

**Draft Minutes of the Meeting
New York State Procurement Council
January 14, 2016 - 11:00 A.M.
Meeting Room 6
North Concourse
Empire State Plaza
Albany, NY**

I. Call to Order

Susan Filburn, Office of General Services Deputy Chief Procurement Officer, called the meeting to order.

II. Minutes of Meetings

Susan Filburn asked the Council members for a motion to approve the September 10th 2015 meeting minutes. Michael Hurt made the motion to approve, seconded by Gerry Minot-Scheurmann. The vote to approve was unanimous. Ms. Filburn then asked the Council members for a motion to approve the November 17th meeting minutes. Ron Romano advised that the voting record for the Preferred Source list definitions was missing from the minutes. The November 17th meeting minutes will be amended to include the voting record and presented for approval at the next meeting.

III. Legislative Updates

Anne Philips, OGS Deputy Counsel & Director of Legislative Affairs reported on the December 17, 2015 Roundtable discussion regarding the expiration of the Procurement Stewardship Act and Procurement Lobbying Law. Some of the issues discussed were making these laws permanent, debriefing and dispute resolution processes, procurement thresholds for discretionary pre audit and advertising, state contract process, preferred sources, MWBE's, small businesses, recycled and remanufactured product and Service Disabled Veteran owned business participation in State Procurement. There was a general consensus that the Procurement Stewardship Act and the Procurement Lobbying Law restriction should continue.

Ms. Phillips also reported that the executive budget was released yesterday and the Procurement Stewardship Act and the Procurement Lobbying Law restrictions were extended, as proposed, they would be made permanently part of the state finance law. They are part I of the Public Protection in General Government Article 7 Bill. Other pending bills will be reported at the next meeting.

IV. SDVOB Update & Reporting Requirements

Ken Williams, Director of the New York State Service Disabled Veteran-owned Business (SDVOB) office provided an update on this program. He advised they have had a very successful first year, and have 178 businesses certified, which makes them third in the Country for certified firms. In the first year of the SDVOB program over 10 million dollars of awarded contracts, and over 6 million in disbursements were made to SDVOBs. In addition, there is over 5 million dollars' worth of contracts in the set aside process. As of September 30, 2015 over 30% of the businesses certified at that time were engaged in NY State Contracting, and this number continues to increase. The ten pilot Agencies and

authorities have been very supportive of the program and as of April 1, 2016, the SDVOB program must be followed by all agencies and authorities.

Mr. Williams reminded the Council members that they should consider SDVOBs when using their discretionary spending authority. He also reported that his office is focusing on the development of a more user friendly searchable database. Mr. Williams advised that he is thankful for the support this program has received across the state and his office still needs help with marketing to veterans. They are turning the applications around quickly while doing due diligence, and averaging 39 working days from receipt of an application from a company to the decision on certification is made. Alex Greene from the Department of Labor asked who the auditing body was and Mr. Williams reported his program was currently being audited by the Office of the State Comptroller.

V. BSC Presentation

Kim Miller, from the Purchasing division of the Business Services Center (BSC) reported that the BSC was created to centralize finance and HR functions for State Agencies. At this time the BSC is handling the purchasing on behalf of 62 Executive Agencies. Since October 1 2015, the BSC purchasing unit has issued over 7,700 purchase orders totaling over 175 million dollars. One of their functions is to process standalone purchase orders. These are purchases that are made from preferred sources, OGS centralized contracts, and discretionary purchases.

Ms. Miller described the purchasing process in detail and advised that the Buy Desk function previously provided by OGS Procurement Services had moved to the BSC. Guidance information about the Buy Desk will be issued by the BSC in the future. Another new initiative being handled by the BSC involves processing agency specific lease contracts that are negotiated by the real estate planning group within OGS. There is an initiative for OGS to create on behalf of the State a Center of Excellence in Real Estate office, and to support this initiative, the BSC has taken on responsibility for transactional processing and management of leases within SFS.

VI. 2016 Purchasing Forum & Trade Show Update and 2016 Local Government & Agency Roadshow

Cindy Miner provided an update on the annual Purchasing Forum and Trade Show. This year's event will be held on May 18th and 19th at the Empire State Plaza (ESP). Over 90 booths have been sold so far to current contract holders. A meet and greet reception will be held on the 17th to assist with networking. The attendee registration will open in the spring. This year the "Meet the Exhibiter" game will be repeated as it was well received last year by attendees and exhibitors.

Ms. Miner also reported on the Procurement Services 2016 Local Government & State Agency Roadshow, which is traveling across NY State, to inform and train authorized users. The Roadshow will be presented in at least 10 different regions throughout the State with the first event being held February 10th at the ESP, and available via webinar. Information on the training will be available on the OGS Procurement Services website. The road show will cover eMarketplace, and the new IT contracts, along with training on how to use them, among other topics. Ms. Miner opened the floor to questions. Marybeth Hefner inquired about whether this could be an opportunity to teach local organizations

about MWBE purchasing and how they can find certified entities. Cindy responded that they will consider adding the information to the presentation.

