

SELLING
PRODUCTS AND
SERVICES
TO THE
STATE OF NEW YORK



A GUIDE FOR
SMALL BUSINESSES

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

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SMALL BUSINESSES ARE IMPORTANT TO NEW YORK STATE

This *Guide for Small Businesses* has been prepared to inform businesses of the many ways in which to market products and services to the state, and to provide the sources of information that are available to assist companies in those efforts. The *Guide* includes input from representatives of many of the government agencies mentioned in the following pages.

A small business concern as defined in accordance with Article 11 of the New York State Finance Law is identified as a business that:

- employs 100 or fewer persons,
- is resident in New York State,
- is independently owned and operated, and
- is not dominant in its field.

The majority of the businesses located in New York State are small business enterprises, supplying over one third of the services and commodities purchased by agencies under statewide contracts awarded by the Office of General Services. Purchases made directly by state agencies from small businesses provide additional substantial sales opportunities.

Doing Business with New York State

There are many ways to do business with New York State. The Office of General Services (OGS) establishes statewide contracts for many items that are widely needed by state agencies. OGS contracts are not established for everything the state buys, nor are they a “good fit” for all companies. Depending upon the types of goods or services a company provides, there are various approaches to becoming a New York State contractor. This document contains some resources available to assist companies in determining which approach is best for them.

Begin by becoming familiar with New York’s procurement process by reviewing *Section 6 – Procurement Methods in New York State*, found in the NYS Office of State Comptrollers “**Directory of Frequently Purchased Commodities and Services by New York State Agencies**” at www.osc.state.ny.us/reports/fiscal/directorycommodities.pdf The information in *Section 6 – Procurement Methods in New York State* is compiled from the New York State Procurement Guidelines, which is available on the OGS website at www.ogs.state.ny.us/procurecounc/pdfdoc/guidelines.pdf

Once familiar with the process, research whether the goods or services are available through the Preferred Sources or on Statewide contracts. Visit the “Contracts: Search or Browse” page at www.ogs.state.ny.us/purchase/SearchBrowse.asp

Review the following strategies to determine which approach is best, depending upon the goods or services a company offers and follow the recommendations. For additional assistance, contact the OGS Procurement Services Group, Customer Services at (518) 474-6717 or send an email to customer.services@ogs.state.ny.us

Strategy #1: Goods or Services Available through OGS Statewide Contracts

If a contract for goods or services is listed in the *Index To OGS Contracts* or is included in the following contract lists: commodities, services, technology or telecommunication available at www.ogs.state.ny.us/purchase/SearchBrowse.asp, then vendors should register with the Online Vendor Registration for Bidders Notification Service (BNS)—the OGS bidders' list.

For most OGS commodity, service, and some technology contracts, exclusive of construction contracts, registering on the OGS BNS is a good approach, since it ensures that vendors will be notified of bid opportunities. If a company successfully responds to a bid solicitation, they will become a New York State contractor, with a contract number. To register on the BNS, visit www.ogs.state.ny.us/ovr/Default.asp

Classifications are purposely made very broad in BNS. As a result, it may seem like the classification does not match the description of the goods or services being sold, but in fact it may. Registrants may use the search page to find classifications by typing in keywords describing goods or services (go to www.ogs.state.ny.us/ovr/SearchClassifications.asp or click on Search Classifications on the Vendor Registration page). Classification codes are also listed on the first page of each contract award document, as well as in the *Index To OGS Contracts* at www.ogs.state.ny.us/purchase/pdfdocument/rptMailingListindex.pdf

Useful Tips: Before placing a bid, vendors should research the contracts they would like to bid on. Review the contract period and the classification codes on the award documents, as well as if the contract is divided into regions, zones or counties, and take note of competitors and their contract pricing. Advanced research can enhance the chance of submitting a successful bid and becoming a contractor.

