



**Mayor's Office of
Contract Services**

Bill de Blasio
Mayor

Michael Owh
City Chief Procurement
Officer and Director of
Contract Services

253 Broadway, 9th Fl
New York, NY 10007

212 788 0010 tel
212 788 0049 fax

mowh@cityhall.nyc.gov

Local Law 63 Procurement Plans

Local Law 63 of 2011 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.

These annual plans cover both solicitations for new contracts and extensions and renewals of existing contracts that are anticipated over the coming fiscal year. The law applies to 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 plans do NOT include information about the following types of contracts:

- 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 the following information:

- the nature of the services sought,
- the term of the proposed contract,
- the method of solicitation the agency intends to utilize,
- the anticipated fiscal quarter of the planned solicitation,
- the civil service and/or job titles within the agency who perform the same or substantially similar services sought under the contract, if any, and
- the headcount of employees within such titles who perform those services.

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,
- any modifications sought to the nature of the services performed under the contract,
- the term of the proposed renewal or extension,
- the reason the agency intends to renew or extend the contract,
- the month and year of the expiration of the existing contract,
- the civil service and/or job titles within the agency who perform the same or substantially similar services sought under the contract, if any, and
- the headcount of employees within such titles who perform those services.

July 29, 2016

There are a number of reasons that an agency may list job titles on their plan for employees who 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 in separate documents and called "New Procurements Added During the Fiscal Year" and "Renewals/Extensions Added During the Fiscal Year".

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



Michael Owh
Director of the Mayor's Office of Contract Services

July 29, 2016