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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 272	September 6, 2000
SUBJECT: New Contract Batch Types	

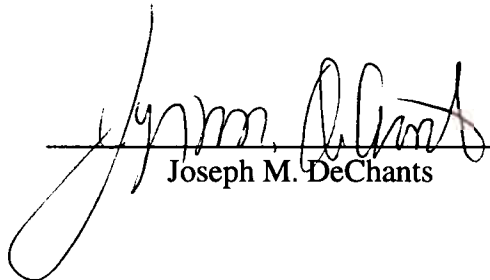
OSC Procurement and Disbursement Guidelines Bulletin G-187, dated August 18, 2000, establishes new contract batch types which are intended to facilitate an administrative reorganization of the State Comptroller's Bureau of Contracts. Effective September 18, 2000, the following batch types should be used for contracts and contract amendments:

Batch Type	Description	OSC Group	New / Existing
QDA	Quick Contracts	Grants and Quick Contracts	Existing
TCC	Miscellaneous Contracts	RFP or IFB	Existing
TDA	Construction Contract Change Orders	IFB	Existing
TDC	Construction Contracts	IFB	Existing
TLC	Lease Contracts	Grants and Quick Contracts	Existing
TPC	OGS Purchase Contracts	IFB	Existing
TRC	Revenue Contracts	RFP	Existing

TWC	Land Contracts	Grants and Quick Contracts	Existing
TBV	Best Value (RFP)	RFP	New
TSV	Sole / Single Source: Services	RFP	New
TBP	Lowest Price (IFB)	IFB	New
TCP	Sole / Single Source: Commodities	IFB	New
TPS	Preferred Source	Grants and Quick Contracts	New
TGG	Grants	Grants and Quick Contracts	New

After September 15, 2000, existing batch types TCC, TDA, TDC and TPC should no longer be used.

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.



Joseph M. DeChants



STATE OF NEW YORK
OFFICE OF THE STATE COMPTROLLER

PROCUREMENT AND DISBURSEMENT GUIDELINES

BULLETIN:	G-187
SUBJECT:	Bureau of Contracts' Reorganization and New Batch Types
DATE:	8/18/00

Purpose

Effective September 18, 2000, the Bureau of Contracts is reorganizing to better serve our customers. This bulletin provides important information regarding our reorganization and how it affects your contract submissions. Please refer to the batch type charts in this bulletin for all future contract submissions.

Bureau of Contracts

The Bureau of Contracts will now consist of two primary groups – Procurement Review Group (PRG) and Systems Management Group (SMG). Wayne Sickler will have responsibility for the Procurement Review Group. In addition to other administrative responsibilities in her position as Assistant Director, Joan Sullivan will have responsibility for the Systems Management Group. Following is a brief description of the areas of responsibility for each section within the two groups.

Procurement Review Group

The PRG will consist of three teams: Request for Proposal (RFP); Invitation for Bid (IFB); and Grants and Quick Contracts.

- **The RFP Team** is responsible for the audit of any contract or purchase order awarded where a Request For Proposal 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. Charlotte Breeyear is Team Chief of the RFP Section and is assisted by Cathy Smith and Bill Hughes.
- **The 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 any commodity contract awarded on a sole or single source basis. Theodore Winnie is the Team Chief of the IFB Section and is assisted by Ken Cozzy.



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- **The Grants and Quick Contracts Team (GQC)** is responsible for the audit of grant contracts, quick contracts, architect and engineering contracts, negotiated contracts, such as land transactions, repayment agreements, intergovernmental agreements (MOUs), and bond issue related contracts. Dan Agosto and Ted Sacawa are the Team Chiefs of the GQC Section and are assisted by Dan Robinson.

Systems

Management Group

The SMG Group consists of several teams that provide support-type functions. These teams include: Agency Training, Information Resource Management, External Policy, and Administration, such as Freedom of Information Law (FOIL) Requests and Procurement Protests. Jerry Lipfeld is the Team Chief of the Agency Training Team, Dan Ryan is the Team Chief of the Information Resource Management Team, Ralph Doyle is the Team Chief for Administration, and Jim Hettie is the Team Chief of External Policy.

Batch Type –

Method of Selection

The chart below lists the existing batch types that will be used to identify the Group or Team to whom contracts and amendments will be forwarded, when the respective batch type is used.

CURRENT BATCH TYPES		
Batch Type	Description	Group/Section
QDA	Quick Contracts	Grants & Quick Contracts
TCC	Miscellaneous Contracts	RFP or IFB
TDA	Construction Contract Change Orders	IFB
TDC	Construction Contracts	IFB
TLC	Lease Contracts	Grants & Quick Contracts
TPC	OGS Purchase Contracts	IFB
TRC	Revenue Contracts	RFP
TWC	Land Contracts	Grants & Quick Contracts



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In order to allow for ease in distributing work within the newly reorganized Bureau of Contracts, we have established additional Batch Types that are listed below. It is very important that the appropriate batch type be used to assure that contract packages and amendments are delivered to the appropriate audit team in a timely manner. Batch types TCC, TDA, TDC, and TPC should not be used after September 15, 2000.

ADDITIONAL BATCH TYPES		
Batch Type	Description	Group/Section
TBV	Best Value (Request for Proposal)	RFP
TSV	Sole/Single Source: Services	RFP
TBP	Lowest Price (Invitation for Bid)	IFB
TCP	Sole/Single Source: Commodities	IFB
TPS	Preferred Source	Grants & Quick Contracts
TGG	Grants	Grants & Quick Contracts

Please keep in mind that submitting a contract or amendment under an incorrect batch type may result in delaying the review and approval of that contract or amendment. Any questions regarding this bulletin, please call (518) 474-3488 for assistance.

We appreciate your indulgence during our time of transition. This is the only distribution of the bulletin; please disseminate to all appropriate department staff. We feel this change will be useful in better serving your agency's needs.