

NYC GOVERNMENT CONTRACTING

1. NYC Procurement Structure
2. Types of Contracts
3. Common Purchase Methods
4. Vendor Registration
5. Bid/Proposal Basics

- NYC government has about 40 agencies
- City's Procurement Rules
www.nyc.gov/ppb
- Responsibility is under Agency Chief Contracting Officers
- Mayor's Office of Contracts
www.nyc.gov/html/moc

Micro Purchases: <\$5,000

- Simple transaction between buyer and seller
- No formal advertising required

Small Purchases: \$5,000< \$100,000

- Five + five small M/WBE vendors (others may be added)

Large Purchase: >\$100,000

- Publicly advertised according to commodity code
- Visit www.nyc.gov/cityrecord to view bid announcements

Goods

- Division of Municipal Supply Services maintains “requirements contracts”
 - Office Furniture
 - Stationary Supplies
 - Printing
 - Hospital and Lab Equipment
- Requirements:
 - Lowest bidder
 - Comply with specifications, terms and condition
 - Capacity to deliver
- Register

Office of Vendor Relations, 1 Centre St., 18th Floor South

Construction

- **DDC:** Dept. of Design and Construction is the owner's rep
 - HPD: Housing Preservation and Development
 - DCAS: Department of Citywide Administrative Services
 - Local sources of construction opportunities:
 - Port Authority of NY/NJ
 - SCA: NYC School Construction Authority
 - HHC: Health and Hospitals Corporation
 - NYCHA: NYC Housing Authority

- NYC Construction Reform

Services – Business and Technical

- Professional Services
- Human Services
- Standard Services

Typical Conditions

- Each agency buys their own services
- Buyers are administrative and may not comprehend technical aspects of service.
- Vendors should market to the “end users”
- Use commercial sales techniques

Common Purchase Methods

- **Competitive Sealed Bids (CSB)**
 - Used for purchasing goods, construction, and standardized services
 - Eight months process
- **Competitive Sealed Proposals (CSP)**
 - Typically used for human, professional and architecture & engineering services
 - Twelve month process
- **Special Case Procurements:**
 - Negotiated Acquisitions, Sole Source Purchases, Emergency Purchases
- **Other types used when necessary**
 - Multi-Step Sealed Bids – Technical and Price
 - CSB and CSP from Prequalified Suppliers List
 - Accelerated Procurements – Commodities
 - Innovative Procurements
 - Intergovernmental [Cooperative] Purchases

How Do I get Started?

- All vendors must register to do business with the City
- Visit www.nyc.gov/moc to complete the online application
 - Enter basic company information
 - Identify products and services using commodity codes
- By registering, your company is
 - Entered into the City's database
 - Qualified to receive bidding notifications
 - Able to receive payment

Pre-Bid/Proposal Conferences



- Sometimes mandatory
- Come prepared. Mail questions to buyer before conference.
- Understand specifications and the statement of work
- Never assume...always ask!
- As a first contract, talk to the agency representative. Ask them for help or assistance.
- Meet your competition.
- These events are a great source of subcontracting leads

Who Can Submit Offers?

Generally, anyone!

Restrictions are always displayed in bid announcement and bid package

- Qualified Vendor List (QVL)
- Qualified Product/Service List (QPL)
- Pre-Registration and/or Pre-Qualification
- Other specific criteria. e.g., geographic

- Responsiveness Determination
 - Conducted during bid/RFP opening process
- Appealing Determination
 - Within 5 days

- Review published award notices
www.nyc.gov/cityrecord

- Pursue available information:
 - Bid-Abstracts – List everyone’s prices and termsAsk for:
 - Debriefing after RFP process is complete.
 - Review the winning proposal(s) if no proprietary information

- As last resort Freedom of Information Act letter (FOIA)

- Responsibility Determination
 - Financial resources
 - Technical qualifications
 - Experience
 - Organization
 - Past performance (i.e. VENDEX)
 - M/WBE subcontractor requirements
- Non-responsibility determinations are kept on record
- Appeals
 - Vendor has 10 days

- **VENDEX**

- is a City database that tracks past vendor performance.
- Vendors must complete if
 - Contracts or subcontracts valued at \$100,000
 - Contracts exceeding \$100,000 during preceding 12 months

Community Resources



For further assistance, contact the Procurement Technical Assistance Center (PTAC) in your area

Manhattan

NYC Department of Small Business Services (SBS)
Procurement Hotline
212-513-6444 bizhelp@sbs.nyc.gov

Bronx

South Bronx Overall Economic Development Corporation (SoBRO)
Miriam Johnson
718-731-7537 mjohnson@sobro.org

Queens

LaGuardia Community College
Benjamin Hunt
718-482-5306 benh@lagcc.cuny.edu

Thank You