

MEETING OF THE FINANCE COMMITTEE
HELD ON TUESDAY, AUGUST 17, 2010
AT 4:00 P.M.
42 BROADWAY, 6th FLOOR, CONFERENCE ROOM
NEW YORK, NY 10004

P R E S E N T: Secretary Juan Carlos "J.C." Polanco

Commissioners Barrera and Umame

George Gonzalez, Executive Director
Dawn Sandow, Deputy Executive Director
Pamela Perkins, Administrative Manager
Stewart Liberman, Agency Chief Contract Officer
Steven Ferguson, Director, MIS
Lucille Grimaldi, Manager, Electronic Voting Systems
Valerie Vazquez-Rivera, Director, Communications & Public Affairs

Secretary Polanco called the meeting to order at 4:00 P.M.

Ms. Grimaldi presented the Gartner Contract for renewal for Task Order G. Mr. Liberman stated that the contract is a master agreement which is held by DOITT. The Board had Task Orders A - F which is a trial off that contract; it is a change order called a Contract Revision for extra funds. Ms. Grimaldi stated that the contract would cover for September 1, 2010 – June 30, 2011. After that period, Gartner will not be working with the Board. The contract would provide enough funds to

continue the work that they are already doing (Task Order F) which was supposed to end in December 2010. It allows them to work on the assessment of the implementation. Mr. Liberman stated that the request is for October 1, 2010 – June 30, 2011. Commissioner Umame stated that Gartner is a great help to the Board and questioned if Gartner would have time to do the analysis in six (6) months. Ms. Grimaldi added that the Board pays for the hours that Gartner staff works. Mr. Liberman stated that the Board disburses the invoice, but they have to go through OMB. The Board cannot exceed the contract past this year because the Comptroller's Office was against the Board entering into Task Order G. The contract will increase from \$21,094,000 to \$23,000,000 and the OMB and Comptroller's Office master contract must close with the task. It was noted that Gartner has been with the Board since 2005. Mr. Gonzalez stated that Gartner has been a huge assistance to the Board and he feels that they will need them even more post-election. He requested for the Committee authorize the procurement as is. Mr. Gonzalez stated that after the election, the Board staff will have to work with Gartner on improving the new system. Ms. Grimaldi added that she has had a great collaborative relationship with the Gartner staff. Commissioner Barrera moved to approve the request. Commissioner Umame seconded the motion, which was adopted unanimously.

Secretary Polanco requested for hard copies of the agenda for future Finance Committee meetings.

Ms. Vazquez-Rivera asked the Committee to approve the renewal of the Burson Marsteller (BM) contract. Ms. Sandow inquired how the Board uses BM. Ms. Vazquez replied that BM provides expertise in creating ads and website development. The Board provides them with content and they provide design elements. She added that she finds it highly unlikely to use BM post December 31, 2010. Mr. Liberman stated that the contract lapses on December 31, 2010. Secretary Polanco asked Ms. Vazquez to provide an update to Ms. Sandow concerning BM. Ms. Vazquez stated that it is a total of \$1 million dollars, but the Board only has to encumber \$50,000. Mr. Liberman stated that in order to create a contract they have to put money in the finance system. The money does not get “stuck” in the system; it can be taken out. Ms. Vazquez stated that it is a \$6.7 million dollar contract. Mr. Liberman added to date the Board has used \$585,341 in 2009 and \$1,841,384 in 2010. Commissioner Umane stated that he supports the renewal because BM has done a great job, but it has to be brought before the full Board. Secretary Polanco moved to act on the request. Commissioner Barrera seconded the motion, which was adopted unanimously.

Mr. Liberman stated that it is a two (2) year renewal period. He asked if he had permission to submit a letter to OMB because it takes a long time to get the funds. Commissioner Umame stated that the request has to be brought before the full Board; the Committee just recommends the requests.

Mr. Ferguson distributed summary reports on OCE copier machines, and the Pricing, Current Costs and Savings for the Board. He reported that the OCE contract expires on November 1, 2010. There is an offer from Xerox from a DCAS contract. He and his staff compared the Xerox and OCE machines. They feel that OCE is a stronger machine which is ideal for the amount of copying the Board does during petition cycles. The OCE copy sequence is different than Xerox; it does not use high heat and it does not jam as much. He added that OCE is more expensive than Xerox. Ms. Sandow recommended searching for reviews on the internet for both copiers. The monthly cost for Xerox is \$380 and OCE is \$518; the difference is \$137. It would be a 60 month contract. The current monthly cost on the 18 machines is \$16,291.90. The total proposed monthly costs for the new contract is \$9,322.00. The total monthly savings is \$6,969.90. Ms. Sandow asked if the current OCE machines are leased. Mr. Ferguson replied that the current OCE machines are leased and would be traded in

at the end; the State OGS contract makes you own them at the end of 60 months, but the Board could trade if they offer the opportunity. Commissioner Umame stated that in his experience copy machines last for approximately three (3) years. Mr. Ferguson stated that the Xerox machines are made of primarily plastic and the OCE machines are made with metal. Commissioner Umame asked about the savings of Xerox machines. Mr. Ferguson stated that the 60 month contract for Xerox would cost \$411,480 and the OCE machines would cost \$559,440. Currently, the new contract with OCE would save \$71,370. Mr. Liberman added that a New York State Law passed so the Board does not have to go through DCAS. The contract would be under a State OGS contract for service and purchase.

Secretary Polanco moved to approve the request for a new contract with OCE based on Mr. Ferguson's recommendation. Commissioner Umame seconded the motion, which was adopted unanimously.

Secretary Polanco adjourned the meeting.