

Procurement News

STONY BROOK UNIVERSITY

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Procurement Office

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EXECUTIVE ORDER 127

Executive Order 127, “Providing for Additional State Procurement Disclosure”, requires the University to collect and record certain information from Contractors seeking a Procurement Contract and to make that information available to the public. The purpose of Executive Order 127 is to further enhance the strength and integrity of the Public Procurement System and to maintain public confidence in State Procurement through open, efficient and effective contract processes.

Executive Order 127 applies to Procurement Contracts, in excess of \$15,000 annually, including purchase orders, amendments, and renewals for goods or services that are not awarded based on lowest price. Types of contracts included in Executive Order 127 are Single Source/Sole Source, Preferred Source i.e.: Corcraft, New York State Industry Disabled, etc, emergency contracts, and mini-bid procurements under an OGS Backdrop Contract for Services or technology being acquired on a best value basis (not to the lowest bid).

Executive Order 127 requires Contractors to disclose to the University a list of persons or

entities, including but not limited to consultants, friends, relatives, employees, elected officials, trade organizations, unions, lobbyists, and attorneys who contact a University Employee in an attempt to influence the procurement process.

After the decision to go forward with procurement has been made e.g. issuance of a purchase requisition, the reporting and record keeping obligation of E/O 127 are activated. In the event that a contractor has assisted a University Employee (requisitioner) in the preparation of a bid specification, or sole/single source justification, that employee is required to obtain from the contractor a “Contractor Disclosure of Contacts Form” (Exhibit D page 2 of 3 and 3 of 3 on the Procurement website www.procurement.stonybrook.edu listed under forms). The completed forms must be submitted to the appropriate Procurement Office, along with the requisition for processing. These forms will become

part of the official Procurement Record. Contact includes all written, verbal and electronic communications.

Prior to the issuance of a purchase order/contract, the Procurement Office must make a determination of responsibility; that the contractor has complied with the Order by providing accurate and complete information as to the identity of persons or organizations retained, employed or designated to attempt to influence the procurement process. The Procurement Office may award to a contractor who has had a prior finding of non-responsibility if the award is in the best interest of the State and the University maintains a record of the reasons supporting the award.

Any University Employee, board Member or Trustee who fails to report a contact by a contractor or its representative “shall be subject to appropriate disciplinary action. In addition, where such conduct violates the Public Officers Law, such matter shall be referred to the State Inspector General and the State Ethics Commission, as may be appropriate.”

STAPLES BUSINESS ADVANTAGE

New Office Supply Program to begin with **Staples Business Advantage** on January 1st, 2004. Please note that as of January 1st, 2004 all Lotus Notes users will be migrated to StaplesLink.com for placement of office supply orders.

New program features include:

- StaplesLink.com – convenient internet ordering system for State, Hospital, LISVH, Research Foundation and Stony Brook Foundation funded orders. To become a State, RF or SBF StaplesLink.com registered user contact Mary Woodward at 2-9849. To become a Hospital user contact Barbara Fjellman at 4-4061. To become a LISVH user contact Karen Springer at 4-8623.
- Excellent aggressive contract pricing has been negotiated.
- Stony Brook University custom catalog containing discounted “Market Basket” items.

- A non-small order incentive has been implemented. In exchange for the elimination of all orders under twenty dollars, Staples will instantly apply a 2% rebate at the time an order is placed on StaplesLink.com of the total purchase price for each order.
- Stony Brook University approved alternate program.
- Next day delivery on stock merchandise.
- Dedicated Staples customer service team can be reached at 2-4545.

To learn more about the new office supply program with Staples please be sure to attend the upcoming **2004 Custom Catalog Kick-Off**.
For East Campus:

Date: December 9, 2003
Time: 10 am to 2 pm
Place: HSC Galleria

For West Campus:
Date: December 10, 2003
Time: 10 am to 2 pm
Place: SAC Ballroom B

Should you have any questions regarding the new program with Staples please

feel free to contact Christine Wilson of the Procurement Office at 2-6433.

PROCURING GOODS FROM A FOREIGN VENDOR

There are customs charges on items that are being shipped from outside of the USA. Estimated charges are usually about \$500.00 for large and/or heavy pieces of equipment. If you are aware beforehand that your material will be coming in from another country you should submit a requisition to D Hauser Inc., the University's customs agent, at the same time that you submit the requisition to the foreign vendor. Please refer any questions to Lucy Fonseca at 2-6069.

