

SUNY PROCUREMENT STATUTORY ORDER OF PRIORITY FOR PROCURING COMMODITIES & SERVICES

STATUTORY PRIORITY	COMMODITIES (GOODS) SFL §§ 160(3), 162, 163(3) and (5)(i)	SERVICES (INCLUDING TECHNOLOGY) SFL §§ 160(7) and (10), 162, 163(4) and (5)(ii)
First Priority	Preferred Sources (CORCRAFT, NIBNY, and NYSID)	Preferred Sources (NIBNY and NYSID)
Second Priority	OGS Centralized Contracts - "Shall purchase" where the commodity meets the form, function and utility required by SUNY. Exception: where an eligible cooperative contract has a lower price (NYS Procurement Bulletin: Consortia Purchasing Guidelines).	OGS Centralized Contracts - "May purchase" where the service meets the form, function and utility required by SUNY, but not mandatory.
Third Priority	Established SUNY System-wide Contracts	Established SUNY System-wide Contracts
Fourth Priority	Other Means of Contracting (Open Market), including: <ul style="list-style-type: none"> • Competitive Bid Procurement (IFB) • Discretionary Purchases • Piggybacking • Consortia contracts • Sole source procurement • Single source procurement • Emergency purchases 	Other Means of Contracting (Open Market), including: <ul style="list-style-type: none"> • Competitive Bid Procurement (RFP) • Discretionary Purchases • Piggybacking • Sole source procurement • Single source procurement • Emergency purchases

SOURCE: SUNY Procedure 7553 at II(A)(1) and New York State Procurement Guidelines (Sep. 2023, revised May 2026) Section II at 2.3.

SUNY CONTRACT APPROVAL & ADVERTISING THRESHOLDS

	SUNY CONTRACTING REQUIREMENT SFL §163 and SUNY Procedure 7553	NYS ADVERTISING REQUIREMENT Economic Dev. Law Art. 4-C	OAG REVIEW AS TO FORM / OSC REVIEW AND APPROVAL SFL §§112 and Educ. Law §355
>\$10,000 - <\$50,000 (SUNY discretionary purchases within this dollar range)	SUNY Procurement Record must include written documentation supporting: 1. Selection of the vendor (including vendor responsibility). 2. Reasonableness of the price. 8 NYCRR 316.4(b)(1); SUNY Procedure 7553, Procurement Methodology - Discretionary Purchases, or comply with formal solicitation procedures.	<\$10,000 Exempt >\$10,000 - <\$50,000 Quarterly Notice in NYSCR Economic Development Law §§ 142(2)(b) and 142(4)(b); SUNY Procedure 7553, Solicitation of Procurements.	OAG review as to form and OSC review and approval are required for revenue contracts with an intrinsic value exceeding \$25,000. State Finance Law § 112; SUNY Procedure 7553, Required External Agency Approvals. State Finance Law § 112; SUNY Procedure 7553, Required External Agency Approvals.
\$50,000 to less than \$150,000	SUNY shall solicit a minimum of 3 informal quotations or proposals from proposed vendors, and the SUNY Procurement Record must include written documentation supporting: 1. Vendor selection (including vendor responsibility); and 2. Reasonableness of price. 8 NYCRR 316.4(b)(2) and (b)(4)(iv); SUNY Procedure 7553, Procurement Methodology - Discretionary Purchases.	No individual NYSCR advertisement is required. Process procurements within this range pursuant to applicable discretionary purchasing authority rather than as single- or sole-source procurements, subject to the required Procurement Record documentation.	AG/OSC approval required for SUNY System Administration and Campus purchases >\$75,000 SFL §112; Ed. Law §355(5)(a)
\$150,000 and above	SUNY shall solicit a minimum of 5 formal sealed bids or proposals from responsible vendors. Purchases exceeding the applicable discretionary buying threshold must be conducted through a formal competitive process unless competition is not required or an alternative procurement method is specifically authorized by law. 8 NYCRR 316.4(b)(3); SUNY Procedure 7553, Procurement Methodology - Formal Procurements.	\$150,000 or more: Publication of an individual NYSCR notice at least 15 business days before bids or proposals are due, unless a shorter period applies by law. \$200,000 or more: Semiannual NYSCR notice, in addition to any other required notice. > \$200,000 Semi-Annual Notice in NYSCR in addition to other required notice(s) Economic Development Law §§ 142(2)(c) and 142(5); SUNY Procedure 7553, Solicitation of Procurements.	OAG/OSC approval required for: 1. SUNY System Administration or Campus purchases >\$75,000 2. SUNY Health Care Facility purchases >\$150,000 3. OGS Centralized Contract purchases >\$200,000 SFL §112; Ed. Law §§355(5)(a) & 355(16)(b)

PREFERRED SOURCE PURCHASING REQUIREMENTS

Preferred Sources must be considered first in accordance with State Finance Law § 162. When an approved offering meets the campus's form, function, and utility requirements and the applicable price standard, the campus must purchase from the Preferred Source. Corcraft commodities must not exceed the applicable fair-market-price standard. Approved NIBNY and NYSID commodities and services may not exceed 15% above prevailing market price.

