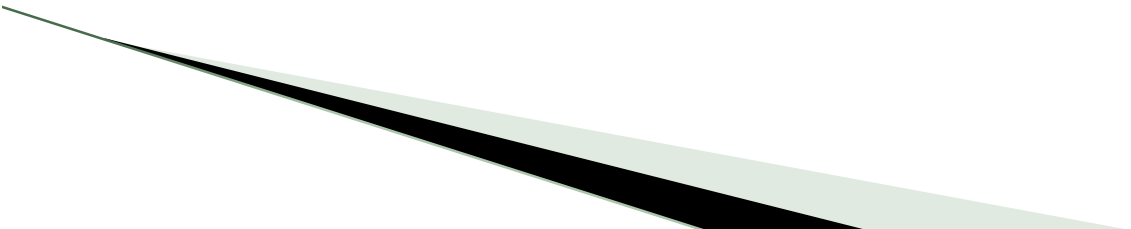


What does Project Sunlight! REQUIRE?

The law requires that SUNY employees who are decision makers or decision advisors, report all substantive appearances with non-government entities (both individuals and firms) to an on-line searchable database within five days of the appearance when feasible IF the cost of the procurement / contract could be more than \$25,000. (All entries will be published on a public-facing website.)



Who Is a Decision Maker under Project Sunlight?

Campus decision-makers include but are

not limited to: !

President	Director of Procurement
Purchasing Agent	Athletics Director
Vice President Admin.	Dean
Other Vice Presidents	Chief Information Officer
Provost	Facilities Director

Who Is a Decision Maker under Project Sunlight?

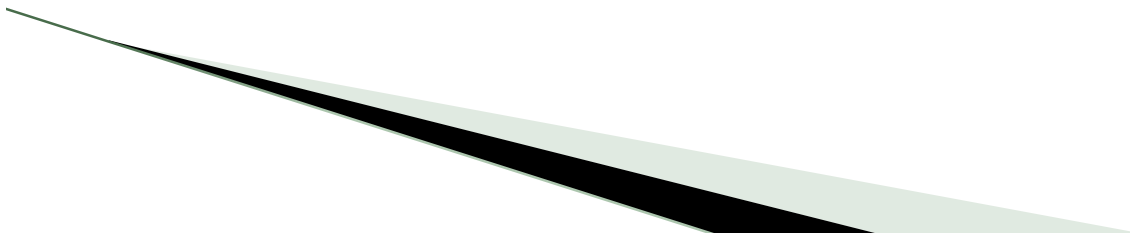
Who is a Decision-Maker or Decision Advisor:

- ¥! The Purchasing Dept. will designate campus Decision Makers and Advisors based on title and job function.
- ¥! However, there may be times when an employee not initially identified becomes a Decision Maker/Advisor.

*****Any employee who has the authority to make or substantially influence procurement decisions.*****

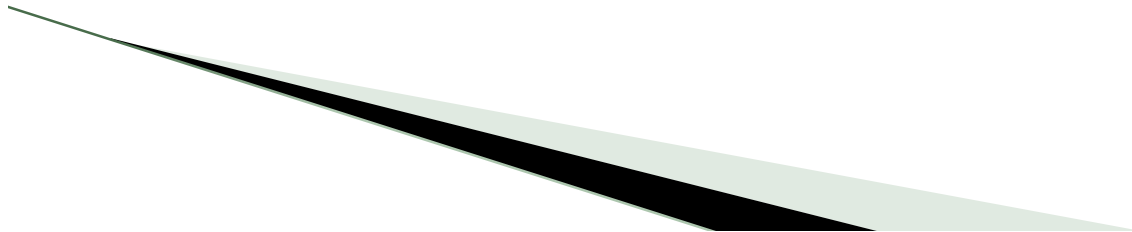
Example: A Faculty member meets with microscope vendors to find the best microscope for their academic program needs, and advises the procurement employee which microscope to purchase.

! Faculty member is a mandated Project Sunlight reporter in this scenario.



