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**The Authorities Budget Office Issues**  
**Policy Guidance 17-02: Public Authority Procurement Guidelines**

The Authorities Budget Office has released a new policy guidance that provides procurement guidelines for both state and local authorities. Procurement guidelines help enable authorities to acquire maximum quality at the lowest possible cost, and guard against favoritism, fraud and corruption. With New York procurement contract spending for public authorities totaling billions of dollars a year, it is vital for the authorities to establish policies regarding soliciting proposals, obtaining quotes and awarding, monitoring and reporting of contracts to ensure authority moneys are used in a financially sound manner.

Public Authorities Law (PAL) requires boards of state and local authorities to adopt written policies and procedures for the procurement of goods and services, which includes a prompt payment policy and Minority and Women Owned Business Enterprise (MWBE) targets for state authorities. Public authorities are also subject to the Procurement Lobbying Act of State Finance Law, which requires the authority to designate a person or persons to serve as the authorized contact on a specific procurement.

With each authority procuring different goods and services, no single policy exists that is appropriate for all authorities. As a result, each individual board of directors must review its own operations and determine an appropriate policy that best fits its needs. Policy Guidance 17-02 outlines items that should be considered when an authority is developing its own procurement guidelines. Items include establishing approval and procedural thresholds, creating safeguards for services and allowable expenses, maintaining a list of qualified vendors, identifying exceptions to the authority's procurement policy, lobbying, MWBE targets, and prompt payment.

The complete Policy Guidance is available at: <http://www.abo.ny.gov/policyguidance/17-02ProcurementGuidelines.pdf>