

FINAL
New York State Procurement Council Meeting| Minutes of the Meeting
November 7, 2019| 11:30 a.m.
Meeting Room 6| North Concourse| Empire State Plaza | Albany, NY

Call to Order

Welcome and Introductions

Sean Carroll, New York State Office of General Services (“OGS”) Chief Procurement Officer (“CPO”) and acting Chair of the New York State Procurement Council (“Procurement Council”) as the designee of the Commissioner of General Services, called the meeting to order.

Announcement of new Procurement Council Members:

1. Carra Wallace, Legislative Appointee
2. Jaclyn Brilling, Senate Minority Leader Appointee
3. Debra Grieco, OPWDD Alternate Appointee

Old Business

Meeting Minutes: Mr. Carroll called for a motion to adopt the minutes of the September 5, 2019 meeting. The motion to adopt the minutes passed by a vote of 15-0.

Rules Workgroup Update: Mr. Carroll reported that the Rules Workgroup requested OGS staff draft an initial proposed set of rules to be reviewed by the Rules Workgroup. OGS is currently finalizing a draft to be presented to the Rules Workgroup. Mr. Carroll stated that OGS will be scheduling another Rules Workgroup meeting shortly.

Procurement Guidelines Workgroup Update: Mr. Carroll reported that the Procurement Guidelines Workgroup continues to review the draft Procurement Guidelines for, among other things, distinguishing items that are policy from those that are educational or training, and adding SDVOB language where appropriate. The Procurement Guidelines Workgroup has postponed presenting the draft Procurement Guidelines to the Procurement Council until such review is completed.

New Business

Presentation – Farm to School: Sarah Barton, Department of Agriculture and Markets, gave a presentation on the thirty percent (30%) State reimbursement initiative in the 2018 NYS Budget to help New York State schools increase their purchase of New York State Food Products.

Presentation – PBITS: Charles Strickland, OGS, gave a presentation on the Project Based Information Technology Consulting Services contract.

Legislative Update: Mr. Carroll reported on the recent changes made by the Attorney General’s Office to Appendix A as follows:

1. clause 5 has been updated to track changes in the Human Rights Law that became effective October 11th, 2019;
2. clause 22 has been updated to require compliance with General Business Law 899-BB, which goes into effect in 2020; and
3. a new Clause 27 has been added to account for situations where OSC or the Attorney General’s Office will allow agencies to submit electronic versions of contracts rather than versions with wet signatures.

Mr. Carroll then addressed a previous question about whether Procurement Council meetings could be held remotely or digitally. Mr. Carroll explained that there are regulatory and technological challenges to holding the Procurement Council meetings remotely or digitally. Therefore, Procurement Council meetings will continue to be held in person. However, OGS will continue to review these issues.

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Approval of Preferred Source Designation Applications Under OGS Standing Authority: John Normile, OGS Procurement Services, reported that OGS has not approved any new items for addition to the Preferred Source List under its standing authority since the last report given on September 5th, 2019.

NYSID Report on Mail Fulfillment: Mr. Normile stated that NYSID filed the required report and the report has been posted to the Procurement Council Website.

Open Council Discussion

Mr. Carroll stated that Open Council Discussion affords the Procurement Council members the opportunity to discuss any procurement topics of interest. No issues were raised for discussion.

Mr. Carroll encouraged the Procurement Council members to submit topics that they would like to be discussed at future meetings.

Meeting Closure

Procurement Council members voted unanimously to adjourn the meeting at 12:24 PM.

Next Meeting:

Proposed 2020 Procurement Council meeting dates:

January 30th, 2020 with an alternate of February 6th, 2020.

Webcast Location: <https://ogs.ny.gov/event/nys-procurement-council-meeting-january-30-2020>

Members in Attendance:

Sean Carroll – OGS	Jaclyn Brilling - Senate Minority Leader Appointee
Andrew Ruby – Department of Health	Jason DiGianni – Division of Budget
James Iwaneczko – Office of the State Comptroller	Thomas Hippchen – SUNY
Paul Murray – Office of Mental Health	Clinton Rickards – ITS
John Behrle – Department of Corrections	Julie Suarez – Governor’s Appointee
Winifred Schiff – Legislative Appointee	Chris McCann – Empire State Development
Lisa Brooks – Department of Agriculture & Markets	Carra Wallace - Legislative Appointee
	Deborah Grieco - OPWDD Alternate Appointee

Also in Attendance

Marc Hiller - OGS	Ian MacCallum - OGS	John Normile - OGS
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Members not in Attendance:

Steven Kasarda – Legislative Rep.	Marybeth Hefner - DOH
Beth Warren – Empire State Development	Margaret Becker - OSC
Lisa Davis – OPWDD	Daniel Clark - OMH
Howard Zemsky – ESD	
Valerie White – Chief Diversity Officer Alternate	
John Evers – Legislative Rep.	
Shawn Cullinane – Legislative Rep.	

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New York State Procurement Council Meeting November 7, 2019 Meeting Room 6 North Concourse Empire State Plaza Albany, NY Motion to Approve the Meeting Minutes for the September 5, 2019 Meeting

Member Type	Organization	Role	Name	ATTENDANCE		ACTION		VOTE				
				Name		Motion	2nd	Aye	Nay	Abstain	Recuse	
Ex-Officio Members (Voting Member)	OGS CPO		Sean Carroll	X				X				
Ex-Officio Members (Voting Member)	Division of Budget	Primary	Jason DiGianni	X				X				
Ex-Officio Members (Voting Member)	Office of the State Comptroller	Primary	Jim Iwanenko	X				X				
Ex-Officio Members (Voting Member)	Empire State Development	Alternate 1	Chris McCann	X				X				
Legislative Appointee (Voting Member)	Local Government Representative	Primary	Carra Wallace	X				X				
Legislative Appointee (Voting Member)	Interagency Council of Developmental Disabilities	Primary	Winifred Schiff	X				X				
Legislative Appointee (Voting Member)	Jaclyn A. Brilling, Attorney at Law	Primary	Jaclyn Brilling	X				X				
Governor's Appointee (Voting Member)	Cornell University College of Agriculture & Life Science	Primary	Julie Suarez	X			X	X				
Agency Designee (Voting Member)	Dept of Corrections	Primary	John Behrle	X				X				
Agency Designee (Voting Member)	OPWDD	Alternate 1	Deborah Grieco	X				X				
Agency Designee (Voting Member)	Dept. of Agriculture & Markets	Primary	Lisa Brooks	X				X				
Agency Designee (Voting Member)	Dept. of Health	Alternate 1	Andrew Ruby	X				X				
Agency Designee (Voting Member)	State University of New York	Primary	Thomas Hippchen	X				X				
Agency Designee (Voting Member)	Office of Mental Health	Alternate 1	Paul Murray	X		X		X				
Agency Designee (Voting Member)	Information Technology Services	Primary	Clinton Rickards	X				X				
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