

Contracts & Campus Purchasing

Procurement Threshold Matrix for Goods and Services

Requisitions:	Requisitioner Responsibilities:	Purchasing/Contracts Responsibilities:	
Up to \$2,500	No advertising necessary General Purchase Limits	Justify selection of vendor Provide detailed quote Workers' Compensation & Disability insurances (including any additional applicable insurance) 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 (including any additional applicable insurance) Prevailing Wage (if applicable)	
Up to \$10k	No advertising necessary General Purchase Limits	Justify selection of vendor Document reasonableness of price** Single/sole source justification (if applicable) Workers' Compensation & Disability insurances (including any additional applicable insurance) Prevailing Wage (if applicable)	
\$10k-\$15K	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 (including any additional applicable insurance) Prevailing Wage (if applicable)	
\$15k-\$20K	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 Vendor responsibility profile Non-collusion certificate Workers' Compensation & Disability insurances (including any additional applicable insurance) Prevailing Wage (if applicable)	
\$20k-\$25K	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 Vendor responsibility profile Non-collusion certificate Workers' Compensation & Disability insurances (including any additional applicable insurance) Prevailing Wage (if applicable)	
\$25k-\$50K	Advertising General Purchase Limits	Solicit three (3) quotes Justify selection of vendor Document reasonableness of price** Single/sole source justification (if applicable) M/WBE goals Quarterly Contract Reporter ad State Finance Law 139 & Government Entity Rep Public Officers Law & EO 177 Vendor responsibility profile Non-collusion certificate Workers' Compensation & Disability insurances (including any additional applicable insurance) Prevailing Wage (if applicable)	
\$50k-\$125K	Advertising General Purchase Limits	Solicit three (3) quotes Justify selection of vendor Document reasonableness of price** Individual Contract Reporter ad* (Discretionary) M/WBE goals State Finance Law 139 & Government Entity Rep Public Officers Law & EO 177 Vendor responsibility profile Vendor responsibility questionnaire (Req \$100k) Non-collusion certificate Workers' Compensation & Disability insurances (including any additional applicable insurance) 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 OR Complete procurement checklist State Finance Law 139 & Governmental Entity Rep Public Officers Law & EO 177 Vendor responsibility profile Vendor responsibility questionnaire (Req \$100k) Non-collusion certificate Workers' Compensation & Disability insurances (including any additional applicable insurance)
\$50-\$500K (M/WBE & 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 goals State Finance Law 139 & Government Entity Rep Public Officers Law & EO 177 Vendor responsibility profile Vendor responsibility questionnaire (Req \$100k) Non-collusion certificate Workers' Compensation & Disability insurances (including any additional applicable insurance) OGS approval (for Preferred Source) OGS approval (Req \$250k) Prevailing Wage (if applicable)	Single/sole source exemption from OSC OR 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 Vendor responsibility profile Vendor responsibility questionnaire (Req \$100k) Non-collusion certificate Workers' Compensation & Disability insurances (including any additional applicable insurance)
\$125k-\$250K	Advertising General Purchase Limits	Provide specifications Provide list of vendors to be solicited Individual Contract Reporter ad* M/WBE goals Must solicit min. of five (5) sealed formal bids/proposals Complete procurement checklist Written justification for reasonableness of price**/**+ Workers' Compensation & Disability insurances (including any additional applicable insurance) State Finance Law 139 & Governmental Entity Rep Public Officers Law & EO 177 Vendor responsibility profile Vendor responsibility questionnaire Non-collusion certificate Record of Contact log Bid tabulation Contract OGS approval (for Preferred Source) Prevailing Wage (if applicable)	Single/sole source exemption from OSC OR 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 (including any additional applicable insurance) State Finance Law 139 & Governmental Entity Rep Public Officers Law & EO 177 Vendor responsibility profile Non-collusion certificate Record of Contact log Bid tabulation Contract AG/OSC approval
Over \$250k	Advertising General Purchase Limits	Provide specifications Provide list of vendors to be solicited Individual Contract Reporter ad* M/WBE goals Minimum of five (5) sealed formal bids/proposals Complete procurement checklist Written justification for reasonableness of price**/**+ Workers' Compensation & Disability insurances (including any additional applicable insurance) State Finance Law 139 & Governmental Entity Rep Public Officers Law & EO 177 Vendor responsibility profile Vendor responsibility questionnaire Non-collusion certificate Record of Contact log Bid tabulation Contract OGS approval (for Preferred Source) AG/OSC approval Prevailing Wage (if applicable)	Single/sole source exemption from OSC OR 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 (including any additional applicable insurance) State Finance Law 139 & Governmental Entity Rep Public Officers Law & EO 177 Vendor responsibility profile Vendor responsibility questionnaire Non-collusion certificate Record of Contact log Bid tabulation Contract Upstate signatory approval (Sr. Admin. level) AG/OSC approval
State Contracts	No advertising necessary Purchase Limits & Mini Bids may be applicable	Justify selection of vendor Workers' Compensation & Disability insurances (including any additional applicable insurance) Confirm pricing aligns w/price lists Prevailing Wage (if applicable)	

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 \$250k.

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 \$250k.

*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 Purchasing to include 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 and NYS small businesses but Reasonableness of Price is still required.