

PASSPort

Procurement and Sourcing Solutions Portal

Vendors

NYC

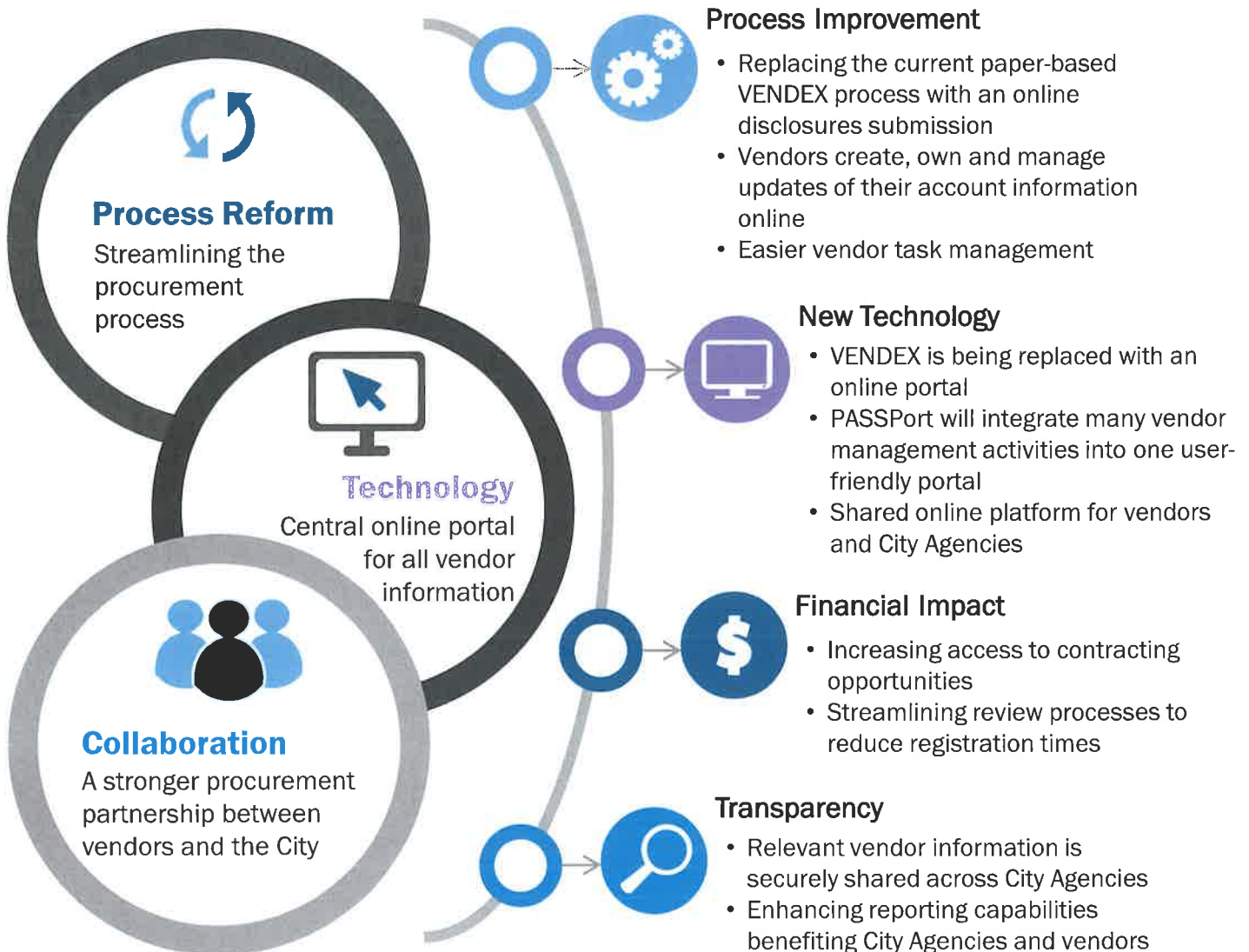
Mayor's Office of
Contract Services

Modernizing Procurement

The New York City Mayor's Office of Contract Services (MOCS) is transforming procurement by reengineering processes and introducing a new online vendor management and procurement system to increase transparency, reduce administrative burdens and build more collaborative relationships with Agencies and vendors for positive financial impact.

