

MEMORANDUM

TO: Deans, Directors and Department Chairs

FROM: Kevin C. Wilcox
Associate Vice President and Controller

SUBJECT: Audio Conference Bridging Services

DATE: April 16, 2010

The Governor's Office of Taxpayer Accountability has issued a directive restricting the use of vendors supplying audio conference bridging service. The Office of Taxpayer Accountability has partnered with the Offices of General Services and Technology (OGS/OFT) and has identified a vendor that will provide cost-effective service.

Effective April 15, 2010, all state agencies (including SUNY) have been directed to discontinue use of any alternative vendors and to exclusively use the audio conferencing services of Intercall. The OGS contract number is PS63101. Intercall will provide audio conference bridging services at a considerably reduced cost negotiated by OGS/OFT. This service is available 24 hours a day, 7 days a week, without the need to make a reservation or utilize an operator.

In conjunction with the Director of Telecommunications, we have determined that the following two options meet the spirit of this mandate and will be the only options available to campus staff.

- a. Use the services provided internally through the Office of Telecommunications (for up to 16 callers).
- b. Use the services provided through Intercall via OGS Contract PS63101 (any number of callers).

You are advised to contact the Office of Purchasing and Contracts at 437-4579 in order to effectively terminate any existing contract and/or to get the necessary documents in place to utilize the services of Intercall. To utilize the Telecommunication Office plan, please feel free to contact the Telecommunications Service Center at 437-3800.

Should you have any purchasing/contract related questions regarding this directive, please contact Ken Jones at 437-4579. I ask that you distribute this memorandum to all parties who might be impacted by this change and I thank you in advance for your cooperation with this matter.

cc: Vice Presidents