Strategy #2: Continuous and Periodic Recruitment on Selected OGS Statewide Contracts

OGS offers continuous and periodic recruitment bid opportunities for certain contracting areas. Vendors may submit offers by downloading bids of interest and following the contract document instructions. For information on OGS Continuous and Periodic Recruitment bids, visit www.ogs.state.ny.us/purchase/ContinuousBid.asp

In addition to using the Continuous/Periodic Recruitment page, vendors are also encouraged to register on the BNS as described under Strategy #1 at www.ogs.state.ny.us/ovr/Default.asp

Strategy #3: Value Added Resellers or Distributor for Goods Available on OGS Statewide Contracts

Many technology and some telecommunication contracts are held by major manufacturers who utilize Value Added Resellers (VARs). Vendors should contact the contractors directly and ask to be added to the contractor's contract as a VAR. Manufacturer contact information for technology contractors is included on the technology contracts posted on the OGS website at www.ogs.state.ny.us/purchase/snt/lists/infotech.asp

Likewise, manufacturer contact information for telecommunication contractors is included on the telecommunication contracts posted on the OGS website at www.ogs.state.ny.us/purchase/snt/lists/telecom.asp

Distributors wanting to be included on the statewide furniture or tire contracts also should contact the contract manufacturer directly and ask to be placed on their list of distributors. Manufacturer contact information for contractors is included on the contracts posted on the OGS website for furniture and tires.

Strategy #4: Goods or Services not on State Contract but required by State Agencies and Municipalities

There are many goods and services required by state agencies that are not available from statewide contracts. To purchase those items, state agencies develop their own contracts or use their discretionary purchasing. To find direct sales opportunities with individual agencies, contact the agencies directly and ask to be placed on their bidders list.

For a complete list of state agencies, visit the **Online Phone Directory** maintained by the Office for Technology at www6.oft.state.ny.us/telecom/phones/orgsearch.jsp . If the agency purchasing unit is not specifically listed, contact the agency finance or administration office listed in the directory and ask for the Purchasing Unit.

To assist in determining “who buys what” among state agencies, visit the *Directory of Frequently Purchased Commodities and Services by New York State Agencies*, available on the Office of State Comptroller website at www.osc.state.ny.us/reports/index.htm . There is also a list of state agencies location and contact information in Section 2 of the *Directory of Frequently Purchased Commodities & Services by New York State Agencies*.

Most agencies are also required to advertise in the *New York State Contract Reporter* at www.nyscr.org . The *Contract Reporter* is New York’s official publication of procurement opportunities valued at \$15,000 or more. The *New York State Contract Reporter* is now published daily, and access is free of charge to registered users of the site. Register online to view the latest bid solicitations from state agencies, public authorities and public benefit corporations. The site also offers the bid notification service “E”Alerts for \$79 per year.

To assist companies in marketing their goods and services to government entities, a list of directories of non-state agencies eligible to purchase from OGS contracts is also available from state and non-state organizations under Marketing Resources in this Guide. Please contact these sources directly to order directories. Contacting non-state agencies directly and asking to be placed on their bidders list will enable vendors to be notified of additional bid opportunities

For companies interested in construction opportunities, a complete list of OGS Design & Construction solicitations and construction opportunities for both consultants and contractors can be viewed on the *OGS Empire State Builder* webpage at www.ogs.state.ny.us/BU/DC/

Construction projects from other agencies and authorities are also advertised in the *New York State Contract Reporter* at www.nyscr.org

STATE AGENCY PROCUREMENT GUIDELINES

State agencies purchase commodities, services and technology requirements in accordance with Procurement Guidelines issued by the New York State Procurement Council. The Guidelines reflect the requirements of the state's procurement law (State Finance Law, Article 11) and can be viewed at www.ogs.state.ny.us/procurecounc/default.asp.

State agencies may purchase services and commodities in an amount not exceeding \$50,000 without formal competition provided those products or services are not available from NYS Preferred Sources or OGS centralized contracts in the form function or utility required. The discretionary buying threshold applies to both commodities and services. For additional information visit the OGS website at www.ogs.state.ny.us/purchase/spg/pdfdocs/PnpDiscretionaryThresholds.pdf

In addition, for state agency purchases of commodities or services from a small business firm or from certified minority/women-owned businesses, *or* for purchases of commodities or technology that are recycled or remanufactured, the state agency discretionary buying threshold is \$100,000. The reasonableness of the prices must be demonstrated.

All discretionary threshold levels pertain to purchases from the open market. Purchases from Preferred Sources, OGS Centralized Contracts and agency contracts, by law, take precedence over the discretionary procurement option.

State Government Contracting

Becoming a successful government contractor involves research in order to become familiar with bidding and contract award processes. This guide includes a myriad of resources available to learn how to successfully be awarded government contracts.

If unsuccessful, of equal importance is knowing why a company's bid was not awarded. Debriefings can provide useful information needed to successfully respond to future bid opportunities.