Introducing PASSPort

The Procurement and Sourcing Solutions Portal (PASSPort), a new online portal will, among other features, replace the current paper VENDEX process, making it easier to submit and keep disclosure documents up-to-date. PASSPort will become the primary platform for you to do business with the City of New York.



PASSPort Roll-Out

PASSPort will be available for use through the following two releases:



Enroll and Manage Accounts Summer 2017

- Create and manage online accounts
- Complete vendor and principal questionnaires
- Enroll in commodities which reflect your organization's capability to do business
- View and respond to contract-based Performance Evaluations

VENDEX will be online



Compete for Opportunities and Track Contracts Summer 2018

- Search for and respond to opportunities
- Track progress through procurement lifecycle
- Track contract negotiations and documentation online
- Offer goods and services to Agencies through a catalog feature
- Receive and acknowledge purchase orders electronically

Training and Support

Training will be available for vendors in a variety of formats including classroom training and webinars. This will be supplemented with user manuals, quick reference guides and videos. Additionally, the City will provide real-time support through the MOCS Help Desk.



Classroom
Training



Webinar
Training



User
Manuals



Videos



Help Desk



**Mayor's Office of
Contract Services**

**Building Partnerships, Creating Opportunities
and Driving High-Quality Procurement**

Contact Us

Email

The PASSPort Team can be reached at help@mocs.nyc.gov

Website

Learn more about PASSPort through our website: nyc.gov/passport



Procurement by Method

The Procurement Policy Board (PPB) rules lay out the methods for purchasing new goods and services and the procedures that must be followed to continue or modify existing contracts. See the Glossary for definitions of each procurement method. Agency procurement professionals select the appropriate procurement method based on the agencies' business needs and the City's procurement rules. See Appendix A for agency-by-agency breakdowns of procurement by method.

C-3: Citywide Procurements by Method—Fiscal 2017

NEW AWARD METHODS	COUNT	CONTRACT VALUE
Accelerated	85	\$182,944,900
Assignment	71	\$86,038,500
Buy-Against	3	\$22,791,200
Competitive Sealed Bid	716	\$4,120,833,900
Demonstration Project	26	\$29,507,300
Emergency	88	\$76,940,800
Government-to-Government Purchase	50	\$45,742,900
Intergovernmental	564	\$454,025,000
Line-Item Appropriation	2,324	\$180,450,000
Micropurchase	23,494	\$106,258,600
Negotiated Acquisition	171	\$546,903,900
Request for Proposal	439	\$4,657,136,300
Required Source or Procurement Method	90	\$104,300,000
Small Purchase	2,483	\$81,054,900
Sole Source	53	\$2,874,490,600
Task Order	762	\$572,006,400
CONTINUATION METHODS	COUNT	CONTRACT VALUE
Amendment	4,585	\$1,243,457,400
Amendment Extension	565	\$476,505,800
Construction Change Order	1,609	\$256,353,400
Design Change Order	287	\$409,984,800
Negotiated Acquisition Extension	267	\$299,067,300
Renewal	737	\$4,150,928,600
CITYWIDE TOTAL	39,469	\$20,977,722,500

Procurement by Size

Procurement actions valued at greater than \$3 million represent approximately 85% of the total value of procurements made in Fiscal 2017. By contrast, purchases for \$100,000 or less account for less than 2% of the total dollar volume but 85% of the total number of procurements processed. See Appendix C for year-to-year totals of individual agencies.

