

New York State Procurement Council

August 20, 2025 | 11:30 a.m.

Meeting Room 6 | North Concourse | Empire State Plaza | Albany, NY

Call to Order

Welcome and Introductions

Dhanraj Singh, 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 the Office of General Services (“OGS”), called the meeting to order.

Mr. Singh opened the meeting and recognized OGS Executive Deputy Commissioner, Thomas Nitido, and deferred to the clerk to take attendance.

Mr. Singh introduced two new members to the Council: David Burmaster, Jr. with the Office of Information Technology Services (“ITS”) and Ryan VanDerVoort with the Department of Health (“DOH”).

Old Business

Meeting Minutes: Mr. Singh called for a motion to adopt the draft minutes of the May 21, 2025, meeting as presented. The motion to approve was made by Paul Murray and seconded by Marc Kleinhenz. The Council approved the minutes unanimously.

Legislative Updates

Tyler Feane, OGS, reported on:

No legislative updates to report.

Preferred Source Reporting

Dave Keneston, OGS, reported on:

Preferred Source Commodity Applications Approved Under OGS Standing Authority

1. **NYSID Halo 3C Smart Sensor Vape and Air Quality Detection Plug and Play Kit:**

This application represented a corporate partnership between AHRC, Nassau County and A+ Technology and Security Solutions. Nassau AHRC offers a wide range of assembly, packaging and shipping from dental kits, coffee boxes, beauty industry packaging, and more. Located in Freeport, New York, Nassau AHRC has served the business community since 1966. A+ Technology and Security Solutions is a recognized provider of expertise in school and public safety and security. They currently hold contract PT68745 on OGS Centralized Contract Award 23150, the Intelligent Facility Security Systems and Solutions. The NYSID product includes the Halo Sensor, a POE injector device, and internet cable. POE stands for power over ethernet, which is a feature that delivers both data and power to devices through an ethernet cable. The POE eliminates the need for separate power and supply units. The Halo 3C kit is designed as a plug and play device at ensuring a simple installation process.

The client will have access to installation and training materials at the time of purchase, and they will need to download an app on their computer or smartphone to use the Halo 3C device. NYSID will have one or more customer service representatives trained to answer basic questions regarding installation and operation of the unit. If NYSID is unable to answer the questions from the customer, the corporate partner will be prepared to intercede to resolve the customer's issue. The manufacturer, supplier, and corporate partner are all located in Bay Shore, Suffolk County, New York. Ninety-eight percent of the raw materials for this application are manufactured in New York

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State. The approval of the item is expected to provide employment opportunities for one (1) disabled employee of AHRC Nassau. That employee will perform a variety of tasks including testing and applying necessary tags and labels. The new product line is expected to provide 150 direct disabled labor hours annually. It equates to 0.77 annual full-time, and 65.21% of the total direct labor will be provided by that disabled employee. The first-year sales are estimated at \$340,377.

2. **Master Two Inch Straight Edge Pain Brush:**

The Straight Edge Paint brush is a paint brush that is to be used with oil paints and stain. It comes in a case of twelve (12) brushes and features a white China bristle blend with a beaver style handle. The ARC, Oneida-Lewis Chapter who is the member of NYSID will be providing the product. They've been offering products to New York State customers through NYSID for many years. The affiliated agency is an established supplier of preferred source goods. The disabled workforce at the ARC, Oneida-Lewis Chapter will perform the following tasks. They are going to receive a bulk shipment, prepare a shipping case, count, stamp and box the brushes, and then pelletize the cases. One disabled individual will be employed as a result of the sale of this product. The new product line is expected to provide 118.97 direct disabled labor hours annually and that equates to 0.61 full-time equivalence and 51.93% of the direct labor will be provided by the disabled employee. The first-year sales of that are estimated at \$32,246.50.

3. **Angle Sash Paintbrush:**

The angle sash paintbrush is to be used with oil paints and stain. It also will be available to all New York state agencies, and local governments. It comes in a case of twelve (12) brushes and features 100% white China bristle and a sanded wood finish handle. Again, the same member of the ARC, Oneida-Lewis Chapter will be the non-profit providing the product for NYSID, and the disabled workforce there is going to provide the same labor tasks as with the Master Two Inch Straight Edge Paint Brush. One disabled individual will be employed as a result of the sale of the product. It's expected to provide 88.84 direct disabled labor hours annually and that equates to 0.46 full-time equivalence. 51.29% of the direct labor will be provided by the disabled employee and the first-year sales are estimated at \$28,067.40.

Dhanraj Singh: Mr. Singh asked if anybody had any questions. There were none.

NYSID 100% Recycled Copy Paper Report:

David Keneston reported: NYSID reported there were no sales outside of the Zones.

New Applications

David Keneston reported: There were no new applications.

