

Contract Reference Chart			
Amount of Contract	Publish in <i>Contract Reporter</i> ¹	Competitive Bidding Required ²	AG/OSC Approvals Required ³
up to \$10,000	No	No ⁴	No
\$10,000.01 - \$19,999.99	Quarterly ⁵	No ⁴	No
\$20,000.00 - \$50,000.00	Yes ⁶	No ⁴	No
\$50,000.00 - \$125,000.00	Yes	3 informal proposals	No ⁷
\$125,000.01 - \$250,000.00	Yes	formal bidding	No ⁸
\$250,000.01 and above	Yes	formal bidding	Yes
non-monetary consideration, over \$10,000	No	Sometimes ⁹	Yes [State Finance Law §112(3)]

¹No publication required for purchases from preferred sources (the required source if meet requirements of form, function and utility). No *pre*-publication required at any level for OSC-approved sole, single source or emergency purchases; publication of notice or award required *ex post facto* in that case. Future opportunities over \$200,000 must be published semi-annually.

²No bidding for sole and single source purchases, for purchases through OGS contracts or from preferred sources, at any dollar level. No bidding up to \$250,000 for certain limited NCAA Division 1-related purchases. Informal quotes or another means to establish reasonableness of price may be required for some emergency purchases.

³Must get prior OSC approval for single or sole source contracts over \$125,000 for certified campuses, or over \$50,000 for uncertified campuses. Must get OSC approval for revenue contracts over \$10,000.

⁴For any purchase up to \$50,000, campus must ensure prices are reasonable, and maintain written documentation in file to support selection. Competitive bidding is not required for purchases not exceeding \$125,000 from New York State small business, NYS Certified M/WBE's or recycled or remanufactured purchases.

⁵Campuses need only publish general quarterly list of potential contracts in *Contract Reporter*.

⁶No publication required for purchases under OGS authority.

⁷Over \$50,000, AG/OSC approvals required for "uncertified" campuses or over \$75,000 for "uncertified" health science centers.

⁸Over \$125,000 to \$250,000, AG/OSC approvals required where (i) bid protest, (ii) non-low bidder selected, (iii) award not in accordance with RFP/IFB, or (iv) single/sole source.

⁹In instances where competition is feasible, contracts involving consideration other than money in an amount greater than \$10,000 should be competitively bid or published in the *Contract Reporter*.