

PURCHASING PROCEDURES- NYGD 7050

PREFACE

FOR THE COMMANDER

OFFICIAL:



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1. Purpose. This publication sets forth format and procedures to govern the Purchasing Procedures. It provides guidance for use by the NYG major subordinate commands (MSC's) in purchasing authorized materials, services and vehicle rentals in support of NYG missions.

2. Application

a. Format and procedures established in this publication apply to procedures for purchasing NYG materials, services and renting vehicles.

b. This publication is directive in nature. These formats, and procedures will be followed, except when, in the judgment of the commander, exceptional circumstances dictate otherwise.

3. Scope. This publication describes the process used to purchase materials and services in support of NYG activities by all units comprising the New York Guard.

4. Basis. Refer to New York State Finance Law, which refers to Military Law, section 16.

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CHAPTER I

POLICY

It is NYG policy to efficiently purchase materials and services to support of the mission of the MSCs comprising the NYG. A purchase procedure will ensure effective utilization of NYG allocated funds and ensure an audit trail for materials and services purchased in support of the mission of the NYG as a component of DMNA.

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CHAPTER II
RESPONSIBILITIES

1. The Commander New York Guard, or designee, shall be responsible for the overall policy and program review for purchase procedures for all MSCs comprising the NYG.

2. The G-4, Deputy Chief of Staff for Logistics, shall:

- a. Define the purchasing procedures for NYG subordinate units.
- b. Distribute, under auspices of HQ-NYG, this directives to all MSCs for implementation.
- c. Implement these procedures for HQ-NYG purchases.
- d. Update this directive as required

3. The MSCs will:

- a. Ensure that their subordinate units implement the directive regarding purchasing procedures.
- b. Publish additional implementing regulations or instructions as required. Commanders will exercise judgement in implementing and adding to requirements. The directive will be followed, except when, in the judgement of the Commander New York Guard, exceptional circumstances dictate otherwise. Conflicts will be resolved through recommended changes to this Directive. Subordinate commanders will not publish regulations or instructions that conflict with this Directive.
- c. Notify and provide copies of follow-up regulations or instructions to New York Guard Headquarters for review and approval.

4. All units will:

- a. Comply with lead times
- b. Justify purchases to missions
- c. Safeguard and account for acquisitions

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CHAPTER III**MATERIALS PURCHASE PROCEDURES**

1. General. Established procedure for NYG MSCs to request materials in support of their authorized mission.

a. All MSCs may purchase materials as allowed within their budget allocation, utilizing approved purchasing procedures.

b. This procedure defines a specified sign-off format to authorize the purchase of materials.

c. Material purchases requests will go through the chain of command for authorization and validation of funding.

d. Material purchases must be handled through Headquarters, NYG for fulfillment.

(1) Personal acquisitions prior to an approved NYG Form 800 may not be reimbursed.

(2) Personal acquisitions, even with an approved NYG Form 800, not specifically authorized by HQ NYG, will not be paid by the State and the purchaser is liable for payment.

e. For any purchase, State Preferred sources (e.g. Department of Corrections, Industries for the Blind, Office of the Disabled, Office of Mental Health) will be used if possible. The second preferred source is any vendor with an Office of General Services Term Contract. Additionally, Minority & Women Owned Business Enterprises (MWBE) listings will be checked before going to an outside vendor.

f. Exceptions of purchases outside State Contracts (open market) require written justification as follows:

(1) Purchases less than \$2,500 require two verbal quotes.

(2) Purchases between \$2,500 and \$4,999 require three verbal quotes.

(3) Purchases between \$5,000 and \$14,999 require five firms be contacted and five written quotes.

(4) Purchases greater \$15,000 must go through the formal bid process to include Contract Reporter Advertisement (by DMNA Budget & Finance).

g. Single source requisitions will not be authorized without detailed justification. The detailed justification must identify why the single source vendor is requested. Approval is required prior to purchase.

h. Purchase requests must adhere to lead times to ensure that they are completed in a timely manner.