Procurement Council Workgroups

Dhanraj Singh reported:

The next agenda item was an update to the members. In the last Procurement Council Meeting, the Council set up two (2) work groups, one of them being a Preferred Source Work Group to examine an application relating to new service definitions, and the other work group is an Emergency Procurement Guideline Work Group that resulted from an Office of the New York State Comptroller ("OSC") audit. The two (2) groups had their first Kick-off meeting on Monday, August 18, 2025, and the participation was excellent. Mr. Singh thanked the volunteers who were taking part in the workgroups.

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Procurement Guidelines:

Tyler Feane reported:

The Procurement Guidelines document was distributed to all of the Procurement Council Members prior to the meeting, OGS went through and updated the links in this document, because some of the links were old, broken, and no longer accurate. There were also formatting changes that OGS made simultaneously to updating the links. The chart in the guidelines that explains the purchasing order of priority was revised, but there were no substantive changes or additions to the table itself. The chart contained hyperlinks that did not fit properly inside of the chart, so OGS updated the formatting, resizing the chart to fit the hyperlinks. Mr. Feane welcomed any questions from the members. There were none.

Mr. Singh thanked Tyler and asked if anybody had any questions on the changes made.

Council Member Paul Murray suggested that any changes or updates to the Procurement Guidelines be added to a running list, to maintain the guidelines as a living document. Mr. Feane asked for clarification, inquiring if Mr. Murray was requesting a summary of changes—such as the one made in August 2025. Mr. Murray confirmed that a straightforward, bolded list of changes would be sufficient.

Mr. Feane asked for clarification if Mr. Murray was asking for a summary of what changes were made, for example the change made in August 2025. Mr. Murray confirmed that was what he intended, and the list did not need to be complicated, a bolded list of the changes would be sufficient.

Mr. Feane agreed that it was a good idea.

Mr. Singh, as Council Chair, asked for a point of clarification as to whether Mr. Murray was referring to changes proposed that day or a cumulative summary of all changes each time the document was revised. Mr. Murray confirmed that he was requesting a running summary over time to allow the Council to track when and where changes had occurred.

Mr. Singh asked if there were any other questions, comments, or points of clarification. There was none. Mr. Singh then entertained a motion to adopt the updates. The motion was made by Marc Kleinhenz and seconded by Lisa Brooks. The changes were adopted unanimously.

Preferred Source Guidelines:

Tyler Feane reported: No changes were made to the current document.

Discretionary Purchasing Guidelines:

There were some substantive changes made to the Discretionary Purchasing Guidelines. There was a recent change to the New York State Finance Law to increase the discretionary thresholds for MWBEs and SDVOBs to \$1.5 million. OGS went through the Discretionary Purchasing Guidelines document and updated everywhere where those dollar thresholds were referenced and needed to be updated based on the new law. Mr. Feane recommended providing a summary of changes in the document, as well as the Procurement Guidelines. Similar to the Procurement Guidelines, it would be a list summary at the bottom of the document.

Mr. Singh asked if the Council had any questions, comments, or points of clarification. There was none. He entertained a motion to adopt the changes to the Discretionary Purchasing Guidelines. Marc Kleinhenz motioned, and Paul Murray seconded the motion. The motion passed unanimously.

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Mr. Singh moved on to the next agenda item. The Office for the Prevention of Domestic Violence (“OPDV”) prepared a presentation to the Council pertaining to the gender-based violence workplace policy requirements and their implementation. He recognized Jara Traina and Elizabeth Bliss from the agency.

Gender-Based Violence Workplace Policy Requirements & Implementation

Jara Traina, General Counsel at the New York State Office for the Prevention of Domestic Violence (OPDV), provided an overview of recent policy developments related to gender-based violence in the workplace. Ms. Traina noted that OPDV is the only cabinet-level executive agency in the United States focused solely on preventing domestic and gender-based violence.

Ms. Traina stated that the expansion of gender-based violence workplace policies was included in Governor Hochul’s 2025 State of the State and builds on Executive Order 17 (2022), which required all New York State agencies to adopt Gender-Based Violence in the Workplace Policies.

She explained that these policies are designed to help survivors find safety and stability at work and to equip employers with resources to support affected employees. Such policies also aim to reduce workplace disruptions that can negatively impact survivors’ economic and financial stability, potentially increasing their vulnerability in the future.

Ms. Traina reported that the policy change was adopted in the state budget, amending State Finance Law Section 139M, and will take effect November 5, 2025. Under the new requirements, bidders on competitive New York State contracts must certify that they have implemented a Gender-Based Violence Workplace Policy or explain their inability to do so via a self-attestation form. Ms. Traina noted that this process is similar to the Sexual Harassment Prevention Certification introduced previously.

