





**Michael R. Perina** – Purchasing Agent/Senior Manager III

**Lisa Schwartz** – Buyer/Assistant Purchasing Agent –  
contact for requisition approval and bids.

**Junco Kennedy** – Buyer/Assistant Purchasing Agent –  
contact for requisition approval and bids.

**Elisa Marquez** – Assistant Buyer –  
contact for bids.

**Zion Spruill** – Account Clerk –  
contact for PO amendments, award catalog system and consultants.

**Gina Hernandez** – Administrative Assistant –  
contact for department assistance.

**Barbara O’Neal** – Part Time Typist Clerk –  
contact for PO amendments, award catalog system and consultants.

**Oksana Bohutska** – Account Clerk –  
contact for PO distribution, emergency PO’s and credit card purchases  
including travel purchases.



TO EFFECTIVELY SUPPLY  
THE AGENCY WITH  
NEEDED MATERIALS,  
SUPPLIES AND  
CONTRACTED SERVICES.

Procurement for Nassau BOCES is governed by NYS General Municipal Law 103 and 104b and adopted Board Policies.

GML 103 - Formal (advertised and sealed) competitive bidding.

GML 104b - Internal policies and procedures governing all purchases



**Emergency** – arise from accident or unforeseen occurrence, affects public buildings/property or life, health and safety, immediate action needed.

**Surplus/Secondhand and Equipment** – Federal or State government, political subdivision or public benefit corporation (no exception from a private source).

**Professional Services** – specialized skill, training, expertise.

**Sole Source Procurement** – available from one source, product/service unique, no equivalent or competition.

**NYS Preferred Sources** – Corcraft, NYSID, etc...



## FISCAL YEAR / AGENCY WIDE / COMMODITY

### Purchasing Regulation 6700-R

<u>Purch. Contract</u>	<u>Pub. Works Contract</u>	<u>Requirement</u>	<u>Procedure</u>
Less than \$1,999	Less than \$3,999	No competitive quote required	Originator shall indicate on the purchase requisition why the suggested vendor's price is fair & reasonable.
\$2,000-\$5,999	\$4,000-\$9,999	3 separate verbal quotations (if available), or a request for proposal.	Obtained by the originator of the purchase request.
\$6,000-\$11,999	\$10,000-\$19,999	3 formal, written signed quotations (if available), or a request for proposal.	Obtained by the originator on official BOCES RFQ forms.

## Purchasing Regulation 6700

# RFQ'S

Purchasing and  
Materials Program

Board of Cooperative Educational Services

STANDARD

RFQ

Quotes will be accepted until 2:00 P.M.

