

Contracts & Campus Purchasing Procurement Threshold Matrix for Goods and Services				
Requisitions:	Requisitioner Responsibilities:		Purchasing/Contracts Responsibilities:	
Up to \$2,499.99	No advertising necessary General Purchase Limits	Justify selection of vendor Provide detailed quote	Workers' Compensation & Disability insurances**** Prevailing Wage (if applicable)	
\$2,500-\$10,000	No advertising necessary General Purchase Limits	Justify selection of vendor Document reasonableness of price**	Workers' Compensation & Disability insurances**** Prevailing Wage (if applicable)	
Up to \$9,999.99k	No advertising necessary General Purchase Limits	Justify selection of vendor Document reasonableness of price** Single/sole source justification (if applicable)	Workers' Compensation & Disability insurances**** Prevailing Wage (if applicable)	
\$10k-\$14,999.99k	Advertising General Purchase Limits	Justify selection of vendor Document reasonableness of price** Single/sole source justification (if applicable)	Quarterly Contract Reporter ad Workers' Compensation & Disability insurances**** Prevailing Wage (if applicable)	
\$15k-\$19,999.99k	Advertising General Purchase Limits	Justify selection of vendor Document reasonableness of price** Single/sole source justification (if applicable)	Quarterly Contract Reporter ad State Finance Law 139 & Government Entity Rep Public Officers Law, EO 177 & EO 16 Vendor responsibility profile Workers' Compensation & Disability insurances**** Prevailing Wage (if applicable)	
\$20k-\$24,999.99k	Advertising General Purchase Limits	Solicit three (3) quotes Justify selection of vendor Document reasonableness of price** Single/sole source justification (if applicable)	Quarterly Contract Reporter ad State Finance Law 139 & Government Entity Rep Public Officers Law, EO 177 & EO 16 Vendor responsibility profile Workers' Compensation & Disability insurances**** Prevailing Wage (if applicable)	
\$25k-\$49,999.99k	Advertising General Purchase Limits	Solicit three (3) quotes Justify selection of vendor Document reasonableness of price** Single/sole source justification (if applicable)	M/WBE & SDVOB goals Quarterly Contract Reporter ad State Finance Law 139 & Government Entity Rep Public Officers Law, EO 177 & EO 16 Vendor responsibility profile Workers' Compensation & Disability insurances**** Prevailing Wage (if applicable)	
\$50k-\$124,999.99k	Advertising General Purchase Limits	Solicit three (3) quotes Justify selection of vendor Document reasonableness of price**	Individual Contract Reporter ad* (Discretionary) M/WBE & SDVOB goals State Finance Law 139 & Government Entity Rep Public Officers Law, EO 177 & EO 16 Vendor responsibility profile Vendor responsibility questionnaire (Req \$100k) Workers' Compensation & Disability insurances** ** OGS approval (for Preferred Source) Prevailing Wage (if applicable)	Single/sole source exemption from OSC Contract Reporter ad for exemption Exemption award placed on Upstate's website <b>OR</b> Complete procurement checklist State Finance Law 139 & Governmental Entity Rep Public Officers Law, EO 177 & EO 16 Vendor responsibility profile Vendor responsibility questionnaire (Req \$100k) Workers' Compensation & Disability insurances** **
\$50-\$500K (M/WBE, SDVOB & NYS small business)***	Advertising General Purchase Limits	Solicit three (3) quotes Justify selection of vendor Document reasonableness of price**	Individual Contract Reporter ad* (Article 15 Discretionary) M/WBE & SDVOB goals State Finance Law 139 & Government Entity Rep Public Officers Law, EO 177 & EO 16 Vendor responsibility profile Vendor responsibility questionnaire (Req \$100k) Workers' Compensation & Disability insurances**** OGS approval (for Preferred Source) OSC approval (Req \$200k) Prevailing Wage (if applicable)	<b>OR</b> Single/sole source exemption from OSC Contract Reporter ad for exemption Exemption award placed on Upstate's website Complete procurement checklist State Finance Law 139 & Governmental Entity Rep Public Officers Law, EO 177 & EO 16 Vendor responsibility profile Vendor responsibility questionnaire (Req \$100k) Workers' Compensation & Disability insurances** **