Lastly, becoming acquainted with government entities that provide helpful technical assistance can be invaluable, saving both time and energy in finding the most appropriate strategy for a business.

Remember to research bid opportunities, register for every bid notification service appropriate to the types of goods and services businesses offer, and stay in touch with procurement specialists.

Helpful Hints: An Overview of the Bidding Process

Here are some helpful hints to consider when participating in the bidding process. Also attached are links to documents that further describe the process.

1. State Finance Law Bidder Requirements

- Bidder must be **responsive** to bid requirements
- Bidder must be a **responsible** bidder - meeting FLIP requirements
 - Financial
 - Legal
 - Integrity
 - Past Performance
- Comptroller's Vendor Responsibility information is located at www.osc.state.ny.us/vendrep/index.htm

2. Know the vocabulary of procurement: Being familiar with procurement terms will enhance a company's ability to become a NYS contractor. The two bid solicitations most commonly used when procuring goods and services are the Invitation for Bid (IFB) and the Request for Proposals (RFP). Below is a brief description of both solicitations as well as a link to the glossary of commonly used procurement terms.

- **IFB – Invitation For Bid** – used in procurement of commodities, awarded to the *responsive* and *responsible* bidder on the basis of **lowest price**.
- **RFP – Request for Proposals** – used for procurements when factors in addition to cost are weighed and awarded to the *responsive* and *responsible* proposer offering the **best value**.

For a **glossary** of commonly used procurement terms, refer to the procurement guidelines www.ogs.state.ny.us/procurecounc/pdfdoc/guidelines.pdf

3. Before submitting a bid: Before submitting a bid, be sure to consider the following steps.

- Register with soliciting agency to receive bids and amendments
- Maintain up-to-date business profile to receive proper notifications, where applicable
- Read entire proposal and follow instructions
- Submit questions for clarification during the inquiry period
- Verify bid submittal for accuracy and completeness

4. Critical points for bid submission: When responding to a bid solicitation, the following steps can be critical to the success of the endeavor.

- Submit a timely bid (one minute late may be a late bid resulting in bid rejection)
- Submit a signed and completed bid package
- Price bid competitively
- Submit required mandatory forms
- Be responsive to all bid requirements
- Demonstrate vendor responsibility
- Provide proper licenses, insurance, and current references where required

The Contract Award Process

Being aware of the contract award process can assist companies in developing future plans. The timeframe of the contract award is strongly influenced by the following steps. Knowing these steps can aid a company in keeping track of the approval process. Following the review of bid

results, a contract award notification is developed, reviewed internally by OGS management and then sent to OSC - Bureau of Contracts, for final approval. Depending on the contract, timeframes may include one or more of the following components:

- Contracts generally require the Office of the State Comptroller's approval
- Agency award process may take several months for award recommendation prior to final approval by the Comptroller
- The Comptroller's approval may take up to 90 days.

To keep track of the progress of the contract award, the following resources are available.

- Office of the State Comptroller Open Book - lists all agency contracts
<http://www.openbooknewyork.com/>
- Empire State Builder Newsletter – lists all OGS Design & Construction awards
- New York State Contract Reporter – lists all agency bid results
- OGS - lists awarded centralized contracts and bid results
- OGS Continuous/Periodic Recruitment solicitations available
www.ogs.state.ny.us/purchase/ContinuousBid.asp

Once awarded, contracts are monitored to ensure contractor compliance with terms and conditions

Bid Improvement Opportunities

If unsuccessful in receiving an award, request an agency debriefing to learn how to improve future bid submissions. A debriefing will detail shortcomings of your bid submission and tips to prepare for a helpful debriefing include:

- ✓ Take notes
- ✓ Ask questions
- ✓ Request assistance from Procurement Technical Assistance Centers (PTAC) For a list of PTAC's visit: www.dla.mil/db/procurem.htm
- ✓ Request assistance from local Small Business Development Centers. For a list of Small Business Development Center visit www.nyssbdc.org

Technical Assistance

Technical Assistance is available from several different sources. Below is a list of some state and federal government programs that can assist businesses in understanding the procurement process and how to access government procurement opportunities.

