

Notice: Required NYS Contract Reporter Advertisements

All purchases \$50,000 or more, made using state funds accounts require a NYS Contract Reporter advertisement to be listed for 15 business days.

The requestor/department needs to provide the advertisement language.

Our purchasing department does not always know the specifics of your procurement, so you will always need to provide the detail needed for the advertisement.

There are many renewals and companies that provide multiple products/services across campus. You will need to submit advertising language to purchasing every year confirming the details of your specific purchase or renewal.

If you do not submit advertising language to the purchasing department, your purchase will be delayed.

When preparing a New York State Contract Reporter (NYSCR) advertisement, the description of the requested product or service must remain general and non-restrictive. The advertisement cannot reference a specific manufacturer, company name, brand name, model number, or proprietary product.

To develop the advertisement description:

- Write a general overview of the product, equipment, or service being requested.
- Include a list of the minimum functional specifications or operational requirements needed.
- Use descriptive performance-based language rather than brand-specific terminology.
- Focus on what the product or service must do, not who makes it.
- Include measurable requirements where possible (dimensions, capacity, compatibility, speed, certifications, etc.).
- Avoid language that could unfairly limit competition.

Providing all the specifications for a product is not providing advertising language. The language will probably contain some of this information, but advertisements should list what our university's needs are and the minimum specifications that will satisfy our requirements.

Purchasing submits the advertisement to the NYS Contract Reporter. The NYS Contract Reporter posts it the following business day and calculates the 15 business day advertisement period, which excludes weekends and holidays.

The only exceptions to advertising requirements are if a product is on NYS OGS or SUNY contracts, or if a formal exemption is granted by the Office of the New York State Comptroller.

Reminder: The advertisement description is not the same as a letter of justification and price reasonableness. A justification statement is explaining why we deviated from standard procurement practices. The advertisement is a description of Binghamton University's minimum requirements for a specific procurement.

[NYS OGS - Contract Reporter Advertising Thresholds and Notice Requirements](#)

Higher dollar purchases have additional purchasing requirements. This notification is to advise detail regarding just the NYS Contract Reporter advertisement requirement. Contact purchasing for information on additional purchasing requirements that may apply to your purchase.