

1. Date / Time: Friday, September 18, 2026 / 10:00am to 12:00pm
2. Host: Marino Pawlowski, Finance Procurement Director
3. Location:
 - a. In Person: Bldg 1 P Williamson Theatre, In-Person
 - b. Via Zoom: See registration and meeting links below
4. Zoom Registration Link, which must be completed by **all** attendees (**both** in-person and virtual):
https://us02web.zoom.us/meeting/register/tvuyoMv4QPK_VGrOAH8iqA
5. Zoom Meeting information, which virtual attendees will use to access the presentation:
<https://us02web.zoom.us/j/86787945423?pwd=7biYiGzLl0sughFEehLzebSuG9eLsp.1&from=addon>

Meeting ID: 867 8794 5423

Passcode: 524929

6. Table of Content Descriptions

► Requirements for all Purchase Requests/Contracts and Signatory Authority, including

- Supporting Documentation Requirements
- What a 'Contract' is
- When documents require prior review and approval

► CUNY's Procurement Hierarchy, including

- City, State, Federal Contracts that can expedite your purchasing needs
- How the College determines whether an existing contract aligns to your needs

▶ Thresholds, including

- Competitive/Non-Competitive purchase requirements

▶ Single/Sole Source Procurement Rules

- Support Documentation Requirements

▶ IFB Procurements

- Evaluation processes where the College makes a purchase based on price and pass/fail criteria.

▶ RFP Procurements

- Evaluation processes where the College makes a purchase based on price and technical merits

▶ Other Procurement Types, including:

- Honoraria, ICA, Speaker/Performance Agreements, Memberships, Catering, NDAs, Consortium Agreements, Piggybacking

▶ Category Codes

- Selecting proper codes to avoid administrative delays

▶ GASB Requirements

- Ensuring compliance with the University's accounting/audit requirements.

► IT Security Review/Accessibility Review

- Ensuring compliance with the University's ever-adapting regulatory landscape.