



March 20, 2006

TO: Vice Presidents, Deans, Directors, Department Chairs, and Account Managers

FROM: Leo F. Neveu, Associate Vice President and Controller

SUBJECT: Procurement Lobbying Act
New York State Procurement Disclosure

In August 2005, the Procurement Lobbying Act was adopted, which the University must now implement. The purpose of the Procurement Lobbying Act is to enhance public confidence in the State's procurement process, largely by establishing new documentation and disclosure requirements regarding persons who contact State agencies about active procurement transactions.

The Procurement Lobbying Act applies to all State funded procurements when the estimated annual value is in excess of \$15,000. The attached fact sheet summarizes the Procurement Lobbying Act from a departmental viewpoint and details how the campus will comply. I ask that you read it carefully. **Please note that effective immediately a "Report of Contact Under the Procurement Lobbying Act" form may have to be submitted to the Purchasing Office for a covered procurement.** Forms will be available for downloading from the Office of Purchasing and Contracts web site, at <http://www.albany.edu/purchasing/>. A copy of the attached fact sheet also will be posted to this site.

Recipients should be aware that Executive Order 127, "Providing for Additional State Procurement Disclosure", remains in effect. The Procurement Lobbying Act expands upon the provisions of EO 127. Information about EO 127 also is posted on the Purchasing Office website.

If desired, training can be arranged for your office, department or division by calling the Office of Purchasing and Contracts at 437-4579. Should you have any questions whatsoever about the Procurement Lobbying Act, or the purchasing process more generally, please feel free to call any Purchasing Associate.