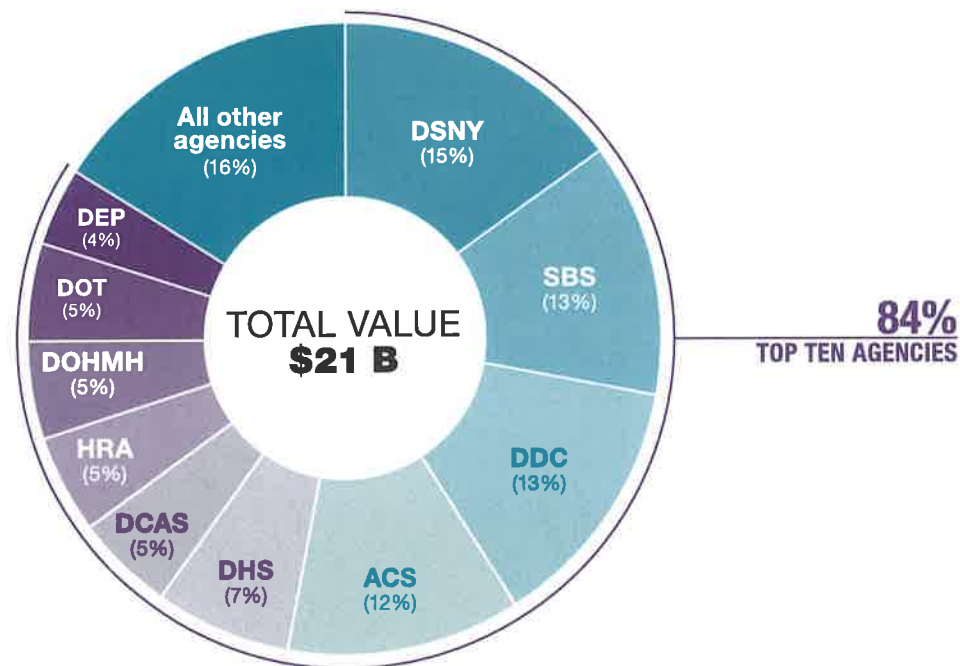
C-4: Citywide Number of Contracts by Dollar Value—Fiscal 2017¹

SIZE	COUNT	CONTRACT VALUE
≤ \$0	469	(\$334,187,900) ²
≤ \$100,000	33,649	\$404,298,700
≤ \$1,000,000	3,372	\$1,191,814,900
≤ \$3,000,000	1,007	\$1,781,908,500
≤ \$25,000,000	872	\$6,914,660,900
> \$25,000,000	100	\$11,019,229,400
Citywide Total	39,469	\$20,977,722,500

Top Ten Agencies by Procurement Value

The ten agencies that procured the highest dollar value of contracts in Fiscal 2017 represent 84% of the total value of City procurements for Fiscal 2017.

C-5: Citywide Procurement Investment: Top Ten Agencies—Fiscal 2017



¹ Procurement actions also include modifications of existing contracts. Modifications may decrease the value of a contract when an agency requires less of a good or service than it initially anticipated. Modifications may also increase the value of a contract when an agency requires more of a good or service than anticipated, making the contract dollar value higher than when originally registered.

² Table C-4 indicates \$334.2 million worth of negative modifications, bringing the contract dollar value lower than the registered amount.

Largest Contracts

The 15 largest City contracts by dollar value in Fiscal 2017 account for 35% of procurement in the fiscal year and are cumulatively valued at approximately \$7.3 billion.

