

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 401
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		ORIGINAL: January 2003 LAST REVISED: July 2021 REVISION DATE: May 2022
TITLE: Preferred Sources Vendor Selection		

I. Purpose

The purpose of this guideline is to define a procedure for vendor selection.

II. Procedure

We are required by New York State Law to purchase from Preferred Sources whenever possible. Items include office furniture such as desks, chairs, filing cabinets, office supplies, signs and many other items. Please consult Guideline #402 which lists Preferred Sources and available commodities. Every effort should be made to purchase from Preferred Sources such as:

NYS Department of Corrections (Corcraft) www.corcraft.org/

NYS industries for the Disabled www.NYSID.org

New York State Preferred Source Program for People Who Are Blind NYSPPSP.org

Preferred source vendors where cost, quality, and delivery terms meet the needs of the campus. For more information, please contact the Purchasing Department at extension 3438.

If a New York State preferred source vendor is unable to provide your good or service, you should consult the vendors that are under New York State contract. Those vendors can be found at <https://ogs.ny.gov/procurement/ogs-centralized-contracts>

If you are unable to find your good or service is provided under either of those sites, you must consult the SUNY wide agreements at <https://www.suny.edu/business/contractsearch/>

Only after those sites are exhausted are you able to purchase from a consortia or open market.

III. Source

Utilization of NYS Preferred Sources Document Number 7565 (July 26, 2016)