VII. Corcraft Presentation

Michael Elmendorf introduced Corcraft and its mission which is to produce quality goods and services by inmates at competitive prices at a minimum cost to taxpayers. Corcraft employs 2,000 inmates. Participation by inmates enhances their employment upon release. Corcraft is working to improve their website, to provide more product information, and to enhance marketing. For 2016, Corcraft anticipates continued growth in their sales and plan to double the production of their diesel exhaust fluid, and increase their textile sales.

VIII. NIB Presentation

Ron Tascarella shared the mission of NIB, which is to enhance the opportunities for economic and personal independence for persons who are visually impaired through the employment of New Yorkers who are blind. NIB employs over 450 New Yorkers who are blind and sells over 40 million dollars in products and services annually to the state, city and local governments. Pay is at least minimum wage, and NIB provides the workers with full benefits. NIB is positioned for continued growth in 2016 and excited about their inclusions in NYS contracts, such as the upcoming centralized office supply contract and the eMarketplace, and the SUNY office supply website.

NIB will continue to expand their preferred source offerings, and will continue to partner with NYS, small businesses, MWBE's, and Service Disabled Veterans. Mr. Tascarella talked about how their program gives back and what it does for the visually impaired population. The floor was opened to questions and Margaret Becker from OSC commented on how inspiring it was to hear Ron talk about the difference between a hand out and a hand up.

IX. NYSID Presentation

Ron Romano introduced NYSID, whose mission is to turn business opportunities into jobs for New Yorkers with disabilities through the mandate of Section 162 of the State Finance Law. He advised that only 26.6% of working-age people with disabilities are employed and shared a video of NYSID's mission, and the individuals they serve. In 2015, NYSID member agencies participating in the preferred source program employed just over 7,000 people. These individuals earned 59 million dollars in wages, with weighted average hourly wage of \$13.98/hour. NYSID reported it worked with 168 members including 119 community rehabilitation agencies and 49 corporate partners. All of these organizations are approved by the NYS Education Department. He reported that 124 members performed on preferred source contracts in 2015 and that NYSID provides ongoing business support including, marketing, sales, contract administration, warehousing and logistics, business development, quality assurance, monitoring of compliance, member training and technical assistance.

Mr. Romano reported on the CREATE program (Cultivating Resources for Employment with Assistive Technology) of collaboration between Colleges and Universities in NY State and NYSID member agencies to remove barriers in the workplace. It also exposes Engineering students to real life experiences working with individuals with disabilities. In 2016 NYSID will be sponsoring 10 CREATE projects. Mr. Romano also reported that NYSID supports Veterans and has conducted Veteran Summits (a networking

opportunity) for the past 5 years. In addition, NYSID has a Veterans contact database on the NYSID website.

X. Updating the Procurement Council Guidelines, Preferred Source Definitions Update, Preferred Source Application Status

Christine Irvine spoke on the progress of the preferred source definitions and advised it was anticipated that the definitions will be presented to the Council for approval at the May meeting. She also reported that there were no new preferred source applications approved by OGS since the last Council meeting.

XI. Open Council Discussion

The floor was opened to open Council discussion. David Russo, OMH, inquired about the possibility of a presentation by the State Education Department (SED) and OGS as to the processes that SED and OGS follow when reviewing applications for the preferred sources. He also asked if the presentation could include the process followed by the preferred sources to partner with MWBE's and Service Disabled Veteran companies. OGS reported that it this topic will be looked at for a future meeting

XII. Closing

Susan Filburn thanked everyone for attending. She asked for a motion to end the meeting which was passed unanimously.

Next Quarterly Meeting: Wednesday, May 11th, 2016

Members in Attendance on January 14th, 2016

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| Margaret Becker – OSC | Ronald Romano – NYSID | David Russo – OMH |
| Alexandra Greene – Labor | Ronald Tascarella – NIB | Marybeth Hefner – DOH |
| Susan Filburn – OGS | Gerard Minot-Scheurmann - DOB | Michael Hurt – DOCCS |
| Christine McCann – ESD | Andrew Bechard – ITS | Lisa Davis – OPWDD |
| Sonia Lindell – Business Council | Thomas Hippchen - SUNY | |

Also in Attendance

Christine Irvine – OGS Anne Phillips – OGS

Members Absent on January 14th, 2016

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| Robert Drummond - AB Ranch Beef | Richard St. Paul – Local Gov. Rep. | Rashida Mendes – RM Capital, LLC |
| Phil Giltner – Ag & Mkts | Edul Ahmad – The Ahmad Group (Observer Non-Voting) | |