\$125k-\$149,999.99k	Advertising General Purchase Limits	Provide specifications Provide list of vendors to be solicited	Individual Contract Reporter ad* M/WBE & SDVOB goals Must solicit min. of five (5) sealed formal bids/proposals Complete procurement checklist Written justification for reasonableness of price**/**+ Workers' Compensation & Disability insurances**** State Finance Law 139 & Governmental Entity Rep Public Officers Law, EO 177 & EO 16 Vendor responsibility profile Non-collusion certificate Vendor responsibility questionnaire Record of Contact log Bid tabulation OGS approval (for Preferred Source) Prevailing Wage (if applicable)	<b>OR</b> Single/sole source exemption from OSC Contract Reporter ad for exemption Exemption award placed on Upstate's website Complete procurement checklist Written justification for reasonableness of price**/**+ Workers' Compensation & Disability insurances**** State Finance Law 139 & Governmental Entity Rep Public Officers Law, EO 177 & EO 16 Vendor responsibility profile Non-collusion certificate Record of Contact log Bid tabulation
Over \$150k	Advertising General Purchase Limits	Provide specifications Provide list of vendors to be solicited	Individual Contract Reporter ad* M/WBE & SDVOB goals Minimum of five (5) sealed formal bids/proposals Complete procurement checklist Written justification for reasonableness of price**/**+ Workers' Compensation & Disability insurances**** State Finance Law 139 & Governmental Entity Rep Public Officers Law, EO 177 & EO 16 Vendor responsibility profile Vendor responsibility questionnaire Non-collusion certificate Record of Contact log Bid tabulation OGS approval (for Preferred Source) AG/OSC approval Prevailing Wage (if applicable)	<b>OR</b> Single/sole source exemption from OSC Contract Reporter ad for exemption Exemption award placed on Upstate's website Complete procurement checklist Written justification for reasonableness of price**/**+ Workers' Compensation & Disability insurances**** State Finance Law 139 & Governmental Entity Rep Public Officers Law, EO 177 & EO 16 Vendor responsibility profile Vendor responsibility questionnaire Non-collusion certificate Record of Contact log Bid tabulation Upstate signatory approval (SVP/Officer level) AG/OSC approval
State Contracts	No advertising necessary Purchase Limits & Mini Bids may be applicable	Justify selection of vendor	<b>Note: Other requirements may be necessary depending on IFB/RFP</b> Workers' Compensation & Disability insurances**** Confirm pricing aligns w/price lists Prevailing Wage (if applicable)	OC over \$200k

Commodities, Printing, Construction and Construction-related (**Construction and construction-related procurements should be discussed in advance with Design and Construction**) : requires same formal competitive bidding process, number of sealed bids and Procurement checklist must be sent to AG/OSC approval if over \$150k.

Non Construction-related Services: requires same formal competitive bidding process, number of sealed bids and Procurement checklist must be sent to AG/OSC for approval if over \$150k.

\*Contract Reporter ad must run for a minimum of fifteen (15) business days.  
 \*\*Reasonableness of price can be another vendor's quote, purchases made by other State agencies, historical cost, manf. cost plus profit, better or equal to pricing provided to another government agency, etc. \*\*\*Any procurement over \$2,500 requires written documentation justifying the reasonableness of price.  
 \*\*\*\*New York State Finance Law allows for a discretionary threshold up to \$500,000 for purchases from business certified pursuant to Article 15-A, 17-B and NYS small businesses but Reasonableness of Price is still required.  
 \*\*\*\*\*Workers' Compensation & Disability insurances (If coming on Upstate property to deliver goods or provide services)(including any additional applicable insurance)