Empire State Development (ESD)

- **ESD** provides procurement guidance, information, and referral to resources to help businesses understand the procurement process and access government procurement opportunities. ESD understands that ***SALES ARE JOBS!***
- **ESD** is responsible for publishing the *New York State Contract Reporter* - www.nyscr.org

- **ESD** has statutory responsibilities under the Omnibus Procurement Act to promote New York business participation in state contracting opportunities as prime contractors, subcontractors and suppliers. For additional information visit www.esd.ny.gov

Free Technical Assistance

- **Procurement Technical Assistance Centers (PTAC)** are funded by the United States Department of Defense and there are seven PTAC locations in New York. For a list of locations visit www.dla.mil/db/procurem.htm
- **Small Business Development Centers (SBDC)** are administered by State University of New York and funded by the Small Business Administration, New York State, and host campuses for SBDC locations visit www.nyssbdc.org
- **Look for procurement “how to” workshops, conferences, and other events on the NYSCR**

FREQUENTLY ASKED QUESTIONS (FAQ)

Below is a list of frequently asked questions regarding OGS Centralized contracts. For additional information, contact OGS Customer Services Unit at 518-474- 6717 or send an email to customer.services@ogs.state.ny.us

1. How do vendors get a vendor number? How do vendors become a registered vendor?

The New York State Office of General Services (OGS) Procurement Services Group (PSG) does not register vendors or issue vendor/supplier numbers. To contract with NYS, companies are encouraged to register on the OGS bidders list. The Online Vendor Registration for Bidder Notification Service (BNS) is an electronic bidders list, registering on BNS will enable vendors to receive notification of bid opportunities in the classifications selected.

For information on registering on the bidders list, please refer to Question Two. Registering for BNS means that a company will be notified of bid opportunities based on the classifications selected. To become a NYS contractor with a contract number, companies must respond to an Invitation for Bid (IFB) or Request for Proposal (RFP) and be successfully awarded a contract.

2. How do vendors get a contract? How do vendors get a contract number?

Businesses may be awarded a New York State Centralized Contract if the business is a successful in receiving a contract award based on an OGS bid solicitation or a continuous recruitment solicitation.

To receive bid solicitation information about upcoming New York State centralized contract opportunities subscribe to the free Online Vendor Registration for Bidder Notification (bidders list) at www.ogs.state.ny.us/ovr/Default.asp

There are a limited number of opportunities available in certain contract areas on a periodic or continuous recruitment basis. Visit the periodic and continuous recruitment page for more information www.ogs.state.ny.us/purchase/ContinuousBid.asp

3. What if what a vendor sells is not on the list of Bidder Notification classifications?

The classifications OGS utilizes as part of the bidder notification system are very broad. If vendors cannot find a classification that closely matches the commodity, technology, or service they provide, using the search function is recommended.

If not, choose a classification that encompasses contracts similar to products and services of interest. OGS matches its five digit commodity codes to a two digit classification code based on the United Nations Standard Products and Services Classification (UNSPSC) coding. Please see the following link to search the list of commodity codes www.ogs.state.ny.us/ovr/SearchClassifications.asp

Vendors are also encouraged to review the Index to OGS Contracts for a complete alphabetical listing of OGS contracting areas. This listing also includes the appropriate classification code(s) for each area. The Index to OGS Contracts can be viewed at www.ogs.state.ny.us/purchase/pdfdocument/rptMailingListindex.pdf

4. How do vendors find out about construction contracts?

Construction procurements are handled by the Office of General Services, Design and Construction Group and can be viewed at www.ogs.state.ny.us/dnc/contractorConsultant/esb/defaultesb.html

A listing of additional construction opportunities is available in this Guide on page 14.

5. What is a Preferred Source?

The following entities have been statutorily designated as Preferred Sources for certain products and services in New York State.

- NYS Department of Correctional Services manufacturing program known as CORCRAFT
- Industries for the Blind of New York State (IBNYS)
- New York State Industries for the Disabled (NYSID)
- Office of Mental Health's (OMH) BUY/OMH program

All state agencies, political subdivisions and public benefit corporations (which includes most public authorities), are required to purchase approved products and services from Preferred Sources in accordance with the procedures and requirements described in the NYS Procurement Bulletin, Preferred Source Guidelines. To access these Guidelines, please refer to attached link. www.ogs.state.ny.us/procurecounc/pdfdoc/psguide.pdf

Contact information for CORCRAFT, IBNYS, NYSID and OMH, as well as the Preferred Source Guidelines and a list of Preferred Source offerings is available at www.ogs.state.ny.us/procurecounc/pdfdoc/pslist.pdf

6. How do vendors become a Value Added Reseller?

Many OGS centralized contractors sell their products through value added resellers (VARs), distributors or authorized dealers. Such contract areas include but are not limited to furniture, computer hardware, tires, copiers, printers, and others.

