



Thomas P. DiNapoli
State Comptroller

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

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

January 2012

22nd Edition

THOMAS P. DiNAPOLI
STATE COMPTROLLER



110 STATE STREET
ALBANY, NEW YORK 12236

STATE OF NEW YORK
OFFICE OF THE STATE COMPTROLLER

A MESSAGE FROM STATE COMPTROLLER THOMAS P. DiNAPOLI

The Office of the State Comptroller is responsible for reviewing and approving new contracts and contract amendments for all New York State agencies and some public authorities. In State fiscal year 2010-11, we reviewed approximately 28,000 contracts valued at over \$40 billion. Additionally, my office paid the State's bills and ensured that vendors were fulfilling their contractual obligations.

I am committed to protecting the taxpayers' money through rigorous review, while also striving to make the contracting process swift, convenient and fair for all vendors and State agencies. New York State spends approximately \$5 billion annually just on goods and services, and our citizens benefit from an open, transparent process for all contracting. In addition to our *Open Book New York* and VendRep initiatives, the *Directory of Frequently Purchased Commodities and Services by New York State Agencies* is one way to ensure a level playing field for companies to compete for opportunities to do business with the State. The information provided here may be especially helpful to companies that have not historically taken advantage of State contracting opportunities.

The *Directory* presents and tracks individual agency expenditures by categories such as supplies, equipment, maintenance/repairs, information technology services and more. The *Directory* also provides information and links for State agency contacts, guidelines for procurement and payment, and assistance to vendors who want to learn how to do business with the State.

By reviewing this information, businesses can identify possible opportunities and taxpayers can better understand how their money is spent. We will continue to update the *Directory* annually, and take additional steps to promote fair and open procurements for all.

Sincerely,

Thomas P. DiNapoli
State Comptroller

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INTRODUCTION

The 22nd Edition of the Directory of Frequently Purchased Commodities and Services by New York State Agencies is designed to serve vendors wishing to conduct business with New York State. The financial data presented in this publication has been obtained from the New York State Central Accounting System for fiscal year 2010-11.

The information in this publication is categorized into seven sections:

1. Expenditures for Commodities and Services (including technology)
2. Agency Information
3. Comptroller's Purchasing and Payment Guidelines
4. Prompt Payment Law and Vendor Information
5. Selling to New York State
6. Procurement Methods in New York State
7. Miscellaneous Procurement Websites

Section 1 – Expenditures for Commodities and Services (including technology) contains pie charts and tables designed to give an approximate amount of expenditures by State agencies on specific commodities and services procured during fiscal year 2010-11.

Section 2 – Agency Information lists the State agencies by location, contact name, address, and telephone number.

Section 3 – Comptroller's Purchasing and Payment Guidelines summarizes the State's procurement rules and practices.

Section 4 – Prompt Payment Law and Vendor Information presents a synopsis of legislation designed to ensure that the State of New York pays for vendor products and services in a prompt and timely manner. Payment processing oversight is conducted by the Office of the State Comptroller (OSC).

Section 5 – Selling to New York State presents information to those interested in becoming a New York State vendor or supplier.

Section 6 – Procurement Methods in New York State summarizes the procurement methods available to agencies under the State's Procurement Guidelines.

Section 7 – Miscellaneous Procurement Websites is a quick reference to help readers find informative State procurement websites.

To optimize use of this year's directory, first determine the categories your product or service falls under (e.g., General Commodities, Supplies, Equipment, Maintenance and Repairs, General Services and Information Technology). These categories identify specific products or services used by State agencies. Find the

product and expenditure data ranges that match the product or service that your company offers. Use this information as a guide to formulate 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 Brian C. Matthews, Director of Financial Administration, or his 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, you must register at www.ogs.ny.gov/ovr. To obtain additional information about State procurement processes or to review the guidelines on discretionary purchasing, visit the OGS website at www.ogs.ny.gov/purchase/spg/pdfdocs/pnpdiscretionarythresholds.pdf.

The goal of the Directory of Frequently Purchased Commodities and Services by New York State Agencies is to promote fair and open procurements. Its intent is to serve as a centralized, coordinated access point for this information. It 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 goal is to be a reform leader in this area with a focus on transparency and accountability.

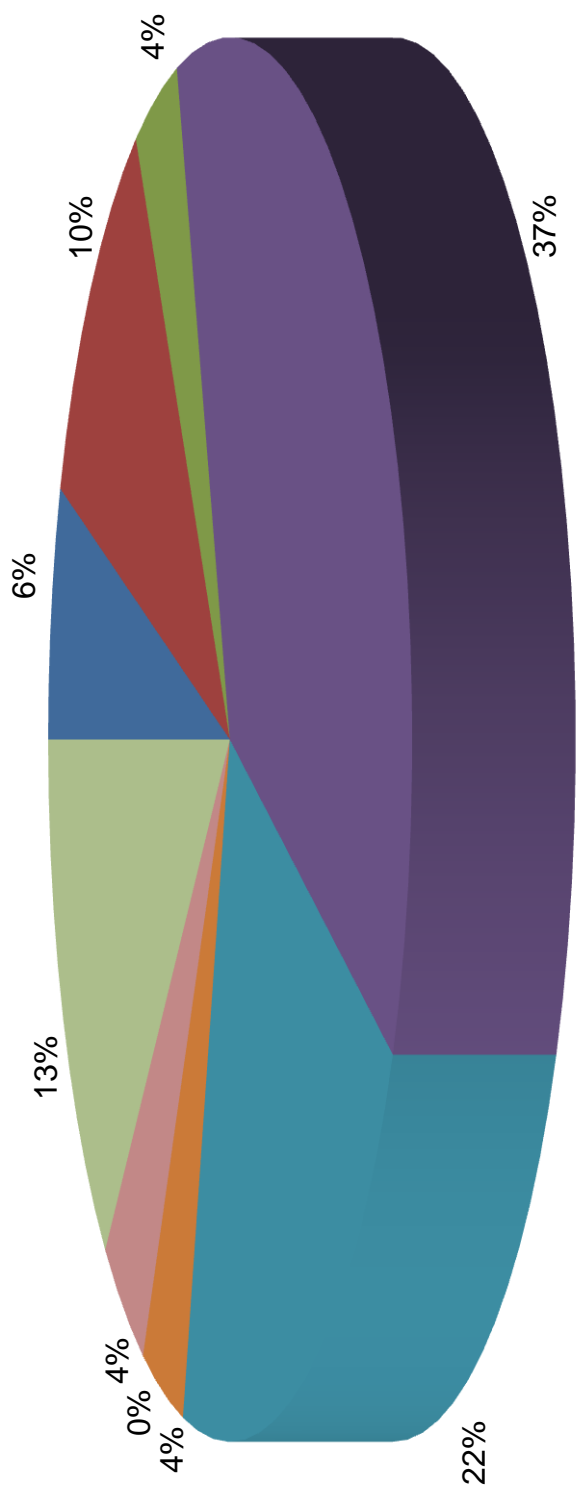
LEGEND

< \$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
> \$5.0 M	=	MORE THAN \$5 MILLION

All chart expenditures represent approximate total contract spending by State agencies for that specific commodity or service during fiscal year 2010-11.

**SECTION 1 –
EXPENDITURES
FOR COMMODITIES
AND SERVICES**

SECTION 1 - EXPENDITURES FOR COMMODITIES AND SERVICES GENERAL COMMODITIES



Books	Building Fuel	Clothing/Footwear	Drugs/Prescription	Food/Beverage
Furniture Lease Purchase	Furniture Lease Purchase	Manufacturing Materials	Vehicle Fuel	

**SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
GENERAL COMMODITIES**

Agency	Books	Building Fuel	Clothing/ Footwear	Drugs/ Prescription	Food/ Beverage	Furniture	Furniture- Lease Purchase	Manufacturing Materials	Vehicle Fuel
Adirondack Park Agency		< \$100,000	< \$25,000			< \$25,000			< \$25,000
Assembly Ways & Means Committee	< \$250,000								< \$25,000
Banking Department	< \$100,000				< \$25,000	< \$25,000			< \$25,000
Board of Elections									< \$25,000
City University of New York	< \$5.0 M	< \$1.0 M	< \$25,000			> \$5.0 M			< \$1.0 M
Commission on Judicial Conduct	< \$25,000				< \$25,000	< \$25,000			< \$25,000
Commission on Quality of Care	< \$25,000								
Consumer Protection Board									< \$25,000
Council on the Arts					< \$25,000				< \$25,000
Crime Victims Board	< \$25,000					< \$25,000			< \$25,000
Department of Agriculture & Markets	< \$100,000		< \$100,000		< \$25,000	< \$25,000			< \$250,000
Department of Agriculture & Markets – State Fair			< \$25,000		< \$100,000				< \$250,000
Department of Civil Service	< \$25,000		< \$25,000	< \$250,000					
Department of Correctional Services	< \$1.0 M	> \$5.0 M	> \$5.0 M	> \$5.0 M	> \$5.0 M	< \$100,000		> \$5.0 M	< \$5.0 M
Department of Economic Development	< \$25,000					< \$25,000			< \$25,000

**SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
GENERAL COMMODITIES**

Agency	Books	Building Fuel	Clothing/ Footwear	Drugs/ Prescription	Food/ Beverage	Furniture	Furniture- Lease Purchase	Manufacturing Materials	Vehicle Fuel
Department of Environmental Conservation	< \$100,000	< \$1.0 M	< \$250,000		< \$100,000	< \$25,000			< \$5.0 M
Department of Health	< \$250,000	< \$1.0 M		< \$100,000	< \$25,000	< \$25,000			< \$1.0 M
Department of Labor	< \$100,000	< \$25,000	< \$25,000			< \$1.0 M			< \$100,000
Department of Law	< \$100,000		< \$25,000	< \$25,000	< \$100,000	< \$25,000			< \$1.0 M
Department of Law – Medicaid Fraud Control	< \$250,000		< \$25,000		< \$25,000	< \$25,000			< \$100,000
Department of Motor Vehicles	< \$25,000	< \$25,000	< \$100,000		< \$25,000	< \$100,000			< \$250,000
Department of State	< \$100,000		< \$100,000		< \$250,000	< \$25,000			< \$250,000
Department of Taxation & Finance	< \$250,000		< \$25,000			< \$250,000			< \$1.0 M
Department of Taxation & Finance - Division of Tax Appeals									< \$25,000
Department of Transportation	< \$100,000	< \$1.0 M	< \$5.0 M	< \$25,000	< \$100,000	< \$100,000		< \$250,000	> \$5.0 M
Division of Alcoholic Beverage Control									< \$100,000
Division of Criminal Justice Services	< \$25,000		< \$100,000		< \$25,000	< \$100,000			< \$100,000
Division of Housing & Community Renewal	< \$25,000					< \$100,000			< \$25,000
Division of Human Rights	< \$25,000				< \$25,000	< \$25,000			< \$25,000

**SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
GENERAL COMMODITIES**

Agency	Books	Building Fuel	Clothing/ Footwear	Drugs/ Prescription	Food/ Beverage	Furniture	Furniture- Lease Purchase	Manufacturing Materials	Vehicle Fuel
Division of Military & Naval Affairs	< \$1.0 M	< \$100,000	< \$25,000	< \$25,000	< \$100,000	< \$100,000	< \$100,000	< \$100,000	< \$100,000
Division of Parole	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000
Division of Probation & Correctional Alternatives	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$25,000
Division of State Police	< \$100,000	< \$250,000	< \$1.0 M	< \$25,000	< \$1.0 M	< \$25,000	< \$25,000	< \$25,000	> \$5.0 M
Division of Veterans' Affairs									< \$25,000
Division of the Budget	< \$25,000				< \$25,000	< \$25,000			< \$25,000
Division of the Lottery	< \$25,000		< \$25,000			< \$25,000			< \$250,000
Executive Chamber	< \$25,000				< \$25,000				< \$25,000
Executive Office of the Lieutenant Governor	< \$25,000								
Governor's Office of Regulatory Reform									< \$25,000
Helen Hayes Hospital	< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$1.0 M	< \$25,000			< \$25,000
Hudson River Valley Greenway Communities Council									< \$25,000
Insurance Department	< \$25,000				< \$25,000	< \$25,000			
Interest on Lawyer Account Fund	< \$25,000				< \$25,000				< \$25,000

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
GENERAL COMMODITIES

Agency	Books	Building Fuel	Clothing/ Footwear	Drugs/ Prescription	Food/ Beverage	Furniture	Furniture- Lease Purchase	Manufacturing Materials	Vehicle Fuel
Kingsboro Addiction Treatment Center	< \$25,000		< \$25,000	< \$1.0 M	< \$1.0 M	< \$100,000			
Lake George Park Commission		< \$25,000	< \$25,000		< \$25,000				< \$25,000
Legislative Bill Drafting Committee	< \$25,000					< \$25,000			< \$25,000
Legislative Health Services		< \$25,000							
Legislative Task Force on Demographic Research & Reapportionment	< \$25,000								
New York State Assembly	< \$1.0 M	< \$25,000				< \$250,000			< \$100,000
New York State Commission on Public Integrity	< \$25,000				< \$25,000	< \$100,000			< \$25,000
New York State Environmental Facilities Corporation	< \$25,000								
New York State Higher Education Services Corporation	< \$25,000					< \$25,000			< \$25,000
New York State School for the Blind	< \$25,000	< \$25,000	< \$25,000		< \$100,000				< \$25,000
New York State School for the Deaf				< \$25,000	< \$100,000				< \$25,000

**SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
GENERAL COMMODITIES**

Agency	Books	Building Fuel	Clothing/ Footwear	Drugs/ Prescription	Food/ Beverage	Furniture	Furniture- Lease Purchase	Manufacturing Materials	Vehicle Fuel
New York State Senate			< \$25,000			< \$100,000			< \$100,000
Office for Technology	< \$25,000	< \$25,000	< \$25,000		< \$25,000	< \$25,000			< \$25,000
Office for the Aging	< \$25,000				< \$25,000	< \$25,000			< \$25,000
Office for the Prevention of Domestic Violence	< \$25,000								< \$25,000
Office of Alcoholism & Substance Abuse Services					< \$25,000	< \$25,000			
Office of Children & Family Services	< \$250,000	< \$1.0 M	< \$1.0 M	< \$5.0 M	< \$5.0 M	< \$100,000		< \$25,000	< \$1.0 M
Office of General Services	< \$25,000	< \$100,000	< \$25,000		< \$25,000				< \$1.0 M
Office of General Services - Design & Construction			< \$25,000						
Office of Homeland Security	< \$25,000	< \$25,000	< \$25,000		< \$25,000	< \$100,000			< \$25,000
Office of Mental Health	< \$250,000	> \$5.0 M	< \$1.0 M	> \$5.0 M	> \$5.0 M	< \$1.0 M		< \$250,000	< \$5.0 M
Office of Mental Retardation & Developmental Disabilities	< \$250,000	> \$5.0 M	< \$1.0 M	< \$5.0 M	> \$5.0 M	< \$5.0 M	< \$25,000	< \$1.0 M	> \$5.0 M
Office of Parks, Recreation & Historic Preservation	< \$25,000	< \$5.0 M	< \$5.0 M	< \$25,000	< \$250,000			< \$1.0 M	< \$5.0 M
Office of Real Property Services	< \$25,000				< \$25,000				< \$25,000

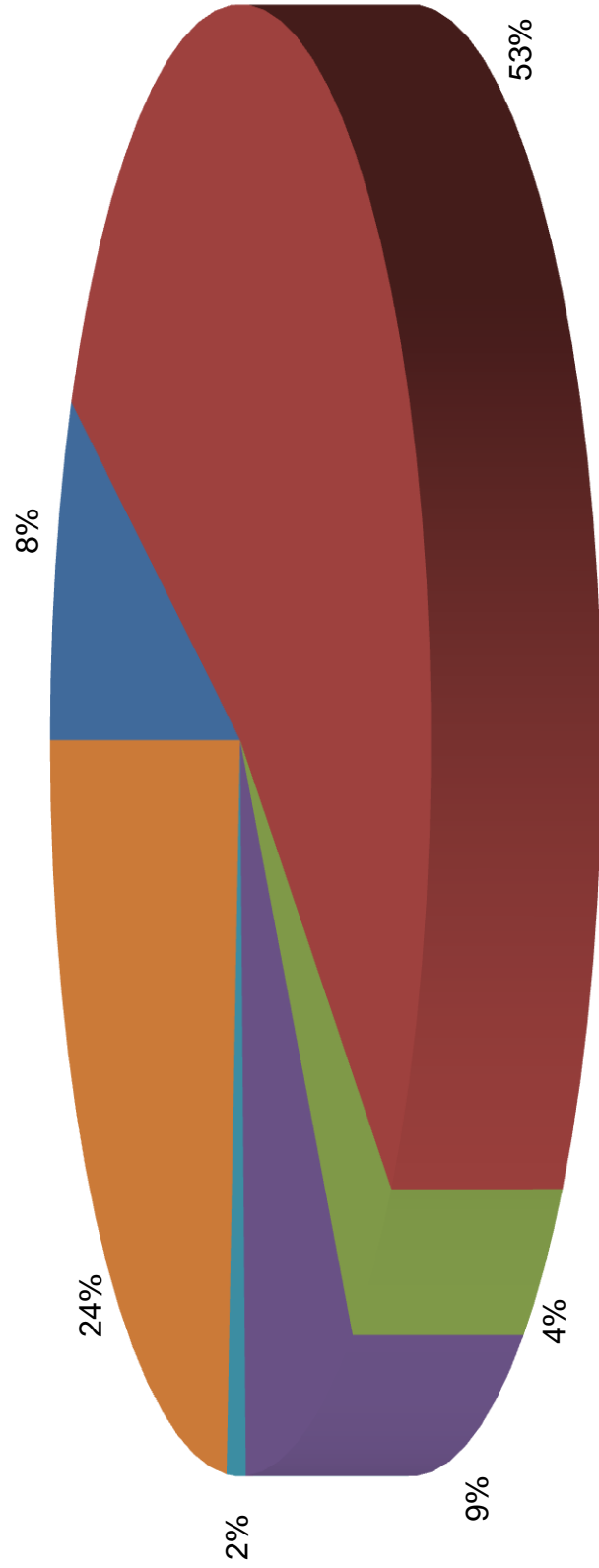
**SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
GENERAL COMMODITIES**

