



Mayor's Office of  
Contract Services

## Procurement Plans

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Local Law 63 requires disclosure of when and how various types of contracts affect the City's in-house workforce.

The Mayor's Office of Contract Services (MOCS) is required to publish a plan and schedule for each City agency detailing the anticipated contracting actions of each agency for the upcoming fiscal year for certain categories of procurement.

This annual plan covers both solicitations for new contracts and extensions and renewals of existing contracts that are anticipated over the coming fiscal year for contracts valued at more than \$200,000 to provide standard or professional services, including agency task orders issued pursuant to multi-agency task order contracts.

The plan does NOT include contracts for:

- goods,
- human/client services,
- construction,
- emergency procurements,
- government-to-government purchases,
- the procurement of legal services or consulting services in support of current or anticipated litigation, or
- investigative or confidential services.

For new contracting actions, each agency's plan includes information regarding:

- the nature of the services sought,
- the term of the proposed contract,
- the method of solicitation the agency intends to utilize, and
- the anticipated fiscal quarter of the planned solicitation.

For proposed contract renewals and extensions, each agency's plan lists information including:

- the vendor,
- the nature of the services sought,
- award method,
- contract type,
- modifications sought to the nature of the services performed under the contract,
- the term of the proposed renewal or extension,
- the reason for renewing or extending, and
- the month and year of the expiration of the existing contract.

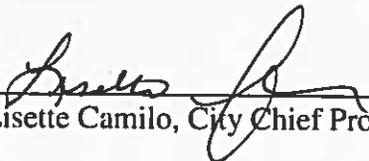
Additionally, for both new contracts and renewals or extensions, the plans provide information about the job titles within the contracting agency who perform the same or substantially similar services sought, if any, and the number of employees.

There are a number of reasons why an agency could have job titles in which employees perform the same or similar services as those the agency is planning to procure through a contract. For example, an agency may not have sufficient personnel to handle a temporary increase in workload. In other cases, the work may have historically been performed by both agency staff and contractors, such as in construction-related services and other capital or specialized maintenance work.

If an agency's plan has a list of job titles and a headcount, this does not necessarily indicate that any City employee has been displaced or will be displaced as a result of a planned contract.

If an agency intends to issue a solicitation or renew or extend a contract, but fails to provide public notice on the agency's plan, then the agency must provide public notice 60 days before issuing the solicitation or entering into a renewal or extension. This notice is published in the City Record and posted on the MOCS website. Updates to individual agency plans are found at the end of each agency's plan.

The contracting actions in this plan are anticipated actions; their inclusion in the plan does not mean that a prospective solicitation will definitely be released or that a proposed contract renewal or extension will be executed.

  
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Lisette Camilo, City Chief Procurement Officer