

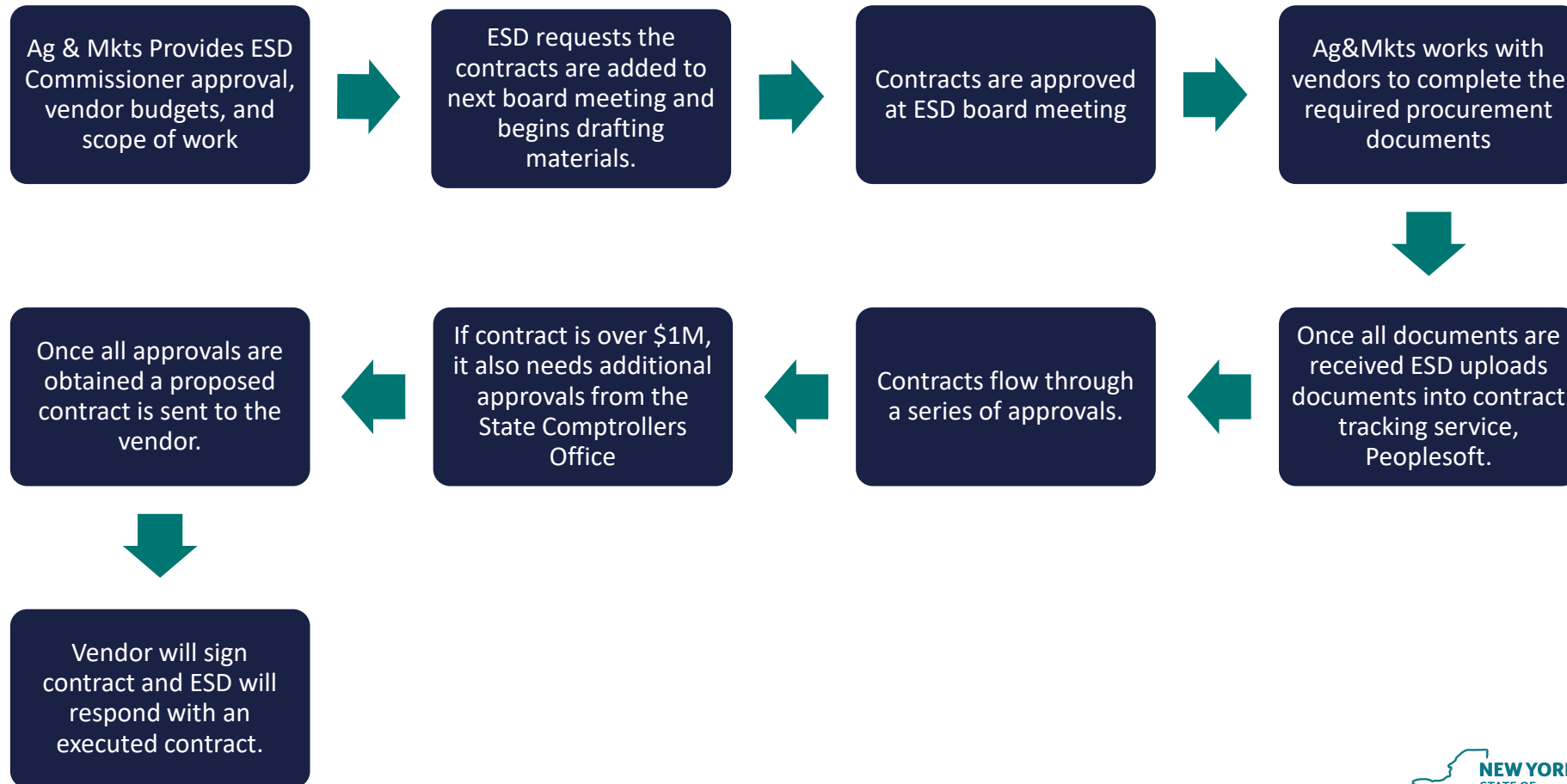


Empire State
Development

DPO Contract Lifecycle



Overall Lifecycle of an ESD Contract



ESD Board Meetings

Questions	Answers
What contracts need board approval?	Any contracts over \$250,000.
When are the board meetings?	Board meetings are held the third Thursday of each month
When do I need my project scope and budget submitted to ESD to get on the board agenda?	In order to submit materials on time, we need project scope and budget 6 weeks before the board meeting.



