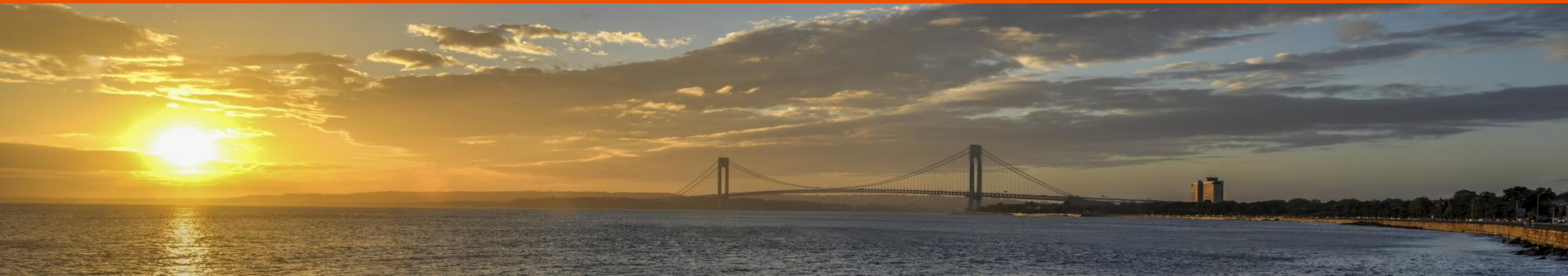
NEW YORK STATE OF OPPORTUNITY.

2015 Purchasing Forum & Trade Show

Agency Resources for Doing Business with NYS

Opportunities on the Horizon

May 20 & 21, 2015



Today's Agenda

- Vendor Management
- How to Get Paid
- Small Business Resources
- Minority & Women Owned Businesses
- Service-Disabled Veteran-Owned Businesses
- Recycled & Remanufactured Information
- Food Procurement Opportunities

Vendor Management

Speaker:
Robert Lehmann, Office of the State Comptroller

Vendor Registration

- Is completed by the State agency rather than the OSC Vendor Management Unit.
- The information a vendor supplies to the State agency:
  - legal business name; and
  - tax identification number (TIN)
- Vendor is assigned a NYS Vendor ID Number.
- Vendor (or assigned Primary Contact) receives an email which links to the Vendor Self-Service System.

Vendor Self-Service System

The system helps vendors:

- review purchase orders, invoices and payments; and
- add and update address and contact information.

The Vendor Management Unit

- Registers vendors for ePayments, the NYS electronic payment program.
- Updates vendor record information:
  - Legal business name change
  - Default vendor address
  - Primary Contact

For help and more information, contact the SFS Helpdesk:

1-855-233-8363 or HelpDesk@sfs.ny.gov

How to Get Paid

Speaker:
Timothy Eckhardt, OGS Business Services Center

BSC Mission & Status

Mission Statement

The Business Services Center provides shared services to standardize human resources and finance transactions for New York State. Our efforts increase efficiencies, lower costs, and support agencies as they focus on core mission activities. Services are delivered by a highly motivated workforce committed to providing exceptional customer service.

Status

- The Business Services Center was launched on September 27, 2012 and finance currently serves 61 agencies.
- Once the transition is complete, the BSC will process finance transactions on behalf of all New York state agencies.
- Agencies become ‘customers’ of the BSC.

Purchasing Roles

Agency

- Identify goods/services, vendor, and funding source.
- Create and approve requisitions for purchases.

BSC

- Generate purchase orders.
- Encumber funds and dispatch purchase orders to vendors.
- Review vendor issues with agency relating to the purchase order; adjusting or canceling accordingly.

Accounts Payable Roles

BSC

- Intake of vendor invoices.
- Validation of charges through cooperation with agencies.
- Submission of vouchers to OSC for payment to vendor.

Agency

- Record receipt of commodities in SFS or provide approval to pay for a service.
- Provide appropriate coding for invoices not associated with PO or contract.

OSC

- Make payment via check or electronic transfer.

Invoices

- Make sure to attach the BSC Invoice Submission Form for Vendors to each invoice. Found here: www.bsc.ogs.ny.gov/sites/default/files/BSC_Invoice_Submission_for_Vendors.pdf

- Make sure to include:
  - Name of the agency specified on the order & their GLBU (found here: http://bsc.ogs.ny.gov/content/our-customers)
  - Invoice number and/or account number
  - A valid NYS PO number and/or contract number associated with the service or commodity provided
  - Your SFS Vendor ID Number
  - Invoice date

Invoice Submission

We accept invoices that are submitted via email or USPS. Vendors should only submit an invoice once; sending a single invoice multiple times may lead to duplicate processing and delays in payment.