You only report appearances related to the:

¥!¥

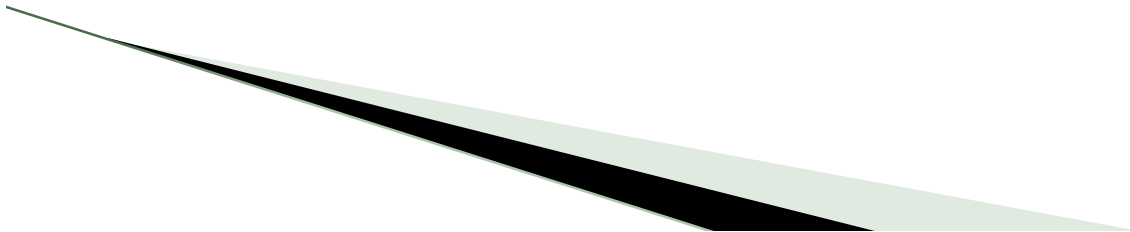


Project Sunlight Appearances: !

New Vendors for New Products, Service,
Contracts: REPORT

¥Meetings with new vendors for products, goods and services, prior to a contract being in place

"



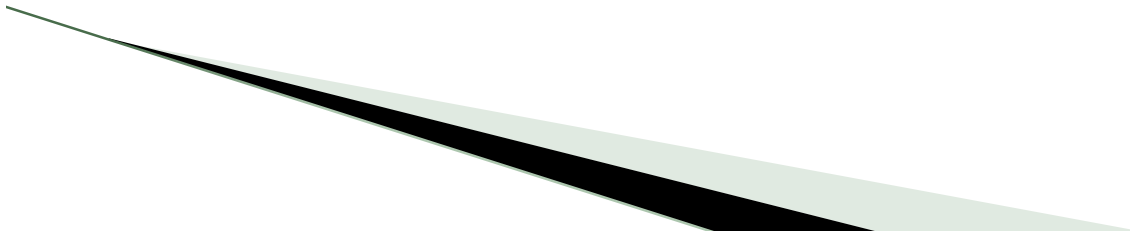
Project Sunlight Appearances: ! What MUST be reported

Existing Vendors for New Products; New Services; New Contract: **REPORT**

¥ Meetings with existing vendors for new products or services, or products and services outside the scope of the current contract agreement with vendor

Contract Re-Negotiation: **REPORT**

¥ Meetings involving substantial renegotiations of Contracts

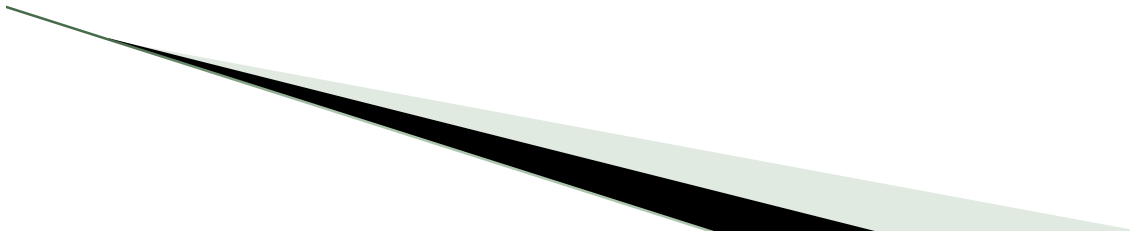


Project Sunlight Appearances: ! What MUST be reported

Appearances by Advocacy Organizations: **REPORT**

¥ Meetings with organizations, unions, and other businesses that are **advocating for another business** are also considered appearances

Example: Another higher education institution advocates for SUNY to use a vendor that they also use; this scenario constitutes a reported appearance



