

PROPOSED RULE AMENDMENT

The Procurement Policy Board intends to promulgate an amendment to **Chapter 3 Methods of Source Selection** of its Rules pursuant to Section 311 of the New York City Charter.

Statement of Basis and Purpose

The proposed amendment:

- Requires that agencies email RFPs or notices of their availability unless a written request to receive such RFPs or notices of their availability by mail, fax, hand delivery, or otherwise is approved by the CCPO; and
- Requires RFPs and notices of their availability include the email address of the agency contract person, if applicable.

The Rule Amendments

New material is underlined and deletions are [bracketed].

Section 2. Subparagraph (i) of paragraph (1) of subdivision (d) of section 3-03 of Chapter 3 of Title 9 of the Rules of the City of New York is amended to read as follows:

(i) Distribution. RFPs or notices of their availability and their notices of solicitation shall be posted on the City's website in a location that is accessible to the public simultaneously with their publication. RFPs and their notices of solicitation shall also be electronically mailed [mailed, faxed, hand delivered, or otherwise furnished] to a sufficient number of vendors, including all vendors on the appropriate citywide bidders list established by the CCPO pursuant to Section 3-02(f) at least twenty (20) days prior to the due date, or within the time frames authorized by Section 3-03 (h). An agency may, upon request of a vendor, provide RFPs or notices by mail, fax, hand delivery, or otherwise [electronically]. RFPs or notices of their availability may be electronically sent to vendors on agency-specific bidders lists, in addition to the appropriate citywide bidders list maintained by the CCPO, only with approval of the CCPO. For those proposals which are subject to Section 6-129 of the New York City Administrative Code (M/WBE and EBE program), a minimum of twenty seven (27) days prior to the due date shall be provided.

(ii) Publication. This subparagraph shall apply to RFPs above the small purchase limits except that it shall not apply where vendors will be solicited from a PQL.

(B) Content. Such notice shall include:

- ((a)) agency name;
- ((b)) PIN;
- ((c)) title and/or brief description of the goods, services, or construction to be procured;
- ((d)) estimated quantity, if any;
- ((e)) how the solicitation documents may be obtained;

((f)) date and time by which, and the place where, proposals shall be submitted and, for goods and standard services, where the identity of all proposers will be disclosed;

((g)) required vendor qualifications or eligibility requirements, if any;
[and]

((h)) the name and phone number of the agency contact person, including email address, if applicable; and

((i)) [((h))] identification of the citywide bidders list used.