OPDV is developing a model policy for bidders, which is expected to be released the following week. Implementation activities include webinars for state agencies and prospective bidders, beginning September 15th, to provide guidance and support in policy development. Additionally, there will be follow-ups that week.

Ms. Traina outlined the minimum requirements for Gender-Based Violence in the Workplace Policies:

- Employers must make information on gender-based violence readily available to employees, including displaying the New York State Domestic and Sexual Violence Hotline and a poster on Gender-Based Violence in the Workplace.
- Employers are required to refer employees who disclose current or past victimization to appropriate services, either the state hotline or, for out-of-state bidders, local resources.
- Policies must prohibit discrimination and retaliation against employees who are victims or survivors of gender-based violence.
- Policies must ensure compliance with relevant laws, including the State Human Rights Law (which recognizes victims of domestic violence as a protected class in employment) and the Safe Leave Act (permitting use of sick leave for safety planning and related needs).

Ms. Traina also indicated that OPDV will provide implementation support, training, and resources for both employers and employees on topics such as workplace impacts of gender-based violence, employer obligations, survivor rights, and available resources. OPDV will also offer technical assistance for navigating policy questions and specific situations. She recommended that employers with HR departments designate a domestic violence agency liaison, who will receive targeted training to support policy implementation.

Ms. Traina concluded her presentation and opened the floor for questions.

Tyler Feane asked when OODV will announce the release of their model policy, and whether it will be located on their agency website. Ms. Traina stated that the agency will have a copy of the model policy and all implementation material including registration for the various webinars that she had mentioned in her

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presentation. They will also be sending letters to all state agency heads, sharing this information along with a sample letter, which can be sent out to each agency's various bidders who may be impacted. She also stated that OPDV may be posting this information in the Contract Reporter. Their goal is to cast information across a wide net.

Tyler Feane recommended that, once agencies have drafted or brainstormed language to include in their solicitations, they share this language at the next Procurement Council meeting. This would allow agencies to review one another's language and make revisions as needed to ensure consistency across agencies.

Open Council Discussion

Melody Goetz addressed the Council, noting that it had come to her attention in the past two (2) months, that an update was made to the OGS Preferred Source Guidelines, and there has been recent confusion regarding updates made to the OGS Preferred Source Guidelines. She explained that in May 2025, she believed that OGS revised its policy for reviewing Preferred Source contracts, which resulted in the denial of a contract. The primary area of concern is the updated definition of "prevailing market rate."

Ms. Goetz detailed that the OGS update, as posted on their website in the checklist and guide to prevailing markets, now defines prevailing market rate as the lowest price for the same or equivalent service or commodity, giving preference to centralized contracts. She believes this differs from the definition in the Preferred Source Guidelines, last updated in February 2025, which states that the prevailing market rate should reflect the price at which a vendor offers the same or equivalent commodity or service under similar terms in the same market.

She stated that this change appears to be in conflict with the specific definition in the Preferred Source Guidelines and has caused significant confusion. The price should be the "vendor of the same or equivalent commodity or services offers to sell such commodity or service under similar terms in the same market." Furthermore, the update raises questions about whether OGS is permitted to make such policy changes without consultation or approval from the Procurement Council. Ms. Goetz emphasized that, under State Finance Law, the Procurement Council is responsible for establishing these guidelines, and any amendment or extension, review, or reference, should be brought before the Council for review and a vote.

Ms. Goetz concluded her remarks, offering to answer any questions or provide further clarification as needed. She then recognized Winifred for the next comment or question.

Winifred Schiff responded, emphasizing the seriousness of the recent policy change. She stated that the change to using the lowest price as the prevailing market rate poses a significant threat to their programs, as they are unable to compete with large retailers or vendors operating in areas with lower labor costs. Ms. Schiff noted that their programs are mandated to pay prevailing or minimum wage, which places them at a disadvantage compared to out-of-state or international competitors with lower wage requirements.

She advocated for the formation of a work group to explore the complexities of the issue before any further changes are made. Ms. Schiff warned that implementing such policy changes without thorough discussion could result in reduced employment opportunities for many individuals, in the long run costing the state more money on safety net programs, and the loss of tax revenue.

Dhanraj Singh thanked both Melody Goetz and Winifred Schiff for their comments. He acknowledged that the Council had received questions regarding the changes to the OGS Preferred Source Guidelines, including a direct inquiry from Ms. Goetz. Mr. Singh stated that a response had been provided, clarifying that the recent update was not a change to OGS policy, but rather an effort to improve the clarity and usability of the online documentation and resources for agencies, and emphasized that it was not a change in policy or an update on OGS policy.

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Mr. Singh then invited Tyler to provide additional details on the matter.

Tyler Feane confirmed Dhanraj Singh's summary, noting that multiple inquiries had been received regarding the issue. He stated that a formal response was sent to the Comptroller's Office, with all Procurement Council members copied.

