/or Site Visit Sign-In Sheet, transcript | X | x | | | | -6 |
| 14 | and items presented or distributed, if applicable | x | x | | x | | - 8 |
| 15 | If less than 3 bids received: Canvass of No Replies and Vendors Responses | x | x | | | | - 6 |
| 16 | If less than 3 bids received: Justification of Award with limited | x | x | | | | - 12 |
| 17 | Price justification | x | x | x | x | | |
| 18 | Price justification: Explanation of vendor selection and alternatives considered, for Single or Sole Source Awards | | AY | x | | | 8 |
| 19 | Price Lists, if applicable | x | x | х | x | x | x |
| 20 | Original Signed Awarded Bid / Original Signed Technical Proposal | x | x | | | | |
| 21 | Signed Vendor's Quote or Awarded Emergency Quote | | - Y /\ | x | x | | |
| 22 | All Original Cost Proposals, if applicable | | x | 11 | \ | \ | |
| | Any Rejected Original Bids / Proposal with Justification, if applicable | X | X | \leftarrow | X | \ | |
| 24 | Any Proposer Correspondence (e.g. clarifications) | x | x | x | x | x | x |
| | Non-award Letters | x | х | \rightarrow | | \ \ G | |
| | Bid Protests and Agency Response, if applicable | х | х | X | × | X | 2. |
| | DOB 1184 Attachment A or B / ITS PTP Approval, if applicable | X | X | X | X | x | X |
| 28 29 | Preferred Source Documentation or Waiver, if applicable Lobbying Law Vendor Affirmation / Disclosure / Certification | X X | X X | x | X X | x x | V- |
| | Lobby Law Termination Language | x | x | X | × | x | |
| 31 | Sales & Compensating Use Tax Documentation: ST-220-CA, if applicable | x | х | X | x | x | X |
| 32 | OSC Governmental Entity Representation Form | x | x | х | x | x | |
| 22 | Vendor Responsibility Documents | ı | 1 | | | ı | |
| 33 | Vendor Responsibility Profile Vendor Responsibility Questionnaire (VRQ) if over \$100,000. | X | х | х | X | × | X |
| 34 | *Contractors submitting an online VRQ do not need a paper copy of the VRQ documentation. | x | x | x | x | x | x |
| | items 35 - 37, for single or multiple awards, each awarded vendon nbination of all as applicable. The ACORD form is <u>not</u> acceptable and anytime a | <mark>e proof of Wor</mark> | kers Compens | | | | |
| 35 | Workers Compensation Coverage Form C-105.2; U-26.3; SI-12; or GSI-105.2 | x | х | x | x | x | x |
| 36 | Disability Benefits Coverage Form DB-120.1 or DB-155, Certificate of Disability Benefits Insurance | x | x | x | × | x | x |
| | Disability Deficites Trisurance | | | | | | |

Submission Buckets

| Bucket #1 | Bucket #2 | Bucket #3 | Bucket #4 |
|--|---|---|--|
| Transaction Identifying Documents | Contract Documents | Procurement Record Documents | Vendor Responsibility Documents |
| STS/AC340 Procurement Record Checklist Cover Letter/Memo of explanation Approved CRER, if applicable Companion CRER documents, if applicable | Contract Signature Page AG approval, if applicable Civil Service Approval, if applicable Most current Appendix A Consultant Disclosure Form A, if applicable | Advertising Documents Blank IFB or RFP Solicitation List Evaluation Documents Award Documents Post Award Documents B-1184/PTP Approval Lobbying Law Forms ST-220-CA, if applicable OSC Governmental Entity Representation Form | Vendor Responsibility Profile Vendor Responsibility Questionnaire hard copy if not certified online Workers' Comp & Disability Coverage Certifications or Proof of Exemption |