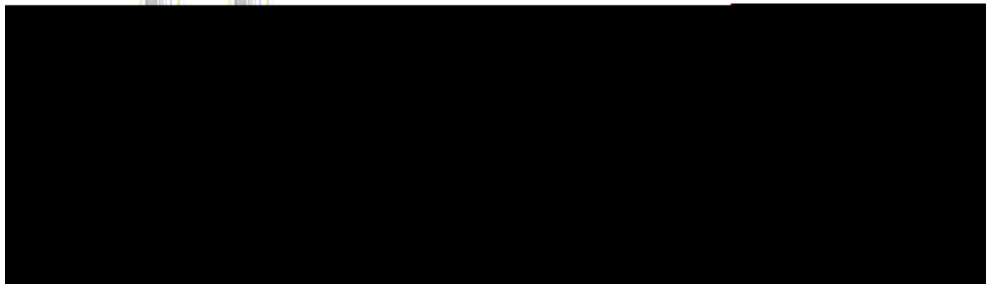
on

Buyer \_\_\_\_\_ Quotation No. \_\_\_\_\_

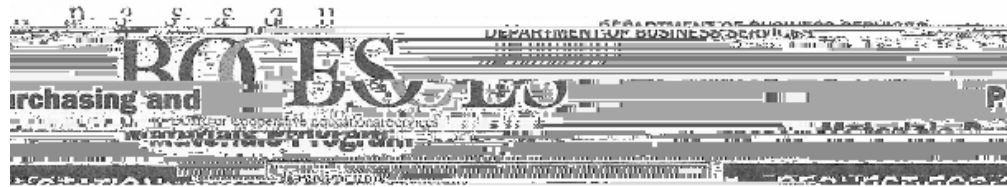
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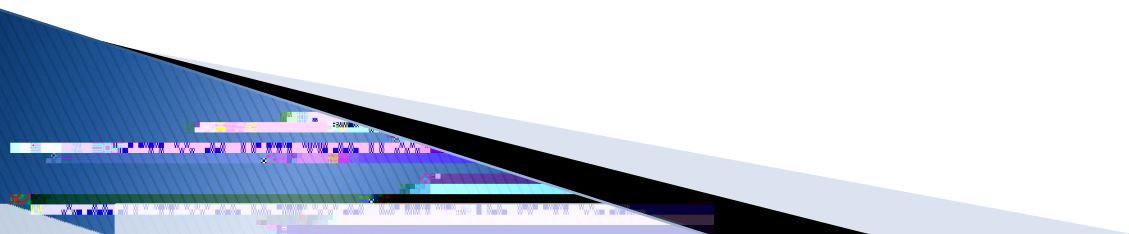
Telephone # \_\_\_\_\_

THIS IS AN INFORMATIONAL











Health Office  
Supplies

Industrial Arts  
Supplies

Interscholastic  
Athletic Supplies

Medical/Dental  
Supplies

Musical  
Instrument -  
Rental

Musical  
Instrument -  
Repair

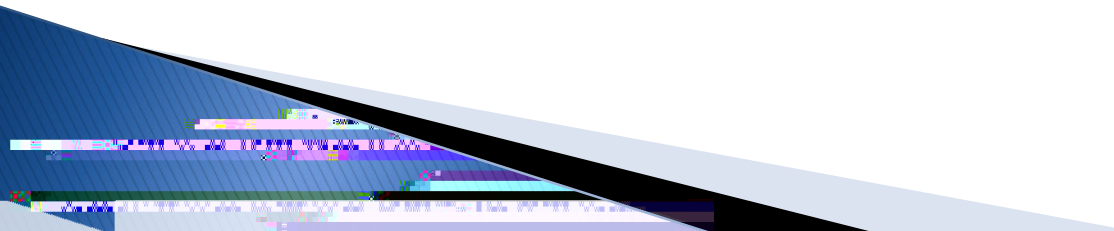
Musical  
Instrument -  
Supplies

Paper

Reconditioning of  
Athletic  
Equipment

Roof Maintenance  
& Repairs

Science Supplies



1 or 10 Gig

Animal Care

Assistive  
Listening  
Devices

Cable  
Installation

Charter Boats

Installation of  
Audio-Visual

Fitness Equipment



Exterior Signage

Managed Print  
Services

Smart Board  
Accessories

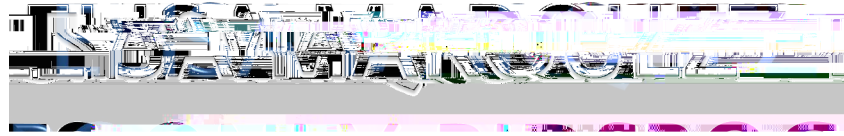
Printing of Budget  
Materials

Printing of School  
District Calendars

Printing of Student  
Newspapers for  
Great Neck UFSD







BOCES Food Service  
Supplies

Bread

Ceramic Floor & Wall  
Tiles

Construction/Electrical  
Supplies

Cosmetology

Fresh Produce

Meat and Seafood

Milk

Nursery and Infant  
items

Occupational  
Therapy/Physical  
Therapy

Prepared Foods

Toys & Books for  
Parent/Child

Purchase requisitions are entered into our financial system, PeopleSoft, and should provide correct order information (item description, price, vendor, etc.) proper budget codes, compliance with purchase regulations –



## Object Code Definitions

Code	Code Title	Definition or Examples
0301	Subscriptions	Subscriptions to magazines, newspapers and professional literature <u>including</u> electronic subscriptions.