2. Purchase Procedure Summary:

a. The requestor initiates the purchase request via NYG Form 800 and/or State Procurement Requisition Form (ProReq) (see appendix A). The request must be typed or printed.

b. The request is submitted through the chain of command for approval. Submittals below MSC level require MSC Commander's approval.

c. The approved request is forwarded to the NYG Headquarters in Latham, Attn. G-4 for review. If approved, a ProReq is prepared.

d. The Purchase Order is reviewed for compliance with State Finance Regulations by the DMNA Budget and Finance Directorate (MNBF)

e. When approved, HQ NYG will contact the vendor for delivery

(1) Original billing documentation and verification of receipt is required for payment processing.

(2) Documentation of State Property inventory may be required for non-expendable items.

(3) Payment processed.

3. Purchase lead times:

a. Expendable items (i.e., paper supplies) – The lead time is 30 days from submission of the request to complete processing.

b. Non-expendable equipment and medical supplies (i.e., radios, computers, etc) – The lead time is 60 days from submission of the request to complete processing. This includes state property structure and hand receipt active.

c. Bid items (i.e., uniform purchases over \$15,000) - The lead time is 90 days from submission of the request to complete processing.

d. Any Annual Training needed items - Lead time is 90 days

Note: All purchase for same TY must be submitted to HQ-NYG NLT 15-December

4. Receipt of material. Upon receipt of ordered materials, the non-expendable items will be tagged with DMNA serial numbers (as required) and distributed using the procedures defined in NYG Directive 4140, Property Control Procedures.

5. MSC Requirements. Additional requirements by the Chain-of-Command to include additional information, formats, or approvals by Special Staff Officers are at the discretion of the MSC Commander; however, the suspense date to HQ NYG in this directive must still be met.

CHAPTER IV

SERVICES ACQUISITION PROCEDURES

1. General. Established procedure for NYG MSCs to request materials in support of their authorized mission.

- a. All MSCs may acquire services as allowed within their budget allocation, utilizing approved acquisition procedures.
- b. This procedure defines a specified sign-off format to authorize the acquisition of services.
- c. Service acquisition requests will go through the chain of command to New York Guard Headquarters for authorization and validation of funding.
- d. Service acquisitions must be handled through Headquarters, NYG for fulfillment.
 - (1) Personal acquisitions prior to an approved NYG Form 800 may not be reimbursed.
 - (2) Personal acquisitions, even with an approved NYG Form 800, not specifically authorized by HQ NYG, may not be paid by the State and the purchaser is liable for payment.
- e. For any service an OGS Service & Tech Contract will be used if possible. Additionally, Minority & Women Owned Business (MWB) listings will be checked before going to an outside vendor.
- f. Services outside State Contract channels require written justification as follows:
 - (1) Services less than \$2,500 require two verbal or written quotes. The quotes should be from a reliable source (e.g. catalog or advertisement). Quotes may be via email and must be submitted with the purchase order.
 - (2) Services between \$2,500 and \$4,999 require three verbal quotes.
 - (3) Services between \$5,000 and \$14,999 require five firms be contacted and three written quotes.
 - (4) Services greater \$15,000 must go through the formal bid process to include Contract Reporter Advertisement (by DMNA Budget & Finance).
 - (5) If all above efforts have failed, an Emergency acquisition of Services may be made if approved by Headquarters New York Guard.

(a) Under \$15,000 - Must provide quotes even after the fact to prove reasonableness of price.

(b) Over \$15,000 – Written justification and “Contract Reporter Exemption” required.

g. Single source requisitions will not authorized without detailed justification. The detailed justification must identify why the single source vendor is requested.

2. Services Acquisition Procedure Summary:

a. The requestor initiates the purchase request via NYG Form 800 or ProReq (see appendix A). The request must be typed or printed.

b. The request is submitted through the chain of command for approval. Submittals below MSC level require MSC Commander’s approval.

c. The approved request is forwarded to the NYG Headquarters in Latham, Attn, G-4 and a State Purchase Order is prepared through the State Financial System (SFS).

d. The PO is reviewed for compliance with State Finance Regulations by the DMNA Budget and Finance Division (MNBF)

e. With approval, the PO is submitted to the vendor for fulfillment.

f. Original billing documentation and documentation that services have been provided are required for payment processing.