C-6: Top 15 Contracts by Dollar Value—Fiscal 2017

#	AGENCY	VENDOR NAME	PURPOSE	CONTRACT VALUE
1	DSNY	Waste Management of New York LLC	Export Municipal Waste from Brooklyn Waste Management of New York LLC	\$2,750,000,000
2	SBS	New York City Economic Development Corporation	NYCEDC Master – Citywide Economic Development Services	\$2,084,797,000
3	DOHMH	Public Health Solutions	HIV/AIDS Master Contractor (Public Health Solutions)	\$565,000,000
4	SBS	New York City Economic Development Corporation	NYCEDC Maritime, Aviation, Rail Freight, Market & Intermodal	\$522,937,000
5	DOT	Eastern Shipbuilding Group Inc.	Design & Construction of Three New Ferry Boats (Ollis Class)	\$250,886,400
6	DSNY	Tully Construction Co. Inc.	Section 1/9 Final Cover & Closure Construction, Fresh Kills	\$243,617,900
7	DDC	CAC Industries Inc.	Peiham Parkway, Phase 2 Construction	\$115,271,100
8	DDC	EIC.associates Inc.	Storm & Sanitation Sewer Construction, Queens	\$108,810,700
9	SBS	NYC & Company, Inc.	Tourism Consulting, Marketing & Licensing Services	\$105,809,200
10	DoITT	Northrop Grumman Systems Corporation	Citywide Mobile Wireless Network – Three Year Renewal	\$105,045,800
11	DOT	El Sol Contracting Es li Enterprises Jv	Rehabilitation of the Henry Hudson Parkway Viaduct	\$94,375,300
12	ACS	New York Foundling Hospital	Family Foster Care	\$91,976,400
13	ACS	Catholic Guardian Services	Family Foster Care – Renewal	\$89,155,600
14	DoITT	Motorola Solutions, Inc	DRC – Radio Products and Services	\$87,389,500
15	DDC	Restani Construction Corp	Reconstruction of South Beach Area Streets, Staten Island	\$83,668,200
Total Value				\$7,298,740,100

Ten Largest Requirements Contracts

A requirements contract is entered into by a City agency, usually the Department of Citywide Administrative Services (DCAS) or the Department of Information Technology & Telecommunications (DoITT), with a vendor that generally agrees to supply the City's entire need for a particular good or service. Using the contract on an "as-needed" basis allows agencies to acquire goods and services quickly, efficiently, and at a lower cost through volume-based discount pricing.

C-7: Top Ten Requirements Contracts by Dollar Value—Fiscal 2017

#	AGENCY	VENDOR NAME	PURPOSE	CONTRACT VALUE
1	DoITT	Motorola Solutions, Inc	DRC – Radio Products And Services	\$87,389,500
2	DoITT	Mythics, Inc	Citywide ORACLE Software and Hardware Maintenance	\$77,500,000
3	DCAS	Global Montello Group Corp	Gasoline and Ethanol Blends plus Bulk Delivery	\$63,062,700
4	DCAS	Tully Construction Co Inc–Jocar Asphalt	Asphalt Paving Delivered to City Trucks	\$59,171,800
5	DCAS	Peckham Materials Corp	Asphalt Paving Delivered to City Trucks	\$41,404,000
6	DCAS	RCA Asphalt, LLC	Asphalt Paving Delivered to City Trucks	\$34,808,200
7	DCAS	Kovatch Mobile Equipment	2000 GPM Pumper Apparatus for FDNY Trucks	\$29,199,500
8	DCAS	Tilcon New York, Inc	Roadway Repair and Maintenance	\$29,133,300
9	DCAS	Tilcon New York, Inc	Asphalt Paving Delivered to City Trucks	\$22,631,000
10	DCAS	S I Asphalt Company, LLC	Asphalt Paving Delivered to City Trucks	\$21,672,000
Total Value				\$465,972,000

Cycle Time

The time it takes for the City to complete the procurement process, or cycle time, is an important indicator of efficiency. Cycle times may be affected by complicated vendor integrity issues, insurance requirements, labor law compliance, and budget challenges that delay final contracting decisions. Additionally, cycle time varies according to procurement complexity and agency. Overall, there was a 2% increase in cycle time from Fiscal 2016 to Fiscal 2017.

