

	<b>PURCHASING DEPARTMENT</b>  <b>FREDONIA</b> <b>STATE UNIVERSITY OF NEW YORK</b>	GUIDELINE NO: 304
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		ORIGINAL: January 2003 LAST REVISED: January 2021 REVISION DATE: November 2023
<b>TITLE: Vendors</b> State Employee Owned Companies		

## I. Purpose

The purpose of this guideline is to define a procedure for the use of current and former state employee owned companies.

## II. Procedure

The Guide to Financial Operations section [XI.18.E.1](#), “Contracting with Former NYS Employees” and section [XI.18.E.2](#), “Contracting with Current NYS Employees” in accordance Public Officers Law §73(8)(a)(POL 73) reminds all agencies of the State rules in working with each of those vendors.

“Contracting with Current NYS Employees” states that no state employee shall sell any goods or services having a value in excess of Twenty-Five Dollars (\$25.00) to any State agency unless goods and services are provided pursuant to an award or contract after public notice (Contract Reporter) and competitive bidding (formal seal bids).

Therefore as it stands, the University will suspend doing any business with any state employee owned business without a formal bid. This purchase may have a lead-time of approximately 8 weeks for the formal bid process.

“Contracting with Former NYS Employees” goes into detail regarding the special two-year bar for former State employees and Executive Chamber employees and the lifetime bar for State employees on certain items.

Prior to engaging with any vendors, a determination needs to be made if the vendor is a current or past NYS employee.