

WHEN CAN I GET STUFF?

35) How long is it going to take (for me to get my stuff)?

- A. The following are approximate time frames for processing (complete and accurate^{*}) purchase requisitions into purchase orders or contracts and the campuses. End-users are encouraged to discuss with the Purchasing Department the anticipated time frame for a particular purchase.
1. Purchases in the following categories generally take 1-2 weeks for Purchasing to process:
 - a. Purchases from Preferred Sources for any amount up to \$500,000.
 - b. Purchases from New York State contracts that do not require additional solicitation steps for any amount up to \$500,000.
 - c. Purchases from CUNY-wide contracts for any amount, provided that a board resolution for the purchase is already in place.
 - d. Purchases directly from New York State or other current government contract (e.g. New York City Department of Citywide Administrative Services, Department of Education, certain schedules of General Services Administration) that require no additional documentation or solicitation efforts for any amount up to \$500,000 (does not include piggybacking purchases).
 - e. Purchases following an informal purchasing process, including those from New York State-certified minority-owned women-owned or small businesses (MWBE) for amounts up to \$50,000 in certain categories (the Purchasing Department staff can advise you as to when this exemption from following a solicitation process is permitted).
 - f. Single source or sole source purchases expending less than \$50,000 for the fiscal year, provided that an order is not being deliberately and artificially split in an attempt to stay below this dollar threshold and provided that the requestor provides sufficient justification for the single source procurement/sole source procurement and evidence of reasonableness of price.
 - g. Purchases for goods valued at less than \$50,000 that are not single source or sole source purchases, provided that there is evidence that the reasonableness of pricing has been determined through appropriate method(s) under the circumstance using informal purchasing methods.
 2. Purchases in the following categories generally take 6-8 weeks to process:
 - a. Purchases from Preferred Sources with a value of \$500,000 or more.
 - b. Purchases up to \$100,000 from New York State contracts that require additional solicitation steps (e.g., conducting a mini-bid) or additional documentation or with a value of \$500,000 or more.

^{*} Detailed specifications are an essential part of a complete and accurate purchase requisition. Ask your Purchasing Department for a specifications outline or specifications questionnaire to help you prepare your specifications and see FAQ #9 above.

- c. Purchases directly from New York State or other current government contract (e.g. New York City Department of Citywide Administrative Services, Department of Education, certain schedules of General Services Administration) that require no additional documentation or solicitation efforts with a value of \$500,000 (does not include piggybacking purchases).
- d. Purchases from New York State-certified minority-owned or women-owned or small businesses (MWBE) of (1) commodities, (2) services up to \$100,000, and (3) for amounts up to \$200,000 in certain categories where following an informal purchasing process is permitted (the Purchasing Department staff can advise you as to when this exemption from following a solicitation is permitted).
- e. Single source or sole source purchases for goods up to \$100,000, provided that an order is not being deliberately and artificially split in an attempt to stay below this dollar threshold.
- f. Purchases for goods valued at in excess of \$50,000 but not more than \$100,000.

NOTA BENE: Concocting smaller purchases (by splitting purchases or breaking up a larger purchase, by not disclosing anticipated needs, etc.) to meet lower threshold requirements is strictly prohibited. Knowingly requesting purchases of similar commodities/services as separate orders is a violation of University policy.

- 3. Purchases of services valued at \$100,000 or more from an MWBE require State pre- approval and generally take 2-3 months to process.
- 4. Purchases in the following categories generally take 6-8 months to process:
 - a. Purchases of services valued at \$100,000 or more other than from an MWBE.
 - b. Purchases in excess of \$200,000 from an MWBE.
 - c. Purchases in excess of \$100,000 that cannot be purchased from a Preferred Source, CUNY-wide contract, New York State or other current government contract. The time frame for completing a procurement process in this category can be extensive. The length of time elapsing between the initial request and delivery of goods or services varies based on the complexity of the purchase. The steps to be undertaken may take several weeks, so early planning with your Purchasing Department is key to successful procurement in the shortest time frame possible.
 - i. Bidding opportunities entailing an expenditure in excess of \$50,000 must be advertised, or the Purchasing Department must request and receive an exemption from advertising from the Office of the State Comptroller and then publish a notice of the advertising exemption.
 - ii. Purchases for which the planned expenditure exceeds \$100,000 will generally involve the issuance of a formal

- solicitation, and the selection of a vendor pursuant to an evaluation of bid submissions or proposals.
- iii. Draft solicitation documents, including the specifications, must be submitted to and approved by the CUNY Office of General Counsel before they are issued.
 - iv. Planned procurements in excess of \$500,000 require the submission of a Board Resolution submitted to the CUNY Board of Trustees for approval, unless an omnibus Resolution covering the commodity or service has already been approved by the Board.
 - v. Contracts also must be registered by the NYS Comptroller or the NYC Comptroller in order to be valid contracts.
 - vi. In some cases, most often in the case of RFPs, some contract terms and conditions will need to be negotiated with the selected vendor.

Each of these steps can take several weeks and early planning is key to performing the procurement in the shortest time frame possible.

- 5. Involve Purchasing as soon as you are considering a purchase; Purchasing can help you frame the procurement so that the purchase can be made as expediently as possible.