

Equal Employment Opportunity Regulations

The City University of New York is committed to a policy of non-discrimination in its hiring practices and does not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and, furthermore, undertakes active programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. The University's policy is consistent with New York State and City Equal Employment Opportunity (EEO) regulations. All vendors doing business with the University are expected to comply with these principles of non-discrimination, consistent with University policy and EEO regulations. Affirmation of compliance and/or proof of compliance may be required of vendors contracting with the University, as appropriate.



DIRECTORY OF PURCHASING OFFICES

CUNY Central Office	212-397-5600	www.cuny.edu
Baruch College	212-660-6150	www.baruch.cuny.edu
Brooklyn College	718-951-5133	www.brooklyn.cuny.edu
The City College	212-650-5252	www.ccnyc.cuny.edu
The College of Staten Island	718-982-2450	www.csi.cuny.edu
Graduate School and University Center	212-817-7650	www.gc.cuny.edu
Hunter College	212-772-4333	www.hunter.cuny.edu
John Jay School of Criminal Justice	212-237-8900	www.jjay.cuny.edu
Herbert H. Lehman College	718-960-5261	www.lehman.cuny.edu
Medgar Evers College	718-270-6120	www.mec.cuny.edu
New York City College of Technology	718-473-8960	www.citytech.cuny.edu
Queens College	718-997-5760	www.qc.cuny.edu
York College	718-262-2107	www.york.cuny.edu
Borough of Manhattan Community College	212-220-8040	www.bmcc.cuny.edu
Bronx Community College	718-289-5801	www.bcc.cuny.edu
Eugenio Maria de Hostos Community College	718-319-7966	www.hostos.cuny.edu
Kingsborough Community College	718-368-5034	www.kbcc.cuny.edu
Fiorello H. LaGuardia Community College	718-482-5525	www.lagcc.cuny.edu
Queensborough Community College	718-631-6202	www.qcc.cuny.edu

How to do Business with The City University of New York



A Vendor's Guide



Overview

This publication is provided as a user-friendly guide to doing business with us. We welcome participation in the procurement process by all qualified and competent business entities offering goods and services congruent with our goals and mission as a world-class University. If you take a few moments to become familiar with our requirements and procedures, you may find that doing business with the City University of New York is easier than you thought.

All procurement policies and procedures appearing in this brochure are consistent with regulations imposed by the University's Board of Trustees. Procurement activities also are governed by all applicable State Finance Laws.

Funding for day-to-day operations, maintenance of facilities and construction of new facilities is derived from a wide variety of revenue sources, both public and private. The University's procurement regulations are reflective of those sources.

As a public university, we are firmly committed to prudent and effective stewardship of resources. Consistent with the highest levels of public trust and fiduciary integrity, our procurement policies are geared toward serving our constituents with optimal quality of service, timely delivery and "best value" available in the marketplace. Centralized, University-wide collaborative purchasing of goods and services is initiated, when applicable, in combination with decentralized purchasing at the individual College level, where appropriate.

The City University of New York is comprised of thirteen senior colleges (including The City University School of Law at Queens College and The Graduate School and University Center) and six community colleges. The University also includes The Sophie Davis School of Biomedical Education, The School for Professional Studies, and The Graduate School of Journalism.

Points of Entry: How Can I Receive Notice of Bidding Opportunities?

Although bid submissions are occasionally solicited for University-wide contracts, the recommended approach for new vendors is direct contact with a purchasing office at one or more of the colleges listed on the final page of this brochure. The web sites maintained by each college will list the name of a Director of Purchasing or a chief procurement officer. The preferred initial contact is a letter of introduction, with a list of verifiable references and a listing of commodities and/or services offered by your company, as well as an indication of your status as a state, city, department of education or federal government contract awardee, if applicable.

Include your status as a minority-owned, women-owned and/or small business, if applicable. The University's purchasing officers at the various colleges are encouraged to solicit participation in the bidding process by qualified minority-owned, women-owned and/or small business entities, whenever the opportunity presents itself. To inquire about State of New York certification as a minority-owned, women-owned and/or small business, visit the New York State Department of Economic Development's website (www.empire.state.ny.us) or call (212) 803-2200.

Visit the State's Office of General Services website (www.ogs.state.ny.us) to learn of opportunities for bidding on upcoming State contracts, which may afford yet another potential point of entry for doing business with the City University of New York.

In addition to the option of doing business with us as an awardee of an OGS contract or other government contract, vendors are encouraged to review additional bidding opportunities advertised in the New York State Contract Reporter and the City Record. Online subscriptions are available for the Contract Reporter (www.nyscr.org) and the City Record (<http://a856-internet.nyc.gov/nycvendonline/home.html>).

Procurement Regulations: What Should I Know?

Purchasing officers at all of the University's colleges are required to purchase goods and services available through State contracts issued by the New York State Office of General Services or through other government contracts that may be available for their use.

In the absence of a current and available State OGS contract or other government contract, bid solicitations and requests for quotations are regularly initiated by each College's designated purchasing officers. While it is acceptable for deans, directors, faculty and staff of the Colleges to request general information from you as a prospective vendor, such as informal, preliminary proposals, and/or published price lists, these are not recognized as official offerings to the College and cannot be substituted for bids solicited by the appointed staff.

As the needs for goods and services arise, the College's purchasing staff is charged with the responsibility of determining reasonableness of price prior to issuing purchase orders and contract documents to vendors. Designated staff are authorized to employ appropriate methods of obtaining price quotations based upon regulations established by the University.

In the case of minor, low-cost procurements, reasonableness of price may be determined through (a) a letter obtained from a qualified vendor indicating discount(s) offered off published list pricing, (b) faxed bids requested consistent with established guidelines, or (c) telephone quotations, where appropriate.

Higher-cost procurements may require a written Invitation for Bids solicitation issued by the College's purchasing staff. In such cases, an appropriate solicitation document is prepared and sent to several qualified sources. An official bid due date and time is specified in the document, and bidders are afforded a reasonable time frame to respond. Following the opening of bids submitted, an award is made to the responsive and responsible vendor offering the most competitive pricing.