

STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
DIVISION OF FINANCIAL MANAGEMENT
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JOSEPH M. DECHANTS
Assistant Deputy Chief
Administrator

TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

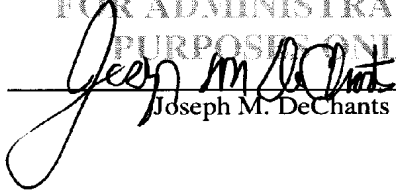
BULLETIN NUMBER: 293	January 3, 2003
SUBJECT: New Contract Batch Types / OSC Bureau of Contracts Organization	

***This supersedes the provisions of New Accounting Procedures
Bulletin number 277, issued February 7, 2001.***

Attached is OSC Procurement and Disbursement Guidelines Bulletin G-194, as revised on January 2, 2003. This bulletin describes OSC efforts to streamline its contract management operations and to consolidate the batch types to be used when submitting contracts and other purchasing transactions. Effective February 3, 2003, only those batch types listed in Bulletin G-194 will be accepted when entering contracts into the Central Accounting System. Only batch types applicable to contract and purchasing transactions are affected by these provisions.

Also included herein is a copy of OSC bulletin G-207, dated January 3, 2003. This bulletin details the new organizational structure of OSC's Bureau of Contracts and provides the name, phone number and e-mail address for key contract personnel.

Please distribute this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, UCS contracts and other procurement activities.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Joseph M. DeChants



STATE OF NEW YORK
OFFICE OF THE STATE COMPTROLLER

PROCUREMENT AND DISBURSEMENT GUIDELINES

BULLETIN: G-194
SUBJECT: Consolidation of Batch Types - Revised
DATE: January 02, 2003

Purpose

The Bureau of Contracts continues to streamline its operations in an ongoing effort to improve customer service and increase operational efficiency. In conjunction with our new Contract Management System, we have further consolidated batch types to expedite the routing of contract and purchase transactions to the Bureau's audit teams.

Consolidation of Batch Types

When submitting contract and purchase transactions, please use the batch types listed below to ensure these documents are routed to the appropriate audit team. These batch types should be used effective immediately. The use of incorrect batch types may add substantial time onto the approval process.

All other existing contract batch types will be eliminated from the Central Accounting System on the close of business January 31, 2003. If this date presents a problem, please contact William Hughes by telephone or email as noted in the General Assistance Section below. Effective February 3, 2003, the Central Accounting System will only accept those batch types listed below.

Batch Type	Contract Description	Contract Team
TGG	Grant Contracts and related amendments	Grants
E10	PO's \$15,000+	Invitation for Bids
TBP	Lowest Price IFB Contracts and related Amendments including Construction Contracts and Change Orders ¹	Invitation for Bids
TPC	OGS Purchase Contracts and Related Amendments, Purchase Authorizations (PA's). ONLY OGS and/or OSC can enter this Batch Type.	Invitation for Bids
QCT	Qualified "Quick" Contracts – Non-Commodities, including Construction Services, Architect/Engineering, and "Quick" Grants ²	"Quick" and Miscellaneous

¹ Includes Revenue contracts awarded pursuant to an IFB and Single and Sole source for commodities.

² Will be used as part of a Pilot "Quick" Grants Project for qualified agencies.



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Batch Type	Contract Description	Contract Team
QPC	Qualified "Quick" Contracts, "P" (Purchase) Contracts & "PA" (Purchase Authorizations only. ONLY OSC enters this Batch Type.	"Quick" and Miscellaneous
QPP	Qualified "Quick" Purchase Orders	"Quick" and Miscellaneous
TQM	Architect, Engineering, Surveying (Non-"Quick" only), Railroad, Repayment, and Intergovernmental Agreements, Land Purchase and Sale Contracts, Leases and their associated amendments and AC-340's	"Quick" and Miscellaneous
TBV	Best Value (RFP) Contracts and related Amendments ³	Request for Proposals
TCA	Address Changes	Systems Management
TNC	T Contract Changes (Over \$15,000)	Systems Management
TNT	T Contracts (Contracts below OSC Approval Threshold)	Not submitted to Contracts
ECC	Encumbrance Adjustment Only	Not submitted to Contracts
009	Optional Encumbrance Under \$15,000	Not submitted to Contracts

General Assistance

If you need general assistance, please telephone or e-mail one of the Team Leaders listed below.

Name	Telephone	E-Mail Address
Daniel Agosto, Grants	(518) 486-1250	dagosto@osc.state.ny.us
Theodore Winnie, IFB	(518) 402-4473	twinnie@osc.state.ny.us
Charlotte Breeyear, "Quick" and Miscellaneous	(518) 474-4012	cbreeyear@osc.state.ny.us
Daniel J. Ryan, RFP	(518) 474-6494	djryan@osc.state.ny.us
William Hughes, Systems Management	(518) 486-1292	bhughes@osc.state.ny.us

Contract Encumbrances

In October 2002, a new [Section 3.0250, Encumbrance Accounting Policy](#), was added to Volume III of the Accounting User Procedure

³ Includes Revenue contracts awarded pursuant to an RFP and Single and Sole source for services.