Mr. Feane reiterated that there has been no change to OGS policy; the approach of comparing to the lowest price has been in place for decades. He referenced an attached letter from 2009 that explains the same policy. To be transparent to the public, OGS simply updated the checklist solely to provide greater clarity and transparency about the criteria used in price comparisons, in accordance with statutory requirements.

Mr. Feane acknowledged that while some may be unhappy with it, or disagree with the longstanding policy, the update did not constitute a policy change.

Mr. Singh recognized Jaclyn Brillling, who then addressed the Council, referencing letters sent by herself and Winifred Schiff to Dhanraj Singh on June 5th and June 20th expressing concern over what they construed as a unilateral action by OGS. Ms. Brillling stated that, while OGS viewed the update as a clarification, she and others believed that such action should have been undertaken by the entire Procurement Council for open and transparent discussion.

She noted that during the interim period, members of the legislature and the Office of the State Comptroller, among others, opined on the matter. Ms. Brillling echoed previous remarks by Melody Goetz and Winifred Schiff that the issue warrants further discussion within the Council, potentially through a working group. She stressed that this a big issue. Its changes have significant implications, including potential job losses and negative effects on state finances.

Ms. Brillling also expressed concern regarding the delay in response to their letters to members of this commission and reiterated the need for transparency and discussion within this body.

Dhanraj Singh gave the floor to Winifred Schiff.

Ms. Schiff reiterated the importance of the Preferred Source Program and stressed that the level of concern expressed by program participants should warrant forming a work group to discuss the issue in depth. She pointed out that the language in the guidelines used to say, "may use the lowest price, and now it is changed to read "must". She states that she understood that it feels like an update to OGS, it is a threat to the preferred sources program.

Ms. Schiff stressed that the level of their alarm should be enough reason to convene a group to discuss, because it is a very complex situation, and there's many factors to consider with potentially severe consequences.

Dhanraj Singh returned the floor to Melody Goetz.

Ms. Goetz noted that she recognized the letter from 2009 and expressed her support for reconvening the Preferred Source Guideline work group to review the current guidance in collaboration with OGS. She stated that she didn't see any mention of the OGS policy within the Preferred Source Guidelines and suggested this should be addressed. Ms. Goetz pointed out that the 2009 letter was addressed to NYSID and does not appear to have been brought before the Procurement Council for discussion.

She emphasized the need for the Procurement Council to address all of that and incorporate it into the guidelines appropriately, so that the Procurement Council still supports the program, the statutory roles and responsibilities of the Council. Ms. Goetz reaffirmed the creation of the work group to determine prevailing market rate, the procedures; the priority of order, and what that means.

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Ms. Goetz concluded by acknowledging the longstanding nature of the policy and the recent circumstances that brought it to light, reiterating that the Council should address the resulting confusion and perceived conflict between OGS policy and the recently amended guidelines.

Dhanraj Singh thanked Melody Goetz for her comments and acknowledged Winifred Schiff's earlier point about the timing of the response. He expressed appreciation for the Council's patience, noting that OGS did try to get their response out as quickly as they could. There had been inquiries on the legislative side and OGS had been having productive discussions with the preferred sources to help deal with some of the clarifications or some of the misunderstanding that might have come out of the process. Mr. Singh assured that conversations are ongoing and confirmed that the same response was provided to all parties, with everyone copied.

He then invited Tyler to add any further remarks or specifics on the topic.

Tyler Feane responded to the comment regarding a possible change in language from "may" to "must" in the guidelines. He stated that, to his knowledge, this is not accurate. Mr. Feane explained that the previous checklist simply listed the order of priorities, such as centralized contracts being considered the first that OGS looks at, followed by other state or federal contracts, etc.

He clarified that the recent update was intended to specify the order of priorities, when reviewing these contracts, OGS is comparing to the lowest price listed on those documents. Mr. Feane emphasized that the checklist did not previously reference "lowest price" explicitly, and the update was made to clarify that the lowest price is used in these comparisons. OGS is looking at the lowest price in that order because the price that the agency would be buying it at next in order would be the centralized contract.

Mr. Feane reiterated that this practice has been in place for decades.

Dhanraj Singh asked Tyler Feane to clarify what the checklist document is, and why does OGS have that checklist document.

Mr. Feane explained that the checklist is an OGS document, created to fulfill OGS's statutory responsibility, when they receive an application from a preferred source, they ensure that the preferred source applications meet the requirement of being within 15% of the prevailing market rate. He noted that while the law does not define "prevailing market rate," OGS has, for many years, used this checklist to provide transparency about its evaluation process.

The checklist outlines the steps OGS takes to compare the preferred source price to other available prices, starting with OGS centralized contracts, as State Finance Law requires agencies to purchase from these contracts if the item is not available from a preferred source. When determining if the preferred source price is within 15% of the prevailing market rate, OGS first looks at the lowest price available on centralized contracts, since this would be the price agencies are required to pay.

