

Procurement Council Single Source Reporting

Introduction

Pursuant to paragraph (vi) of subdivision 14 of section 163 of the Finance Law, New York, state agencies shall report annually on a fiscal year basis by July first of the ensuing year to the state procurement council, the governor, the legislative fiscal committees and the state comptroller the total number and total dollar value of single source contracts awarded by the agency during the fiscal year, and the percentage that such contracts represent of the agency's total number and total dollar value of contract awards during the reporting period.

Each state agency shall include with its report an assessment by the agency head of the agency's efforts to minimize the award of single source contracts.

All reports required under this paragraph shall be available for public inspection and copying pursuant to section eighty-seven of the public officers law provided that in disclosing such reports pursuant to the public officers law, the agency making the disclosure shall redact the name or social security number of any individual employee that is included in such document.

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Demographics

1. Please provide the following agency information:

Name of Agency:

Agency Code:

Address:

Address 2:

City/Town:

State:

ZIP/Postal Code:

Date:

2. Please provide the following Agency Contact Information for the person completing the survey:

Name:

Title:

Address:

Address 2:

City/Town:

State:

ZIP/Postal Code:

Email Address:

Phone Number:

3. Were single source contracts awarded by this agency?

Yes

No

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Specific Single Source Information

4. Total number of Single Source Contracts awarded for preceding April to March annual period.

5. Total dollar value of Single Source Contracts awarded for preceding April to March annual period.

6. Percentage (%) of the number of Single Source Contracts awarded for preceding April to March annual period in comparison to total number of all agency contracts awarded in such period.

7. Percentage (%) of the dollar value of Single Source Contracts awarded for preceding April to March annual period in comparison to total dollar value of all agency contracts awarded in such period.

8. Please provide an assessment of your agency's efforts to minimize the award of single source:

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Contact Information

Agencies should forward completed reports on a fiscal year basis for the previous year to the following entities:

- The Governor
- State Comptroller
- State Procurement Council (Commissioner of Office of General Services)
- Legislative Fiscal Committees
 - o Assembly Ways and Means
 - o Senate Finance

Questions regarding the reporting process may be directed to:

procurement.council@ogs.ny.gov