Not Project Sunlight Appearances: ! NOT reported

Written communication: **NOT REPORTED**

¥Faxes, letters, or emails are not appearances

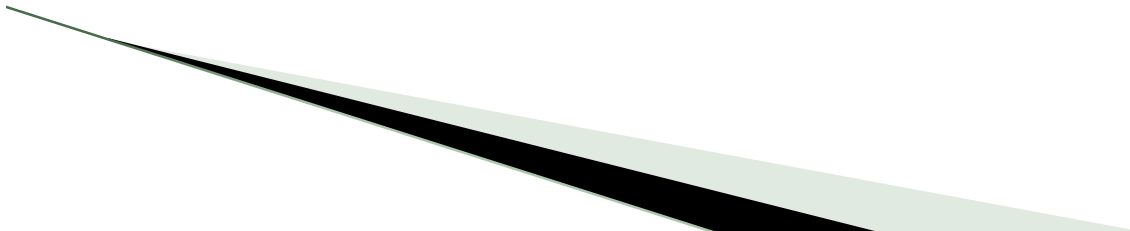
Phone Calls: **NOT REPORTED**

¥Phone calls are not appearances

***ONLY in-person and video conference
appearances are reported***

Under Threshold Amount: **NOT REPORTED**

¥Contacts related to procurements under \$25,000



Not Project Sunlight Appearances: ! NOT

Intra-State Communications: **NOT REPORTED**

¥Contact between SUNY and other state agencies;

Includes appearances before:

¥!other state and local agencies and authorities
(including CUNY)

¥federal government representatives



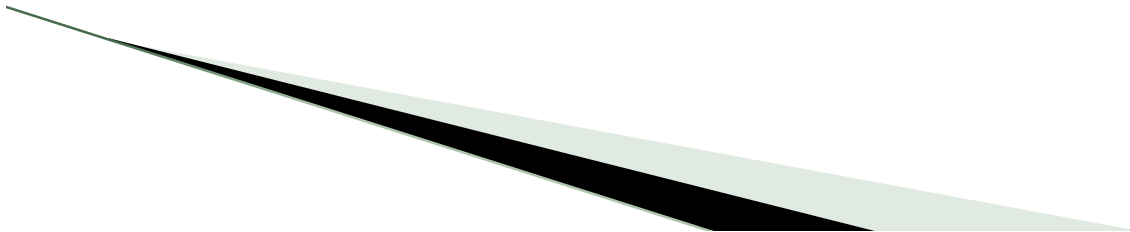
Not Project Sunlight Appearances: ! NOT reported

Elected Officials: **NOT REPORTED**

¥!Contact by elected officials, executive or legislative employees

Philanthropy: **NOT REPORTED**

¥!Gifts, donations, or grants to the State that are not in exchange for real property, goods, or services



Not Project Sunlight Appearances: ! NOT reported

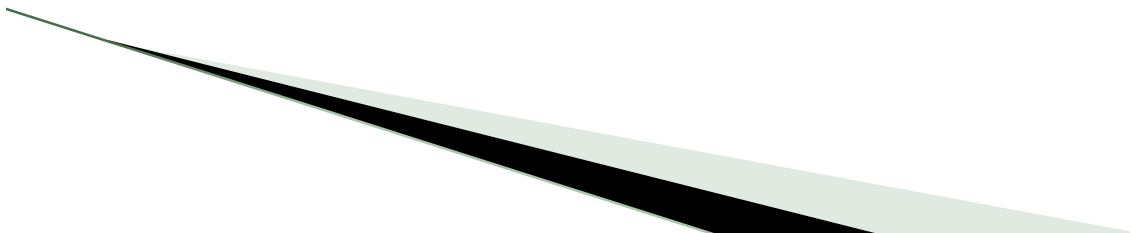
Existing Contracts: **NOT REPORTED**

¥Appearances following the award of a contract related to contract administration; This includes:

- ¥Discussion of open contract terms
- ¥Purchases off an already existing contract
- ¥Meetings regarding contract performance