If the item is not available on a centralized contract, OGS looks to other sources, such as other state or federal contracts, following the order of priority outlined on the checklist. Mr. Feane emphasized that the checklist is intended to guide OGS in performing its statutory duty and that the underlying process has not changed for many years.

Dhanraj Singh recognized Winifred Schiff for additional comments.

Ms. Schiff stated that since the checklist update in May or June, there has been an increase in denials of price proposals. She reiterated her request for the formation of a work group to closely examine the complexities of using the lowest price as the prevailing market price and to assess the impact this approach may have on the Preferred Source program and its beneficiaries.

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Mr. Singh thanked Ms. Schiff for her input.

Dhanraj Singh gave the floor to Melody Goetz.

Ms. Goetz added to Ms. Schiff's remarks, acknowledging that while the law does not define "prevailing market rate," the Procurement Council has established Procurement Guidelines, and a definition within its guidelines as part of its statutory responsibilities. She emphasized that any clarification or modification to this definition should be discussed by the Council, ideally through a work group, and formally approved.

Ms. Goetz reiterated that it is the Procurement Council's role to set policies and procedures, with OGS responsible for their review and implementation. She stressed the importance of Council approval for any policy changes to ensure continued support for the programs, particularly the Preferred Source Program. Ms. Goetz expressed concern that the current OGS policy may be in direct conflict with the Council-approved guidelines.

Tyler Feane responded, stating that the guidelines do not provide a definition of "prevailing market price" and expressed uncertainty about the claim that current policy conflicts with the guidelines.

Ms. Goetz clarified her position, citing the language in the guidelines: "prevailing market price means the price at which a vendor of the same or equivalent commodity or service offers to sell such commodity or service under similar terms in the same market."

Tyler Feane asked how the definition cited by Ms. Goetz conflicts with current practice.

Ms. Goetz responded that while she has not reviewed the specific contracts that were denied, her concern centers on the distinction between centralized contracts, which reflect a statewide market, and Preferred Source contracts, which often serve smaller, regional markets. She stated that this difference makes it challenging for Preferred Source vendors to compete on the same terms, as required by the guidelines' reference to "the same market."

Ms. Goetz emphasized the need for clarity and mutual understanding regarding how "market" is defined and applied, and reiterated the importance of Council approval and alignment with the guidelines to ensure that OGS's review process is consistent and transparent for all parties involved.

Jaclyn Brilling sought clarification, asking if this was the conflict Ms. Goetz was referring to.

Ms. Goetz confirmed, explaining that the conflict arises because the OGS policy prioritizes the centralized contract as the primary market reference point, which can preclude further consideration of additional market information as outlined in the Preferred Source Guidelines. She noted that the guidelines include a more comprehensive definition of "market" and require agencies to provide detailed information to assist OGS in defining the relevant market.

Ms. Goetz expressed concern that, by stopping the evaluation process at the centralized contract comparison, other relevant factors and information called for in the guidelines are not being considered. She characterized this as a significant conflict between the OGS policy and the guidelines and reiterated her view that the issue warrants review by a work group.

Winifred Schiff stated that the complexity of the discussion underscores the need for a work group to fully understand the potential consequences of the current policy approach.

Jaclyn Brilling agreed, suggesting that the work group should report its findings back to the full Council.

Dhanraj Singh acknowledged the value of the open business discussion and noted that it had been some time since the Council engaged in a substantive discussion on procurement policy. He reiterated that

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executive-level discussions between OGS and the Preferred Sources are currently underway and productive. Mr. Singh expressed a desire to allow those discussions to continue and produce clarifications before revisiting the topic at a future Procurement Council Meeting, so as not to disrupt ongoing efforts.

Melody Goetz requested clarification, asking whether this meant the Council would not discuss the issue further at this time and noting the absence of a November meeting. She expressed appreciation for the ongoing discussions but sought confirmation on the next steps.

Mr. Singh clarified that there is a Procurement Council meeting scheduled for November, noting that there was a date change, but the meeting was not canceled. He assured the group that any cancellation would be communicated.

Mr. Singh acknowledged the concerns raised and reiterated his intention to allow ongoing executive-level discussions between OGS and the Preferred Sources to continue without disruption. He emphasized the importance of following the procedures outlined in Procurement Council Rule Section 3B, which requires that matters proposed for Council discussion be accompanied by background information and documentation so that all members are adequately informed prior to discussion.

Jaclyn Brilling then asked for clarification regarding her letter sent on June 6th, inquiring if further action or additional information was required beyond her written request.

