



Justice Center for the Protection of People with Special Needs

SERVICE DISABLED VETERAN OWNED BUSINESS MASTER GOAL PLAN SFY 2018-19

1/12/2018

CHECKLIST

Below is an updated checklist of the basic information required for an agency Master Goal Plan:

1. Agency Overview
2. Description of Procurement Strategy
3. Agency Specific Goals
4. Boilerplate Language
5. Administrative Unit's Responsibilities
6. SDVOB Program Responsibilities
7. Outreach Efforts
8. Standardized Forms

Agency Overview: The NYS Justice Center for the Protection of People with Special Needs (Justice Center) is a new law enforcement agency that became operational on June 30, 2013. The Justice Center has primary responsibility for tracking, investigating, and pursuing serious abuse and neglect complaints at facilities and provider agencies that are operated, certified, or licensed by six different NYS agencies. In addition to the agency's law enforcement responsibilities, the Justice Center absorbed the oversight and advocacy functions of the former NYS Commission on Quality of Care and Advocacy for Persons with Disabilities.

The Justice Center's major areas of discretionary procurement are:

1. Contractual Services and IT procurements (laptops/desktops/printers); and
2. Supplies and Equipment

The spending projections contained in the SFY 2018-19 Goal Plan are estimated based on historical spending. While the Justice Center may be new, we understand the importance of the Service Disabled Veteran Owned Business (SDVOB) program and we are committed to working towards achieving its 6% goal.

2. Description of Procurement Strategy: The Justice Center’s strategy to afford certified SDVOB contracts is achieved through the Office of Administration, which is responsible for all requests for proposal (RFP’s) development, general purchasing, contracting and procurement. This ensures that individuals responsible for the SDVOB plan are part of the process from planning to procurement for all agency goods and services. Justice Center staff would seek SDVOB business partners, primarily using OGS backdrop contracts and the State’s SDVOB directory.

Please note that while the Justice Center is fully committed to the Governor’s SDVOB goals, any statewide shared services or centralized purchasing initiatives that reduce the agency’s ability to make its own purchasing and procurement decisions could impact the agency’s ability to maximize the use of available SDVOB vendors.

3. Goals (Non Personal Services Spending for all Funds)

- A. Projected Total Agency Budget: \$ 8,970,122
- B. Projected Exempt Contracts and Expenditures: \$ 5,962,993
- C. Available Budget for Goals: \$1,099,129
- D. Overall SDVOB Goal – 6%: \$ 65,948

Non-Personal Service Exemptions

Description	Amount
Employee Expenses (overtime meals)	0
Travel	684,134
Utilities	157,133
Vehicle Maintenance	60,128
Interagency Services (centralized printing, ITS services)	29,617
Miscellaneous Charges (subscriptions, memberships, etc.)	168,921
Real Property (leases, taxes)	1,496,258
Office Furniture	465,275
Excluded Contracts (Federal and Local Assistance Contracts)	1,908,000
Exempt local assistance and federal contracts	1,924,000
TOTAL	6,893,466

5. Boiler Plate Language:

The Justice Center intends to include the following language in all solicitations for the upcoming fiscal year:

Article 17-B of the Executive Law enacted in 2014 acknowledges that Service-Disabled Veteran-Owned Businesses (SDVOBs) strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. SDVOBs can be readily identified on the directory of certified businesses at:

http://ogs.ny.gov/Core/docs/CertifiedNYS_SDVOB.pdf

Bidders/proposers need to be aware that all authorized users of this contract will be strongly encouraged to the maximum extent practical and consistent with legal requirements of the State Finance Law and the Executive Law to use responsible and responsive SDVOBs in purchasing and utilizing commodities, services and technology that are of equal quality and functionality to those that may be obtained from non-SDVOBs. Furthermore, bidders/proposers are reminded that they must continue to utilize small, minority and women-owned businesses consistent with current State law.