3. Purchase lead times: Any service that requires a formal bidding process (over \$15,000) requires a lead time of 90 days.

CHAPTER V

VEHICLE RENTAL PROCEDURES

1. General. Established procedure for NYG MSCs to request rental vehicles in support of their authorized mission.

a. All MSCs may rent vehicles as allowed within their budget allocation, utilizing approved rental procedures.

b. This procedure defines a specified sign-off format to authorize the purchase of materials.

c. Vehicle rental requests will go through the chain of command for authorization and validation of funding.

d. Vehicle rental requests will be handled through HQ NYG and DMNA Budget & Finance channels for fulfillment.

(1) Personal rentals prior to an approved NYG Form 800 may not be reimbursed.

(2) Personal rentals, even with an approved NYG Form 800, not specifically authorized by HQ NYG, may not be paid by the State and the purchaser is liable for payment.

e. The State vendor for rental vehicles must be used, if available.

2. Vehicle Rental procedure summary:

a. The requestor initiates the purchase request via NYG Form 800 (see appendix A) with a memorandum from the MSC. The request may be typed or printed.

(1) Paragraph one of the Form 800 will state the dates required, unit, and mission to be performed.

(2) Paragraph two of the Form 800 will indicate recommended vendors if a State Contract vendor is not available. (State Contract Vendors are available for standard rentals, contact NYG HQ, G-4 for information.)

(3) Paragraph two of the Form 800 will indicate the type and size of rental vehicle required.

(4) Paragraph two of the Form 800 will include the estimated rental amount or quotes obtained.

(5) The MSC memorandum will include:

(a) Unit requesting vehicle.

(b) Operator's rank, name, driver's license information, and phone number.

(c) Person to be sent completed purchase order and confirmation data to include FAX number and/ or e-mail address.

(d) NYG mission that this request is supporting.

b. The request is submitted through the chain of command to G-4 for approval.

c. The approved request is forwarded to the NYG Headquarters in Latham and a State Purchase Order is prepared through the State Financial System (SFS).

d. The PO is reviewed for compliance with State Finance Regulations by the DMNA Budget and Finance Division (MNBF)

e. With approval, the PO is submitted to the vendor for fulfillment.

3. Rental lead times:

a. The lead time is 10 working days from submission of the request to complete processing.

b. Requests received 72 hours or less from planned pick-up may be returned without action.

c. Unscheduled emergency requirements will be processed but cannot be guaranteed.

4. MSC Requirements. Additional requirements by the Chain-of-Command to include additional information, formats, or approvals by Special Staff Officers are at the discretion of the MSC; however, the suspense date to HQ NYG in this directive must still be met.

APPENDIX A-1
STATE OF NEW YORK
Division of Military and Naval Affairs
NEW YORK GUARD
HEADQUARTERS

UNIT
STREET
CITY, ZIP

NYSG- _____

Date

MEMORANDUM FOR: Headquarters, New York Guard, ATTN: NYSG-CG, 330 Old Niskayuna Rd.
Latham, NY 12110-2224

THRU: _____
THRU: _____

SUBJECT: Request for Funds.

1. Request funds for the procurement of/for: _____

2. Recommended Vendor(s)*: a. _____ Phone: _____
b. _____ Phone: _____
c. _____ Phone: _____

3. Item Description: MAKE: _____ MODEL #: _____ COLOR: _____

4. Amount: a. \$ _____ b. \$ _____ c. \$ _____

NOTE:

* Two vendor's quotes are required if state contract is not used. Over \$2,500
three (3) quotes are required. Over \$5,000 three (3) written quotes are required. _____
(Signature of Unit Commander)

NYSG - _____ 1st End Date: _____

1. I Concur Non-Concur

(Signature of MSC Commander)

NYSG - CG 2nd End Date: _____

1. Approved Disapproved

2. Voucher/Purchase Order number: _____

(Signature of Commander NYG or Representative)

Contact NYG G-4 for current State Procurement Requisition Form

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