Transaction Identifying Documents - Bucket #1

Bucket #1

Transaction Identifying Documents

- STS/AC340
- Procurement Record Checklist
- Cover Letter/Memo of explanation
- Approved CRER, if applicable
- Companion CRER documents, if applicable

| NO. | OFFICE OF THE STATE COMPTROLLER - OFFICE OF OPERATIONS - BUREAU OF CONTRACTS - GENERAL CONTRACT DOCUMENT SUBMISSION GUIDE FOR GOODS AND SERVICES- NEW PROCUREMENTS, AMENDMENTS AND RENEWALS (except Preferred Source and Discretionary Purchases) - Fall 2025 | Competitive Bid (IFB) | Competitive Bid (RFP) | Single / Sole Source | Emergency | Amendment / Any Change not Contemplated in the Original | Renewal |
|-----|---|--------------------------|--------------------------|----------------------------|-----------|---|---------|
| | Transaction Identifying Documents | | | 7.0 | | | |
| 1 | SFS - Single Transaction Summary (STS); AC340-S, with Intended Encumbrance, if applicable; or Purchase Order | X | X | X | x | X | x |
| 2 | Procurement Record Checklist | X | Х | X | X | 8 | |
| 3 | Memo / Recommendation of Award / Justification for Rejecting Bids or Proposals | X | х | X | x | x | x |
| 4 | Approved Contract Reporter Exemption Request, if applicable | | | X | X | X | |
| | a. Post-advertisement in the Contract Reporter | | | X | X | X | |
| | b. Confirmation of no protests 10 business days after post-adertisement | | | X | X | X | / |
| 5 | Transaction Non-Approval Notice, if resubmission | X | X | X | X | X | X |

Contract Documents - Bucket #2

Bucket #2

Contract Documents

- Contract
- Signature Page
- AG approval, if applicable
- Civil Service Approval, if applicable
- Most current Appendix A
- Consultant Disclosure
 Form A, if applicable

| NO. | OFFICE OF THE STATE COMPTROLLER - OFFICE OF OPERATIONS - BUREAU OF CONTRACTS - GENERAL CONTRACT DOCUMENT SUBMISSION GUIDE FOR GOODS AND SERVICES- NEW PROCUREMENTS, AMENDMENTS AND RENEWALS (except Preferred Source and Discretionary Purchases) - Fall 2025 | Competitive Bid (IFB) | Competitive Bid (RFP) | Single / Sole Source | Emergency | Amendment / Any Change not Contemplated in the Original | Renewal |
|-----|---|--------------------------|--------------------------|----------------------------|-----------|---|----------|
| | Contract Documents | | | | | | |
| 6 | Contract Agreement or Amendment | X | X | X | X | X | X |
| | a. AG Approval, except PA contracts and POs | X | X | X | X | X | |
| | b. Civil Service Approval for Contracts with Individuals, if applicable | х | X | X | X | 6 | N/J 11/. |
| | c. Most Current Appendix A | X | X | X | X | X | |
| | d. Consultant Disclosure Form A & Form B Reporting Requirements, if applicable | X | Х | x | x | | |

Procurement Record Documents - Bucket #3

Bucket #3

Procurement Record Documents

- Advertising Documents
- Blank IFB or RFP
- Solicitation List
- Evaluation Documents
- Award Documents
- Post Award Documents
- B-1184/PTP Approval
- Lobbying Law Forms
- ST-220-CA, if applicable
- OSC Governmental Entity Representation Form