C-8: Citywide Median Cycle Time (days) for Competitive Sealed Bids³ – Fiscal 2017 vs. Fiscal 2016

AGENCY	FISCAL 2017 MEDIAN CYCLE TIME IN DAYS	FISCAL 2017 COUNT	FISCAL 2016 MEDIAN CYCLE TIME IN DAYS ⁴	FISCAL 2016 COUNT	2017 – 2016 CHANGE
ACS	208	1	227	1	(19)
DCAS ⁵	138	206	126	212	12
DDC ⁴	272	150	262	111	10
DEP	155	46	210	63	(55)
DHS	303	8			
DOC	152	16	202	5	(50)
DOHMH	192	11	409	1	(217)
DOITT	203	2			
DOT	196	24	198	41	(2)
DPR	201	132	198	103	3
DSNY	196	14	247	24	(51)
FDNY	159	8	181	11	(22)
HPD	239	5	234	3	5
HRA	227	5	251	6	(24)
NYPD	231	11	187	16	44
OATH	154	1			
SBS	216	1			
Citywide Median	188	641	185	597	3

³ DCAS and DCAS-DMSS were combined into DCAS. DPR-C and DPR-E were combined into DPR.

⁴ Note that there is a greater likelihood that the procurement of construction services via the CSB method will yield a lengthier cycle time due to additional procurement steps and oversight approvals tied to labor law compliance and compliance with capital budget directives.

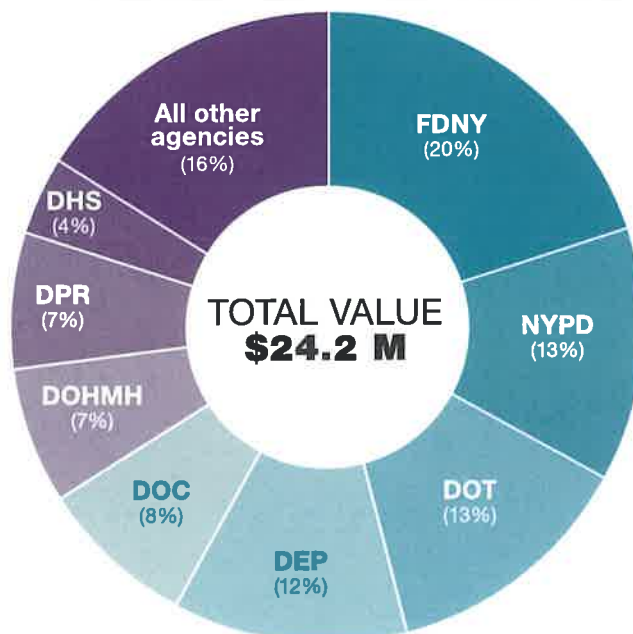
⁵ Includes contract where procurement method is "CSB", status is "registered" and registration date is in FY17, and contract value is greater than or equal to \$100K. Cycle time is defined as the median of the interval between [Sent to Comptroller Date] and [Date Published in the City Record].

⁶ Cycle time for agencies may be blank for FY16 if the agency did not have a procurement record that met all parameters defined in the above footnote.

P-Card Purchasing

The Purchasing Card (P-Card) program is designed to assist agencies in streamlining the process for certain micropurchases. P-Cards are used by agencies to purchase goods and standard services quickly and efficiently, without the intermediate steps required by the City's financial management system. In Fiscal 2017, City agencies spent over \$24 million using P-Cards.⁷

C-9: Citywide P-Card Purchases—Fiscal 2017



⁷ Excludes P-Card purchases where agency obtained a waiver.

PROCUREMENT IMPACT

In addition to City agencies using the procurement process to fulfill their respective missions and to maintain their operations, City procurement impacts New York City residents in other ways. Below are examples of how Fiscal 2017 procurements affected environmental, community, and economic developments in New York City.

REDUCING THE ENVIRONMENTAL FOOTPRINT OF NEW YORK CITY

Environmentally Preferable Purchasing

The City's Environmentally Preferable Purchasing (EPP) laws were designed to minimize the environmental harm caused by the City in its role as a consumer of goods. This multi-faceted procurement program established environmentally preferable standards to address a host of environmental concerns including energy and water use, air quality, greenhouse gas emissions, hazardous substances, recycled and reused materials, and waste reduction.