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Manual. Please review this new section on the OSC Internet Site (www.osc.state.ny.us) by selecting Comptroller's News for State Agencies and NYS Accounting System User Procedure Manual (under Highlights).



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PROCUREMENT AND DISBURSEMENT GUIDELINES

BULLETIN:	G-207
SUBJECT:	Bureau of Contracts' Organization Information
DATE:	January 3, 2003

Purpose

The Bureau of Contracts continues to streamline its operations in an ongoing effort to improve customer service and increase operational efficiency. A chart outlining our current organizational structure is attached.

Organization Structure Bureau of Contracts

Listed below are staff telephone numbers and e-mail addresses. As staffing or telephone number changes are made, this bulletin will be updated and posted on OSC's website (<http://www.osc.state.ny.us/agencies/gbull/glist.htm>).

Administration

The Administration component of the Bureau of Contracts provides management, policy direction, and leadership to the Bureau and ensures that the vision and mission of the Bureau are achieved.

Name	Telephone	E-Mail Address
Joan M. Sullivan Director of Contracts	(518) 474-4622	jsullivan@osc.state.ny.us
Richard Hill Assistant Director	(518) 486-4117	rhill@osc.state.ny.us
Jerry Lipfeld Request for Proposal Team and Invitation for Bid Team Section Leader	(518) 474-6028	jlipfeld@osc.state.ny.us
Patricia O'Donnell Grants Team, "Quick" and Miscellaneous Team, and Systems Management Team Section Leader	(518) 473-6761	po'donnell@osc.state.ny.us

Grants Team

The Grants Team is responsible for the audit of grant contracts for human services awarded to primarily not-for-profit organizations and municipalities, or for contracts specifically granted by the Legislature.



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Name	Telephone	E-Mail Address
Daniel Agosto, Team Leader	(518) 486-1250	dagosto@osc.state.ny.us
Timothy Lenahan	(518) 408-4389	tlenahan@osc.state.ny.us
Rosanne Courter	(518) 486-3042	rcourter@osc.state.ny.us
Donald Lloyd	(518) 474-4245	dlloyd@osc.state.ny.us
Michael S. O'Connell	(518) 408-4388	msoconnell@osc.state.ny.us
Karen VanVliet	(518) 486-3036	kvanvliet@osc.state.ny.us
Paula Wood	(518) 486-6521	pwood@osc.state.ny.us

Invitation for Bid Team

The Invitation for Bids (IFB) Team is responsible for the audit of any contract or purchase order awarded where an IFB has been issued. This would include all construction contracts and other construction-related documents, except for "Quick" contracts. In addition, the IFB Team is responsible for the audit of commodity contracts, including those awarded on a sole or single source basis. The IFB Team is also responsible for revenue contracts that are awarded pursuant to an IFB.

Name	Telephone	E-Mail Address
Theodore Winnie, Team Leader	(518) 402-4473	twinnie@osc.state.ny.us
Kenneth Cozzy	(518) 486-1291	kgcozzy@osc.state.ny.us
Susan DiFiore	(518) 474-4011	sdifiore@osc.state.ny.us
Michael Boivin	(518) 486-1293	mboivin@osc.state.ny.us
James Bouck	(518) 486-1299	jbouck@osc.state.ny.us
John Breen	(518) 486-3005	jbreen@osc.state.ny.us
Barbara Brown	(518) 474-3658	bbrown@osc.state.ny.us
Marcia Flansburg	(518) 474-6938	mflansburg@osc.state.ny.us
Raymond Kosinski	(518) 473-6765	rkosinski@osc.state.ny.us
April LaMoy	(518) 486-1294	alamoy@osc.state.ny.us
Noreen Nardacci	(518) 486-3001	nnardacci@osc.state.ny.us
Barbara Norton	(518) 473-6763	bnorton@osc.state.ny.us



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“Quick” and Miscellaneous Contracts Team

The “Quick” and Miscellaneous Contracts Team (QMT) is responsible for the audit of: “Quick” contracts, Architect, Engineering, and Surveying contracts, leases, land purchases, land sales, repayment agreements, railroad agreements and intergovernmental agreements.

Name	Telephone	E-Mail Address
Charlotte Breear, Team Leader	(518) 474-4012	cbreear@osc.state.ny.us
Patricia Warner	(518) 473-1024	pwarnar@osc.state.ny.us
Donna Flynn	(518) 486-3004	dflynn@osc.state.ny.us
John Green	(518) 402-4591	jpgreen@osc.state.ny.us
Kathleen Koehler	(518) 408-4378	kkoehler@osc.state.ny.us
Kathryn Griffiths	(518) 474-3556	kgriffiths@osc.state.ny.us
Mary Shevlin	(518) 486-1298	mshevlin@osc.state.ny.us
Betse Smith	(518) 408-4390	basmith@osc.state.ny.us

Request for Proposals Team

The Request for Proposals Team (RFP) is responsible for the audit of any contract or purchase order awarded where an RFP is utilized. In addition, the RFP Team is responsible for the audit of any service contract awarded on a sole or single source basis as well as all revenue contracts that are awarded pursuant to an RFP.