Agency	Books	Building Fuel	Clothing/ Footwear	Drugs/ Prescription	Food/ Beverage	Furniture	Furniture- Lease Purchase	Manufacturing Materials	Vehicle Fuel
Office of Temporary & Disability Assistance	< \$25,000					< \$250,000			< \$100,000
Office of the Inspector General	< \$25,000				< \$25,000	< \$25,000			< \$25,000
Office of the Medicaid Inspector General	< \$25,000		< \$25,000		< \$100,000	< \$250,000			< \$100,000
Office of the State Comptroller	< \$1.0 M	< \$25,000	< \$25,000		< \$25,000	< \$1.0 M			
Office of the Welfare Inspector General					< \$25,000				< \$25,000
Public Employment Relations Board	< \$25,000								< \$25,000
Public Service Commission			< \$25,000			< \$25,000			< \$100,000
Racing & Wagering Board	< \$25,000		< \$25,000			< \$100,000			< \$250,000
State Commission of Correction	< \$25,000								< \$25,000
State Education Department	< \$5.0 M		< \$25,000			< \$100,000			< \$250,000
State Emergency Management Office			< \$25,000						< \$25,000
State University of New York	> \$5.0 M	< \$5.0 M	< \$5.0 M	> \$5.0 M	> \$5.0 M	> \$5.0 M		< \$5.0 M	< \$5.0 M
Tug Hill Commission									< \$25,000
Unified Court System	> \$5.0 M		< \$250,000		< \$1.0 M	< \$5.0 M	< \$25,000		< \$1.0 M
Veterans' Home at Montrose	< \$25,000				< \$1.0 M	< \$1.0 M			< \$25,000

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
GENERAL COMMODITIES

Agency	Books	Building Fuel	Clothing/ Footwear	Drugs/ Prescription	Food/ Beverage	Furniture	Furniture- Lease Purchase	Manufacturing Materials	Vehicle Fuel
Veterans' Home at Oxford	< \$25,000			< \$1.0 M	< \$5.0 M	< \$25,000			< \$25,000
Veterans' Home at Saint Albans	< \$25,000	< \$25,000		< \$25,000	< \$25,000				< \$25,000
Western New York Veterans' Home at Batavia	< \$25,000		< \$25,000	< \$250,000	< \$1.0 M				< \$25,000
Workers' Compensation Board	< \$25,000	< \$25,000	< \$25,000			< \$1.0 M			< \$100,000

SECTION 1 - EXPENDITURES FOR COMMODITIES AND SERVICES SUPPLIES



SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
SUPPLIES

Agency	Facility/ Residence Supplies	Medical/Dental/ Lab Supplies	Motor Equipment Supplies	Office Supplies	Printing Supplies	Supplies/ Tools
Adirondack Park Agency	< \$25,000		< \$25,000	< \$25,000		< \$25,000
Assembly Ways & Means Committee				< \$25,000		< \$25,000
Banking Department				< \$25,000	< \$100,000	
Board of Elections				< \$100,000	< \$25,000	
City University of New York	< \$25,000	< \$5.0 M	< \$250,000	> \$5.0 M		< \$5.0 M
Commission on Judicial Conduct	< \$25,000			< \$100,000		
Commission on Quality of Care				< \$25,000	< \$25,000	
Consumer Protection Board				< \$100,000		
Council on the Arts				< \$25,000		
Crime Victims Board				< \$100,000		
Department of Agriculture & Markets	< \$25,000	< \$1.0 M	< \$25,000	< \$250,000		< \$25,000
Department of Agriculture & Markets - State Fair	< \$100,000		< \$100,000	< \$100,000		< \$250,000
Department of Civil Service		< \$100,000		< \$100,000	< \$100,000	
Department of Correctional Services	> \$5.0 M	< \$5.0 M	< \$1.0 M	< \$5.0 M	< \$1.0 M	> \$5.0 M
Department of Economic Development				< \$25,000		
Department of Environmental Conservation	< \$250,000	< \$250,000	< \$5.0 M	< \$1.0 M	< \$100,000	< \$1.0 M
Department of Health	< \$25,000	> \$5.0 M		< \$1.0 M	< \$100,000	< \$25,000
Department of Labor		< \$100,000	< \$25,000	< \$5.0 M	< \$25,000	
Department of Law	< \$25,000	< \$25,000		< \$1.0 M	< \$25,000	< \$25,000
Department of Law – Medicaid Fraud Control			< \$25,000	< \$100,000		
Department of Motor Vehicles		< \$25,000	< \$25,000	< \$250,000		< \$25,000
Department of State		< \$25,000	< \$25,000	< \$250,000		< \$25,000
Department of Taxation & Finance		< \$25,000	< \$25,000	< \$1.0 M	< \$1.0 M	
Department of Taxation & Finance - Division of Tax Appeals				< \$25,000		
Department of Transportation	< \$5.0 M	< \$1.0 M	> \$5.0 M	< \$1.0 M	< \$250,000	> \$5.0 M
Division of Alcoholic Beverage Control				< \$250,000		
Division of Criminal Justice Services		< \$1.0 M	< \$25,000	< \$25,000	< \$100,000	

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
SUPPLIES

Agency	Facility/ Residence Supplies	Medical/Dental/ Lab Supplies	Motor Equipment Supplies	Office Supplies	Printing Supplies	Supplies/ Tools
Division of Housing & Community Renewal				< \$250,000	< \$25,000	
Division of Human Rights			< \$25,000	< \$100,000	< \$25,000	< \$1.0 M
Division of Military & Naval Affairs	< \$25,000			< \$25,000		
Division of Parole			< \$100,000	< \$1.0 M		
Division of Probation & Correctional Alternatives			< \$25,000	< \$25,000	< \$25,000	
Division of State Police	< \$250,000	< \$5.0 M	< \$5.0 M	< \$1.0 M		< \$100,000
Division of Veterans' Affairs			< \$25,000	< \$100,000		
Division of the Budget				< \$25,000		
Division of the Lottery			< \$25,000	< \$100,000		< \$25,000
Executive Chamber			< \$25,000	< \$25,000		
Financial Control Board - New York City				< \$25,000	< \$25,000	
Governor's Office of Regulatory Reform				< \$100,000		
Helen Hayes Hospital	< \$250,000	< \$5.0 M	< \$25,000	< \$1.0 M		< \$1.0 M
Hudson River Valley Greenway Communities Council				< \$25,000		
Insurance Department				< \$1.0 M	< \$100,000	
Interest on Lawyer Account Fund				< \$25,000		
Kingsboro Addiction Treatment Center	< \$100,000	< \$100,000		< \$25,000		< \$25,000
Lake George Park Commission			< \$25,000	< \$25,000		< \$25,000
Legislative Bill Drafting Committee			< \$25,000	< \$100,000	< \$250,000	< \$25,000
Legislative Ethics Committee					< \$25,000	
Legislative Health Services		< \$25,000			< \$25,000	< \$25,000
Legislative Library Committee	< \$25,000			< \$25,000	< \$25,000	
Legislative Messenger Services					< \$25,000	
Legislative Task Force on Demographic Research & Reapportionment				< \$25,000		
Nelson A. Rockefeller Empire State Plaza Performing Arts Center Operating Corporation				< \$100,000		
New York State Assembly	< \$100,000			< \$1.0 M	< \$1.0 M	< \$25,000