Code	Code Title	Definition or Examples
0475	Building Equipment Repair	Used by <b>Facilities</b> for repair work done on BOCES building equipment like Air Conditioning equipment.

Requisition

Ship To: NASSAU BOCES BARRY TECH  
CAREER EDUCATION  
PETER DALTON  
1196 PROSPECT AVENUE

Business Unit:	NBCOC	COMPLETED
Req ID	Date	Page
0000225994	08/11/2022	1
Requestor	PDALTON	

Address: WESTBURY, NY 11590 Requestor Sign

BID #21/22-030 ARTS & CRAFTS SUPPLIES  
INTERNAL DELIVERY TO MARGARET GRECO - CHILD CARE SKILLS

Qty	Part	Description	Unit	Price	Amount
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1-1	21/22030ART001808	SLEEPERS PER PACKAGE, Additional Info: CASI			
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5.910	11.82	2.0000	PKG		
Vendor: 0000022749 CASAFI SCHOOL SLEEPERS					

3-1	21/22030ART001884	PAPER - CONSTRUCTION 18 INCH X 24 INCH 100/PKG SPECTRAL			
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5.910	11.82	2.0000	PKG		
Vendor: 0000022749 CASAFI SCHOOL SLEEPERS					

4-1	21/22030ART001885				
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Confirming Purchase Order – is created *after* the delivery of goods or services, that were not authorized by the Purchasing Agent/ Assistant Purchasing Agents. Confirming purchase orders breach GML, Board policy and procedure and are not permitted.

If a Confirming PO occurs, a Confirming PO form must be filled out with an explanation as to why the instance occurred, as well as procedures taken to prevent it from happening again. The form must be signed by the authorized department administrator (e.g., Executive Director, Associate Director, Assistant Director) and





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If a purchase order requires changes after it has been approved (e.g., increase/decrease in amount, description, code, etc....) it would need to be amended. A purchase order amendment form must be filled out with the change(s) and must include the *reason for the change*.

The form must be signed by the authorized department administrator (e.g., Executive Director, Associate Director, Assistant Director) and entered into our new PO amendment system for processing (see training link)

