

To: Deans, Directors, Department Heads and Account Signatories

From: Edward Kane, Director 

Date: February 24, 2011

Re: Annual Preferred Source Vendor and Minority and Women Business Enterprise Fair

The Office of Purchasing and Contracts will host their annual Preferred Source Vendor Fair and Minority and Women-Owned Business Enterprise (MWBE) Fair. The Preferred Source Fair will be held in the Campus Center Assembly Hall and the MWBE Fair will be held in the Campus Center Ballroom. Both events will take place on Thursday, March 24, 2011 from 1:00 pm to 4:00 pm and will include displays and information from the participating vendors.

A Preferred Source is a designated vendor who, in an effort to advance certain social and economic goals, has received special provider status under New York State statute. NYS Correctional Services, Industries for the Blind, Industries for the Disabled and the NYS Office of Mental Health are the current Preferred Sources. The acquisition of commodities and services from these vendors has been given exemption from statutory competitive procurement guidelines. It is the obligation of each state agency to procure goods and services from a Preferred Source provider whenever possible.

An MWBE is a business enterprise that has been given special certification status through the New York State Finance Law. The acquisition of goods and services from a certified vendor has been given particular flexibility in the statutory competitive procurement guidelines. It is the University's policy to take affirmative action to ensure that a New York State certified MWBE is given an opportunity to demonstrate their ability to provide the University with commodities and services at competitive prices.

In an effort to promote awareness of the Preferred Source and MWBE programs, we cordially invite you to join us for this opportunity to meet and discover the goods and services that are available from these businesses, any discuss any needs your department may have. Purchasing staff will be on hand to answer any questions, or talk about your upcoming projects.

Please join the Purchasing staff in the Campus Center Assembly Hall and Ballroom on March 24<sup>th</sup>. We look forward to seeing you.