Pursuant to Local Laws 118, 119, 120, 121 and 123 of 2005, City agencies are required to meet environmentally preferable standards, such as minimum recycled content, when purchasing particular categories of goods and services and through certain construction contracts. All EPP reports required by law can be found in Appendix E.

C-11: Environmentally Preferable Purchases—Fiscal 2017

TYPE	CONTRACT VALUE
Goods: Construction Contracts	\$206,098,600
Goods: Direct Purchases	\$416,582,000
Total	\$622,680,600

WAGE STANDARDS

Prevailing Wages

The wages paid for public construction work and building service contracts in New York State are mandated by New York State Labor Law. The New York City Comptroller sets the prevailing wage rates and supplemental benefit rates for trade classifications that apply to certain types of work under public construction and building service contracts performed in the City. Prevailing wages ensure a well-paid and skilled workforce that produces high-quality projects and services for the City. In Fiscal 2017, 513 contracts were registered that were subject to prevailing wage requirements with a cumulative value of nearly \$3.3 billion.

Living Wage

The New York City Administrative Code establishes living wage requirements for certain types of City service contracts, specifically homecare services, building services, day care services, head start services, services to persons with cerebral palsy, food services, and temporary services. In Fiscal 2017, the City awarded more than \$1.09 billion in contracts subject to living wage, a 346% increase from the \$246.5 million in contracts awarded in Fiscal 2016.

PREFERRED SOURCE

While satisfying the procurement needs of City agencies, the Preferred Source program creates job opportunities for disabled and incarcerated New Yorkers who otherwise might not be able to find work, empowering them with dignity and a sense of purpose. To advance special social and economic goals, all state agencies, political subdivisions, and public benefit corporations are required to purchase approved products and services from preferred sources if their offering meets the agency's needs. New York State's Preferred Source requirements were established by Section 162 of the New York State Finance Law. Purchases from preferred sources take precedence over all other sources of supply and do not require competitive procurement methods.

In Fiscal 2017, the City purchased over \$50.8 million of goods and services from New York State preferred source vendors. Local Law 125 of 2013 requires MOCS to report annually on preferred source contract awards made by City agencies, additional details of which are available in Appendix F.

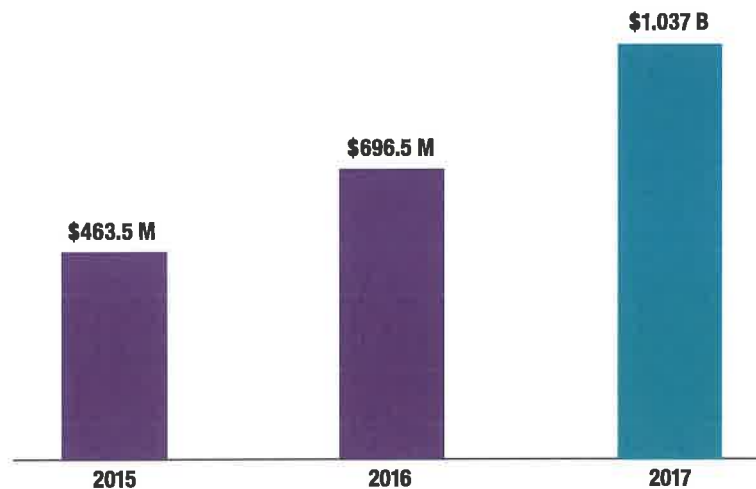
ECONOMIC OPPORTUNITIES FOR MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES UNDER LOCAL LAW 1 OF 2013

New York is committed to encouraging a competitive and diverse business environment—one that truly reflects the makeup of this City. The Minority and Women-owned Business Enterprises (M/WBE) Program was created to address the disparity between City contract awards to specific ethnic and gender groups and the representation of those groups within the New York City regional market. Overall, the M/WBE Program, led by the citywide M/WBE Director, seeks to increase the contracting opportunities and participation among City-certified M/WBE firms.

