

**NEW YORK STATE OFFICE OF MENTAL HEALTH
Attachment J4**

**NOTIFICATION OF RESTRICTED PERIOD
UNDER PROCUREMENT LOBBYING ACT**

(for use in sole, single and preferred source contracts
and when applicable, extensions and modifications of existing contracts)

To:

Name

Title

Company

From:

Name

Title

Date:

RE:

Possible procurement of [describe]

Effective January 1, 2006, new laws went into effect which impose certain requirements on vendors and State agencies with respect to procurement contracts. The Office of Mental Health (OMH) has determined that the procurement described above is subject to these new laws. A summary of OMH's Guidelines for Procurement Lobbying is attached to this notice. An electronic copy of the complete Guidelines is located at:

<http://www.omh.state.ny.us/omhweb/procurementguidelines/>

By submitting this form to you, OMH is advising you that the so-called "Restricted Period" for the captioned procurement begins today. From this point forward, OMH will make a record of all communications which are "Contacts" within the meaning of the law, and those records will become a part of the procurement record of any contract which may result from this procurement.

Initiation of this procurement activity is not a commitment on the part of OMH to enter into a procurement contract related to the subject matter of this procurement nor is it a representation that monies have been or will be made available for that purpose. OMH specifically reserves the right, in its sole discretion, to cease this procurement without awarding any contract and/or to pursue a different method of procurement.

From this point forward, the individual or individuals named in this notice are the sole point of contact in the State for matters related to this procurement. If you have existing contracts or business with OMH which are unrelated to this procurement, you may continue to communicate with the appropriate OMH staff in connection with the day- to-day administration or implementation of those contracts or business. Please be advised, however, that any communication with OMH staff other than the individual or individuals designated below for the purpose of attempting to influence the captioned procurement may result in a violation of the State Finance Law.

Contact(s): _____
Agency: _____
Phone: _____
Fax: _____
E-mail: _____

cc: OMH Consolidated Business Office