**Determining Whether Purchases from OGS Centralized Contracts are Short- or Long-Term SBITAs**

Some purchases for IT subscriptions are made against OGS negotiated contracts. These centralized contracts (including the IT umbrella contracts) are established for use by State agencies.

When using these contracts, it may be an agency’s business practice to issue an annual purchase order (PO) to fund these subscription payments. When determining whether a SBITA is short- or long-term, the issuance of an annual PO alone does not signify that the agreement is short-term. Ideally, the PO issued to the vendor would include reference to the full term of the arrangement even when the amount being reserved is just the first year. However, if the PO does not specifically include this information, agencies should refer to the related, supporting documentation which is part of the PO package (such as the RFQ, etc). If the supporting documentation is for multiple years, the agreement would be considered a long-term SBITA and therefore, must be reported. If the supporting documentation is for a single year, the SBITA is a short-term agreement and should not be reported.