

Vendor Solicitation Policy

Purpose:

The purpose of this policy is to clarify the State of New York's position on vendor solicitation to New York State employees on state property. This policy does not apply to the usual procurement activities associated with campus operations.

Policy:

Permission to solicit employees on New York State property is not granted to private sector firms or organizations unless such firm or organization is officially sanctioned by the state.

For the purposes of vendor solicitation to employees on state property, the term "officially sanctioned by the state" means a vendor, provider, or organization whose benefits or services are available to employees:

1. As part of the official state benefits package, or
2. Through an employee's union

There must be a formal relationship between the provider and either the State of New York or one of its public employee unions. In the case of vendors that have contracted with one or more unions, only access to employees in those bargaining units may be granted.

Permission for a vendor to solicit business from or to offer benefits to state employees is not at the discretion of any agency, facility, or management.

Procedures:

Questions regarding the status of a vendor should be brought to the Human Resources Office.