Meetings with the Research Foundation: **NOT REPORTED**

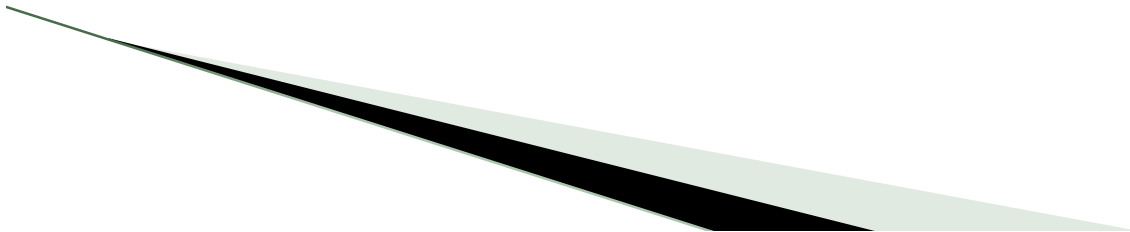
¥Appearances in front of the Research Foundation because we have an existing contract with the RF to do business, generally, on SUNY's behalf



Not Project Sunlight Appearances: !
NOT reported

Emergency Procurements: **NOT REPORTED**

¥Procurements related to emergencies, where emergency is defined the same as it is in the State finance laws.

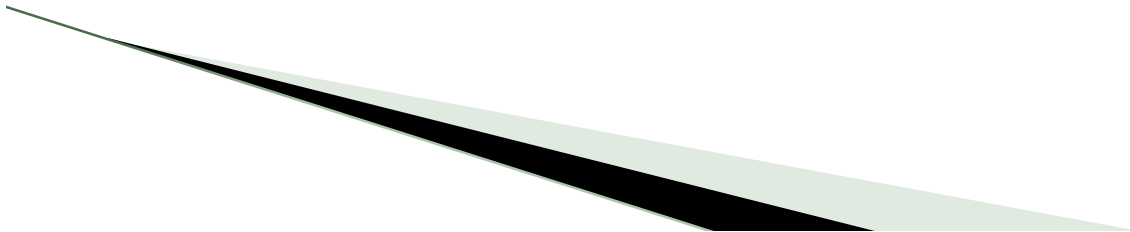


Not Project Sunlight Appearances: ! NOTarance

Social Interaction: **NOT REPORTED**

¥Short and informal meet and greets, introductions, or purely social interactions

Note: A social interaction can become a reportable appearance once the person tries to influence your decision related to a procurement or state contract



Not Project Sunlight Appearances: ! NOT reported

Industry Meetings, Conferences & Expos: **NOT** **REPORTED**

¥ Participation in widely-attended industry meeting is not considered an appearance

¥ Practically, this means no reporting is required for:

¥ professional conferences

¥ expos/ visiting booths on a show floor/ exhibit hall

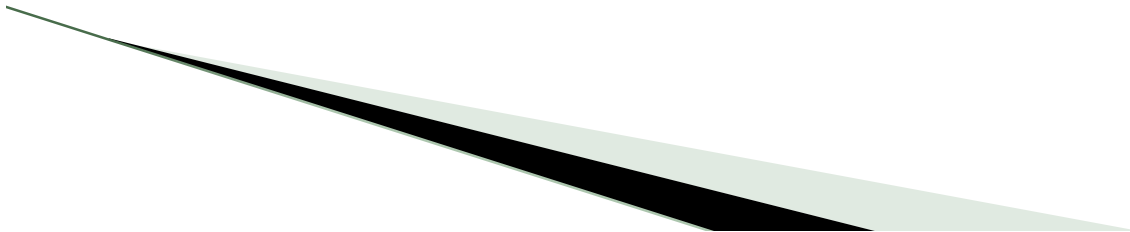
¥ panels

¥ training or educational programs

¥ public auctions

¥ where a vendor attends a SUNY Conference

NOTE: reportable appearances can still happen before and after these widely attended events



Not Project Sunlight Appearances: ! NOT reported

RFP/ IFB Formal Procurement Processes: **NOT REPORTED**

¥Appearances as part of a formal procurement that are otherwise covered by the Procurement Lobbying Law, including :