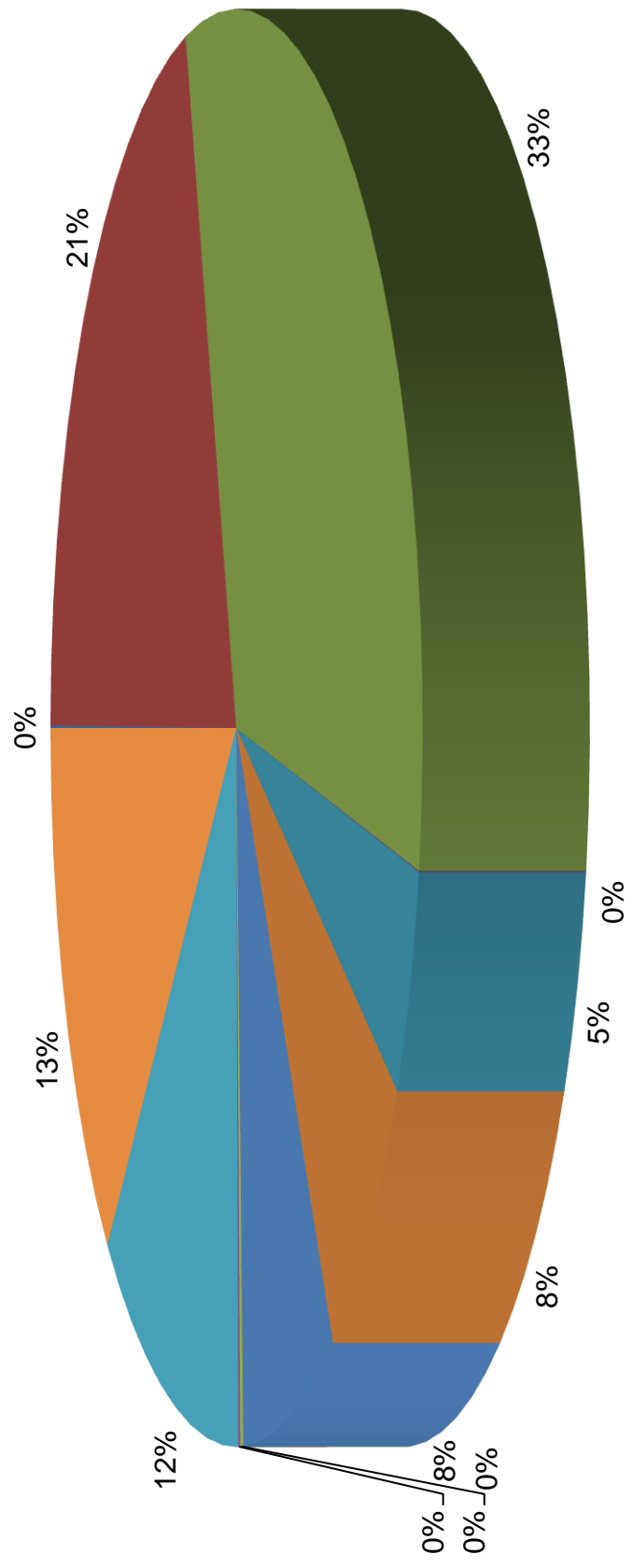
SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
SUPPLIES

Agency	Facility/ Residence Supplies	Medical/Dental/ Lab Supplies	Motor Equipment Supplies	Office Supplies	Printing Supplies	Supplies/ Tools
New York State Commission on Public Integrity				< \$25,000		
New York State Energy Research & Development Authority				< \$100,000		
New York State Environmental Facilities Corporation				< \$100,000		
New York State Foundation for Science Technology & Innovation				< \$25,000		
New York State Higher Education Services Corporation				< \$100,000		
New York State Olympic Regional Development Authority						< \$1.0 M
New York State School for the Blind	< \$100,000	< \$25,000	< \$25,000	< \$25,000		< \$25,000
New York State School for the Deaf	< \$25,000	< \$25,000				< \$25,000
New York State Senate	< \$25,000	< \$25,000	< \$25,000	< \$250,000	< \$1.0 M	< \$250,000
Office for Technology				< \$100,000	< \$1.0 M	< \$250,000
Office for Technology - Telecommunications				< \$100,000		< \$25,000
Office for the Aging				< \$100,000		
Office for the Prevention of Domestic Violence			< \$25,000	< \$25,000		
Office of Alcoholism & Substance Abuse Services				< \$1.0 M		
Office of Children & Family Services	< \$1.0 M	< \$250,000	< \$100,000	< \$1.0 M	< \$100,000	< \$1.0 M
Office of General Services	< \$25,000	< \$25,000	< \$25,000	< \$5.0 M	< \$100,000	< \$5.0 M
Office of Homeland Security		< \$25,000	< \$25,000	< \$1.0 M	< \$25,000	< \$25,000
Office of Mental Health	< \$5.0 M	< \$5.0 M	< \$100,000	< \$1.0 M	< \$25,000	< \$1.0 M
Office of Mental Retardation & Developmental Disabilities	> \$5.0 M	> \$5.0 M	< \$1.0 M	< \$5.0 M	< \$100,000	< \$5.0 M
Office of Parks, Recreation & Historic Preservation	< \$1.0 M	< \$250,000	< \$5.0 M	< \$1.0 M	< \$100,000	< \$5.0 M
Office of Real Property Services			< \$25,000	< \$25,000	< \$25,000	

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
SUPPLIES

Agency	Facility/ Residence Supplies	Medical/Dental/ Lab Supplies	Motor Equipment Supplies	Office Supplies	Printing Supplies	Supplies/ Tools
Office of Temporary & Disability Assistance		< \$25,000	< \$25,000	< \$1.0 M	< \$100,000	< \$25,000
Office of the Inspector General			< \$25,000	< \$25,000		
Office of the Medicaid Inspector General	< \$25,000		< \$25,000	< \$250,000		< \$25,000
Office of the State Comptroller				< \$1.0 M	< \$1.0 M	
Office of the Welfare Inspector General				< \$25,000		
Public Employment Relations Board				< \$25,000		
Public Service Commission				< \$100,000	< \$100,000	
Racing & Wagering Board		< \$100,000		< \$1.0 M	< \$25,000	< \$25,000
State Commission of Correction			< \$25,000	< \$25,000	< \$25,000	
State Education Department	< \$100,000			< \$250,000	< \$5.0 M	< \$25,000
State Emergency Management Office				< \$25,000		
State University of New York	> \$5.0 M	> \$5.0 M	< \$250,000	> \$5.0 M	< \$1.0 M	> \$5.0 M
Tug Hill Commission				< \$100,000	< \$25,000	
Unified Court System		< \$5.0 M	< \$25,000	< \$5.0 M	< \$1.0 M	< \$25,000
Veterans' Home at Montrose	< \$100,000	< \$1.0 M	< \$25,000	< \$100,000		< \$250,000
Veterans' Home at Oxford	< \$1.0 M	< \$1.0 M	< \$25,000	< \$100,000		< \$250,000
Veterans' Home at Saint Albans	< \$100,000	< \$1.0 M		< \$100,000		< \$250,000
Western New York Veterans' Home at Batavia	< \$250,000	< \$1.0 M		< \$100,000		< \$25,000
Workers' Compensation Board			< \$25,000	< \$1.0 M		

SECTION 1 - EXPENDITURES FOR COMMODITIES AND SERVICES EQUIPMENT



- Com/Network Equipment - Lease Purchase
- Medical Equipment - Lease Purchase
- Printing Equipment - Lease Purchase
- Heavy Equipment - Lease Purchase
- Office Equipment - Lease Purchase
- Vehicles - Leased
- Heavy Equipment
- Office Equipment
- Vehicles
- Communication/Network Equipment
- Medical Equipment - Lease Purchase
- Printing Equipment - Lease Purchase
- Medical Equipment
- Office Equipment
- Vehicles

