

PROCUREMENT SERVICES

How to Do Business with Us

WHO WE ARE

Buffalo State University is one of the largest comprehensive institutions in the State University of New York (SUNY) system. As a civic-minded, urban-engaged campus community located in the city's cultural corridor, Buffalo State prides itself on offering small learning environments coupled with large university opportunities.

- Boasting a diverse and inclusive campus, Buffalo State is committed to the intellectual, personal, and professional growth of its students, staff, and alumni.
- The school's mission is to deliver a broad array of high-quality and distinctive programs infused with diversity, creativity, and hands-on learning opportunities.
- With degree programs in education, the arts, science, arts and humanities, and professional studies, more than 6,000 students choose Buffalo State each year.

WHAT WE DO IN PURCHASING

Procurement Services works together with the SUNY Buffalo State community to acquire various goods and services for the successful operation of our campus. At the same time, it is our responsibility to ensure the expenditures of funds are in accordance with applicable procedures, policies, laws, and regulations of New York State, State University of New York (SUNY), and others.

- Provides for the purchase of goods, materials, and services in a timely manner, at a competitive price, of proper quality and consistent with the needs of the campus community.
- Provides expertise relevant to the cost-effective methods, commodity information and sourcing, negotiations, and problem solving.
- Ensures the best value is consistently obtained.

HOW WE BUY

NYS Finance Law §163 and SUNY Procedure 7553 Purchasing and Contracting (Procurement) prioritize how the State University of New York (SUNY) does purchasing. The dollar value of the procurement determines how SUNY purchases commodities and services. Procurement sources are generally determined in following order:

1. From Preferred Sources when they meet form, function, and utility;
2. Through OGS Centralized Commodity Contracts or Consortia/Group Purchasing Organizations (GPOs) Contracts;
3. Through University-wide Contracts;
4. By Discretionary Buying in the open market— with documentation of reasonableness of price;
5. Via Competitive Procurements:
 - Invitations for Bid (IFB)—awarded to the lowest price;
 - Requests for Proposal (RFP)—awarded to the best value; or
 - Request for Qualifications (RFQ) —awarded to the most qualified.

When making procurements, SUNY is required by law to provide to and obtain from vendors certain documentation.

MWBE PROGRAM

The State of New York believes that increasing the utilization of Minority and Women Owned Business Enterprises (MWBEs) is an important element of the State's and SUNY's contribution to the growth of our economy and community.

Executive Law Article 15-A establishes State-wide Minority and Women Owned Business Enterprise

utilization goals and imposes sanctions on agencies that substantially fail to meet their goals. SUNY also includes MWBE utilization as a component of campus presidential evaluations.

It is the policy of SUNY Buffalo State to take affirmative action to ensure that Minority and Women Owned Businesses, certified by New York State, are given the opportunity to demonstrate their ability to provide the campus with goods and services at competitive prices.

VENDOR RESOURCES

Who do I contact at SUNY Buffalo State to provide a line card or capability statement?

Please contact purchasing@buffalostate.edu to provide line card information, or to set up an appointment.

How do I become a certified MWBE certified?

Please visit [Minority & Women's Business Development | Empire State Development \(ny.gov\)](#) to learn more about navigating New York State's MWBE certification process.

How do I find out how other SUNYs do Business?

Please visit [Doing Business with SUNY - SUNY](#) for more detailed information on doing business with any SUNY institution, and to learn more about how we buy.

CONTACT

PROCUREMENT SERVICES

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