Glossary for New York State Contracts Search
Open Book New York

Amended End Date
The adjusted date a contract ends, after which the contractor may no longer provide the contractual goods or services. This data may not be available for State authority contracts. The field may be blank if the amendment only changes the contract amount rather than the end date.

Centralized Contract
A contract for commodities or services negotiated by the Office of General Services that can be used by State agencies or other users authorized by law.

Community Projects Fund (Member Initiatives)
A contract, commonly referred to as a member initiative, awarded by the legislature funded through the Community Projects Fund. Member initiatives may also be classified as Grant Contracts.

Contract Description
A brief description of the goods or services being purchased under a contract.

Contract End Date
The date a contract ends, after which the contractor may no longer provide the contractual goods or services. This data may not be available for State authority contracts.

Contract Number
A number assigned by a State agency or authority to a contract to aid in identifying the contract. Contract numbers begin with letter prefixes, which provide a more detailed categorization of the contract. Different contracts may have the same contract number because each State agency/authority has its own contract numbering system.

Contract Period
The specified start and end date of the contract.

Contract Start Date
The date a contract begins. This date is determined by the contracting State agency or authority.

Contract Sub-Type
A sub-category grouping under a specific contract type.

Contract Type
A general categorization of a contract based on the type of goods, services or program provided under the contract. The types of contracts are:

Contract Type	Definition
Commodity Contract	A contract for the purchase of standard items, such as office supplies, vehicles, medical supplies, etc., usually awarded on the basis of lowest price.
Community Projects Fund (Member Initiatives)	A contract, commonly referred to as a member initiative, awarded by the Legislature and funded through the Community Projects Fund. Member initiatives may also be classified as Grant Contracts.
Construction Contract	A contract for construction work on buildings, bridges, or highways. This type of contract is usually awarded to the lowest responsible bidder.
Consultant Contract	A contract under which an individual or firm is hired to provide professional knowledge, skills or expertise. The award is usually made based upon an evaluation of both cost and technical expertise. This type of contract covers services such as architecture, engineering, technology consulting, medical services, etc.
Contracts Not Subject to OSC Pre-Audit (includes some member initiatives)	A contract where the amount of the contract is below the threshold that requires approval by the Office of the State Comptroller. The Office of the State Comptroller does not approve these contracts nor does it retain copies of the contracts. Some member initiatives are included in both the contract type "Small Dollar Contracts" and the contract type "Community Projects Fund."
Equipment Contract	A contract for the purchase and/or installation of equipment.
Grant Contract	A contract providing money that has been appropriated through the budget process for programs determined to be for the public good. Grant contracts are generally held by not-for-profit organizations or municipalities. Grant contracts may include certain member initiatives.
Intergovernment Contract	An agreement between two or more government entities.
Land Purchase	A contract for the purchase of property by New York State. It includes purchases made under the government's authority to acquire private property for public use (eminent domain).
Lease	A contract to lease property for use by a State entity.
Printing Contract	A contract for printing services.
Repayment to State	An agreement outlining a specific payment schedule for the repayment of funds by entities that have been advanced funds by the State.
Revenue-Generating Contract	A contract that generates income for the State, such as concession or franchise agreements.
Service Contract	A contract for the performance of a service. Contracts for technology purchases, which can be regarded as either a good, service, or combination thereof, may be included in this category.

Converted Contract
A converted contract is a contract that was approved before April 1, 2012 and has been transferred to the new Statewide Financial System now in use for all financial information. A converted contract combines information for both the original contract and any amendments to the original contract approved prior to April 1, 2012. Amendments after this date for converted contracts are displayed separately on the Open Book website. Detail about converted contracts prior to April 1, 2012 can be requested by contacting OSC .

Current Contract Amount
The amount to be spent over the life of the contract, including adjustments as a result of amendments to the contract. A zero will appear if the amount was too difficult to estimate at the time of approval by the Office of the State Comptroller.