To be considered for addition to the list of authorized resellers, companies should contact the contractors directly.

7. If a vendor has a federal General Services Administration (GSA) contract, are New York State agencies and political subdivisions permitted to purchase from a GSA schedule?

New York State agencies and non-state agencies (authorized users) cannot directly purchase from a Federal General Administration (GSA) contract as there is no state statutory provision that authorizes such purchases.

8. What marketing resources are available for vendors?

Vendors may use the State Phone Directory available at www.off.state.ny.us to contact state agencies. Additional information on the State Phone Directory is listed in this Guide on page 15. There are also other marketing resources listed in this Guide on pages 17-18.

9. Where can vendors find information on Electronic Payments (e-payments)?

Information on Electronic Payments (e-payments) is available on the OSC website at www.osc.state.ny.us/epay/index.htm

OFFICE OF GENERAL SERVICES (OGS)

The Office of General Services (OGS) includes two centralized contracting programs – the Procurement Services Group and the Design and Construction Group. OGS encourages the participation of small, minority and women-owned businesses in the Procurement and Construction programs. In addition, those businesses are identified as such on the contract awards issued by the Procurement Services Group, and state agencies are encouraged to purchase from them whenever possible.

Minority and Women-Owned Business Enterprises (MWBE) in need of additional information or assistance are encouraged to contact the Office of MWBE and Community Relations, Corning Tower – 41st Floor, Empire State Plaza, Albany, New York 12242 or for immediate assistance, call 518-486-9284 or fax 518-486-9285.

OGS Procurement Services Group (PSG)

The Procurement Services Group establishes more than 2,600 contracts annually with a total value of \$5.3 billion for the commodities, services, telecommunications and information technology requirements of all of the state agencies. A complete list of contracts is available at www.ogs.state.ny.us/purchase/pdfdocument/rptMailingListindex.pdf. Many of those contracts are also available for use by political subdivisions (cities, towns, villages, counties, public schools, and others authorized by law).

PSG Bidding Opportunities

The OGS Procurement Services Group offers online registration for potential bidders. Bidders are then notified by email when opportunities to bid occur.

Visit the Office of General Services Website at www.ogs.state.ny.us/ovr/Default.asp to register. A simple online registration form and easy to follow instructions will appear. Check the online bid opening calendar to view current bidding opportunities at www.ogs.state.ny.us/purchase/Bidcalendarlv.asp

Be sure to check out the open bidding and continuous recruitment section. You may be eligible to submit an offer immediately. The Continuous Recruitment page is located on the OGS website at www.ogs.state.ny.us/purchase/ContinuousBid.asp

OGS Design and Construction (D&C)

The Design and Construction Group advertises, bids, and awards building construction contracts and procures qualified consultants to provide diversified services

D & C Bidding and Procurement Opportunities

The Commissioner of General Services requires that minority and women-owned vendors, contractors, and architectural and engineering firms receive the opportunity to participate in OGS procurement and construction projects for the Design and Construction Group. This OGS Group publishes *The Empire State Builder* newsletter with information regarding bidding of building construction contracts and the procurement of architectural, engineering, land surveying, construction management, hazardous materials sampling, and materials testing consulting contracts for many state agencies. *The Empire State Builder* is available on the OGS website at www.ogs.state.ny.us/BU/DC/.

For information on building construction related bid openings or consultant procurement opportunities of the Design and Construction Group visit the Design and Construction website at www.ogs.state.ny.us/BU/DC/ or contact:

NYS Office of General Services
Design and Construction Group
Bureau of Contract Awards
35th Floor, Coming Tower
Empire State Plaza
Albany, NY 12242
Tel: (518)474-0203
Fax: (518)473-7862

NYS Office of General Services
Design and Construction Group
Consultant Procurement
35th Floor, Coming Tower
Empire State Plaza
Albany, NY 12242
Tel: (518)474-0306
Fax: (518)486-9135

EMPIRE STATE DEVELOPMENT (ESD)

The New York State Contract Reporter

The *New York State Contract Reporter* authorized by Chapter 564 of the Laws of 1988, is the official publication of New York State procurement opportunities with an estimated value of \$15,000 or more. New York State agencies, authorities, corporations and other state entities are required to publish solicitations in the *NYS Contract Reporter* at www.nyscr.org.

