

Date: September 3, 2009
To: Deans, Directors and Department Chairs
From: Edward R. Kane, Director, Institutional Services
Subject: Online Vendor

The Office of Purchasing and Contracts is pleased to announce the addition of Industries for the Blind of New York State (IBNYS) to our portfolio of online vendors.

The inclusion of IBNYS to the campus online procurement systems continues our practice of providing a diverse choice in products and price while providing expanded alternatives in support of New York State and University initiatives pertaining to Preferred Source procurements. As with several of our other online systems, there is no minimum dollar amount required to place an order.

As you may know, IBNYS is one of four New York State designated Preferred Source Vendors. A Preferred Source is a vendor who, in an effort to advance certain social and economic goals, has received special provider status under New York State statute. As with all Preferred Source vendors, the acquisition of commodities and services from IBNYS is given exemption from statutory competitive procurement guidelines.

To promote the effective utilization of the IBNYS web-based ordering system, the Office of Purchasing and Contracts will be hosting training specialists from IBNYS the week of September 21, 2009 through September 25, 2009. To accommodate varying schedules, one hour training sessions have been planned for various dates, times and campus locations as listed below. Staff from the Office of Purchasing and Contracts will be on hand at each training session to facilitate account registration and to answer questions regarding IBNYS and/or the University online procurement program in general.

I encourage you and/or your staff to attend one of the training sessions. Seating is limited and **registration is required**, so please sign-up early. Your registration can be processed at http://www.albany.edu/purchasing/preferred_source_vendors.html. Use the link at the top of that page.

Please refer to the Purchasing and Contracts webpage after September 28th, or contact the Office at 437-4579 should attendance at a session be unfeasible.

<u>Campus</u>	<u>Room</u>	<u>Date</u>	<u>Time</u>
Downtown	Draper 015	Monday, September 21	9:30am
Uptown	Campus Center 375	Tuesday, September 22	9:30am
Uptown	Campus Center 375	Thursday, September 24	9:30am
East	Massry Conference Center	Friday, September 25	9:30am