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
EQUIPMENT

Agency	Com/Network Equipment - Lease Purchase	Communication/ Network Equipment	Heavy Equipment	Heavy Equipment - Lease Purchase	Medical Equipment	Medical Equipment - Lease Purchase
Banking Department		< \$25,000				
Board of Elections		< \$100,000				
City University of New York		< \$5.0 M			< \$5.0 M	
Commission on Judicial Conduct		< \$25,000				
Department of Agriculture & Markets					< \$1.0 M	
Department of Civil Service					< \$25,000	
Department of Correctional Services	< \$25,000	< \$100,000	< \$25,000	< \$25,000	< \$1.0 M	< \$25,000
Department of Environmental Conservation		< \$100,000	< \$250,000	< \$25,000		
Department of Health		< \$100,000			< \$25,000	
Department of Labor		< \$25,000				
Department of Law		< \$1.0 M				
Department of Motor Vehicles		< \$250,000				
Department of Taxation & Finance			< \$25,000			
Department of Transportation		< \$250,000	> \$5.0 M			
Division of Alcoholic Beverage Control		< \$25,000				
Division of Criminal Justice Services						
Division of Housing & Community Renewal						
Division of Human Rights						
Division of Military & Naval Affairs		< \$100,000				
Division of Parole		< \$25,000				
Division of Probation & Correctional Alternatives						
Division of State Police		> \$5.0 M			< \$1.0 M	
Division of Veterans' Affairs						
Division of the Budget						
Division of the Lottery		< \$25,000				
Executive Chamber						
Financial Control Board - New York City						
Helen Hayes Hospital					< \$100,000	
Hudson River Valley Greenway Communities Council						
Insurance Department						
Interest on Lawyer Account Fund						

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
EQUIPMENT

Agency	Com/Network Equipment - Lease Purchase	Communication/ Network Equipment	Heavy Equipment	Heavy Equipment - Lease Purchase	Medical Equipment	Medical Equipment - Lease Purchase
Kingsboro Addiction Treatment Center					< \$25,000	
Lake George Park Commission						
Legislative Bill Drafting Committee						
Legislative Task Force on Demographic Research & Reapportionment						
New York State Assembly						
New York State Commission on Public Integrity		< \$25,000				
New York State Environmental Facilities Corporation						
New York State Foundation for Science Technology & Innovation						
New York State Higher Education Services Corporation						
New York State School for the Deaf						
New York State Senate		< \$100,000				
Office for Technology		< \$5.0 M				
Office for Technology - Telecommunications		< \$250,000				
Office for the Aging		< \$100,000				
Office of Alcoholism & Substance Abuse Services						
Office of Children & Family Services			< \$25,000		< \$100,000	
Office of General Services						
Office of Homeland Security		< \$250,000	< \$250,000			
Office of Mental Health		< \$25,000	< \$100,000	< \$25,000	< \$100,000	
Office of Mental Retardation & Developmental Disabilities		< \$250,000			< \$5.0 M	< \$100,000
Office of Parks, Recreation & Historic Preservation	< \$100,000	< \$5.0 M	< \$250,000		< \$25,000	< \$25,000
Office of Real Property Services						
Office of Temporary & Disability Assistance					< \$25,000	
Office of the Medicaid Inspector General						

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
EQUIPMENT

Agency	Com/Network Equipment - Lease Purchase	Communication/ Network Equipment	Heavy Equipment	Heavy Equipment - Lease Purchase	Medical Equipment	Medical Equipment - Lease Purchase
Office of the State Comptroller		< \$250,000		< \$100,000		
Public Employment Relations Board						
Public Service Commission						
Racing & Wagering Board		< \$100,000			< \$25,000	
State Education Department		< \$100,000				
State Emergency Management Office		< \$25,000				
State University of New York		> \$5.0 M	< \$5.0 M		< \$5.0 M	> \$5.0 M
Tug Hill Commission						
Unified Court System	< \$25,000	< \$5.0 M			< \$250,000	
Veterans' Home at Oxford		< \$25,000			< \$250,000	
Veterans' Home at Saint Albans					< \$100,000	
Western New York Veterans' Home at Batavia					< \$100,000	
Workers' Compensation Board		< \$250,000				

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
EQUIPMENT

Agency	Office Equipment	Office Equipment - Lease Purchase	Printing Equipment	Printing Equipment - Lease Purchase	Vehicles	Vehicles - Leased
Adirondack Park Agency					< \$25,000	< \$25,000
Assembly Ways & Means Committee	< \$25,000					
Banking Department	< \$100,000					
Board of Elections					< \$25,000	< \$25,000
City University of New York	< \$5.0 M	< \$25,000			< \$1.0 M	
Commission on Judicial Conduct	< \$25,000					< \$25,000
Commission on Quality of Care	< \$25,000					
Crime Victims Board	< \$25,000					< \$25,000
Department of Agriculture & Markets	< \$25,000		< \$25,000		< \$250,000	< \$250,000
Department of Agriculture & Markets - State Fair						< \$100,000
Department of Civil Service	< \$25,000					< \$25,000
Department of Correctional Services	< \$250,000	< \$25,000	< \$25,000			< \$5.0 M
Department of Economic Development	< \$25,000					< \$100,000
Department of Environmental Conservation	< \$25,000				< \$100,000	
Department of Health	< \$100,000	< \$25,000				
Department of Labor	< \$5.0 M				< \$1.0 M	< \$25,000
Department of Law	< \$100,000		< \$25,000			< \$25,000
Department of Law - Medicaid Fraud Control	< \$25,000					
Department of Motor Vehicles	< \$250,000				< \$1.0 M	< \$25,000
Department of State	< \$25,000				< \$25,000	
Department of Taxation & Finance	< \$25,000					
Department of Transportation	< \$100,000	< \$25,000			< \$250,000	< \$1.0 M
Division of Alcoholic Beverage Control						
Division of Criminal Justice Services	< \$25,000					
Division of Housing & Community Renewal	< \$100,000					< \$250,000
Division of Human Rights	< \$25,000					< \$25,000
Division of Military & Naval Affairs					< \$100,000	< \$25,000
Division of Parole	< \$250,000					

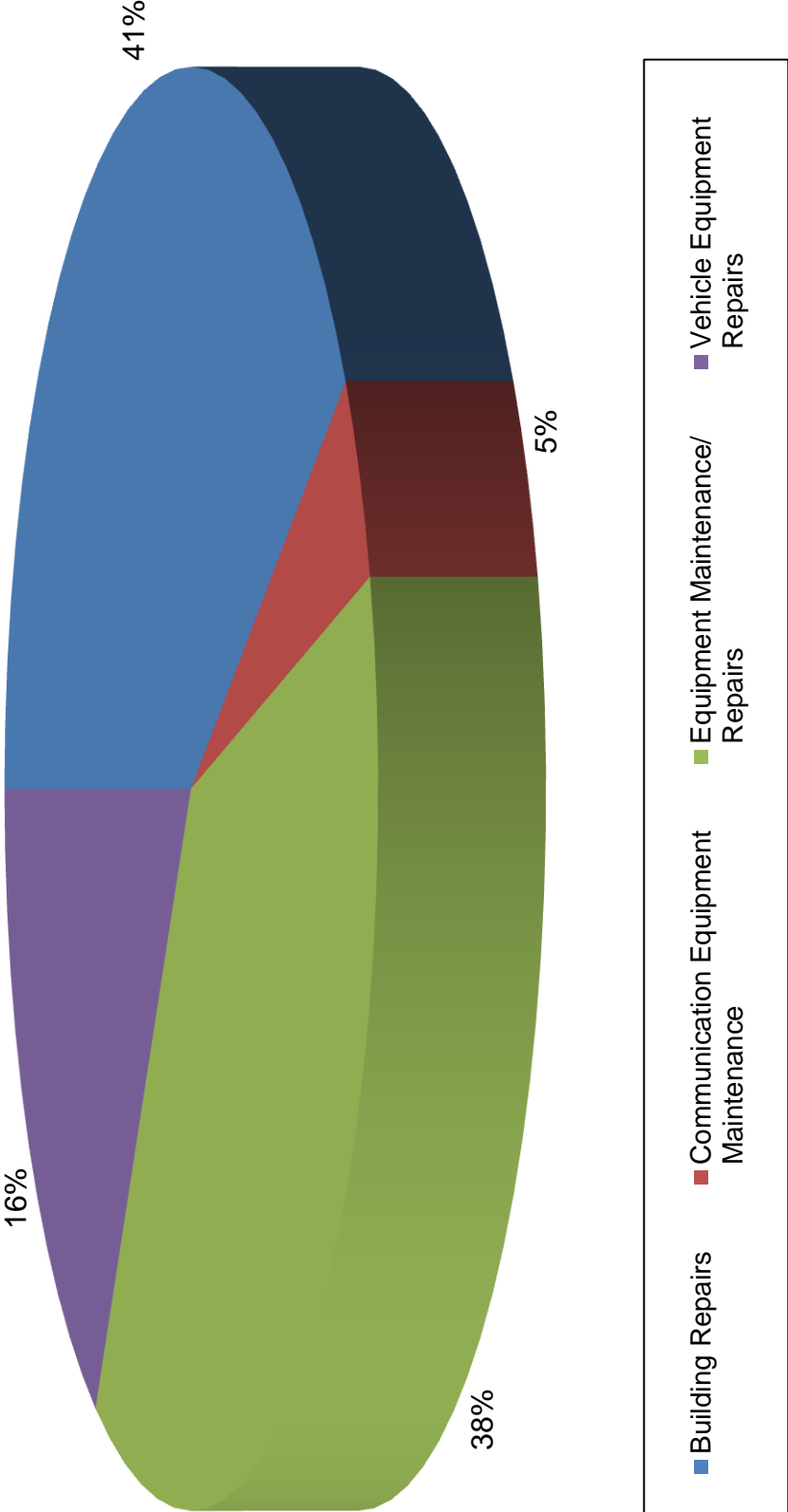
SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
EQUIPMENT