Tyler Feane explained that the Procurement Council operating rules specify a process for bringing items onto the meeting agenda. While Ms. Brilling's letter was received, it did not include a formal request to add an item to the agenda, which is required—typically at least 14 days in advance. Mr. Feane offered to share the procedure for submitting such requests to ensure future matters are properly placed on the agenda for Council discussion or action.

Mr. Singh added that Ms. Brilling's letter was received as a request for clarification regarding the perceived policy update versus a change in policy. He reiterated that ongoing discussions are addressing these concerns, and that additional time is being allowed for those conversations.

Ms. Brilling asked if the formal agenda process would be required even to request the formation of a work group.

Mr. Singh clarified that the intent of the rules is to ensure that all proposals for Council consideration are accompanied by necessary background information and submitted with adequate notice. This process allows all Council members to review and prepare for discussions. He emphasized his desire to adhere to the established process rather than circumvent it.

Melody Goetz stated that she had sent an email specifically requesting that the issue be added to the agenda for discussion. She acknowledged that she may not have provided sufficient background information and assumed the correspondence exchanged among the agencies would serve as adequate context. Ms. Goetz noted her intent to include more detailed information in future requests, but wanted it acknowledged that a formal agenda request had been made.

Dhanraj Singh responded, clarifying that the substance of the letter was reviewed and, as the response provided was believed to address the issue, it was treated accordingly and not as a formal agenda item. He reiterated that the letter was received and considered in that context.

Jaclyn Brilling then asked Council members if, based on the information shared during the meeting, they felt prepared to convene a work group on the issue or if more formal steps were necessary to place it on the November meeting agenda. She suggested a show of hands to gauge readiness.

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Mr. Singh interjected, emphasizing that no formal motion was currently before the Council and that he would defer to the parliamentarian regarding procedural rules. He stressed the importance of following the Council's established process, which allows members to fully review and prepare for matters brought before the body.

Tyler Feane added that there was no objection to convening a work group if the Council wished to do so. He clarified that the reason the matter was not on the official agenda was because the correspondence was not interpreted as a formal request for an agenda item and reiterated the importance of submitting such requests with background material as outlined in Council procedures.

Jaclyn Brilling reiterated that two letters had been sent requesting the convening of a work group.

Winifred Schiff asked for clarification on the process required to formally establish a work group, expressing interest in proceeding.

Dhanraj Singh responded that there is a little bit of a nuance and while the letters and concerns had been received and addressed, the Council's rules require that any proposal to form a work group must be accompanied by specific background information and meet certain procedural requirements. He emphasized that such proposals should be clearly articulated and circulated to members in advance to allow for proper consideration. Mr. Singh clarified that this does not prevent the formation of a work group but rather ensures that the established process is followed.

Jaclyn Brilling reiterated her request for Council members to indicate whether they felt they had enough information to convene a work group. Melody Goetz and Winifred Schiff both stated that they did.

Dhanraj Singh clarified that, even if members agreed, there was not an active motion before the Council and Council rules require that proper procedures be followed before establishing a work group. Ms. Brilling then attempted to make a motion, but Mr. Singh reiterated that certain procedural steps must be completed before a motion can be considered by the Council.

Ms. Schiff expressed regret that the item was not included on the agenda, thanked Ms. Goetz for making the request, and emphasized the critical importance of the issue to program participants. She expressed willingness to follow the necessary procedures to ensure the issue receives full discussion.

Tyler Feane suggested that the procedure for submitting agenda items and motions be shared with the group so the request to convene a work group could be properly submitted in time for the next meeting. Mr. Singh agreed and said the clerk would circulate the procedure to all members.

Ms. Goetz voiced concern about the continued application of the current policy and its potential conflict with the guidelines. She stated that waiting up to three months for the next meeting is not ideal and suggested that, given the urgency, an additional meeting should be considered to address the issue more quickly.

Winifred Schiff reiterated that waiting until the next meeting is not the preferred option for her group.

Dhanraj Singh responded, assuring Melody Goetz that if the urgency of the issue requires it, the Council is open to adjusting the meeting schedule. He stressed, however, the importance of adhering to the established process to ensure that any Council decision is binding and effective.

Ms. Goetz agreed on the importance of following the process.

Business Updates:

Mr. Singh then provided two updates related to OGS activities. He first reported on GOVBUY, noting that due to ongoing construction at the plaza, the event will likely not take place this year. OGS is working to

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secure new dates for the event in the following year and will inform members once those dates are confirmed.

Next, Mr. Singh shared updates on procurement services, highlighting the release of the 2023 OGS strategic plan, which focuses on modernizing procurement, increasing contract accessibility, and improving user education. He outlined three key initiatives:

- The agency is advancing efforts to secure a full-suite e-procurement system to modernize the purchasing experience for centralized contracts.
- An online vendor feedback system has recently been launched and is now available for use by agencies, authorized users, and vendors. Mr. Singh encouraged participants to utilize the system to provide real-time feedback, which will help improve procurement outcomes.
- OGS is reviewing and updating internal processes to reduce contract cycle times, increase the number of contracts in place, and prevent contract lapses.