The *Contract Reporter* also contains solicitations for the State University of New York and the City University of New York for contracts valued at \$20,000 or more. Solicitations are also published from political subdivisions of the state, the Port Authority of NY/NJ and other organizations that are not required by law to use the site.

The *Contract Reporter* publishes, on a quarterly basis, reports of projected procurement activity from state agencies of more than \$5,000 but less than \$15,000 and projected procurements from State University and the City University of New York in amounts over \$10,000 but less than \$20,000. Projected procurements of \$200,000 or more are announced on a semi-annual basis. View reports at www.nyscr.org by clicking on “Agency Reports” under Public Links.

Statute defines a small business in New York State:

Economic Development Law Article – DIVISION FOR SMALL BUSINESS § 131. Definition of a small business. For the purposes of this chapter, a small business shall be deemed to be one which is resident in this state, independently owned and operated, not dominant in its field and employs one hundred or less persons.

Minority and Women-Owned Business Enterprise (MWBE) Certification

Why Get Certified? – Under the auspices of the Department of Economic Development, Empire State Development implements Article 15-A of the Executive Law through its Division of Minority and Women’s Business Development. Article 15-A was enacted in 1988 to facilitate opportunities for certified minority and women-owned businesses to bid on state contracts. State agencies are required to make good faith efforts to utilize established percentages of minority and women-owned businesses in their contracts.

Additionally, certification affords your business the opportunity to be listed in a statewide *Directory of Certified Minority and Women-Owned Business Enterprises* used by state agencies, contractors and private-sector organizations that are actively attempting to increase the utilization of bona fide MWBEs for participation in state procurement. The *Directory* is available, as well as other certification information at www.esd.ny.gov/MWBE.html MWBE certification also allows access to a variety of loan programs and programs that provide technical assistance.

Who is Eligible? – An ongoing independent business owned, operated and controlled by minority group members (as defined by Article 15-A) and/or women that have generally been in operation for at least one year.

Who Certifies? – The Division of Minority and Women’s Business Development is the only entity providing New York State certification that is recognized by all New York State agencies.

For further information and/or applications, please contact:

Empire State Development
Division of Minority and Women’s Business Development

30 South Pearl Street
Albany, NY 12245
Phone: (518) 292-5250
Fax: (518) 292-5803

OR

633 Third Avenue
New York, NY 10017
Phone: (212) 803-2414
Fax: (212) 803-3888

Empire State Development – Division for Small Business

Empire State Development's Division for Small Business – Procurement Unit offers the following assistance for New York small businesses:

- Publishes the *New York State Contract Reporter*
- Guidance in competing for state contracts;
- Workshops around the state designed to familiarize small businesses with the state's procurement processes;
- Information on how to be placed on state bidders lists; and
- Listings of New York State subcontractors and suppliers.

For additional information, contact:

Empire State Development
Division for Small Business
30 South Pearl Street – 7th Floor
Albany, NY 12245
Phone: (518) 292-5220

OTHER NYS CONSTRUCTION CONTACT INFORMATION

Information concerning construction opportunities with public authorities and state agencies other than the Office of General Services is available from the following organizations.

Albany Port District Commission, Administration Building, 106 Smith Blvd., Port of Albany, Albany, NY 12202; (518) 463-8763 Web Address www.portofalbany.us

Battery Park City Authority, One World Financial Center, 24th Floor, New York, NY 10281; (212) 417-2000 Web Address www.batteryparkcity.org

NYS Bridge Authority, P.O. Box 1010, Highland, NY 12528; (845) 691-7245 Web Address www.nysba.state.ny.us

Dormitory Authority of the State of New York, One Penn Plaza, 52nd Floor, New York, NY 10119-0098; (212) 273-5000 Web Address www.dasny.org

Environmental Conservation, Department of: Division of Operations, 625 Broadway, 3rd Floor, Albany, NY 12233-5250; (518) 402-9055 Web Address www.dec.ny.gov

Housing & Community Renewal, State Division of: 25 Beaver Street, 7th Floor, Room 793, New York, NY 10004; (212) 480-6732 Web Address www.nysdhcr.gov