Agency	Office Equipment	Office Equipment - Lease Purchase	Printing Equipment	Printing Equipment - Lease Purchase	Vehicles	Vehicles - Leased
Division of Probation & Correctional Alternatives	< \$25,000					
Division of State Police	< \$100,000	< \$25,000			> \$5.0 M	< \$25,000
Division of Veterans' Affairs						
Division of the Budget	< \$100,000					
Division of the Lottery	< \$25,000				< \$25,000	< \$100,000
Executive Chamber	< \$25,000					
Financial Control Board - New York City	< \$25,000					
Helen Hayes Hospital						
Hudson River Valley Greenway Communities Council						< \$25,000
Insurance Department	< \$100,000		< \$25,000		< \$25,000	< \$1.0 M
Interest on Lawyer Account Fund	< \$25,000					
Kingsboro Addiction Treatment Center	< \$25,000					
Lake George Park Commission					< \$100,000	
Legislative Bill Drafting Committee	< \$25,000					
Legislative Task Force on Demographic Research & Reapportionment	< \$25,000					
New York State Assembly	< \$250,000		< \$100,000		< \$250,000	
New York State Commission on Public Integrity	< \$25,000					
New York State Environmental Facilities Corporation	< \$25,000					
New York State Foundation for Science Technology & Innovation	< \$100,000					
New York State Higher Education Services Corporation	< \$25,000					
New York State School for the Deaf	< \$25,000					
New York State Senate	< \$1.0 M				< \$25,000	
Office for Technology	< \$25,000					
Office for Technology - Telecommunications						
Office for the Aging					< \$25,000	< \$25,000

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
EQUIPMENT

Agency	Office Equipment	Office Equipment - Lease Purchase	Printing Equipment	Printing Equipment - Lease Purchase	Vehicles	Vehicles - Leased
Office of Alcoholism & Substance Abuse Services	< \$25,000					< \$250,000
Office of Children & Family Services	< \$250,000	< \$25,000	< \$100,000		< \$100,000	
Office of General Services	< \$100,000				< \$250,000	< \$25,000
Office of Homeland Security	< \$25,000				< \$100,000	
Office of Mental Health	< \$25,000				< \$1.0 M	
Office of Mental Retardation & Developmental Disabilities	< \$1.0 M	< \$25,000	< \$25,000	< \$25,000	< \$250,000	< \$25,000
Office of Parks, Recreation & Historic Preservation	< \$100,000		< \$25,000		< \$1.0 M	< \$100,000
Office of Real Property Services				< \$25,000		
Office of Temporary & Disability Assistance	< \$250,000		< \$100,000	< \$250,000		
Office of the Medicaid Inspector General	< \$25,000				< \$25,000	
Office of the State Comptroller	< \$100,000		< \$100,000			
Public Employment Relations Board						< \$25,000
Public Service Commission	< \$25,000					
Racing & Wagering Board	< \$25,000					< \$25,000
State Education Department	< \$100,000	< \$25,000		< \$250,000		< \$25,000
State Emergency Management Office						
State University of New York	> \$5.0 M		< \$250,000		> \$5.0 M	> \$5.0 M
Tug Hill Commission				< \$25,000		< \$25,000
Unified Court System	< \$1.0 M	< \$25,000	< \$25,000		< \$100,000	< \$1.0 M
Veterans' Home at Oxford						
Veterans' Home at Saint Albans	< \$25,000					
Western New York Veterans' Home at Batavia	< \$25,000					
Workers' Compensation Board	< \$25,000					< \$25,000

**SECTION 1 - EXPENDITURES FOR COMMODITIES AND SERVICES
MAINTENANCE AND REPAIRS**



SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICE
MAINTENANCE AND REPAIRS

Agency Name	Building Repairs	Communication Equipment Maintenance	Equipment Maintenance/ Repairs	Vehicle Equipment Repairs
Adirondack Park Agency	< \$25,000	< \$25,000		< \$25,000
Assembly Ways & Means Committee				< \$25,000
Banking Department	< \$25,000		< \$100,000	< \$25,000
Board of Elections			< \$25,000	< \$25,000
City University of New York	< \$5.0 M	< \$1.0 M	< \$250,000	< \$1.0 M
Commission on Judicial Conduct			< \$25,000	< \$25,000
Commission on Quality of Care			< \$25,000	< \$25,000
Consumer Protection Board			< \$25,000	
Council on the Arts			< \$25,000	
Crime Victims Board			< \$25,000	< \$25,000
Department of Agriculture & Markets	< \$25,000		< \$100,000	< \$1.0 M
Department of Agriculture & Markets – State Fair	< \$100,000			< \$100,000
Department of Civil Service			< \$100,000	< \$25,000
Department of Correctional Services	< \$5.0 M	< \$250,000	< \$5.0 M	< \$1.0 M
Department of Economic Development		< \$100,000	< \$25,000	< \$25,000
Department of Environmental Conservation	< \$25,000	< \$25,000	< \$1.0 M	< \$1.0 M
Department of Health	< \$100,000	< \$25,000	< \$5.0 M	< \$250,000
Department of Labor	< \$1.0 M	< \$100,000	< \$1.0 M	< \$100,000
Department of Law	< \$1.0 M	< \$100,000	< \$1.0 M	< \$1.0 M
Department of Law - Medicaid Fraud Control	< \$25,000		< \$100,000	< \$100,000
Department of Motor Vehicles	< \$100,000	< \$100,000	< \$1.0 M	< \$250,000
Department of State			< \$100,000	< \$250,000
Department of Taxation & Finance	< \$100,000	< \$25,000	< \$5.0 M	< \$250,000
Department of Transportation	< \$1.0 M	< \$25,000	< \$5.0 M	< \$5.0 M
Division of Alcoholic Beverage Control				< \$100,000
Division of Criminal Justice Services			< \$25,000	< \$25,000
Division of Housing & Community Renewal			< \$1.0 M	< \$25,000
Division of Human Rights	< \$25,000		< \$25,000	< \$25,000
Division of Military & Naval Affairs	< \$1.0 M	< \$25,000	< \$250,000	
Division of Parole			< \$1.0 M	< \$1.0 M
Division of State Police	< \$250,000	< \$5.0 M	< \$1.0 M	> \$5.0 M
Division of Veterans' Affairs			< \$25,000	