Name	Telephone	E-Mail Address
Daniel J. Ryan, Team Leader	(518) 474-6494	djryan@osc.state.ny.us
James Hettie, Chief	(518) 486-3037	jhettie@osc.state.ny.us
Daniel Robinson	(518) 473-7107	drobinson@osc.state.ny.us
Cathy Smith	(518) 402-2969	cesmith@osc.state.ny.us
Arlene Van Pelt	(518) 473-0435	avanpelt@osc.state.ny.us
Lisa Joyner	(518) 486-7967	ljoyner@osc.state.ny.us
Jean Klob	(518) 474-3467	jklob@osc.state.ny.us
Mark Peppin	(518) 486-3012	mpeppin@osc.state.ny.us
Gail Thorpe	(518) 486-3011	gthorpe@osc.state.ny.us
Eric Townsend	(518) 474-4358	etownsend@osc.state.ny.us



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Susie Tucker-Ross	(518) 408-2973	stucker-ross@osc.state.ny.us
Maryann Yurkon	(518) 474-2584	myurkon@osc.state.ny.us

Systems Management Team

The Systems Management Team (SMT) provides administrative, technical, and process support to its customers. The Team engages in business process reengineering activities in order to identify improvement opportunities, leads agency training across New York State on procurement, creates and distributes external policy, and provides systems development and guidance in the area of information resource management for the Bureau of Contracts.

Name	Telephone	E-Mail Address
William Hughes, Team Leader	(518) 486-1292	bhughes@osc.state.ny.us
Pamela Russell	(518) 486-3075	prussell@osc.state.ny.us
William Reilly	(518) 473-5689	wreilly@osc.state.ny.us
Kathleen Brenner	(518) 402-1175	kbrenner@osc.state.ny.us
Claire Grant	(518) 486-3023	cgrant@osc.state.ny.us
Estella Murdock	(518) 473-1021	emurdock@osc.state.ny.us
Jacob Rivers	(518) 402-1175	jrivers@osc.state.ny.us
Stacie Ryan	(518) 473-8598	sryan@osc.state.ny.us
Deborah Stietzel	(518) 474-7787	dstietzel@osc.state.ny.us

Contract Management System Project

The Bureau of Contracts is currently developing an automated contract management system. This system, when implemented, will greatly improve and streamline the contract review process and create the foundation necessary for the Bureau to effectively manage the many e-Government initiatives that will mark the future.

Name	Telephone	E-Mail Address
Annette Franchini, CMS Project Manager	(518) 486-3003	afranchini@osc.state.ny.us



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E-Grant Project

The mission of the E-Grant Project is to increase opportunity, efficiency, and accountability in the grant making process in the State. Current processes are non-standardized and decentralized. There is no single source for grant seekers to learn of grant opportunities, and the processes and forms required to apply for grants are non-standardized, numerous, and complex. This project, sponsored jointly between OSC and OFT, will address these inefficiencies and inequities through the application of information technology, process improvements, and legislative and administrative changes. A centralized website, supporting grant making processes across state agencies, is being developed.

Name	Telephone	E-Mail Address
Diane Taylor, Project Manager	(518) 486-1297	ddtaylor@osc.state.ny.us
Lynn Hansen	(518) 473-8807	lhansen@osc.state.ny.us
Barbara Alston	(518) 402-4516	balston@osc.state.ny.us

General Assistance

If you need general assistance, please telephone or email one of the staff listed below.

Name	Telephone	E-Mail Address
Victoria Kuffel Administration	(518) 474-4622	vkuffel@osc.state.ny.us
Beth McGuire Administration	(518) 486-4117	bmcguire@osc.state.ny.us
Andrea Huggins RFP and IFB Teams	(518) 474-6494	ahuggins@osc.state.ny.us
Tammy Sobieraj Grants and "Quick" and Miscellaneous Teams	(518) 474-3488	tsobieraj@osc.state.ny.us

Technical Assistance and Training

The Bureau of Contracts offers technical assistance and training seminars in contracting laws and procedures. For technical assistance, please contact the appropriate Team Leader noted above. The subject matter for training seminars may be general or



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tailored to an agency's needs. For more information, please contact:

Pam Russell
Outreach Coordinator
Bureau of Contracts
Phone: (518)-486-3075
Email: prussell@osc.state.ny.us

As this will be the only distribution of the bulletin, please provide a copy to all appropriate Department staff.

**OFFICE OF THE STATE COMPTROLLER
DIVISION OF MANAGEMENT AUDIT AND STATE FINANCIAL SERVICE
BUREAU OF CONTRACTS
ORGANIZATIONAL CHART**