Metropolitan Transportation Authority 347 Madison Avenue, 10th Floor, New York, NY 10017; (212) 878-7000 (Includes: Long Island Railroad-Jamaica, Metro-North Commuter Railroad, Metropolitan Suburban Bus Authority and the New York City Transit Authority) Web Address www.mta.info

Division of Military and Naval Affairs 330 Old Niskayuna Road, Latham, NY 12110; (518) 786-4580 Web Address www.dmna.state.ny.us

Niagara Frontier Transportation Authority 181 Ellicott Street, Buffalo, NY 14203; (716) 855-7389 Web Address www.nfta.com

Parks, Recreation & Historic Preservation, Office of: Agency Building 1, 20th Floor, Empire State Plaza, Albany, NY 12238; (518) 474-0456 Web Address www.nysparks.com

State University Construction Fund 353 Broadway, State University Plaza, Albany, NY 12246; (518) 689-2500 Web Address www.sucf.suny.edu

Thruway Authority 200 Southern Blvd., P.O. Box 189, Albany, NY 12201-0189; (518) 436-2700 Web Address www.nysthruway.gov

Transportation, Department Of: 50 Wolf Road, Albany, NY 12232; (518) 457-5100
For road construction contracts, subscribe to the Department of Transportation's publications "Notice of Highway Lettings" and "Results of Highway Lettings". Address inquiries to DOT at 518-457-3583 or visit www.nysdot.gov

ADDITIONAL RESOURCES

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

This publication lists contact information for procurement personnel in state agencies and their most frequently purchased commodities and services. The *Directory* is updated annually, and is available from the Office of the State Comptroller, 110 State Street, Albany, NY 12236 Tel. (518) 474-4040 or at www.osc.state.ny.us/reports/fiscal/directorycommodities.pdf

New York State Government Telephone Directory

To find direct sales opportunities for state agencies, many public benefit corporations and public authorities, contact them directly and ask to be placed on their bidders' lists. If the agency purchasing office is not specifically listed, contact the agency finance or administration office listed in the directory and ask for the Purchasing Unit. For a complete list of state agencies, view the *NYS Government Telephone Directory*, available from the NYS Office for Technology (OFT), without charge and is located at www6.oft.state.ny.us/telecom/phones/orgsearch.jsp

Members of the public may purchase a directory(s) by visiting the Receptionist on the 27th Floor of the Corning Tower Building at the Empire State Plaza in Albany. Walk-in customers may purchase a directory for \$3.50 each by check or money order made payable to the "Office For Technology." No cash transactions will be accepted. CIO/OFT can make arrangements for large orders to be picked up from the dock level. *Do not add sales tax.*

Mail-in requests (includes shipping and handling). CIO/OFT **does not accept purchase orders.** Send only check or money order for \$8.25 for the first copy and \$4.50 for each additional copy in the same order, payable to the "Office For Technology" at:

NYS Office for Technology
Division of Telecommunications
Directory Sales, 27th Floor
Corning II Tower Building, ESP
Albany, New York 12242

Ensure that a return address is enclosed and correct. *Do not add tax.*

ALL MAIL-IN REQUESTS MUST BE PREPAID. The directory cost stated is for the 2008-2009 issue. The price may change for subsequent annual publications. Please call Directory Sales in Albany at (518) 474-8974 with questions regarding the *NYS Government Telephone Directory*.

National Association of State Procurement Officials (NASPO) To learn how to do business with the centralized procurement programs in other states contract the National Association of State Procurement Officials (NASPO), 167 West Main Street, Lexington, Kentucky 40507 and obtain a copy of the NASPO Vendor Guide or go to www.naspo.org

MARKETING RESOURCES

This listing is intended to assist in finding more information about non-state agencies. In most cases, there is a fee charged for the hard copy of each publication, although several of the directories are available online at the listed websites. Please contact these sources directly for ordering information.

