

State Authority Guide for Submitting Annual Reports and Contract Transactions

	Timing	Eligible Contract	Eligible Amendment	Exempt Contract	Exempt Amendment
Initial Annual Report	30 days before the end of Authority Fiscal Year	All anticipated	All Anticipated - <i>except for those noted in Exclusions below</i>	No reporting required	No reporting required
Annual Report Update	No later than 30 after the change is identified Not less than 10 days prior to Competitive Solicitation or Non Competitive Contract Execution	Additions Deletions Method of Award Changes Increases of 25% or more in reported value	Additions Deletions Method of Award Changes Increases of 25% or more in reported value	No reporting required	No reporting required
Annual Report Exclusions	N/A	Approval Otherwise Required*	Construction Change Orders under \$100,000 Time Extensions Approval Otherwise Required*	No reporting required	No reporting required
File	Within 60 days after execution	All, where no written notice applies	All, where no notice applies - <i>including those noted above as Annual Report Exclusions.</i>	All	All
Prior Approval	After contractor and authority have signed Allow up to 90 days for OSC approval before start date	Subject of Written Notice **	Subject of Written Notice**	None	None

* Contracts where OSC approval is otherwise required by law or by resolution. This applies primarily to Thruway Authority contracts, Long Island Power Authority contracts, and contracts “for” the State.

** Refer to language of the Written Notice. Some explicitly call for all amendments, others provide exclusion.