Mr. Singh concluded by announcing that the next Procurement Council meeting is scheduled for Wednesday, November 19th. The date was adjusted due to the original scheduling of GOVBUY, which will no longer take place as planned.

Closing Announcements

Dhanraj Singh clarified that the change to the meeting schedule was an update to the dates rather than a cancellation. He advised members to take note of the new dates and assured that any further changes would be communicated well in advance.

Mr. Singh then called for a motion to close the meeting. Paul Murray made the motion, which was seconded by Marc Kleinhenz. The motion was approved by unanimous vote.

The meeting was adjourned.

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ATTENDANCE FOR THE NYS PROCUREMENT COUNCIL MEETING HELD AUGUST 20, 2025				
ORGANIZATION	ROLE	NAME	IN ATTENDANCE	NOT IN ATTENDANCE
Office of General Services (OGS)	Council Chair	Dhanraj Singh	X	
Office of the State Comptroller (OSC)	Primary	Melody Goetz	X	
Division of the Budget (DOB)	Primary	Michelle Heaslip	X	
Office of Governor Kathy Hochul	Primary	Julissa Gutierrez		LATE
Empire State Development (ESD)	Primary	Elizabeth Lusskin		X
Empire State Development (ESD)	Alternate 1	Earl Thomason Jr	X	
Department of Agriculture & Markets (Ag & Mkts)	Primary	Lisa Brooks	X	
Department of Corrections & Community Supervision (DOCCS)	Primary	Pamela Kulyniak		X
Department of Corrections & Community Supervision (DOCCS)	Alternate 1	John (JP) Behrle		X
Department of Health (DOH)	Primary	Jonathan Fanning		X
Department of Health (DOH)	Alternate 1	Ryan VanDeVoort	X	
Information Technology Services (ITS)	Primary	David Burmaster Jr	X	
Office of Mental Health (OMH)	Primary	Paul Murray	X	
Office for People with Developmental Disabilities (OPWDD)	Primary	Marc Kleinhenz	X	
State University of New York (SUNY)	Alternate 1	Glenn Massey		X
Cornell University College of Agriculture & Life Sciences	Primary	Maire Ullrich	X	
Village of Lindenhurst Business Improvement District Executive Board	Primary	Shawn Cullinane	X	
Optimized Diversity Solutions, LLC	Primary	Carra Wallace		X
The Kasarda Law Group, LLC	Primary	Steven Kasarda		X
Interagency Council of Developmental Disability Agencies, Inc	Primary	Winifred Schiff	X	
Jaclyn A. Brillling, Esq	Primary	Jaclyn A. Brillling	X	
Total in Attendance			13	

New York State Procurement Council

August 20, 2025 | 11:30 a.m.

Meeting Room 6 | North Concourse | Empire State Plaza | Albany, NY

VOTE TO APPROVE THE MEETING MINUTES AT THE PROCUREMENT COUNCIL MEETING HELD MAY 21, 2025							
ORGANIZATION	ROLE	NAME	MOTION	2ND	AYE	NAY	ABSTAIN/ RECUSE
Office of the State Comptroller (OSC)	Primary	Melody Goetz	X		X		
Division of the Budget (DOB)	Primary	Michelle Heaslip	X		X		
Office of Governor Kathy Hochul	Primary	Julissa Gutierrez					
Empire State Development (ESD)	Alternate 1	Earl Thomason Jr	X		X		
Department of Agriculture & Markets (Ag & Mkts)	Primary	Lisa Brooks	X		X		
Department of Health (DOH)	Alternate 1	Ryan VanDerVoort	X		X		
Information Technology Services (ITS)	Primary	David Burmaster Jr	X		X		
Office of Mental Health (OMH)	Primary	Paul Murray	X	X	X		
Office for People with Developmental Disabilities (OPWDD)	Primary	Marc Kleinhenz	X	X	X		
Cornell University College of Ag & Life Sciences	Primary	Maire Ullrich	X		X		
Village of Lindenhurst Business Improvement District Executive Board	Primary	Shawn Cullinane	X		X		
Interagency Council of Developmental Disability Agencies, Inc	Primary	Winifred Schiff	X		X		
Jaclyn A. Brillling, Esq	Primary	Jacqueline Brillling	X		X		
Office of General Services (OGS)	Council Chair	Dhanraj Singh					A
Totals					12	0	1

New York State Procurement Council

August 20, 2025 | 11:30 a.m.