| NO. | OFFICE OF THE STATE COMPTROLLER - OFFICE OF OPERATIONS - BUREAU OF CONTRACTS - GENERAL CONTRACT DOCUMENT SUBMISSION GUIDE FOR GOODS AND SERVICES- NEW PROCUREMENTS, AMENDMENTS AND RENEWALS (except Preferred Source and Discretionary Purchases) - Fall 2025 | Competitive Bid (IFB) | Competitive Bid (RFP) | Single / Sole Source | Emergency | Amendment / Any Change not Contemplated in the Original | Renewal |
|-----|---|--------------------------|--------------------------|----------------------------|-----------|---|-----------------------|
| | Procurement Record Documents | | | | | | |
| 7 | Contract Reporter Advertisment | x | x | x | x | X | 120 |
| 8 | Signed Declaration of Emergency | | | | X | / /A | 1 JA |
| 9 | Blank Solicitation Document (including appendices); Questions & Answers; and Addendums, if applicable | x | × | 9 | | (3) | |
| | a. Prevailing Rate Case number, if applicable | X | x | X | X | X | Control of the second |
| 10 | Evaluation Instrument, Completed Evaulation Score Sheets & Evaluation Summary | x | × | (0) | | | |
| 11 | Certified Bid Tabulation (or 3 quotes for Emergency) | x | x | (()) | х | A B | 7' // 100 |
| 12 | Solicitation List / Bidders List | x | x | X | х | | 11. 1 118 |
| 13 | Mandatory Letters of Intent, if applicable | x | x | | | | |
| 14 | Mandatory Pre-bid Conference and/or Site Visit Sign-In Sheet, transcript and items presented or distributed, if applicable | x | х | $\langle y \rangle$ | x | | 1 / / |
| 15 | If less than 3 bids received: Canvass of No Replies and Vendors Responses | x | x | 92\ | | | 1811 |
| 16 | If less than 3 bids received: Justification of Award with limited | x | x | 777 | | (() | M/ 176 |
| 17 | Price justification | x | x | x | x | 8 | 18/1 |
| 18 | Price justification: Explanation of vendor selection and alternatives considered, for Single or Sole Source Awards | | | x | \ \ | | |
| 19 | Price Lists, if applicable | x | х | X | х | X | X |
| 20 | Original Signed Awarded Bid / Original Signed Technical Proposal | х | х | | 110 | | |
| 21 | Signed Vendor's Quote or Awarded Emergency Quote | | | X | x | | |
| | All Original Cost Proposals, if applicable | | x | | AMI | 1 | |
| | Any Rejected Original Bids / Proposal with Justification, if applicable | X | X | | X | | |
| | Any Proposer Correspondence (e.g. clarifications) | х | х | X | x | X | Х |
| | Non-award Letters | x | x | | 76 | | |
| 26 | Bid Protests and Agency Response, if applicable | x | x | X | x | X | |
| 27 | DOB 1184 Attachment A or B / ITS PTP Approval, if applicable | x | x | X | x | x | X |
| | Preferred Source Documentation or Waiver, if applicable | х | х | X | х | x | |
| | Lobbying Law Vendor Affirmation / Disclosure / Certification | X | X | X | х | X | |
| | Lobby Law Termination Language | X | X | X | X | X | AAE |
| | Sales & Compensating Use Tax Documentation: ST-220-CA, if applicable OSC Governmental Entity Representation Form | X X | X X | X | X X | X X | X |

Vendor Responsibility Documents - Bucket #4

Bucket #4

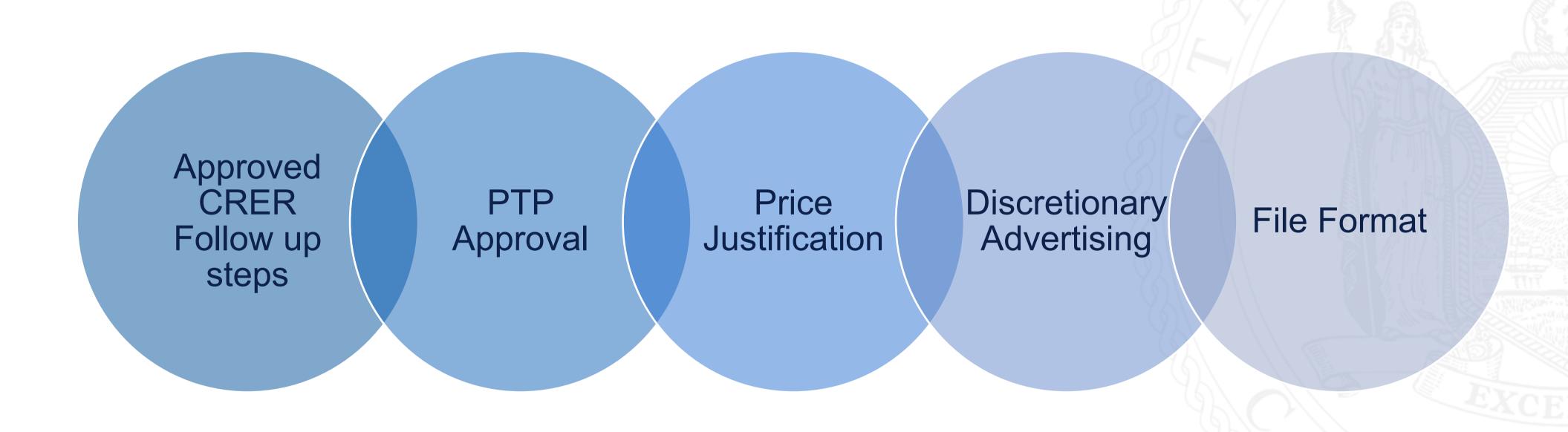
Vendor Responsibility Documents

- Vendor Responsibility Profile
- Vendor Responsibility
 Questionnaire hard copy if not certified online
- Workers' Comp & Disability Coverage Certifications or Proof of Exemption

