

## Interacting with the Buy Desk

### When to Contact the Buy Desk

- All Executive Agency purchasing is within scope:
  - **Contracts:** All solicitations, RFPs, IFBs, mini-bids, sole source, single source, extensions (including no-cost extensions), etc.
  - **Purchasing:** Any purchase over \$20k, whether or not using centralized contracts, should be submitted to the Buy Desk
- Exceptions: travel, grants, capital projects, membership dues, conferences, preferred source purchases and completed sourcing categories (refer to sourcing category status table) require no contact with the Buy Desk.
- Ongoing categories: please refer to the lower half of the sourcing category status table for guidance.

### How to work with the Buy Desk

- Requests should be submitted by Agencies and:
  - Provide complete information;
  - Be submitted as early as possible with at least two weeks in advance of the anticipated purchase date;
  - Include only new contracts/extensions or purchases orders (not already obligated payments);
  - Reflect the full purchase value for the duration of the procurement being submitted.

### What to expect from the Buy Desk

- Initial response should be within 2-4 days (Proceed with purchase, Hold for centralized contract availability, Work with the Buy Desk, Request for more information).
- Buy activities and timelines will vary. The Buy Desk will communicate expected timeline, other involved parties, and expectations for/needs from agency.

Buy Desk Contact? CATEGORY COMPLETE	Purchasing Category	Contract/Guidance
No contact with the Buy Desk is needed. Agencies are required to use the OGS centralized contracts noted.	Administrative Services	<a href="http://www.ogs.ny.gov/purchase/snt/awardnotes/7300322559can.htm">http://www.ogs.ny.gov/purchase/snt/awardnotes/7300322559can.htm</a>
	Automobiles	<a href="http://www.ogs.ny.gov/purchase/spg/awards/4045122539can.htm">http://www.ogs.ny.gov/purchase/spg/awards/4045122539can.htm</a>
	Equipment Maintenance (REMI)	<a href="http://www.ogs.state.ny.us/purchase/snt/awardnotes/7900021988can.htm">http://www.ogs.state.ny.us/purchase/snt/awardnotes/7900021988can.htm</a>
	EVT	<a href="http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822419can.htm">http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822419can.htm</a>
	Fleet Card	<a href="http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822445can.htm">http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822445can.htm</a>
	IT Services	<a href="http://ogs.ny.gov/BU/PC/hbits/default.asp">http://ogs.ny.gov/BU/PC/hbits/default.asp</a>
	Mobile Telecom	<a href="http://www.ogs.ny.gov/purchase/snt/awardnotes/7701720268can.htm">http://www.ogs.ny.gov/purchase/snt/awardnotes/7701720268can.htm</a>
	Office Equipment (Lot 1)	<a href="http://www.ogs.state.ny.us/purchase/snt/awardnotes/7552522418can.htm">http://www.ogs.state.ny.us/purchase/snt/awardnotes/7552522418can.htm</a>
	PCs	<a href="http://ogs.ny.gov/purchase/PCPurchase.htm">http://ogs.ny.gov/purchase/PCPurchase.htm</a> Provided agency is using primary Agg Buy vendor
	Road Salt	<a href="http://www.ogs.ny.gov/purchase/spg/awards/0180022287can.htm">http://www.ogs.ny.gov/purchase/spg/awards/0180022287can.htm</a>
	Security Guards	<a href="http://www.ogs.ny.gov/purchase/snt/awardnotes/7101122436can.htm">http://www.ogs.ny.gov/purchase/snt/awardnotes/7101122436can.htm</a>
Software OEM specific - Microsoft	Provided agency is using Enterprise Agreement, all other purchases should come to ABD. For information or assistance, contact <a href="mailto:SST_it_software@ogs.ny.gov">SST_it_software@ogs.ny.gov</a> .	
No contact with the Buy Desk is needed. Agencies are required to use NY Network.	Webcasting Services	If NYN (NY Network) cannot provide a quote, submit to ABD.

Buy Desk Contact? Category work on-going	Purchasing Category	
No contact with the Buy Desk is needed. All purchases within active sourcing projects must include termination for convenience (without penalty) language.	Auto Parts	Paper
	Auto Services	Pharmaceuticals
	Bulk Fuel	Roadway Building Materials
	Food	Small Package Delivery
	Heating Oil	Utilities
	Office Supplies	
All purchases at any dollar value should be submitted to the Buy Desk.	Enterprise Hardware & Maintenance	Office Equipment (Lots 2 & 3) & Maintenance
	Miscellaneous Software & Maintenance	Telecom Equipment & Maintenance
Purchases greater than \$20k should be submitted to the Buy Desk.	Advertising and Marketing	Industrial Equipment
	Audit Services	MRO Supplies
	Building Management Services	Med/Lab Supplies/Services
	Engineering Services	Safety and Security Systems
	Health Services	Telecom Services