

Exhibit D

**CUNY PURCHASING HIERARCHY**

<p><b>1. Preferred Source</b></p>	<p>Additional information on available products and services can be found at:  <a href="http://www.ogs.state.ny.us/procurecounc/pdfdoc/pslist.pdf">http://www.ogs.state.ny.us/procurecounc/pdfdoc/pslist.pdf</a></p>	<p><b>NYSID</b> (NYS Industries for the Disabled)  <b>NYSPSP</b> (NYS Preferred Source Program for People who are Blind)  <b>Corcraft</b> (Dept. of Corrections/Furniture)</p>
<p><b>2. University-Wide Contracts and other Centralized Contracts</b></p>	<p>Where feasible, the Office of the University Controller – Purchasing, leverages CUNY’s buying power to procure goods and services on favorable terms by entering into a University-wide contract with a vendor.           If there is no University-wide contract, products and services centrally procured by these City and State departments must then be considered, if available.</p>	<p><b>CUNY</b>  <b>OGS</b> (NYS Office of General Services)  <b>DCAS</b> (NYC Department of Citywide Administrative Services)  <b>DOE</b> (NYC Department of Education)  <b>DOITT</b> (NYC Dept. of Information Technology &amp; Telecommunications)  <b>GSA</b> (General Services Administration)</p>
<p><b>4. Requests for Quotations          Telephone Quotations          Requests for Proposals          Invitation for Bids          Piggybacking          Consortia Contracts</b></p>	<p>The method used will depend on the type of goods and/or services being acquired, the total value, and other circumstances.</p>	<p><b>RFQ</b> (Informal Competitive)  <b>TQ</b> (Informal Competitive)  <b>RFP</b> (Formal Competitive)  <b>IFB</b> (Formal Competitive)</p>
<p><b>5. Single or Sole Source</b></p>	<p>Whenever possible, a competitive process is used to select the most suitable vendor. However, in some cases single / sole source procurement will be appropriate. For guidance, see the Purchasing FAQs or discuss with the Purchasing Department</p>	<p><b>Non-Competitive</b></p>