| NO. | OFFICE OF THE STATE COMPTROLLER - OFFICE OF OPERATIONS - BUREAU OF CONTRACTS - GENERAL CONTRACT DOCUMENT SUBMISSION GUIDE FOR GOODS AND SERVICES- NEW PROCUREMENTS, AMENDMENTS AND RENEWALS (except Preferred Source and Discretionary Purchases) - Fall 2025 | Competitive Bid (IFB) | Competitive Bid (RFP) | Single / Sole Source | Emergency | Amendment / Any Change not Contemplated in the Original | Renewal |
|-----|---|-----------------------------|--------------------------|----------------------------|-----------|---|---------|
| | Vendor Responsibility Documents | | | | | | |
| 33 | Vendor Responsibility Profile | X | x | X | X | x | X |
| 34 | Vendor Responsibility Questionnaire (VRQ) if over \$100,000. *Contractors submitting an online VRQ do not need a paper copy of the VRQ documentation. | x | x | x | x | x | x |
| | Items 35 - 37, for single or multiple awards, each awarded vendent mbination of all as applicable. The ACORD form is <u>not</u> acceptable and anytime a | <mark>e proof of Wor</mark> | kers Compens | | | · — | • |
| 35 | Workers Compensation Coverage Form C-105.2; U-26.3; SI-12; or GSI-105.2 | x | x | x | x \ | x | x |
| 36 | Disability Benefits Coverage Form DB-120.1 or DB-155, Certificate of Disability Benefits Insurance | x | x | x | x | x | x |
| 37 | WC/DB Exemption CE-200 – Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage | x | x | x | x | x | x |

Question and Answer Period #1

Common Submission Speedbumps



Approved CRER Follow-Up Steps





Place an ad on Contract Reporter



Wait 10 business days to submit

PTP Approval

NYS ITS Policy NYS-P08-001

Information management, digital or electronic equipment, software, cloud-based or other "as a service" products, operating systems, interface systems, interconnected systems, data management systems, telecommunications, networks, broadband network management, information and data storage (on-premises/off-premises), hardware, licensing, subscription, consulting, project and staff augmentation services, supplies, data center facilities, maintenance, training, and any other ancillary or related IT products and services.

Price Justification

Historical Cost

Market Rates

Discounts from Published Price Lists

Cost of Similar Projects

Purchase Made by Other State Agencies (SFS & Open Book)

Purchase Made by Governmental Entities / Other States

GSA Pricing

Contract Approval Thresholds

State Agency contracts over \$50,000

State Agency purchases from OGS Centralized Contracts over \$200,000 OGS contracts over \$85,000

OGS Business Service Center Customer Agency transactions over \$85,000

OGS Centralized Contracts over \$125,000

SUNY, CUNY contracts for goods, services, construction and printing over \$75,000

SUNY, CUNY purchases from OGS Centralized Contracts over \$200,000 SUNY State University Health Care Facility contracts over \$150,000 SUCF, CUCF contracts and leases over \$75,000

Discretionary Buying Thresholds

\$200,000 purchases of food, including milk and milk products, animal or plant fiber products, textile products manufactured from animal or plant fiber

\$500,000 purchases of recycled or remanufactured commodities or technology

\$500,000 from NYS Small Businesses

\$1.5 million from MWBEs and SDVOBs

Discretionary Advertising and Submission

Discretionary Purchasing Guidelines

Advertise on Contract Reporter utilizing one of the recommended examples

Issue award/non-award letters and confirm no protests after 10 business days

Ensure that the State buys from responsible vendors

Document and justify the selection of the vendor

Document and justify the reasonableness of the price

File Format

OCR = Optical Character Recognition

All contracts must be in OCR searchable format to meet NYS archiving guidelines

EDSS does not support audio files

Excel documents should not be converted to pdf

Question and Answer Period #2

Contact:

John Fretto- jfretto@osc.ny.gov Kylie Hotaling- kmhotaling@osc.ny.gov Brianna McNall- bmcnall@osc.ny.gov Nicole Mele- nmele@osc.ny.gov Jami Olander- jolander@osc.ny.gov Thank you.