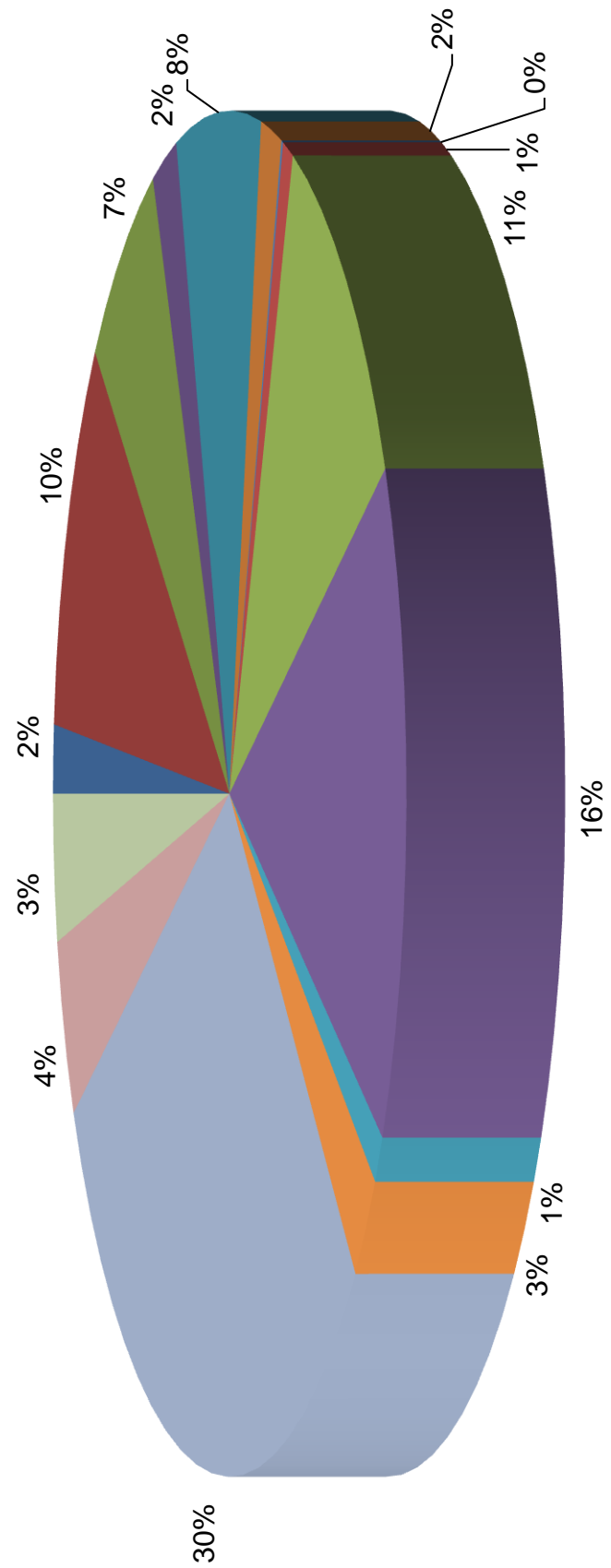
**SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICE
MAINTENANCE AND REPAIRS**

Agency Name	Building Repairs	Communication Equipment Maintenance	Equipment Maintenance/ Repairs	Vehicle Equipment Repairs
Division of the Budget			< \$25,000	< \$25,000
Division of the Lottery	< \$25,000	< \$25,000	< \$5.0 M	< \$1.0 M
Executive Chamber			< \$25,000	< \$25,000
Financial Control Board - New York City			< \$25,000	
Helen Hayes Hospital			< \$250,000	< \$25,000
Hudson River Valley Greenway Communities Council				< \$25,000
Insurance Department	< \$100,000	< \$100,000	< \$25,000	< \$100,000
Interest on Lawyer Account Fund			< \$25,000	
Kingsboro Addiction Treatment Center	< \$25,000		< \$25,000	
Labor Management Committee			< \$25,000	
Lake George Park Commission				< \$25,000
Legislative Bill Drafting Committee			< \$100,000	
New York State Assembly			< \$1.0 M	< \$100,000
New York State Commission on Public Integrity	< \$100,000		< \$25,000	< \$25,000
New York State Higher Education Services Corporation			< \$100,000	< \$25,000
New York State School for the Blind	< \$25,000	< \$25,000	< \$25,000	< \$25,000
New York State School for the Deaf	< \$25,000	< \$25,000	< \$25,000	< \$25,000
New York State Senate	< \$25,000		< \$25,000	< \$25,000
Office for Technology	< \$100,000	< \$1.0 M	> \$5.0 M	< \$25,000
Office for Technology - Telecommunications		< \$1.0 M	< \$25,000	< \$100,000
Office for the Aging			< \$25,000	
Office for the Prevention of Domestic Violence				< \$25,000
Office of Alcoholism & Substance Abuse Services			< \$25,000	< \$100,000
Office of Children & Family Services	< \$1.0 M	< \$25,000	< \$1.0 M	< \$1.0 M
Office of General Services	< \$5.0 M		< \$250,000	< \$1.0 M
Office of General Services - Design & Construction	> \$5.0 M			
Office of Homeland Security	< \$25,000	< \$25,000	< \$250,000	< \$250,000

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICE
MAINTENANCE AND REPAIRS

Agency Name	Building Repairs	Communication Equipment Maintenance	Equipment Maintenance/ Repairs	Vehicle Equipment Repairs
Office of Mental Health	> \$5.0 M	< \$1.0 M	< \$5.0 M	< \$5.0 M
Office of Mental Retardation & Developmental Disabilities	< \$5.0 M	< \$250,000	< \$5.0 M	< \$5.0 M
Office of Parks, Recreation & Historic Preservation	< \$250,000	< \$1.0 M	< \$1.0 M	< \$1.0 M
Office of Real Property Services			< \$25,000	< \$25,000
Office of Temporary & Disability Assistance	< \$25,000			< \$25,000
Office of the Inspector General			< \$25,000	< \$25,000
Office of the Medicaid Inspector General	< \$25,000		< \$25,000	< \$25,000
Office of the State Comptroller	< \$250,000	< \$25,000	< \$1.0 M	< \$25,000
Office of the Welfare Inspector General				< \$25,000
Public Employment Relations Board			< \$25,000	< \$25,000
Public Service Commission	< \$100,000		< \$100,000	< \$100,000
Racing & Wagering Board			< \$25,000	< \$25,000
State Commission of Correction				< \$25,000
State Education Department	< \$100,000	< \$25,000	< \$1.0 M	< \$100,000
State Emergency Management Office	< \$25,000		< \$25,000	< \$25,000
State University of New York	> \$5.0 M	< \$1.0 M	> \$5.0 M	< \$5.0 M
Tug Hill Commission				< \$25,000
Unified Court System	< \$1.0 M	< \$1.0 M	< \$5.0 M	< \$250,000
Veterans' Home at Montrose			< \$100,000	< \$25,000
Veterans' Home at Oxford	< \$25,000	< \$25,000	< \$25,000	< \$25,000
Veterans' Home at Saint Albans	< \$100,000	< \$25,000	< \$25,000	< \$25,000
Western New York Veterans' Home at Batavia	< \$25,000	< \$25,000	< \$25,000	< \$25,000
Workers' Compensation Board	< \$25,000	< \$100,000	< \$100,000	< \$100,000

SECTION 1 - EXPENDITURES FOR COMMODITIES AND SERVICES GENERAL SERVICES



- Accounting/Auditing Services
- Clerical Services
- Highway Maintenance Services
- Medical/Clinical Services
- Real Property Leases
- Advertising Services
- Client Services
- Laundry/Linen Services
- Mobile Telecommunication Services
- Security Services
- Building/Property Services
- Conference/Training Services
- Legal Services
- Printing Services
- Subscription Services

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
GENERAL SERVICES

Agency	Accounting/ Auditing Services	Advertising Services	Building/ Property Services	Clerical Services	Client Services	Conference/ Training Services	Highway Maintenance Services	Laundry/ Linen Services
Adirondack Park Agency		< \$25,000	< \$25,000	< \$100,000		< \$25,000		
Assembly Ways & Means Committee		< \$25,000		< \$25,000				
Banking Department	< \$25,000	< \$25,000				< \$1.0 M		
Board of Elections		< \$1.0 M		< \$250,000		< \$25,000		
City University of New York		< \$5.0 M	< \$250,000	< \$25,000	< \$25,000	< \$5.0 M		< \$25,000
Commission on Judicial Conduct		< \$25,000	< \$25,000	< \$25,000		< \$25,000		
Commission on Quality of Care						< \$25,000		
Consumer Protection Board				< \$25,000				
Council on the Arts								
Crime Victims Board				< \$100,000		< \$25,000		
Deferred Compensation Board					< \$25,000			
Department of Agriculture & Markets		> \$5.0 M	< \$25,000	< \$250,000	< \$100,000	< \$100,000		
Department of Agriculture & Markets - State Fair	< \$25,000	< \$5.0 M	< \$1.0 M	< \$250,000		< \$25,000		
Department of Civil Service		< \$25,000	< \$25,000	< \$25,000	< \$25,000	< \$100,000		< \$25,000
Department of Correctional Services	< \$250,000	< \$250,000	< \$5.0 M	< \$25,000	> \$5.0 M	< \$1.0 M		< \$100,000
Department of Economic Development	< \$25,000	< \$1.0 M		< \$100,000	< \$250,000	< \$25,000		
Department of Environmental Conservation	< \$25,000	< \$250,000	< \$100,000	< \$25,000		< \$100,000		< \$100,000
Department of Health	< \$1.0 M	> \$5.0 M	< \$100,000	> \$5.0 M	< \$100,000	< \$250,000		
Department of Labor		< \$1.0 M	< \$1.0 M	< \$1.0 M		< \$250,000		