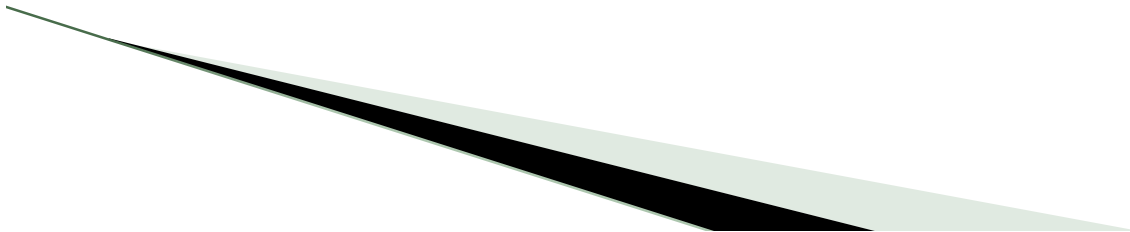
¥meetings that occur during the restricted RFP or IFB processes

¥bid meetings and presentations

¥meetings with designated contacts

¥bid clarifications

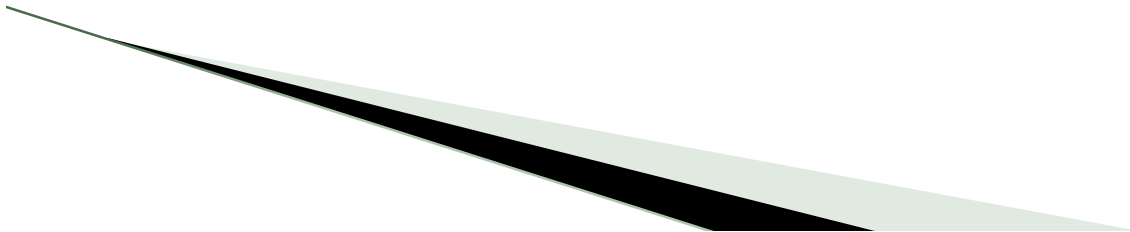
NOTE: The reason these formal procurement processes are excluded from reporting is because there are existing protocols that restrict communication to a designated contact during this time period



Must REPORT Information ! to OGS Database

⌘ Process for reporting appearances on campus

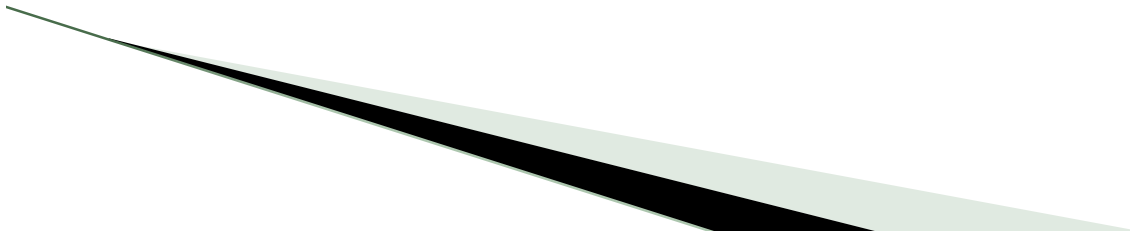
⌘ Binghamton University has designated staff in Purchasing who access the OGS database and input all Project Sunlight Appearances for the campus



¥Date of Appearance (month, day, year)

¥!Type of Meeting:

! In-Person !



What Information Must be Reported to OGS

¥Name of Company at Appearance

¥Company Location:

CITY, ZIP ONLY

(IF LARGE COMPANY, LOCATION THAT REP. WORKSOUT OF)

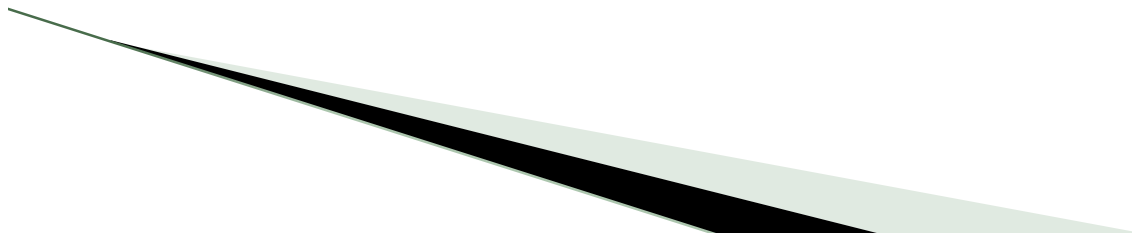
¥Outside Representative at Appearance:

(E.G., COMPANY'S ATTORNEY, LOBBYIST)

¥Outside Representative's Location: CITY, ZIP ONLY!

