

**FINAL**  
**New York State Procurement Council Meeting | Minutes of the Meeting**  
September 22, 2021 | 11:30 a.m.  
Meeting Rooms 2-4 | 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.

Mr. Carroll noted that under the suspension of the Open Meetings Law that consistent with Part E of chapter 417 of the Laws of 2021, which suspended Article 7 of the Public Officer’s Law, various members of the Procurement Council were attending the meeting by conference call and the meeting was webcast and recorded to allow the public to view or listen to the meeting.

**Old Business**

**Meeting Minutes:** Mr. Carroll called for a motion to adopt the minutes of the April 22, 2021 meeting. The motion passed unanimously.

**Rules Workgroup Update:** Mr. Carroll reported that there has been successful progress on the proposed Rules. Mr. Carroll stated that because Council members did not receive a copy of the proposed Rules yet, this would not be a voting item yet and to expect a vote at the next Council meeting. Mr. Carroll stated that Council would receive two items; a draft of the Procurement Council Rules and an attachment to that, which will be the Procurement Council Motion Rules.

**Legislative Update**

Marc Hiller, OGS, reported the Legislature passed an amendment to the Open Meetings Law to allow for remote participation until January 15, of 2022. Mr. Hiller also reported that the Legislature amended Sections 163 and 112 of State Finance Law to extend the OGS discretionary spending threshold of \$85,000 to agencies that are hosted by the OGS Business Services Center (BSC) when the BSC is making the purchase on behalf of the agency.

**Approval of Preferred Source Designation Applications Under OGS Standing Authority**

Sean Hume, OGS, reported that as of September 21, 2021, OGS had not approved any new items for addition to the Preferred Source List under its standing authority since the last report given on April 22, 2021. Mr. Hume reported that the Procurement Council received NYSID’s report on mail fulfillment on September 7, 2021. This document has been posted to the Procurement Council website. Mr. Hume reported that to date, OGS has received 22 Single Source reports for 2020-21.

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**New Business**

**Revisions to the Insurance Guidelines for Submission to the Procurement Council:** Michele Reale, OGS, presented proposed revisions to the Insurance Guidelines for submission to the Procurement Council. Ms. Reale reported that the goal of these guidelines is to provide standardization in insurance requirements and contracts. Ms. Reale stated that the guidelines were originally designed as recommendations for agencies, which was approved by the Council of Contracting Agencies (“CCA”) and the Procurement Council in June 2011. The goal being to provide a holistic document that worked for all types of contracts.

Ms. Reale reported that the CCA Insurance Workgroup began these latest revisions in 2019. Many revisions to the Glossary were necessitated by changes to the industry and/or to clarify certain definitions. Ms. Reale stated that now the matrices are recommended limits to implement into insurance requirements in coordination with the Procurement Guidelines.

Mr. Carroll called for a motion to adopt the Guidelines. The motion passed by a vote of 17-0. The Chair did not vote.

**Open Council Discussion**

Mr. Carroll asked the Procurement Council if they had any topics to discuss. No topics were raised.

**Meeting Closure**

Procurement Council Members voted unanimously to adjourn the meeting at 12:12 p.m.

**Next Meeting**

Wednesday November 3, 2021

Alternate date – November 10, 2021

**Also in Attendance**

Marc Hiller - OGS

Ian MacCallum - OGS

**Webcast Location:** <https://ogs.ny.gov/procurement/nys-procurement-council>

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MEMBER TYPE	ORGANIZATION	ROLE	NAME	IN ATTENDANCE			NOT IN ATTENDANCE
				IN PERSON	REMOTE	LATE	
Ex-Officio	Office of General Services (OGS)	Council Chair	Sean Carroll	X			
Ex-Officio	Office of the State Comptroller (OSC)	Primary	Patricia Warrington		X		
Ex-Officio	Division of the Budget (DOB)	Primary	Jason DiGianni	X			
Ex-Officio	Chief Diversity Officer (CDO)	Primary	Julissa Gutierrez				X
Ex-Officio	Chief Diversity Officer (CDO)	Alternate 1	Dwight Flynn		X		
Ex-Officio	Empire State Development (ESD)	Primary	Pravina Raghavan				X
Ex-Officio	Empire State Development (ESD)	Alternate 1	Christine McCann		X		
Agency Representative	Department of Agriculture & Markets (DAM)	Primary	Lisa Brooks		X		
Agency Representative	Department of Corrections & Community Supervision (DOCCS)	Primary	Paul Guenette	X			
Agency Representative	Department of Health (DOH)	Primary	Andrew Ruby		X		
Agency Representative	Information Technology Services (ITS)	Primary	Elaine Blanchet	X			
Agency Representative	Office of Mental Health (OMH)	Primary	Paul Murray	X			
Agency Representative	Office for People with Developmental Disabilities (OPWDD)	Primary	Lisa Davis				X
Agency Representative	Office for People with Developmental Disabilities (OPWDD)	Alternate 1	Deborah Grieco		X		
Agency Representative	State University of New York (SUNY)	Primary	Thomas Hippchen				X
Agency Representative	State University of New York (SUNY)	Alternate 1	Michele Feathers		X		
Governor's Appointee	Cornell University College of Agriculture & Life Sciences	Primary	Julie M. Suarez			remote	
Legislative Appointee	Local Government Representative	Primary	Shawn Cullinane	X			
Legislative Appointee	Optimized Diversity Solutions, LLC	Primary	Carra Wallace	X			
Legislative Appointee	The Kasarda Law Group, LLC	Primary	Steven Kasarda		X		
Legislative Appointee	Interagency Council of Developmental Disability Agencies, Inc	Primary	Winifred Schiff		X		
Legislative Appointee	Jaclyn A. Brillling, Attorney at Law	Primary	Jaclyn A. Brillling	X			
			<b>TOTALS</b>	<b>18</b>			<b>4</b>