Contracts under \$250,000

- These contracts require CEO approval.
- CEO approvals occurs on a weekly basis.
- CEO materials need to be drafted prior to approval.



Hope Knight, Empire State Development Commissioner and CEO

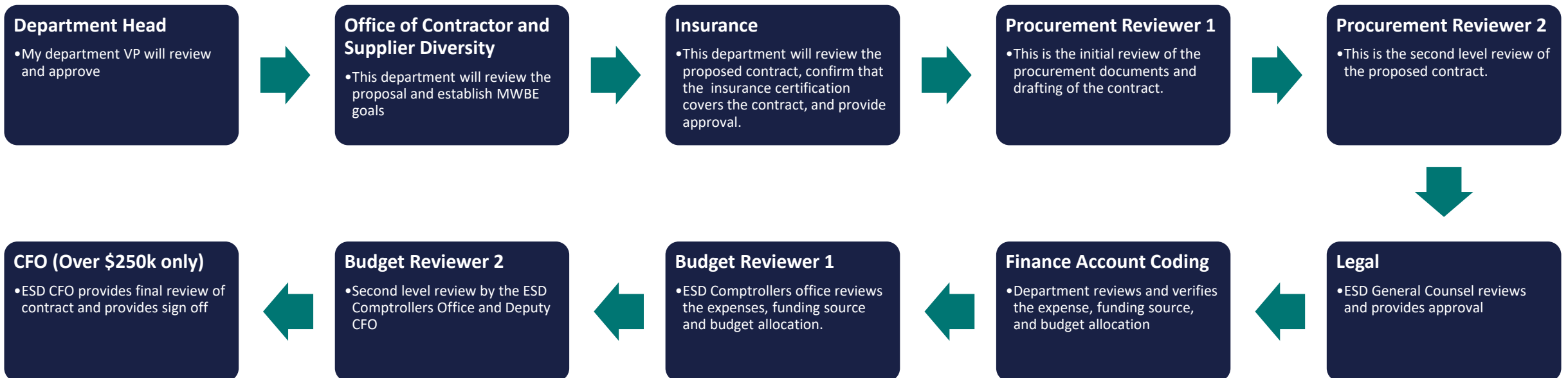
Documents Required for Procurement

Document	Description
State Finance Law 139-j&k	139k: Disclosure of Prior Non-Responsibility Determinations 139j: Affirmation of Understanding and agreement to comply with ESD's procedures relating to a contract.
ST-220-CA	Certification that Form ST-220-TD was completed and submitted to the NYS Tax Department.
NYS Vendor Responsibility Questionnaire	Questionnaire requesting self disclosure from the vendor, used to assess responsibility and risk.
Encouraging Use of NYS Businesses	Document which encourages vendors and their subcontractors to use NYS businesses to fulfill this contract.
Iran Divestment Act	Certification acknowledging the vendor is not on the list of persons engaged with investment activities in Iran, created by OGS.
EO 177	Certification stating that vendor does not have policies or practices that fail to address harassment and discrimination.
EO 16	Certification that the vendor does not conduct business in Russia.
OCSD 1	Non- Discrimination and Equal Employment Opportunity Policy
OCSD 2 (Contracts of \$250,000+)	Staffing plan
OCSD 3	Workforce Utilization Plan
OCSD 4	MWBE and SDVOB Utilization Plan
Certificate of Insurance	Statement of coverage issued by the company that insures your business
W9	Form that captures necessary information to a person or company that will be making payments to another person or company