(IF LARGE COMPANY, LOCATION THAT REP. WORKSOUT OF)

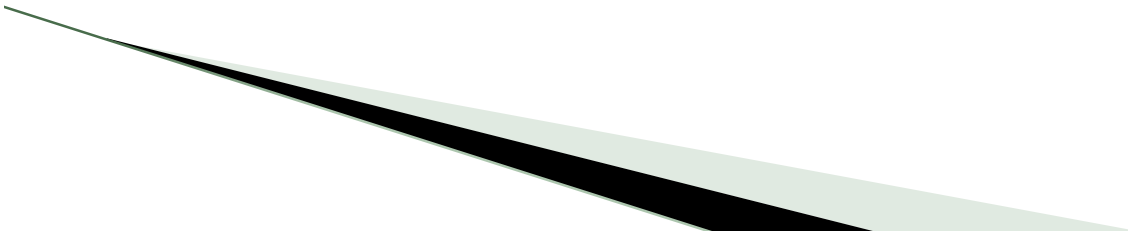
¥Name of Non-SUNY Contacts



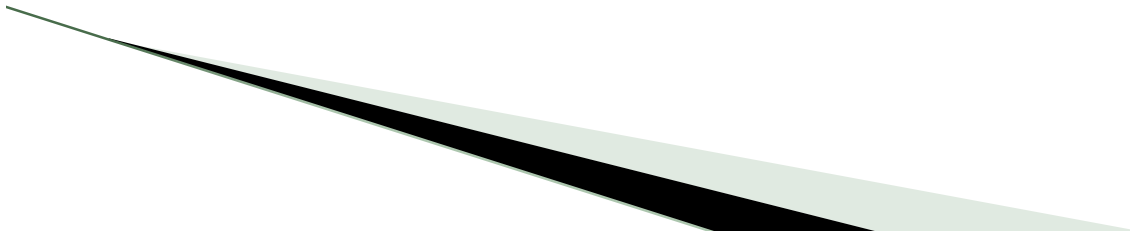
Project Sunlight: ! WHENto Report By

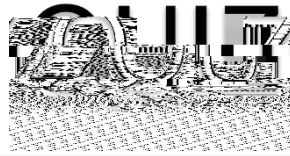
Time Requirement:

Appearances must be reported to the database within five (5) business days of the appearance, whenever feasible.



Binghamton University MUST:





1. An email is an example of an Appearance?

_____ True

_____ False

2. Appearances should be recorded in Project Sunlight within _____ days of occurrence.

A.! 5 Days

B. 10 Days

C.! One Month

3. Who should you report an Appearance to?

A.! Supervisor

C.! Purchasing

C. University Police

Project Sunlight Resources

All Project Sunlight Information and the Appearance Recording Form can be found on the Project Sunlight link on the Purchasing website:

<http://www2.binghamton.edu/purchasing/>

The Appearance Recording Form may be printed and faxed to Purchasing at 607-777-2338 or emailed to Cheryl Alexander CALEX@binghamton.edu within three business days of appearance for entry in Project Sunlight within 5 business days.

New York State Website: <http://projectsunlight.ny.gov/>

Questions? Contact:

¥! Cheryl Alexander at calex@binghamton.edu or x72184

¥! Charlene Richner at crichner@binghamton.edu or x72044

¥! Ken Waskie at kwaskie@binghamton.edu or x72184

¥! Eric Backlund in Risk Management at backlund@binghamton.edu
or x 77475