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
GENERAL SERVICES

Agency	Accounting/ Auditing Services	Advertising Services	Building/ Property Services	Clerical Services	Client Services	Conference/ Training Services	Highway Maintenance Services	Laundry/ Linen Services
Department of Law	< \$25,000	< \$25,000	< \$100,000	< \$25,000	< \$5.0 M	< \$100,000		
Department of Law - Medicaid Fraud Control			< \$100,000		< \$100,000	< \$25,000		
Department of Motor Vehicles		< \$25,000	< \$1.0 M	< \$250,000	> \$5.0 M	< \$1.0 M		
Department of State						< \$100,000		< \$100,000
Department of Taxation & Finance		< \$25,000	< \$25,000	< \$25,000		< \$25,000		
Department of Taxation & Finance - Division of Tax Appeals				< \$100,000				
Department of Transportation	< \$25,000	< \$250,000	< \$1.0 M		> \$5.0 M	< \$1.0 M	< \$5.0 M	
Division of Alcoholic Beverage Control				< \$1.0 M		< \$25,000		
Division of Criminal Justice Services				< \$100,000	< \$25,000	< \$100,000		
Division of Housing & Community Renewal	< \$25,000	< \$100,000		< \$1.0 M		< \$100,000		
Division of Human Rights		< \$25,000	< \$25,000	< \$1.0 M		< \$100,000		
Division of Military & Naval Affairs		< \$25,000	< \$5.0 M			< \$25,000		
Division of Parole	< \$1.0 M		< \$100,000		< \$100,000	< \$250,000		
Division of Probation & Correctional Alternatives				< \$25,000	< \$25,000	< \$25,000		
Division of State Police	< \$100,000	< \$25,000	< \$1.0 M	< \$1.0 M	< \$100,000	< \$250,000		< \$1.0 M
Division of Veterans' Affairs						< \$25,000		
Division of the Budget	< \$5.0 M					< \$100,000		
Division of the Lottery	< \$1.0 M	> \$5.0 M		< \$1.0 M		< \$25,000		< \$25,000
Executive Chamber	< \$100,000					< \$100,000		

**SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
GENERAL SERVICES**

Agency	Accounting/ Auditing Services	Advertising Services	Building/ Property Services	Clerical Services	Client Services	Conference/ Training Services	Highway Maintenance Services	Laundry/ Linen Services
Executive Office of the Lieutenant Governor						< \$25,000		
Financial Control Board – New York City								
Governor's Office of Employee Relations	< \$25,000							
Governor's Office of Regulatory Reform								
Helen Hayes Hospital	< \$100,000	< \$100,000	< \$250,000		< \$25,000	< \$25,000		< \$1.0 M
Hudson River Valley Greenway Communities Council		< \$25,000						
Insurance Department	< \$1.0 M	< \$25,000		< \$1.0 M		< \$25,000		
Interest on Lawyer Account Fund	< \$100,000	< \$25,000	< \$25,000			< \$25,000		
Kingsboro Addiction Treatment Center			< \$25,000			< \$25,000		
Labor Management Committee					< \$5.0 M	< \$250,000		
Lake George Park Commission	< \$25,000		< \$25,000	< \$25,000		< \$25,000		< \$25,000
Legislative Bill Drafting Committee		< \$25,000		< \$25,000		< \$25,000		
Legislative Ethics Committee								
Legislative Health Services								
Legislative Library Committee								
Legislative Task Force on Demographic Research & Reapportionment			< \$25,000					

SECTION 1—EXPENDITURES FOR COMMODITIES AND SERVICES
GENERAL SERVICES

Agency	Accounting/ Auditing Services	Advertising Services	Building/ Property Services	Clerical Services	Client Services	Conference/ Training Services	Highway Maintenance Services	Laundry/ Linen Services
New York State Assembly	< \$100,000	< \$25,000	< \$1.0 M	< \$25,000		< \$25,000		< \$25,000
New York State Commission on Public Integrity	< \$25,000					< \$25,000		
New York State Environmental Facilities Corporation	< \$100,000					< \$25,000		
New York State Higher Education Services Corporation	< \$250,000	> \$5.0 M		< \$250,000		< \$100,000		< \$25,000
New York State School for the Blind			< \$100,000		< \$25,000	< \$25,000		
New York State School for the Deaf			< \$100,000		< \$100,000	< \$25,000		< \$25,000
New York State Senate	< \$100,000		< \$25,000			< \$100,000		
Office for Technology			< \$25,000	< \$1.0 M		< \$250,000		
Office for Technology - Telecommunications								
Office for the Aging		< \$25,000				< \$25,000		
Office for the Prevention of Domestic Violence					< \$25,000	< \$25,000		
Office of Alcoholism & Substance Abuse Services		< \$25,000	< \$100,000			< \$1.0 M		
Office of Children & Family Services	< \$25,000	< \$100,000	< \$250,000	< \$1.0 M	> \$5.0 M	< \$5.0 M		< \$100,000
Office of General Services		< \$250,000	> \$5.0 M	< \$1.0 M		< \$100,000		< \$25,000
Office of General Services - Design & Construction			< \$250,000		< \$5.0 M	< \$25,000		
Office of Homeland Security			< \$25,000	< \$100,000		< \$100,000		

SECTION 3 – COMPTROLLER’S PURCHASING AND PAYMENT GUIDELINES

- 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).

**SECTION 4 –
PROMPT PAYMENT LAW
AND
VENDOR INFORMATION**

SECTION 4 – PROMPT PAYMENT LAW AND VENDOR INFORMATION

LEGISLATION – SYNOPSIS

INTEREST ON AMOUNTS OWED BY STATE

Article XI-A – McKinney’s State Finance Law - Synopsis for 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 goods or services or any suspected improprieties of any kind. The existence 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 runs from the day after the required payment date to 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

Effective January 2007, 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. Each invoice is considered a transaction. If there are ten transactions on a voucher and seven create interest payments of \$10 or more, interest will be paid on those seven.

Date of Interest Check

The law requires interest checks to be processed within seven days of the date of the original check.

SECTION 4 – PROMPT PAYMENT LAW AND VENDOR INFORMATION

TIPS TO 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:

1. Know your purchaser. Make sure the individual is an authorized representative of the agency.
2. Know who processes payments at the agency you are dealing with; the purchasing agent can tell you whom to contact.
3. Make sure your invoice is complete. Entering on the invoice the name and telephone number of a person to contact in case of questions would be helpful to the agencies.
4. Mail all invoices to the designated payment office specified by the agency.
5. 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.

SECTION 4 – PROMPT PAYMENT LAW AND VENDOR INFORMATION

NEW YORK STATE PAYMENT PROCESSING

Vendor

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

Agency

- a. Approves goods or services.
- b. Receives invoices.
- c. Completes New York State voucher.
- d. Assigns voucher number and batch number.
- e. Submits voucher to the Office of the State Comptroller for payment.

Office of the State Comptroller

- a. Receipts vouchers using agency code and batch number.
- b. Audits and processes vouchers.

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

**SECTION 5 –
SELLING TO
NEW YORK STATE**

SECTION 5 – SELLING TO NEW YORK STATE

HOW TO SELL TO NEW YORK STATE

The Office of General Services (OGS) Procurement Services Group 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 service (bidders list) is the best approach. If you successfully respond to a bid solicitation, you will become a New York State contractor.

The OGS Bidder Notification Service (BNS) is a program which offers suppliers and bidders an online form for registering for OGS bid opportunities. 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 On-Line Vendor Registration for the Bidder Notification Service, log on to <http://www.ogs.ny.gov/ovr>.
- 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 State agency, public authority and public benefit corporation 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: <http://www.nyscr.org/public/index.aspx>.

SECTION 5 – SELLING TO NEW YORK STATE

Empire State Development's Procurement Assistance Unit can help your business to 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 them 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 placed on their bidders list. For a complete list of State agencies, log on to <http://www.ny.gov>; under "Executive," click on to "Listing of State Agencies". To research sales opportunities with the Office of Technology (OFT), log on to www.cio.ny.gov or call the OFT Contracts and Procurement Office at 518-474-4263. The mailing address for OFT 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 bjirigorie@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 <http://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

SECTION 7 – MISCELLANEOUS PROCUREMENT WEBSITES

New York State Office of the State Comptroller: www.osc.state.ny.us

New York State Office of the 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

IT Service Contract: www.ogs.state.ny.us/purchase/snt/awardnotes/73012S960275can.htm

New York Loves Small Business: www.nylovesmallbiz.com/

New York State Contract Reporter: www.nyscr.org/Public/Index.aspx

Office of General Services Website: www.ogs.ny.gov/

Preferred Sources: <http://www.ogs.state.ny.us/procurecounc/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: <http://ogs.ny.gov/ovr/default.asp>