<https://www.nassauboces.org/Page/11837>

\*\*\*Tutorial

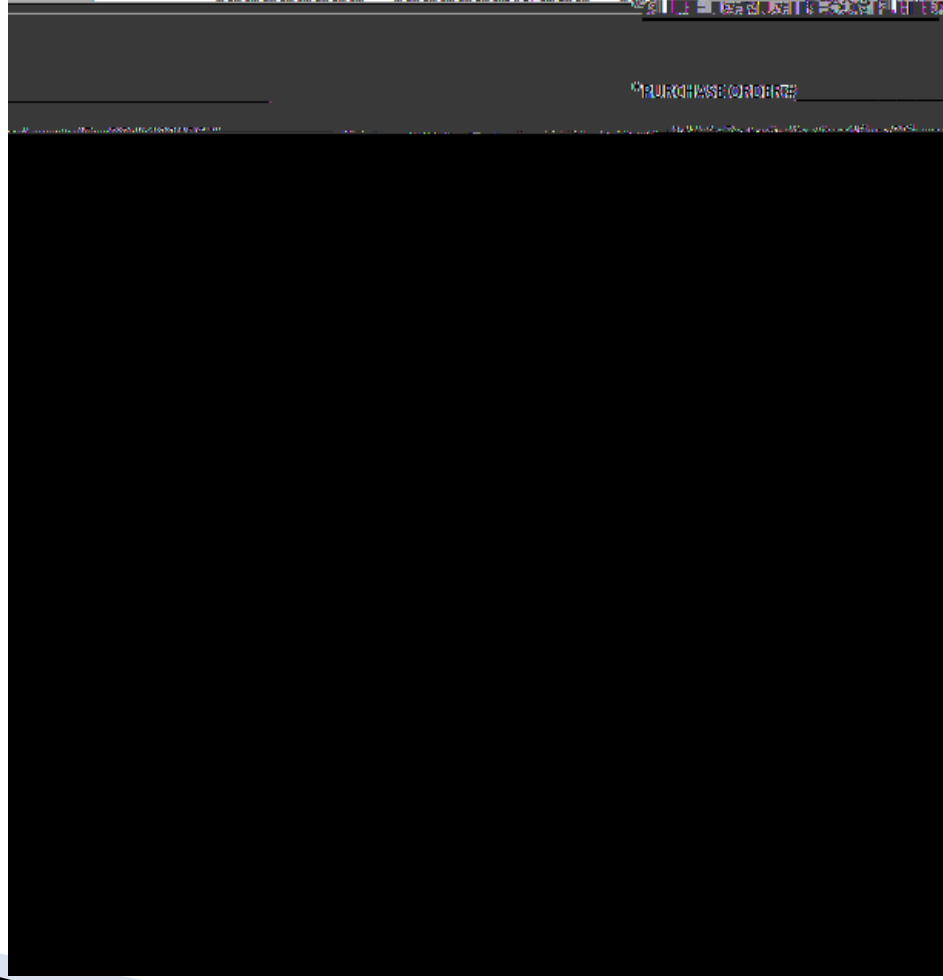


S OF NASSAU COUNTY

BOARD OF COOPERATIVE EDUCATIONAL SERVICE

IT FORM

PURCHASE ORDER AMENDMEN





In cases of unanticipated program requirements, such as equipment





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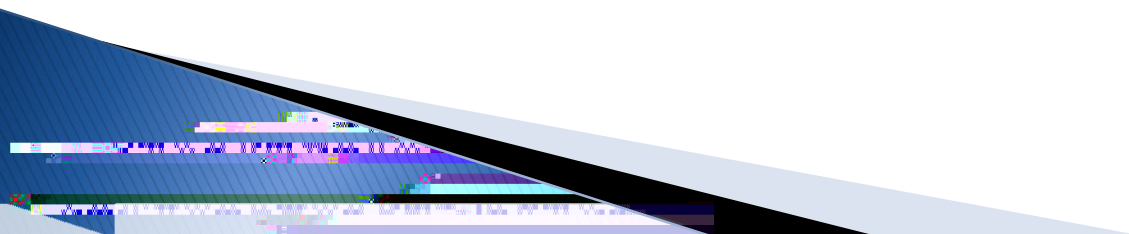
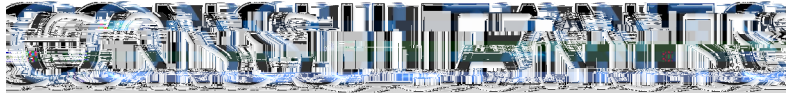
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Vendors must comply with all aspects of a bid or contract.

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**Nassau BOCES – Cooperative Bidding & Purchasing – [Business Services / Cooperative Bidding and Purchasing \(nassauboces.org\)](http://nassauboces.org)**

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**Nassau County Contracts – <https://www.nassaucountyny.gov/4771/Public-Entities>**

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**NYS Office of General Services Procurement – <https://ogs.ny.gov/procurement>**

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**NYS Preferred Sources – <https://ogs.ny.gov/procurement/preferred-sources>**

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**GSA – <https://www.gsa.gov/>**





FOR PURCHASING  
RELATED  
QUESTIONS OR  
INQUIRIES



PLEASE  
CONTACT:

