MEETING OF THE FINANCE COMMITTEE
HELD ON TUESDAY, OCTOBER 6, 2009
AT 4:00 P.M.
42 BROADWAY, 6th FLOOR EVS CONFERENCE ROOM
NEW YORK, NY 10004

P R E S E N T: President Frederic Umane

Commissioners J.C. Polanco, Naomi Silie and Gregory Soumas

Marcus Cederqvist, Executive Director
George Gonzalez, Deputy Executive Director
Steven H. Richman, General Counsel
Stewart Liberman, Agency Chief Contract Officer, Procurement
Rosanna Rahmouni, Coordinator, Election Day Operations
Aparna Nistala, Senior Consultant, Gartner, Inc.

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President Umane called the meeting to order at 4:12 P.M.

The Agency Chief Contract Officer distributed copies of a Contract Summary Sheet and the Invitation for Bids regarding the production of Board of Elections poll worker training video for per diem poll workers.

The Coordinator of Election Day Operations reported on the list of open bidders for the poll worker training video. The winning vendor is Okay Kurty which fulfilled all of the criteria required in the proposal. Ms. Rahmouni stated that the proposed contract cost is $320,000 and it will

be financed through HAVA Poll Worker Training Grant funds. The instructional video will be distributed to the Poll Workers to assist them.

President Umane inquired if Okay Kurty has made other productions for the Board. Ms. Rahmouni reported that in 2002, the Board chose this vendor to produce the current video which is on the website. The video instructs how to use the lever (Shoup) machines.

President Umane inquired what format the poll worker training video will be recorded on. Ms. Rahmouni reported that the video will be recorded on DVDs and posted on the Board's website. President Umane inquired the length of the training video. Aparna Nistala, Senior Consultant for Gartner, stated that the video will be approximately forty-five (45) minutes in length. President Umane inquired if the staff knows how much funds are provided to pay the actors for the video. The Agency Chief Contract Officer (ACCO) replied that Gwendolyn Youngblood, Deputy ACCO, is currently working on the breakdown with Ms. Rahmouni. Mr. Liberman reported that eighteen (18) contracts were submitted, eight (8) were non responsive because they were incomplete. Ten (10) were evaluated of which the top four (4) were chosen for bid opening. The two (2) lowest were found incorrect due to not completing the bid sheet correctly. The two (2) highest

scored were reviewed. Commissioner Soumas inquired what the disqualifications entailed. Mr. Liberman stated that he does not have that information with him, but he can compile the facts with Ms. Youngblood and report on it tomorrow.

Commissioner Polanco inquired why Okay Kurty was chosen as the winning vendor. Ms. Nistala stated that the company was selected based on interviews and references. Commissioner Polanco questioned what positive qualities Okay Kurty has for the Board. Ms. Rahmouni stated that she did not rate the company herself; a committee compiled of Board staff voted on the company. Commissioner Soumas inquired who was on the committee. Ms. Rahmouni reported the committee consisted of Troy Johnson – Coordinator of the Candidate Records Unit, Stephen Thompson – HAVA Training Specialist, and Rachel Knipel – Coordinator of the Language Assistance Program. The Deputy Executive Director stated that the committee sent out sealed bids and received responses. He inquired about the collective information. Mr. Liberman stated that he can supply the review of the qualifications that each bidder was evaluated by. He noted that he was very questionable about the winning bidder Okay Kurty as well. Commissioner Soumas raised concerns and recommended that Ms. Rahmouni and Mr. Liberman compile all documents regarding

Okay Kurty and present it at the next meeting of the Finance Committee. Commissioner Polanco requested for Ms. Rahmouni and Mr. Liberman to email the Finance Committee all of the details regarding Okay Kurty as well.

President Umane adjourned the meeting of the Finance Committee.