Email Submission

- Submit a PDF version of your invoice and *BSC Invoice Submission Form for Vendors* to: accountspayable@ogs.ny.gov
- The subject line should include:
  - Invoice number
  - GLBU of agency being billed

USPS Submission

- Submit your invoice and *BSC Invoice Submission Form for Vendors* to:

Name of Agency on PO
c/o NYS OGS BSC
P.O. Box 2117
Albany, NY 12220-0117

BSC Vendor Resources

- For more information about the BSC, and how we can work together, please visit our Vendor Information website at: www.bsc.ogs.ny.gov/content/vendor-information
- The Statewide Financial System (SFS) includes a vendor self-service portal that allows vendors to readily access information on payments. Find more information and sign up at: www.osc.state.ny.us/vendor_management/index.htm
- For questions on previously submitted invoices, please send an email to: ogs.sm.apinquiries@ogs.ny.gov
- Phone: 518-457-4272

Small Business Resources

Speaker:
Christine McCann, Empire State Development

New York State Contract Reporter

www.nyscr.ny.gov

- The NYS Contract Reporter is the official publication of procurement activity for all New York State agencies, public authorities and public benefit corporations.
- Many municipalities, school districts, and eligible not-for-profits also advertise.
- State agencies must advertise procurement $50,000 or more when soliciting bids for commodities, services and construction projects.
- New ads are posted every business day.
- New, Closed and Archived ads are all searchable.

Showing results for: Open and Recently Closed Ads (17)

Search term: sidewalks

Search again

Sort by: Issue Date (latest first) Display: 25

1	Title:	PIN 775315 - Factory Street Reconstruction	View this ad
	Agency:	Transportation, NYS Dept. of Region 7	Share this ad
	Issue Date:	03/25/2015	Bookmark this ad
	Due Date:	04/29/2015	Send me notification updates on this
	Location:	Factory Street, City of Watertown, Jefferson County, New York	
	Category:	Construction Horizontal: Highways & Roadways; Maintenance, Repair & New Construction – *Construction*	
	Ad Type:	General	
	Status:	Open	
2	Title:	Ridgeway Avenue Improvement Project	View this ad
	Agency:	Rochester, City of Bureau of Architecture & Engineering	Share this ad
	Issue Date:	03/23/2015	Bookmark this ad
	Due Date:	04/13/2015	Send me notification updates on this
	Category:	Construction Horizontal: Highways & Roadways; Maintenance, Repair & New Construction – *Construction*	
	Ad Type:	General	
	Status:	Open	
3	Title:	Rehab Plaza Garage-Priority Repairs 1 and 2	View this ad
	Agency:	State University Construction Fund	Share this ad
	Issue Date:	03/23/2015	Bookmark this ad
	Due Date:	04/21/2015	Send me notification updates on this
	Location:	Work will be performed at the SUNY System Administration Buildling, 353 Broadway, in downtown Albany NY. Bids will be opened at the SUCF offices in Albany, NY	
	Category:	Construction Vertical: Building Construction; Rehabilitation & New Construction – *Construction*	
	Ad Type:	General	
	Status:	Open	

Opportunity Profile

- Free registration is required for access to view all the ads.
- Create your Opportunity Profile to suit your interests.
- A daily eAlert notification email will be sent to you with new ads.
- Choose the types of ads, categories/classifications and location you are interested in.
- Contractors can advertise for subcontractors on the site

Categories

*Please select 1 to 16 categories/classifications in which you are interested

Category/Classification	Com-modities	Consult. /Other Services	Const. Prof. Services	Const.
Administrative & Technical	☐	☐		
Advertising, Graphic Arts, & Marketing	☐	☐		
Agriculture, Forestry, Gardening, Landscaping, Lawn Maintenance & Snow Removal	☐	☐		
Apparel, Textile & Leather	☐	☐		
Architectural, Engineering & Surveying	☐	☐	☐	
Construction Horizontal: Highways & Roadways; Maintenance, Repair & New Construction	☐	☐	☑	☐
Construction Vertical: Building Construction; Rehabilitation & New Construction	☐	☐	☑	☐
Educational & Recreational	☐	☐		
Environmental	☐	☐	☐	☐
Facilities, Maintenance, Repair & Building Operations	☐	☐	☐	☐

Resources

- **NYS Contract Reporter** website – www.nyscr.ny.gov
- **Empire State Development Directory of Small Business Programs --** http://www.esd.ny.gov/SmallBusiness.html
- **MWBE Certification --** www.ny.newnycontracts.com
- ***Doing Business with New York State*** guide – https://www.nyscr.ny.gov/procurement.cfm
- **NYS Small Business Development Centers** – www.nyssbdc.org
- **Procurement Technical Assistance Centers** -- http://www.aptac-us.org/

Minority & Women Owned Businesses

Speaker:
Tryphina Ramsey & Anuola Surgick, MWBE Compliance Specialists

Mission

Promote/facilitate full participation of M/WBEs in State procurement

Guiding Legislation/ Regulations

- Executive Law, Article 15A
- Diversity Act of 2010
  - amended 15A
- ESD Regs 5 NCRR Part 140-144

... exist to ensure that New York State certified minority and women owned business enterprises (MWBEs) are given the maximum practical opportunities to participate in procurements made by OGS involving equipment, supplies, services, design, and construction.

Responsibilities

- Goal Setting
- Reporting Results
- Compliance Monitoring
- Outreach and Education
- Certification Assistance

Here to Assist!

Compliance Specialist

- Tryphina Ramsey (518-408-1551)
- Anuola Surgick (518-486-6866)

Service-Disabled Veteran-Owned Businesses

Speaker:
Ken Williams,
OGS Service Disabled Veterans Business Development

Service-Disabled Veteran-Owned Business Act

- Enacted in May of 2014 including set-aside provisions
- Established a SDVOB participation goal of 6%
- Key requirements for certification include:
  - 10% or greater service-related disability
  - 51% or greater ownership by one or more service-disabled veteran(s)
  - NYS presence
  - Independence

Implementation Status

- Current number of NYS Certified Service-Disabled Veteran-Owned Businesses (SDVOBs)
- Program roll-out and growth:
  - Requirements of pilot agencies and authorities
  - Requirements of other agencies and authorities
  - Plan to reach 6%
- Efforts to maximize opportunities for certified SDVOBs
- Pathways to certification

Recommendations

- Review the list of NYS Certified SDVOBs at OGS.ny.gov to seek opportunities to utilize SDVOBs in your contracts even if there are no requirements
- Check to be sure that the SDVOB is NYS certified
- Report your efforts to utilize SDVOBs to DSDVBD and to the contracting authority
- Make DSDVBD aware of any service-disabled veterans that you know who have a business or want to start a business
- Contact DSDVBD with questions

Contact Information

Division of Service-Disabled Veterans' Business Development
Ken Williams, Director

Email: VeteransDevelopment@ogs.ny.gov
Phone: 518-474-2015
Address: 32nd Floor, Corning Tower, Albany, NY 12242

Recycled & Remanufactured Information

Speaker:
Kathy Macri, EFC
Beth Meer, DEC

State Entities are Required to Buy Green

- NYS Procurement Guidelines – now includes green (*www.ogs.**ny**.gov/bu/pc/Docs/**Guidelines**.pdf*)
- Executive Order No. 4 – 35 green specifications (*www.**ogs**.ny.gov/**EO/4**/*)
- $8 billion purchased annually – millions spent on green (*www.**ogs**.ny.gov/**EO/4**/*)
- By law, schools must use green cleaning products (Chapter 584 of the Laws of 2005)
- Agencies must green operations – drinking fountains, solar panels, pest management, recycling (*www.**ogs**.ny.gov/**EO/4**/*)
- Governor's 2015 Agenda – pilot on ZEVs (pp. 149) (*www.ny.gov/programs/2015-opportunity-agenda*)

Ways to Offer Green Products and Services

- Discretionary purchasing
  - $200,000 threshold for recycled or remanufactured
- Existing, mixed contracts
  - office supplies (computers, light bulbs), floor coverings, NYS vehicle marketplace
- All green contracts
  - 100% recycled paper, re-refined oil, recycling services, green cleaning, solar panels
- New green specifications
  - Sustainable Landscaping, packaging
- Tracking

Avoid the Six Sins of "Greenwashing"

- Follow the specifications!
  - Holistic, reflect market trends
- Seek third party certifications (often required)
- Know your supply chain
- Help is available from the NYS Pollution Prevention Institute (*www.nysp2i.rit.edu*)
  - *Green Product Accelerator, Green Supply Chain program*
- Keep the door open to innovation
  - Environmental Excellence Awards, NYEL
- Make it easy for purchasers to identify green

For More Information, Contact:

- Beth Meer, Special Assistant for Green Procurement, NYS DEC
  - (518) 402-2796; Elizabeth.meer@dec.ny.gov
- Kathy Macri, Environmental Facilities Corporation
  - (518) 402-7461; macrikk@nysefc.org
- Todd Gardner, OGS
  - 518 474 3540; Todd.Gardner@ogs.ny.gov
- Jodi Smits-Anderson, Dormitory Authority
  - (518) 257-3486; JSmitsAn@dasny.org
- Anahita Williamson, Director, NYS P2I
- John Vana, DEC
  - (518) 402-9490; john.vana@dec.ny.gov

Food Procurement Opportunities

Speaker:
Patti Kelly-Sbrega, OGS Procurement Services

Buy NY Initiative Overview

- **The Goal:** Increase the purchase of NYS products by state and local governments.
- **The Team:** NYS OGS, Ag & Markets, DOCCS, ESD, OMH, DOH, & Cornell Cooperative Extension
- **The Plan:**
  - Establish new centralized contracts.
  - Maximizing agricultural partnerships.
  - Educating all members of the food supply chain.
  - Supporting healthy living and obesity prevention initiatives.

Accomplishments & Action Plan

2013	• New food metrics language added to NYS Finance Law.
2014	• Created the Buy NY partnership. • Provided training at regional events. • 3 new commercial food contracts.
2015-2016	• Provide website resources & training. • Develop new contracts. • Identify new contracting models.
2016-2017	• Pilot new food contracting models. • Establish new contracts. • Continue outreach efforts.
2017-2018	• Explore new procurement opportunities. • Expand pilots. • Build upon connections.

Doing Business with New York State

State agencies must follow the order or precedence.

1. Using Preferred Sources
- Must meet “form, function & utility”

2. Using Centralized State Contracts
- For commodities, services & technology

3. Using Agency-Established Contracts

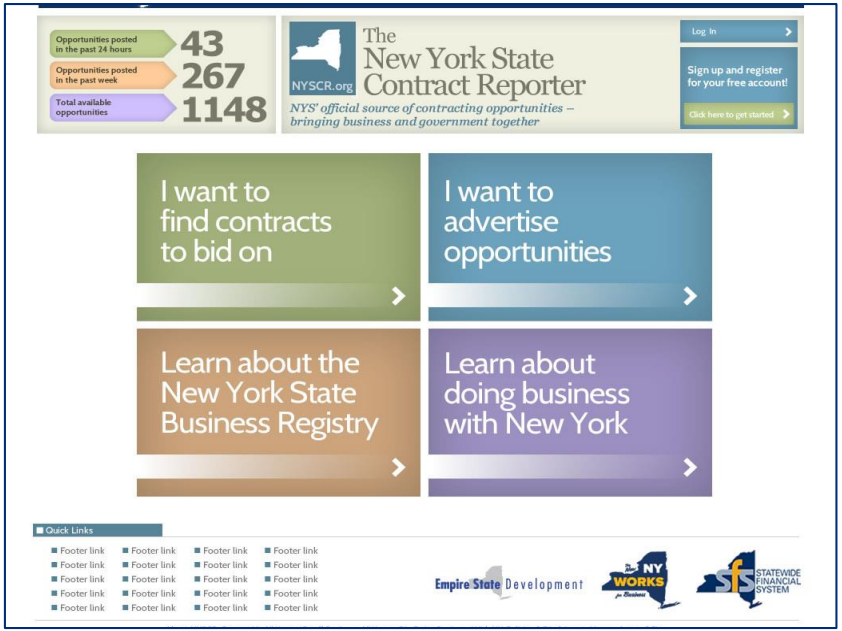
4. Conducting Your Own Procurement
- Including discretionary spending

Finding Bid Opportunities

- State agencies must advertise their procurements of $50,000 or more (including discretionary purchases) when they solicit bids from the business community for goods, services, or construction projects.

- Sign-up for email notifications.

www.nyscr.ny.gov



Buy NY Website & Contact Information

www.ny.gov/programs/buy-ny

Contact us today

(518) 474-6717

customer.services@ogs.ny.gov

OGS.sm.SST_food@ogs.ny.gov

Find procurement resources

www.nyspro.ogs.ny.gov

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Questions?