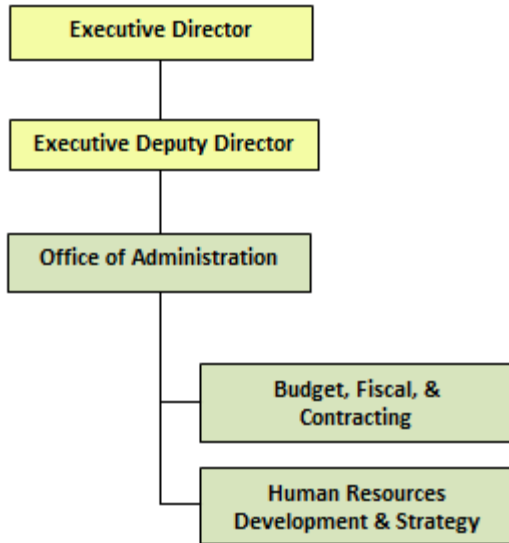
Utilizing SDVOBs in State contracts will help create more private sector jobs, rebuild New York State's infrastructure, and maximize economic activity to the mutual benefit of the contractor and its SDVOB partners. SDVOBs will promote the contractor's optimal performance under the contract, thereby fully benefiting the public sector programs that are supported by associated public procurements

Public procurements can drive and improve the State's economic engine through promotion of the use of SDVOBs by its contractors. The State, therefore, expects bidders/proposers to provide maximum assistance to SDVOBs in their contract performance. The potential participation by all kinds of SDVOBs will deliver great value to the State and its taxpayers.

6. Agency SDVOB Operations / Organizational Chart:

SDVOB Operations are located in the Office of Administration and report directly to the Executive Director.

NYS Justice Center High-Level Organizational Chart for MWBE



Staff:

Lisa McLea, Contract Management Specialist 2 – Office of Administration

Lisa.Mclea@Justicecenter.ny.gov

(518) 549-0237

Responsibilities: SDVOB compliance officer, compile quarterly utilization reports statistics, and submission of forms

Percentage of time allocated to SDVOB implementation: 20%

Sheila Holloway, Head Account Clerk – Office of Administration

Sheila.Holloway@Justicecenter.ny.gov

(518) 549-0205

Responsibilities: purchasing

Percentage of time allocated to SDVOB implementation: 10%

Michele Zeccolo, Supervising Budget Analyst – Office of Administration

Michele.Zeccolo@justicecenter.ny.gov

(518) 549-0204

Responsibilities: budget development, development and review of annual goal plan

Percentage of time allocated to SDVOB implementation: 10%

Jeremy Disare, Finance Director – Office of Administration

Jeremy.Disare@Justicecenter.ny.gov

(518) 549-0202

Responsibilities: review and approval of purchase orders, review of contracts, development of goal plans and utilization reports

Percentage of time allocated to SDVOB implementation: 10%

Robert Miller, Deputy Director – Office of Administration

Robert.Miller@Justicecenter.ny.gov

(518) 549-0226

Responsibilities: review and approval of purchase orders, review of contracts, review and approval of goal plans and utilization reports

Percentage of time allocated to SDVOB implementation: 5%

A. Contracting/Purchasing Unit's Responsibilities:

RFP's and contracts are developed by Program Coordinators in conjunction with Contract Management staff in the Office of Administration. It is the responsibility of Contract Management staff to evaluate the types of contracts covered under the provisions of Article 17-B.

B. Contract Compliance Unit's Responsibilities:

The Justice Center does not have a separate Compliance Unit. Contract Management staff are responsible for evaluating and monitoring goal attainment and working with Contract agencies to provide SDVOB assistance when necessary.

C. Internal Reporting Mechanisms and Responsibilities:

Analysts in the Office of Administration review all standard vouchers processed in the quarter totaling the amount of all purchases as well as the amount of SDVOB purchasing. The report is then finalized, reviewed and approved by the Finance Director and Deputy Director of Administration and transmitted electronically to the Division of SDVOB.

7. Reflection: Last year the Justice Center reached its goal of 6% because we could identify equipment for conference space improvements offered by SDVOB vendors. We continued to evaluate opportunities to incorporate SDVOB vendors in the current year and anticipate meeting our goal. However, it remains challenging for an agency our size who does not initiate construction-oriented procurements on its own and whose primary purchase-able commodities are available on State contract to find SDVOB opportunities. In the current year, we seem to have more success finding SDVOB opportunities when evaluating commodity purchases and expect that trend to continue next year.

8. Outreach Efforts: The Justice Center will strive to find ways to utilize SDVOB qualified vendors to provide services in areas where the agency has the ability for discretionary purchasing. In addition, through contract administration we will stress to our not-for-profit contractors that it is a priority of the Agency to utilize SDVOB vendors for all discretionary non-personal services where possible. We will also encourage this practice by quarterly reminding contract program administrators to email their contracts and ask for a list of recent discretionary service vendors

to examine their list against the SDVOB list and provide contracts with the SDVOB vendor site. Justice Center plans to educate procurement/purchasing personnel about SDVOB legislation and requirements by inviting the DSDVBD to give a presentation to personnel.