Requirement	PS Commodities: Campus ≤ \$75,000 / HCF ≤ \$150,000	PS Commodities: Campus > \$75,000 / HCF > \$150,000	PS Services: < \$75,000	PS Services: > \$75,000 and < \$100,000	PS Services: ≥ \$100,000
Form, function and utility review	Required. Purchase from the Preferred Source when the approved offering satisfies form, function and utility and the applicable price standard.	Same.	Required.	Required.	Required.
Purchasing process	Purchase from the approved Preferred Source offering using applicable published pricing.	Same.	Provide requirements/specifications to the applicable Preferred Source facilitator(s). If more than one Preferred Source can meet the requirement, cost determines selection.	Same.	Same.
Price standard / price reasonableness	Corcraft: applicable fair-market-price standard. NIBNY/NYSID: no more than 15% above prevailing market price.	Same.	Campus evaluates price reasonableness; applicable Preferred Source price standard applies.	Campus evaluates price reasonableness; applicable Preferred Source price standard applies.	For List D services, OGS reviews and approves price reasonableness; applicable Preferred Source price standard applies.
NYS CR advertisement required?	No separate NYSCR advertisement.	No separate NYSCR advertisement.	No separate NYSCR advertisement.	No separate NYSCR advertisement.	No separate NYSCR advertisement.
OGS price approval required?	No.	No.	No. Campus evaluates price reasonableness.	No. Campus evaluates price reasonableness.	Yes, for List D Preferred Source services valued at \$100,000 or more.
OSC approval required?	No, based on the stated thresholds.	Yes: campus/System Administration contracts over \$75,000; HCF commodity contracts over \$150,000.	No.	Yes for campus/System Administration contracts over \$75,000; not solely by value for HCF contracts in this band.	Campus/System Administration: OSC approval is required because the contract exceeds \$75,000. SUNY Health Care Facility: OSC approval is required only when the service contract exceeds \$150,000.
Vendor responsibility documentation	Follow applicable Preferred Source, SUNY, SFS and OSC requirements; do not treat the matrix as a blanket exemption.	Same.	Same.	Same.	Same.
Procurement Lobbying Law documentation	Follow applicable SUNY and statutory requirements.	Same.	Same.	Same.	Same.
Separate MWBE/SDVOB goals?	Generally no separate participation goals for the Preferred Source purchase; follow applicable reporting requirements.	Same.	Same.	Same.	Same.

Implementation note: For Preferred Source List D services valued at \$100,000 or more, OGS price-reasonableness review is separate from OSC contract approval. Use the OGS Electronic Service Application (ESA) and follow current OGS instructions. For services below \$100,000, the campus evaluates price reasonableness.

Resources: [List of Preferred Source Offerings \(September 2026\)](#) | [New York State Preferred Sources Guidelines](#)

PURCHASES FROM OGS CENTRALIZED CONTRACTS

Before purchasing from an OGS centralized contract, campuses must review and follow the applicable Contract Award Notification, Authorized User or “How to Use” instructions, pricing requirements, ordering procedures, and any required mini-bid, RFQ, or other second-tier competition process.

Requirement	Direct purchase / contract ordering procedures	Mini-bid, RFQ or other required second-tier competition
Contract-specific ordering requirements?	Yes. Follow the applicable OGS centralized contract's ordering and pricing requirements.	Yes. Follow the applicable OGS centralized contract's second-tier solicitation, distribution, evaluation, award and documentation requirements.
Who conducts the transaction?	Campus follows the applicable contract ordering process and purchases from eligible contract offerings.	Campus defines the requirements and conducts the required mini-bid, RFQ or other second-tier process.
Technology-related internal approval?	Follow applicable SUNY/campus internal review and approval requirements.	Follow applicable SUNY/campus internal review and approval requirements.
NYSCR advertisement required?	No separate campus NYSCR advertisement for the purchase from the OGS centralized contract.	No separate campus NYSCR advertisement for the purchase from the OGS centralized contract.
OSC approval required?	Yes, when the authorized-user purchase exceeds \$200,000.	Yes, when the authorized-user purchase exceeds \$200,000.
Vendor responsibility documentation	Generally addressed through the OGS centralized contract; follow the applicable contract and OSC/SUNY requirements for the transaction.	Generally addressed through the OGS centralized contract; follow the applicable contract and OSC/SUNY requirements for the transaction.
Procurement Lobbying Law documentation	Follow the applicable centralized contract and SUNY requirements.	Follow the applicable centralized-contract Authorized User/second-tier requirements and SUNY requirements.
MWBE/SDVOB considerations	Review the applicable OGS contract for available MWBE/SDVOB contractors, authorized resellers/distributors, subcontractors, and any participation requirements.	Apply the MWBE/SDVOB contractor, reseller, subcontracting, outreach, evaluation or participation requirements stated in the applicable contract and second-tier process.
Procurement record	Document the contract used, ordering authority, vendor selection, pricing and required approvals.	Maintain the second-tier solicitation, vendor pool/distribution record, submissions, evaluation, award rationale, pricing and required approvals.

Resources: [New York State Procurement Guidelines \(Revised May 2026\)](#) | [OSC Contract Advisory No. 34](#)

Scope note: These matrices summarize recurring requirements. If an applicable statute, control-agency requirement, OGS centralized contract, Contract Award Notification, or “How to Use” document imposes a different or additional requirement, follow that controlling requirement together with SUNY Procedure 7553.