Department/Facility
For agencies with decentralized contract administration, the facility, campus, etc. administering the contract. Otherwise, the common name assigned to the Agency.

Download Additional Contract and Related Amendment Data for OSC approved transactions
Download Additional Contract and Related Amendment Data for OSC approved transactions to a file that can be opened in Microsoft Excel or another spreadsheet application. Please note that this data excludes any transactions where the contract data is not available or contract amendment records are not subject to OSC approval.

Download Summary Contract Information to a Printer Friendly (PDF)
If you are unable to open the printer friendly PDF, please click the link below to download the free Adobe reader and follow the installation instructions on Adobe's website.

Download Acrobat Reader

Download Summary Contract Information to an Excel Spreadsheet
If you are unable to open the spreadsheet, please click the link below to download a free Microsoft Excel viewer and follow the installation instructions on Microsoft's website.

Download Microsoft Excel Viewer

Execution Date
The date a contract was signed by a State authority. Under New York State Public Authorities Law, contracts submitted to the Comptroller's Office for filing must be received within 60 days of execution.

Filed SA Eligible - New
This transaction type denotes a new State authority eligible contract that was filed by OSC.

Filed SA Eligible – Amendment
This transaction type denotes a State authority eligible contract amendment that was filed by OSC where the original contract was previously filed or approved by OSC.

Filed SA Eligible – Amendment - No Original
This transaction type denotes a State authority eligible contract amendment that was filed by OSC where the original contract was not required to be filed or approved by OSC.

Filed SA Exempt – Amendment
This transaction type denotes a State authority exempt contract amendment that was filed by OSC where the original contract was previously filed or approved by OSC.

Filed SA Exempt – Amendment - No Original
This transaction type denotes a State authority exempt contract amendment that was filed by OSC where the original contract was not required to be filed or approved by OSC.

Filed SA Exempt – New
This transaction type denotes a new State authority exempt contract that was filed by OSC.

Original Contract Approved/Filed Date
For contracts subject to the Comptroller’s approval, the date the contract was approved by the Comptroller; and for State authority contracts subject to filing requirements, the date the contract was filed with the Office of the State Comptroller. The approved/filed date can come after the contract start date.

SA Eligible Contract
A State authority contract with an anticipated contract value exceeding $1 million that is paid partially or totally from moneys appropriated by the State **or** was awarded noncompetitively.

SA Exempt Contract
A State authority contract that is exempt from the Comptroller's review under New York State Public Authorities Law Section 2879-a(3).

Spending to Date
The amount the State has paid to date to the Vendor under the contract.

State Agency
The name associated with state government entities including state agencies and certain departments, offices, boards, commissions, divisions and councils.

State Authority
The name associated with public authorities or public benefit corporations created by New York State law, other than an interstate or international authority, with at least one member appointed by the governor or who serves as a member by virtue of holding a civil office of the State.

Transaction Amount
The dollar value of a contract or a contract amendment. The amount can be a negative number if the agency reduced a previously approved contract amount. It can also be zero if an amendment changes the end date but not the contract amount.

Transaction Approved/Filed Date
The date the transaction was approved by the Comptroller's Office or the date that a State authority contract was filed with the Office of the State Comptroller when the contract is subject to filing requirements.

Transaction Type
A converted contract, a new contract, a contract amendment, or, in the case of State Authorities, the filing of a new contract or contract amendment.

A converted contract is a contract that was approved before April 1, 2012 and has been transferred to the new Statewide Financial System now in use for all financial information. A converted contract combines information for both the original contract and any amendments to the original contract approved prior to April 1, 2012. Amendments after this date for converted contracts are displayed separately on the Open Book website. Detail about converted contracts prior to April 1, 2012 can be requested by contacting OSC .

Vendor
Any entity, which may be an individual, business, not-for-profit organization, or government agency, that provides goods or services. Vendors that had an approved/filed contract with an authority.

Vendor Name
The legal or common name of the vendor that has entered into a contract with the State. You will only find vendors that have at least one approved contract.