Peoplesoft approvals

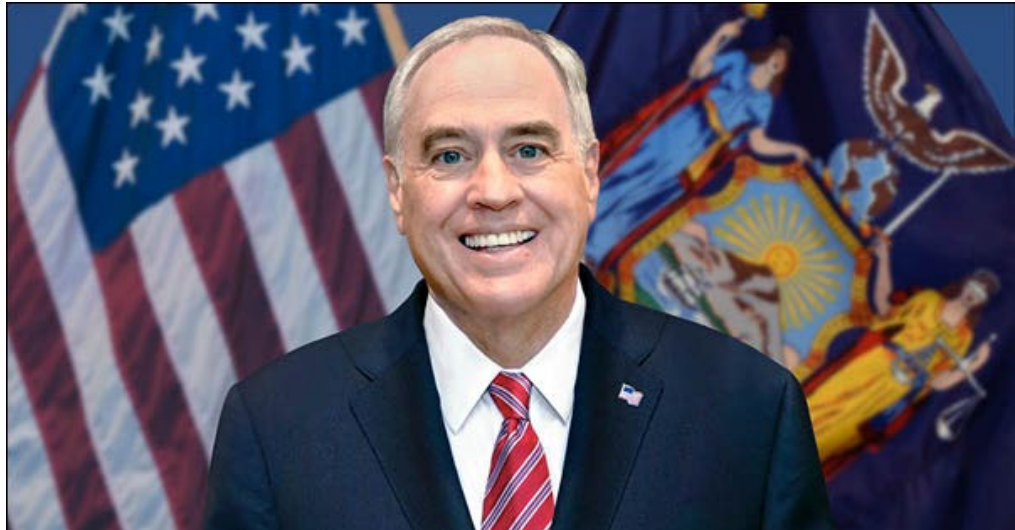
Once contracts obtain ESD Board approval or ESD CEO approval, all necessary documents are uploaded into our contract tracking database.

Once uploaded, the following approvals are needed:

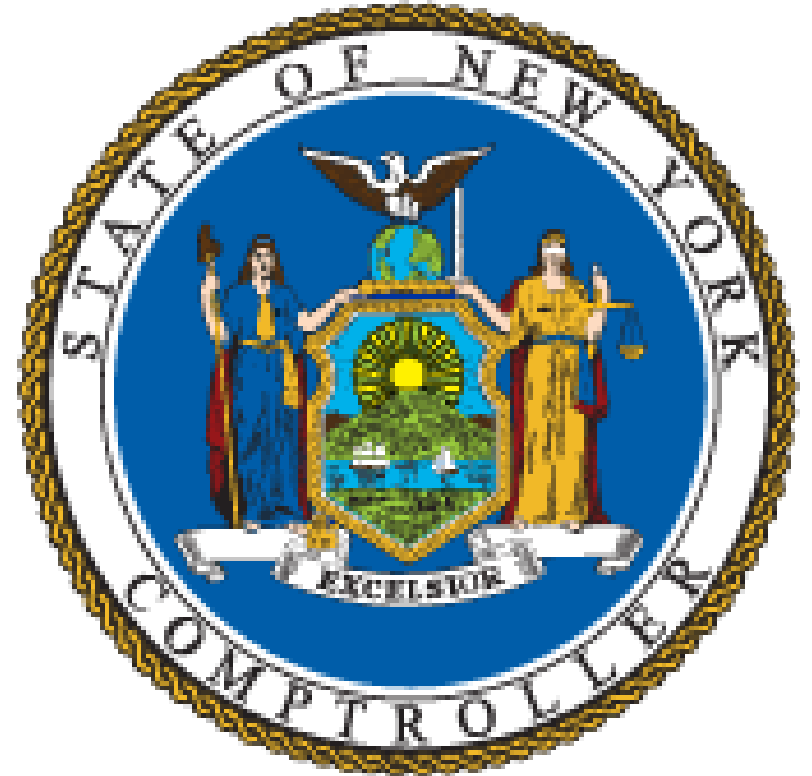


State Comptrollers Office Approval

- Contracts over \$1 Million need to get approval from the NYS Comptrollers Office.
- This review can take anywhere from several days to several weeks.



Thomas DiNapoli, NYS Comptroller



Contract Execution

- Once all approvals are obtained, ESD will send the vendor the proposed contract for review and signature.
- Once contract is signed and returned by the vendor, ESD will sign and return the executed contract.
- If contract needs OSC approval, this will happen between the proposed and executed contract.
- Once the contract is executed, the vendor is free to submit invoices.
- Invoices should be submitted to Christin Gravelle at NYS Ag&Mkts first, then she will forward to ESD for processing.



How long does this process take?

Action	Timeline
From DPO “award” to ESD Board Meeting	At minimum 6 weeks
From Board Meeting to Peoplesoft Approvals	0-2 weeks
10 ESD Department Approvals	4-6 weeks
Comptrollers Office Approval	1-3 weeks
ESD Contract Execution	1 week
TOTAL	12-18 weeks

Questions?



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