



**2015 Purchasing Forum
& Trade Show**

NYS Procurement: Overview & Local Resource Connections

Opportunities on the Horizon

May 20 & 21, 2015



Today's Agenda

- Doing business with:
 - NYS
 - NYC
 - SUNY
- PTAC resources for you
- Small business resources (SBA)



Doing Business with NYS

Speaker:
Harry Brown,
OGS Procurement
Services



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Who Can Use Our Contracts?

- Local Governments (counties, cities, towns, villages)
- Public and Private Schools and Universities
- Charitable Not-for-Profit Organizations
- Public Authorities and Public Benefit Corporations

To use our contracts you must complete an eligibility application to receive an authorized user number.

Where to find the eligibility application:

www.nyspro.ogs.ny.gov/sites/default/files/EligibilityApplicationForm.pdf



Order of Purchasing Priority

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



Order of Purchasing Priority

1. Preferred Sources

- Individual companies cannot become a Preferred Source.
- Preferred status is granted to:
 - Department of Corrections & Community Supervision (CORCRAFT): www.corcraft.org
 - NYS Preferred Source Program for People Who Are Blind: www.nyspsp.org
 - NYS Industries for the Disabled: www.NYSID.org
- Your company may be able to become a supplier to a Preferred Source. Contact them directly for information.

2. Centralized Contracts

- Statewide contracts that are competitively bid or negotiated by OGS Procurement Services.
- Our portfolio includes over 1,300 contracts.
- Types: commodities, services, and technology.



Understanding Discretionary Spending

Procurements that fall below statutorily established dollar amounts and are made at the discretion of the purchasing agency, without the need for a formal competitive procurement process.

Discretionary Purchasing Guidelines:
www.nyspro.ogs.ny.gov/sites/default/files/CL800_RevisedPurchasingGuidelines_52914.pdf

Discretionary Thresholds

- <\$50,000 for most state agencies.
- <\$200,000* for purchases made from NYS Small, Certified Minority or Woman-Owned Business Enterprises (S/MWBE).
- <\$200,000* for recycled and remanufactured commodities and technology; and food commodities (including milk and dairy products, grown, harvested, processed or produced in NY. *NYSCR Advertising Required



Remember

Under the law, not all government entities are the same:

- State agencies operate under State Finance Law
- Municipalities (counties, cities, towns, etc.) operate under General Municipal Law
- Other entities:
 - Authorities operate under Public Authorities Law
 - School Districts operate under General Municipal Law & State Education Law



Where to Find NYS Bid Opportunities

The screenshot displays the homepage of the New York State Contract Reporter website. At the top left is the New York State logo. Navigation links for 'Services', 'News', and 'Government' are visible. A central banner features statistics: '41 Opportunities posted today', '196 Opportunities posted in the last 7 days', and '816 Total available opportunities'. To the right of the banner is a 'Log In' button and a 'Sign up and register for your free account!' link. Below the banner is a navigation bar with links: 'I want to find contracts to bid on', 'I want to advertise opportunities', and 'Learn about the New York State Business Registry'. The main content area contains four large buttons: 'I want to find contracts to bid on' (green), 'I want to advertise opportunities' (blue), 'Learn about the New York State Business Registry' (orange), and 'Learn about doing business with New York' (purple). At the bottom, there is a 'Site Links' section with a list of links: 'Find Contracts', 'Advertise Opportunities', 'NYS Business Registry', 'Doing Business with NYS', and 'Create/Request an account'. Logos for 'Empire State Development', 'NEW YORK STATE Contract System', 'NY WORKS', 'NYS Office of General Services', and 'STATEWIDE FINANCIAL SYSTEM' are displayed. Footer text includes 'Contact Us - NY Small Business - Doing Business With NY - Policies & Disclaimers - Accessibility' and '©2015 Empire State Development | Site Development: Cognate Technologies, Inc.'

- Find procurement activity for NYS agencies, public authorities, and public benefit corporations.
- State agencies must advertise their procurements of \$50,000 or more (including discretionary purchases).

www.nyscr.ny.gov



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Website & Contact Information



Contact us today!

(518) 474-6717

customer.services@ogs.ny.gov



Stop by our booth to get our new brochure!



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Doing Business with NYC

Speaker:
Melissa Hester,
NYC Small
Business Services



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Special Programs for New York City

M/WBE (Minority/Woman owned Business Enterprise)

In business for at least one year

At least 51% owned, operated, & controlled by a woman or a member of a recognized minority group

LBE (Locally-based Business Enterprise)

In business for at least one year

Perform at least 25% of work in an economically depressed area of New York City or employ a workforce of which at least 25% are economically disadvantaged persons

EBE (Emerging Business Enterprise)

In business for at least one year

At least 51% owned, operated, and controlled by persons who can demonstrate social and economic disadvantage*

*A person who is social and economically disadvantaged has experienced chronic and substantial negative treatment in the United States. The person's inability to compete must have been impaired due to diminished access to capital and credit and the net worth of the owner(s) must be less than \$1 million.



Procurement Rules & Regulations for New York City

- **Local Contracts**

- Mayoral Agencies – www.nyc.gov/ppb
 - 34 Mayoral Agencies – www.nyc.gov/mocs
- Local Independent Agencies (EDC, DOE, NYCHA)
- Regional Independent Authorities (MTA, SCA, Port Authority, DASNY)



Types of Contracts for New York City

Goods

- Equipment, materials, supplies

Services – Business and Technical (New York City)

- Professional Services – e.g. Arch/Eng, Attorneys, IT
- Standard Services – e.g. Janitorial, Event Planners
- Human Services – e.g. Health, Education, Social services

Construction and Construction Related Services

- Constructing, reconstructing, demolishing, excavating, renovating, altering, improving, rehabilitating, or repairing any building, facility, or physical structure of any kind, excluding the performance of routine maintenance
- Services that may reasonably be required in the planning, design, or construction of real property or other public improvements

Common purchasing needs. Goods or Service

- New York City - Requirements Contracts
 - DCAS Office of Citywide Procurement
http://www.nyc.gov/html/dcas/html/busines/ocp_contractportfolio.shtml



Contract Sizes for New York City

Micro: < \$20,000

- Simple transaction b/w buyer and seller, no formal advertising required

Small: < \$100,000

- Five + Five
 - It is a fast track competitive process where the agency draws a random sample of bidders (at least five) from the citywide bidders list for the type of services or goods needed.
 - In accordance with Executive Order 71, the system then automatically includes an equal number of certified M/WBEs , and the solicitation is sent to all ten firms.

Large: > \$100,000 - www.nyc.gov/cityrecord

- Publicly advertised according to commodity code (NIGP)
- Current bid opportunities
- Sign up to receive email notifications



Register your business

1. Register your firm on the appropriate vendor (bidder's) list
 - New York City – Payee Information Portal (PIP) - www.nyc.gov/pip
2. Use commodity codes to identify your products and/or services
 - National Institute of Government Purchasing (NIGP) – New York City – www.nyc.gov/pip

Identify your business

New York City/ The City Record www.nyc.gov/cityrecord

- For contracts over \$100,000

The screenshot shows the homepage of the City Record Online. At the top, there's a navigation bar with 'NYC Citywide Administrative Services' and 'The City Record Online'. Below that, a 'Welcome to The City Record Online' message is displayed. A search bar is present with a 'Start Searching' button. A callout box on the right says 'The Green Book Online is now available at nyc.gov/greenbook'. The right sidebar has a 'BUSINESS RESOURCES' section with links to 'Visit NYC.gov/business', 'Contracting with NYC', 'General Information for Vendors', 'Visit the Mayor's Office of Contract Services', 'Surplus Auctions and Sales', 'All NYC Jobs', 'DCAS Job Postings', and 'Compete to Win Services'. There's also an 'NYC Stuff' logo. At the bottom, there's a disclaimer section.



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Additional Help from New York City

NYC Business Solutions is a set of services offered by the Department of Small Business Services to help businesses start, operate, and expand in New York City.

Our services are provided at no cost, regardless of the size or stage of the business. For more, go to:

www.nyc.gov/nycbusiness.



BUSINESS COURSES
learn business skills



FINANCING ASSISTANCE
access a loan



TRAINING
boost staff skills



RECRUITMENT
save money when hiring



CERTIFICATION
become M/WBE certified



LEGAL ASSISTANCE
receive legal advice



INCENTIVES
access tax credits & other incentives



NAVIGATING GOVERNMENT
cut through red tape

**NYC Small Business Services Procurement
Technical Assistance Center (NYC SBS PTAC)**

212-513-6444

bizhelp@sbs.nyc.gov



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Doing Business with SUNY

Speaker:
Tom Hippchen,
SUNY



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Doing Business with SUNY



www.suny.edu/meansbusiness/



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The SUNY System

- 64 campuses
 - 30 (including System Administration) are State-operated Colleges.
 - 4 (Cornell & Alfred University) are Statutory Colleges.
 - 30 are Community Colleges.
- Two Ways of Operating
 - State Operated (& Statutory) Colleges follow State Finance Law.
 - Community Colleges follow General Municipal Law.
- Decentralized Procurement
 - Each campus has its own Purchasing Department and Operating Budget.
 - Contact the individual campus purchasing offices:
(<http://www.suny.edu/meansbusiness/campus-purchasing/>).



SUNY Procurement Requirements

- The Same as Other State Agencies:
 - Advertise procurements over \$50K in the NYSCR.
(We also advertise in the Minority Commerce Weekly.)
 - Can buy up to \$200K from S/M/WBE without a formal process.
 - Follow all other State Finance Laws.
- Different from Other State Agencies:
 - “Discretionary” purchasing threshold is \$125K (vs. \$50K).
 - Generally do not need other agencies’ pre-approvals.
 - Limited pre-approval of contracts (only services) by:
 - OAG and
 - OSC.



What Does SUNY Buy

- Cleaning Supplies & Services
 - Medical Equipment & Supplies
 - Printing & Business Forms
 - Audio/Visual
- Computer Supplies
 - Welding
 - Hardware
 - Carpeting/Flooring
- Basically Everything***
- Office Furniture
 - Asbestos/Lead Removal
 - Auto, Sales & Services
 - Telecommunication
- Electrical
 - Stage Sound Lighting
 - Windows & Coverings
 - Engineering Services
- Signs
 - Promotional Products
 - Document Imaging
 - Doors Alarms, Security



PTAC Resources For You

Speaker:
Liz Kallen,
Rockland County
PTAC



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PTAC...

- Helps businesses sell their products and/or services to government entities as prime vendors or subcontractors
- Helps government agencies and primes to find qualified vendors / subcontractors



PTAC Services

PTAC provides:

- **FREE Services** through **individual counseling, webinars** and **workshops**
- **Assessment** of the business's potential as a government contractor
- **Bid Match Service**: Notice of opportunities specific to our clients' businesses
- **Assistance with registrations** on sites to do business with various entities: Local, State, Federal and Defense



PTAC Services

- Provides assistance with **registrations**
 - Minority/Woman-Owned Business certification
 - Small Disadvantaged Business (DBE)
 - SBA certifications/registrations – 8(a), HUBZone
 - Veteran/Service-Disabled Veteran-Owned
- Collaborates in creating a **targeted marketing plan**
- Assists with finding **Subcontracting opportunities**
- Assists with finding **opportunities** that **do not go to bid**



PTAC Services

- **Solicitation/bid preparation** resources
- **Clarification** on:
 - Procurement regulations
 - Technical information
 - Document specification
 - Standards
- **Post-award performance/compliance** assistance
- **Seminars, webinars and workshops** that **educate businesses** about how to:
 - Do business with government agencies
 - Effectively market to government entities and prime contractors

CONTACT PTAC

Liz Kallen or Lin Simeti
PTAC@redc.org
T. 845-735-7040



Small Business Resources

Speaker:
Daniel Rickman &
Jonathan Kilcourse,
SBA



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Questions?



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