



SUNY  
**D**OWNSTATE  
Medical Center

## **Contracts & Procurement Management**

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### **Glossary of Terms**

**Mail Stop 63  
450 Clarkson Avenue  
Brooklyn, NY 11203  
718-270-1132**



**Purchase Requisition**

Document generated by a user department to notify the purchasing department of items or services it needs to order, the quantity, and the timeframe. It must also have the Funding Source information (Accounting Codes and Object Codes) and the Authorized Signatures. This document begins the procurement process.

**Authorized Signature**

The person who is on file to approve a transaction according to the funding source and dollar value.

**Account Code/Funding Source**

The funding source of what's being purchased with State funds.

**Object Code**

The category of the commodity or service being procured, (i.e. supplies, travel, etc.). If you do not know what object code should be used, you may find a list of object codes by following the below link.

<http://www.downstate.edu/procurement/forms.html>

**Statement of Need**

Justification for the request being submitted.

**Scope of Work (SOW)**

The work to be performed should be described in detail. It should contain any milestones, reports, deliverables, and end products that are expected to be provided by the performing party. The SOW should also contain a time line for all deliverables.

**Project Sunlight**

Project Sunlight, an important component of the Public Integrity Reform Act of 2011, is an online database that provides the public with an unprecedented opportunity to see what entities and individuals are influencing state government decision-makers. For the text of the law, see Chapter 399 Part A §4 of the Laws of 2011.

<https://projectsunlight.ny.gov/>





**Advertisement**

Any commodity or service over \$50,000 must be advertised in the New York State Contract Reporter.

**Contract Reporter (New York State Contract Reporter)**

The vehicle used for advertising commodities or service

<https://www.nyscr.ny.gov/>

**MWBE and Veteran Goals**

All procurements greater than \$25,000 must have NYS Certified Minority/Woman Owned Business Enterprises and Veteran goals.

**Preferred Source**

These are vendors that the State of New York mandates State Agencies to utilize if their product or service meets your form function or utility.

**Reasonableness of Price**

This is an illustration of a fair pricing that must be included in the procurement record, (e.g. competitive quotes, price lists, comparisons to similar items or past experience).

**Invitation For Bid (IFB)**


An IFB is for cost only. This is where an award is made on the basis of cost.

**Request for Proposals (RFP)**

An RFP is a type of bid document used for procurements where factors, in addition to cost, are considered and weighted in awarding the contract and where the method of award is “best value,” as defined by State Financial Law.

**Request for Quotation (RFQ)**

An RFQ also referred to as a Letter Quote (LQ), is a type of bid document which can be used when a formal bid opening is not required (e.g. discretionary, sole source, single source or emergency purchases).





**Total Cost of Ownership**

Analysis of the total expense to the Institution for the procurement of a product or service, (i.e. when procuring a piece of equipment, does it need new disposables, additional staff, a maintenance agreement).

**Purchase Order**

A buyer-generated document that authorizes a purchase transaction. When accepted by the seller, it becomes a contract binding both parties.

A purchase order sets forth the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller.

**C Contract**

C Contract has a value greater than \$250,000 (Services Only).

**T Contract**

T Contract has a value greater than \$20,000 but less than \$250,000. It can include all Design & Construction, and Commodities.

**State Contract/P Contracts (OGS Contracts)**


These are contracts that have been negotiated by OGS and available for use by any State Agency. If an alternate contract is selected it must cost less or have a valid reason as to why they were not selected.

**Standing Order**

This is created when a set quantity of items are delivered on regular intervals.

**Blanket Order**

This is created for a department for a set amount of an item on an annual basis that is released by the department as needed.





**Construction Contracting**

**Campus Let**

Campus managed construction projects funded by capital appropriated to the Fund

**Campus Funded**

Campus managed construction projects funded by SUNY appropriations or other funds including those from the Foundation, Research Foundation, Auxiliary Service Corporation, Alumni Association, Income Fund Reimbursable (IFR) accounts or Grants

**Consultant**

The Architect, Engineer, Landscape Architect, Surveyor or other designated entity named by the University to design and/or inspect and/or generally administer the project.

**Construction Related Consultant Contracting**

**Professional Firm**

An individual or sole proprietorship, partnership, corporation, association or other legal entity permitted by law to practice the professions of architecture, engineering, landscape architecture or surveying in the State of New York.

**Consultant Service Agreement**

A contract in which a Professional Firm, as defined above, is hired to provide assistance in the execution of a project or study, related to campus facilities, facility system(s), utility(ies), utility system(s), site improvements, or components of any of the above.





**Agencies we work with:**

**SUNY**

State University of New York

**OSC**

Office of the State Comptroller

**OGS**

Office of General Services

**Violations:**

**Confirming Order**

Confirming Order happens when a Purchase Order is issued after the service has been provided or the goods have been received. Confirming Orders are in violation of NYS Finance Law and not allowed.

**Split Orders**

Split Orders happen when a commodity or service is duplicated within a 365 Day period.





**Contacts**

**Martin J. Deane**

AVP, Procurement & Supply Chain Management

(718) 270-3199

[Marty.Deane@downstate.edu](mailto:Marty.Deane@downstate.edu)

**Raul Tosado,**

Executive Director

(718) 613-8723

[Raul.Tosado@downstate.edu](mailto:Raul.Tosado@downstate.edu)

**Maria Lucido**

Director of Procurement

(718) 270-7214

[Maria.Lucido@downstate.edu](mailto:Maria.Lucido@downstate.edu)

**Brian McGraw**

Director of Procurement, FM&D Division

(718) 270-1532

[Brian.McGraw@downstate.edu](mailto:Brian.McGraw@downstate.edu)

**Maureen Crystal**

Director of Contracts

(718) 270-1976

[Maureen.Crystal@downstate.edu](mailto:Maureen.Crystal@downstate.edu)