Meeting Room 6 | North Concourse | Empire State Plaza | Albany, NY

VOTE TO APPROVE UPDATES TO THE PROCUREMENT GUIDELINES AT THE PROCUREMENT COUNCIL MEETING HELD AUGUST 20, 2025							
ORGANIZATION	ROLE	NAME	MOTION	2ND	AYE	NAY	ABSTAIN/ RECUSE
Office of the State Comptroller (OSC)	Primary	Melody Goetz			X		
Division of the Budget (DOB)	Primary	Michelle Heaslip			X		
Office of Governor Kathy Hochul	Primary	Julissa Gutierrez					
Empire State Development (ESD)	Alternate 1	Earl Thomason Jr			X		
Department of Agriculture & Markets (Ag & Mkts)	Primary	Lisa Brooks		X	X		
Department of Health (DOH)	Alternate 1	Ryan VanDerVoort			X		
Information Technology Services (ITS)	Primary	David Burmaster Jr			X		
Office of Mental Health (OMH)	Primary	Paul Murray			X		
Office for People with Developmental Disabilities (OPWDD)	Primary	Marc Kleinhenz	X		X		
Cornell University College of Ag & Life Sciences	Primary	Maire Ullrich			X		
Village of Lindenhurst Business Improvement District Executive Board	Primary	Shawn Cullinane			X		
Interagency Council of Developmental Disability Agencies, Inc	Primary	Winifred Schiff			X		
Jaclyn A. Brillling, Esq	Primary	Jacqueline Brillling			X		
Office of General Services (OGS)	Council Chair	Dhanraj Singh					A
Totals					12	0	1

New York State Procurement Council

August 20, 2025 | 11:30 a.m.

Meeting Room 6 | North Concourse | Empire State Plaza | Albany, NY

VOTE TO APPROVE UPDATES TO THE DISCRETIONARY PURCHASING GUIDELINES AT THE PROCUREMENT COUNCIL MEETING HELD AUGUST 20, 2025							
ORGANIZATION	ROLE	NAME	MOTION	2ND	AYE	NAY	ABSTAIN/ RECUSE
Office of the State Comptroller (OSC)	Primary	Melody Goetz			X		
Division of the Budget (DOB)	Primary	Michelle Heaslip			X		
Office of Governor Kathy Hochul	Primary	Julissa Gutierrez					
Empire State Development (ESD)	Alternate 1	Earl Thomason Jr			X		
Department of Agriculture & Markets (Ag & Mkts)	Primary	Lisa Brooks			X		
Department of Health (DOH)	Alternate 1	Ryan VanDerVoort			X		
Information Technology Services (ITS)	Primary	David Burmaster Jr			X		
Office of Mental Health (OMH)	Primary	Paul Murray		X	X		
Office for People with Developmental Disabilities (OPWDD)	Primary	Marc Kleinhenz	X		X		
Cornell University College of Ag & Life Sciences	Primary	Maire Ullrich			X		
Village of Lindenhurst Business Improvement District Executive Board	Primary	Shawn Cullinane			X		
Interagency Council of Developmental Disability Agencies, Inc	Primary	Winifred Schiff			X		
Jaclyn A. Brillling, Esq	Primary	Jacqueline Brillling			X		
Office of General Services (OGS)	Council Chair	Dhanraj Singh					A
Totals					12	0	1

New York State Procurement Council

August 20, 2025 | 11:30 a.m.

Meeting Room 6 | North Concourse | Empire State Plaza | Albany, NY

VOTE TO APPROVE TO CLOSE MEETING AT THE PROCUREMENT COUNCIL MEETING HELD AUGUST 20, 2025							
ORGANIZATION	ROLE	NAME	MOTION	2ND	AYE	NAY	ABSTAIN/ RECUSE
Office of the State Comptroller (OSC)	Primary	Melody Goetz			X		
Division of the Budget (DOB)	Primary	Michelle Heaslip			X		
Office of Governor Kathy Hochul	Primary	Julissa Gutierrez					
Empire State Development (ESD)	Alternate 1	Earl Thomason Jr			X		
Department of Agriculture & Markets (Ag & Mkts)	Primary	Lisa Brooks			X		
Department of Health (DOH)	Alternate 1	Ryan VanDerVoort			X		
Information Technology Services (ITS)	Primary	David Burmaster Jr			X		
Office of Mental Health (OMH)	Primary	Paul Murray	X		X		
Office for People with Developmental Disabilities (OPWDD)	Primary	Marc Kleinhenz		X	X		
Cornell University College of Ag & Life Sciences	Primary	Maire Ullrich			X		
Village of Lindenhurst Business Improvement District Executive Board	Primary	Shawn Cullinane			X		
Interagency Council of Developmental Disability Agencies, Inc	Primary	Winifred Schiff			X		
Jaclyn A. Brillling, Esq	Primary	Jacqueline Brillling			X		
Office of General Services (OGS)	Council Chair	Dhanraj Singh					A
Totals					12	0	1