SCHOOL DIRECTORIES: School Directories are available on the following websites

- Directory of Public Schools & Administrators in NYS by county
www.emsc.nysed.gov/irts/schoolDirectory/public/SECTION-II.pdf
- Directory of Nonpublic School and Administrators by county
www.emsc.nysed.gov/irts/schoolDirectory/nonpublic/sectionI.pdf
- Directory of Independent Colleges & Universities in New York State
www.highered.nysed.gov/directory/privlist.html
- City University of New York (CUNY) Directory:
www.highered.nysed.gov/directory/cunylist.html
- State University of New York (SUNY) Directory:
www.highered.nysed.gov/directory/sunylist.html
- Board of Cooperative Educational Services (BOCES) – NYS BOCES Listing
www.monroe2boces.org/statewide.cfm

HEALTH FACILITIES DIRECTORY: County Hospitals, Nursing Homes, Clinics

Health Education Services, Inc.
POB 7126
Albany, New York 12224
Phone: (518) 439-7286
Web Address: www.hes.org

LOCAL GOVERNMENT DIRECTORIES

County Directory

New York State Association of Counties
111 Pine Street
Albany, New York 12207
Phone: (518) 465-1473
Fax: (518) 465-0506
Web Address: www.nysac.org

Directory of Town Officials

The Association of Towns of the State of
New York
146 State Street
Albany, New York 12207
Phone: (518) 465-7933
Fax: (518) 465-0724
Web Address: www.nytowns.org

NEW YORK STATE PREFERRED SOURCES: To become a supplier to a Preferred Source contact:

Department of Correctional Services *
 Division of Industries (CORCRAFT)
 550 Broadway
 Menands, New York 12204
 Tel: 518/436-6321 1
 800/436-6321
 Fax: 518/472-1614 1
 800/898-5895
 Web Address: www.corcraft.org

NYS Industries for the Disabled **
 11 Columbia Circle Drive
 Albany, New York 12203
 Tel: 518/463-9706
 Fax: 518/463-9708
 Email: administrator@nysid.org
 Web Address: www.nysid.org

* Preferred Source status does not apply to services.

** Includes qualified veterans' workshops approved for such purposes by the Commissioner of Education.

Industries for the Blind of NYS, Inc.
 296 Washington Avenue Extension
 Albany, New York 12203-5346
 Tel: 518/456-8671
 Fax: 518/456-3587
 Web Address: www.ibnys.org

NYS Office of Mental Health
 BUY OMH
 44 Holland Avenue
 Albany, New York 12229
 Tel: 518/474-0121

USEFUL WEBSITES

Advisory Council on Procurement Lobbying:

www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html

Bid Calendar: Current list of OGS bid opportunities:

www.ogs.state.ny.us/purchase/Bidcalendarlv.asp

Bid Opening Results: www.ogs.state.ny.us/purchase/bidresults/bidresults.asp

Bidder Notification Service – BNS (Bidders List): www.ogs.state.ny.us/ovr/Default.asp

Commodity Contracts: www.ogs.state.ny.us/purchase/spg/lists/commodity.asp

Continuous Recruitment: www.ogs.state.ny.us/purchase/ContinuousBid.asp

Contracts – search or browse: www.ogs.state.ny.us/purchase/SearchBrowse.asp

Discretionary Purchasing Guidelines:

www.ogs.state.ny.us/procurecounc/pdfdoc/DiscretionaryPurchasingGuidelines.pdf

Division for Small Business Website: www.esd.ny.gov/SmallBusiness.html

Electronic Payments (e-payment): www.osc.state.ny.us/epay/index.htm

Guide for Small Businesses: www.ogs.state.ny.us/purchase/spg/pdfdocs/NySbGuide.pdf

Index To OGS Contracts – A complete alphabetical listing of contracts, group numbers and classification codes: www.ogs.state.ny.us/purchase/pdfdocument/rptMailingListindex.pdf

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

NYS Directory of Small Business Programs – a comprehensive guide for small business owners & entrepreneurs: www.esd.ny.gov/SmallBusiness/Data/DirectoryofSmallBizPrograms.pdf

Non State Agency Legal References: www.ogs.state.ny.us/purchase/snt/othersuse.asp

OGS Design & Construction: www.ogs.state.ny.us/BU/DC/

OGS Real Estate Services: www.ogs.state.ny.us/BU/RE/

OGS Website: www.ogs.state.ny.us

Open Book New York: How to do Business with New York State
www.openbooknewyork.com/howtobusiness.htm

Seller Information & Bid Opportunities: www.ogs.state.ny.us/Purchase/seller.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

Telecommunication Contracts: www.ogs.state.ny.us/purchase/snt/lists/telecom.asp

Vendors Doing Business with NYS: www.osc.state.ny.us/vendors/index.htm