



2024 AGENCY TRANSPARENCY PLAN UPDATE: OFFICE OF GENERAL SERVICES

DELIVERABLES ACHIEVED SINCE 2021

1. OGS has been aggressively growing its network of followers and posting business opportunities and other business-related initiatives on our social media channels. The greatest area of growth has been LinkedIn, with an over 80% increase in followers over a 12-month period. Recent examples of contracting and business-related posts include:
 - RFP for State Operations Greenhouse Gas Emissions Accounting
 - RFIs for leasing opportunities at OGS-managed properties
 - Construction & Mental Health Seminar
 - RFP for Project-Based Information Technology Services
 - RFQ for Design-Build Services for an OGS project
 - Purchaser Notification Services Reminder
 - Procurement Quarterly Updates
 - Vendor opportunities for OGS events, including Black Arts, Summer, Winter, and Kidz Expo
 - State Procurement Council meeting notifications
 - EO 22 GreenNY Council Meeting Notifications
 - Newly certified SDVOBs
 - EV Fleet Event
2. In addition to leveraging the machine-translation feature across OGS websites, the Office of Language Access expanded online information and resources, including:
 - “Your Language Access Rights in New York State” webpage, which is manually translated into the top 12 languages commonly spoken in New York State. In addition, the site includes information in American Sign Language and translated “Know Your Rights” brochures in 26 languages, including English: <https://ogs.ny.gov/know-your-rights>
 - New Language Access Resources page <https://ogs.ny.gov/language-access-resources> that links to several resources, including:
 - The Office of Language Access Listening Tour presentation video recording and translated slide deck: <https://ogs.ny.gov/office-language-access-listening-tour> a
 - The Person-First and Identify-First Language Glossary: https://ogs.ny.gov/system/files/documents/2024/02/person-first-and-identity-first-glossary_english_final.pdf

On agency social media channels:

- The Office of Language Access Listening Tour: Events posted in the top 12 languages commonly spoken in New York State
 - The Office of Language Access Community: Call to action posted in the top 12 languages commonly spoken in New York State
 - Building emergency pre-approved messaging for social media translated into 26 languages
 - International Mother Language Day: Information posted in the top 12 languages commonly spoken in New York State. In addition, OGS created a social media toolkit and shared it with other state agencies
3. OGS continues transfer records of historical importance to the New York State Archives so that they are accessible to historians, scholars, and the public. In 2023, OGS transferred the original Gerrit Smith ledger to the State Archives. The ledger showed land transfers from abolitionist Gerrit Smith to Black men in New York to give them voting rights in the 1840s. In addition, OGS transferred to the State Museum a historical carved oak panel and cornice believed to be from the Library Director's office in the Capitol at the time of the Fire of 1911. State Museum staff will conduct further studies on these historic artifacts.
 4. OGS has added two datasets to Open Data NY:
 - The list of non-responsible entities required by Executive Order No. 192 issued by Governor Cuomo in 2019. State agencies and public authorities must determine if a vendor is responsible prior to contract award. Since 2013, agencies and authorities have included a provision in their contracts requiring vendors to remain responsible during the life of the contract. Any vendor found to be non-responsible is placed on a list maintained by OGS for five years. Making this list available ensures uniform practices for determining the responsibility of potential vendors.
 - The list of sales of surplus State real property. OGS is authorized to sell, either at public auction or by sealed bid, real property that is no longer useful or necessary for State purposes, including vacant land, residential, and commercial real estate. The dataset includes property information, the auction date, the minimum bid, the final bid, and the status of the sale.
 5. OGS has made improvements to its process for FOIL requests by eliminating a layer of approval for FOIL requests where there are no responsive records. By eliminating this step, staff has additional time to devote to other requests, thereby improving our response time.

INITIATIVES TO BE IMPLEMENTED IN 2024

1. Standing up a Data Analytics Office. OGS aims to ensure New York functions efficiently by using data to make informed decisions that allow the State to operate in the most transparent, competent, and cost-effective manner. This year, OGS is standing up a Data Analytics Office, which, among other priorities, will allow us to develop publicly available dashboards that enhance transparency for our customers and the public. OGS is also developing internal dashboards for OGS and our client agencies to better measure our operations, as well as outcome and impact metrics to track the results of our efforts. By using metrics and

dashboards, we can better manage projects, communicate with stakeholders, and ultimately make better decisions for New Yorkers and the State.

2. **Creating a Housing Parcel Inventory.** To support the Governor's commitment to unlock up to 15,000 units of housing on State-owned sites, OGS is creating an inventory of surplus State property. So far, OGS has geocoded over 10,000 of approximately 14,000 real estate assets. This will allow the State to identify underutilized properties that can be used in more strategic ways, including adaptive reuse, creation of affordable housing, and installation of renewable energy projects. Building on the successes and learnings from this project, OGS will conduct a thorough analysis of current GIS mapping and analysis tools to assess their suitability and scalability for meeting the State's broader asset planning needs.
3. In response to user feedback, OGS will be revising and improving the Procurement Services website to make resources, bidding information, and contract information easier to find and use. Specifically, this will include a new "Resources" page for contract users and the business community; and a proposed redesign of contract award pages to improve usability for our customers.