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New York State Procurement Council Meeting September 22, 2021 Meeting Rooms 2-4   North Concourse   Empire State Plaza   Albany, NY <b>Motion to Approve the Meeting Minutes for the April 22, 2021 Meeting</b>									
MEMBER TYPE	ORGANIZATION	ROLE	NAME	ACTION		VOTE			
				Motion	2nd	Aye	Nay	Abstain (A) Recusal (R)	Absent for Vote
Ex-Officio	Office of the State Comptroller (OSC)	Primary	Patricia Warrington			x			
Ex-Officio	Division of the Budget (DOB)	Primary	Jason DiGianni		x	x			
Ex-Officio	Chief Diversity Officer (CDO)	Alternate 1	Dwight Flynn			x			
Ex-Officio	Empire State Development (ESD)	Alternate 1	Christine McCann			x			
Agency Representative	Department of Agriculture & Markets (DAM)	Primary	Lisa Brooks			x			
Agency Representative	Department of Corrections & Community Supervision (DOCCS)	Primary	Paul Guenette			x			
Agency Representative	Department of Health (DOH)	Primary	Andrew Ruby			x			
Agency Representative	Information Technology Services (ITS)	Primary	Elaine Blanchet	x		x			
Agency Representative	Office of Mental Health (OMH)	Primary	Paul Murray			x			
Agency Representative	Office for People with Developmental Disabilities (OPWDD)	Alternate 1	Deborah Grieco			x			
Agency Representative	State University of New York (SUNY)	Alternate 1	Michele Feathers			x			
Governor's Appointee	Cornell University College of Agriculture & Life Sciences	Primary	Julie M. Suarez						x
Legislative Appointee	Local Government Representative	Primary	Shawn Cullinane			x			
Legislative Appointee	Optimized Diversity Solutions, LLC	Primary	Carra Wallace			x			
Legislative Appointee	The Kasarda Law Group, LLC	Primary	Steven Kasarda			x			
Legislative Appointee	Interagency Council of Developmental Disability Agencies, Inc	Primary	Winifred Schiff			x			
Legislative Appointee	Jaclyn A. Brillling, Attorney at Law	Primary	Jaclyn A. Brillling			x			
Ex-Officio	Office of General Services (OGS)	Council Chair	Sean Carroll			x			
			<b>TOTALS</b>			17	0	0	1

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New York State Procurement Council Meeting September 22, 2021 Meeting Rooms 2-4   North Concourse   Empire State Plaza   Albany, NY <b>Motion to Approve the Revisions to the Insurance Guidelines</b>									
MEMBER TYPE	ORGANIZATION	ROLE	NAME	ACTION		VOTE			
				Motion	2nd	Aye	Nay	Abstain (A) Recusal (R)	Absent for Vote
Ex-Officio	Office of the State Comptroller (OSC)	Primary	Patricia Warrington			x			
Ex-Officio	Division of the Budget (DOB)	Primary	Jason DiGianni		x	x			
Ex-Officio	Chief Diversity Officer (CDO)	Alternate 1	Dwight Flynn			x			
Ex-Officio	Empire State Development (ESD)	Alternate 1	Christine McCann			x			
Agency Representative	Department of Agriculture & Markets (DAM)	Primary	Lisa Brooks			x			
Agency Representative	Department of Corrections & Community Supervision (DOCCS)	Primary	Paul Guenette			x			
Agency Representative	Department of Health (DOH)	Primary	Andrew Ruby			x			
Agency Representative	Information Technology Services (ITS)	Primary	Elaine Blanchet			x			
Agency Representative	Office of Mental Health (OMH)	Primary	Paul Murray			x			
Agency Representative	Office for People with Developmental Disabilities (OPWDD)	Alternate 1	Deborah Grieco			x			
Agency Representative	State University of New York (SUNY)	Alternate 1	Michele Feathers			x			
Governor's Appointee	Cornell University College of Agriculture & Life Sciences	Primary	Julie M. Suarez	x		x			
Legislative Appointee	Local Government Representative	Primary	Shawn Cullinane			x			
Legislative Appointee	Optimized Diversity Solutions, LLC	Primary	Carra Wallace			x			
Legislative Appointee	The Kasarda Law Group, LLC	Primary	Steven Kasarda			x			
Legislative Appointee	Interagency Council of Developmental Disability Agencies, Inc	Primary	Winifred Schiff			x			
Legislative Appointee	Jaclyn A. Brillling, Attorney at Law	Primary	Jaclyn A. Brillling			x			
Ex-Officio	Office of General Services (OGS)	Council Chair	Sean Carroll					did not vote	
<b>TOTALS</b>						17	0	1	0