NYSID

SUNY Custom Apparel Available at State Contract Prices! New York State Industries for the Disabled, Inc. has the recognized expertise to equip SUNY schools statewide with quality silk-screened and embroidered apparel. NYSID offers a wide array of t-shirts, golf shirts, sweatshirts, warm-up suits, winter coats, caps, sports team uniforms, physical plant/facilities maintenance uniforms, and

much more. **Best of all, NYSID apparel is customized to meet your needs and you can sample many items before you buy!** NYSID currently supplies apparel to facilities maintenance departments, athletic departments and other offices at SUNY schools throughout the State. They provide excellent customer service and delivery time.

NYSID also offers a large variety of office, janitorial products, food service, personal hygiene, and other products that can help SUNY schools meet their everyday missions.

To discuss your custom apparel needs, request samples and more, contact Meredith Hartman, Higher Education Market Manager, at 800-221-5994, ext. 294, or mhartman@nysid.org.

On Line Registration for Purchaser Notification Service

The NYS Office of General Services (OGS) has implemented a new service, where you can register online to receive email notices of new state contracts and contract updates via their new Purchaser Notification Service (PNS). Under this new system, OGS will

generate an email notice for each specific new document. The PNS system will enable you to sign up for as few or as many of the notices by commodity classification as are of interest to you. You can register for all or for none; the email you will receive will be based on your need as you've identified it during registration and you can change your registration preferences at any time.

The email notification system is as simple as one-two-three:

1. Register some basic information about your entity at www.ogs.state.ny.us/pns
2. Select the commodity or services classification areas that fit your interest.
3. The email notices will be delivered to your registered email address.

Should you have any questions about the Purchaser Notification Service please direct your inquiry to: customer.services@ogs.state.ny.us

RADIATION SAFETY COMPLIANCE ALERT

It is crucial for the University to be able to demonstrate that all new orders of radioactive material and ionizing/non-ionizing radiation-producing equipment are being properly tracked and registered with New York State. Radioactive encompasses transmission electron microscopes and lasers. When ordering unsealed or sealed sources using a State, Research or Stony Brook Foundation requisition, the following information must be noted on the requisition:

- The order contains radioactive material. (State and Research requisitions forms have a check box to check if radiation control is required.) Orders containing radioactive material must be indicated on Stony Brook Foundation requisitions.
- The isotope and amount of activity to be ordered.
- The current isotope inventory in stock and the current isotope inventory in waste for the

isotope/s being ordered.

- Name of Licensed Senior Investigator.

Note: Always notify the RSO prior to a transfer of radioactive material from another facility and/or prior to a transfer of radioactive material from one Campus lab to another Campus lab. All radioactive questions, other than purchasing procedures, should be directed to Edward J. O'Connell, Radiation Protection Services (RPS) at 2-9674.

Furniture Purchases

When your department is in need of furniture, New York State has a comprehensive furniture contract; a list of manufacturers on the State Contract can be view on the Procurement web site at www.procurement.stonybrook.edu Please feel free to contact Procurement for assistance in your furniture purchases, Lynn Patterson for State funded orders at 2-4154 or Cyril Rickson for Research Foundation funded orders at 2-1416. Each Purchasing agent has a complete list of authorized dealers for each manufacturer. Please keep in mind that the Staples Contract **does not** include furniture and **can not** be bought on the state office supply contract we have with Staples. The most

common manufacturers in the Staples catalogue for furniture is Hon, Global and United, please contact Cyril or Lynn for authorized dealers, the state contracted prices is quite a substantial savings.

AIR TRAVEL SERVICES

JetBlue Airways is now offering seven city pairs under our existing Air Travel Contract with New York State. All flights leave from JFK with destinations to Buffalo, NY, Burlington, Vt., Denver, Co., Fort Myers, Fl., New Orleans, La., Ontario, Ca. and Rochester, NY. To obtain these fares, all tickets must be purchased through Austin Travel, the State Authorized Travel Agent. Please contact Austin Travel located in the Library Building @ 2-7799 for travel arrangements. These fares are refundable, changeable and no advance purchase is required.

2004 PER DIEM RATES AND MEAL ALLOWANCE SCHEDULE

Please note that the new 2004 Per Diem Rates for lodging and meals for domestic travel are effective immediately. The Meal Allowance

Breakdown Schedule has also been updated. These rate and meal changes apply to both State and Research Foundation travel. The new rates can be found on the procurement website: www.procurement.stonybrook.edu. Click on Travel and then Useful Links where the link to per diem and meal rates can be found.

2004 MILEAGE RATE

Effective January 1, 2004, the IRS has announced that the personal car mileage rate for the calendar year 2004 has been increased to 37.5 cents per mile. The new rate applies to both State and Research Foundation travel.

Please contact Rosalie Makarick @ 2-6022 for additional information.

AMEX

As a reminder when using your State American Express procurement card be sure to tell the vendor that the word AMEX must appear on the shipping label, as well as the packing slip. Also, card holders should confirm with State contract vendors that they are receiving contract pricing.