

NYS Office of the State Comptroller
Bureau of Contracts
Grants Electronic Contracting Pointers*

<i>Topic</i>	<i>Description</i>	
Agency Submission of Contract Transactions to OSC	<ul style="list-style-type: none"> Submission of contract, amendment transactions, and supporting documents is in electronic format rather than the traditional paper format (Note, references to and requirements for “paper format” in Chapter XI of the NYS Guide to Financial Operations are not applicable to electronic submissions) Office of the State Comptroller (OSC) requirements and State Finance Law requirements remain unchanged 	*New*
Attorney General (AG) Approval	<ul style="list-style-type: none"> Attorney General review and approval of Grants Gateway (Gateway) transactions will be completed electronically within the Gateway AG approval guidelines remain unchanged 	*New*
Contract Transmittal Form/AC-3308-S	<ul style="list-style-type: none"> The AC-3308-S replaces the Single Transaction Summary (STS) or Contract Encumbrance Request Form (AC-340-S) for Gateway transactions The AC-3308-S is generated in the Gateway and submitted electronically, along with the contract transaction and supporting documents, from the Gateway to OSC’s e-Documents System 	*New*
Contract Numbering	<ul style="list-style-type: none"> The Gateway will append a “GG” suffix to new contracts entered into the Gateway System Contracts created prior to Gateway implementation or outside of the Gateway will not have a GG suffix Numbering guidance is available in the Guide to Financial Operations (GFO), Section XI.2.B 	*New*
Audit Type Values	<p>The Audit Type Value selected when entering a contract or amendment transaction in the Statewide Financial System (SFS) determines whether the transaction is routed to OSC for prior approval. The following Audit Type Values are valid for use with Grants transactions:</p> <ul style="list-style-type: none"> GGA: Gateway generated contracts and associated amendments <i>subject to OSC approval</i>; Routes Grants transactions entered into the Grants Gateway System to BOC’s Grants team GGN: Gateway generated contracts and associated amendments <i>not subject to OSC prior approval</i>; Grants transactions entered into the Grants Gateway System that are not routed to OSC for approval TGG: Grant contracts and amendments in paper format <i>subject to OSC approval</i>; Routes transaction to BOC Grants team TNT: Contracts and amendments in paper format <i>not subject to OSC prior approval</i>; Not routed to OSC for approval 	*New*
Vendor Responsibility Review Process and Required Documents	<ul style="list-style-type: none"> The review process and forms remain unchanged Required documents submitted electronically as part of contract record for contracts submitted through Gateway OSC strongly encourages Agency and Vendor use of OSC’s online VendRep System to enable direct, immediate, easy access to current standardized vendor disclosures 	*New*
BOC Auditor Contacting Agency Staff to Resolve Transaction Issues	Process remains unchanged; BOC primary auditor and/or VendRep Auditor will continue to contact designated Agency Staff to resolve transactional Issues	
OSC (BOC) Approval of Contract Transactions	<ul style="list-style-type: none"> OSC approved contract document is electronically signed in e-Documents system and transmitted electronically to the Gateway OSC approval occurs in the SFS 	*New*
OSC (BOC) Non-Approval of Contract Transactions	<ul style="list-style-type: none"> OSC Non-Approval letter will be in electronic format and transmitted from e-Documents system to the Gateway OSC non-approval of contract transaction occurs in the SFS 	*New*

*_These guidelines apply to grant contract transactions submitted to the Office of the State Comptroller through the New York State Grants Gateway Online System.

12/17/2014

Formatted: Font: 7 pt

NYS Office of the State Comptroller
Bureau of Contracts
Grants Electronic Contracting Pointers*

Agency Viewing of Approval and Non-Approval Statuses	<ul style="list-style-type: none"> • Online SFS Agencies can view SFS status changes, including approval and non-approvals, in real time • Bulkload SFS Agencies can view transaction statuses in Gateway (due to the bulkload schedule, there will be a time delay between when OSC changes a transaction status within the SFS and when the status is available for viewing in Gateway) 	*New*
OSC Fund Reservation/Encumbrance Policy	<ul style="list-style-type: none"> • OSC Fund Reservation (Encumbrance) Policy remains unchanged • OSC encumbrance policy can be reviewed in GFO Section XI.2.C 	
Authorized Signature Policy	<ul style="list-style-type: none"> • OSC will continue to use the Bureau of Contracts Authorized Signature Form (AC 1782-S) to verify authorized signatures on contracts, amendments, change orders, purchase orders, purchase authorizations, and vendor responsibility determinations • Additional information on authorized signatures is located in GFO Section XI.2.K 	
Procurement Record (PR)	Agencies should continue the current process of submitting PRs directly to OSC	
Contract Reporter Exemption Request (CRER)	Agencies should continue the current process of submitting CRERs directly to OSC	

Formatted: Tab stops: 7.78", Left

Formatted: Font: 7 pt

*_These guidelines apply to grant contract transactions submitted to the Office of the State Comptroller through the New York State Grants Gateway Online System.

12/17/2014