In Fiscal 2017, the City awarded over \$1 billion in combined prime and subcontract awards to City-certified M/WBE vendors, a 49% increase relative to Fiscal 2016 (\$696 million). This represents a combined M/WBE utilization rate of 11.4% among contracts subject to the City's M/WBE Program.^{8,9}

In the 4th quarter of Fiscal 2017, the Department of Sanitation (DSNY) awarded and registered a \$2.75 billion contract to Waste Management, LLC. This 20-year standard services contract for waste management services will provide the City with the necessary services to fulfill the obligations of with the City's comprehensive, long-term plan to equitably and sustainably transport and dispose of the City's municipal solid waste. Without this contract, the Fiscal 2017 utilization would have been 16.2%. The City is diligently working with the contractor to implement a plan to support the efforts of the M/WBE Program.

C-12: Combined Prime and Subcontract M/WBE Total Award Values Over Time



⁸ Local Law 1 of 2013 (LL1) established citywide participation goals for M/WBEs for standardized, professional, and construction services contracts, regardless of value, and for goods contracts (valued under \$100,000) that were solicited after July 1, 2013. Local Law 129 of 2005 (LL129) preceded LL1. The Program under LL129 was limited to prime contracts valued at less than \$1 million and limited M/WBE subcontracting goals to construction and professional services subcontracts valued under \$1 million. As LL1 does not apply to contracts solicited prior to July 1, 2013, certain subcontract awards during Fiscal 2017 were made on prime contracts that were subject to LL129.

⁹ Under Section 8-129(a) of the New York City Administrative Code (NYC Admin. Code), agencies are not required to set participation goals on the following types of contracts: (1) those subject to federal or state funding requirements which preclude the City from imposing goals; (2) those subject to federal or state law participation requirements for M/WBEs, disadvantaged business enterprises, and/or emerging business enterprises; (3) contracts between agencies; (4) procurements made through the United States General Services Administration or another federal agency, or through the New York State Office of General Services or another state agency, or any other governmental agency; (5) emergency procurements; (6) sole source procurements; (7) contracts for human services; and (8) contracts awarded to nonprofit organizations.

Prime Contract M/WBE Utilization

In Fiscal 2017, M/WBE prime contract awards subject to the Program represented 10% of the applicable prime contract universe, compared to 13% in Fiscal 2016. As Table C-13 demonstrates, M/WBEs were awarded approximately \$907.0 million in prime contracts in Fiscal 2017,¹⁰ a 49% increase over prime contract awards in Fiscal 2016. For additional details on the information presented in this table, please refer to Appendix G.

C-13: Prime M/WBE Utilization—Fiscal 2017

INDUSTRY/SIZE	TOTAL M/WBE		TOTAL SUBJECT TO PROGRAM		PERCENT OF TOTAL VALUE
	COUNT	CONTRACT VALUE	COUNT	CONTRACT VALUE	
Construction Services	3,461	\$286,228,900	8,477	\$3,119,220,100	9%
Micropurchase ¹¹	3,339	\$4,352,500	8,069	\$9,992,400	44%
Small Purchase ¹²	17	\$1,176,500	35	\$2,404,400	49%
>\$100K, ≤\$1M	34	\$21,772,500	68	\$41,644,700	52%
>\$1M, ≤\$5M	59	\$144,570,900	187	\$520,066,700	28%
>\$5M, ≤\$25M	11	\$84,422,500	99	\$1,104,388,600	8%
>\$25M	1	\$29,934,000	19	\$1,440,723,300	2%
Goods	4,774	\$44,145,700	10,156	\$93,912,400	47%
Micropurchase	4,474	\$27,117,100	9,544	\$58,333,200	46%
Small Purchase	300	\$17,028,600	612	\$35,579,200	48%
Professional Services	333	\$540,863,000	1,770	\$2,353,627,400	23%
Micropurchase	224	\$2,324,700	1,379	\$11,190,700	21%
Small Purchase	44	\$3,236,500	112	\$7,924,100	41%
>\$100K, ≤\$1M	10	\$4,044,300	78	\$34,779,800	12%
>\$1M, ≤\$5M	22	\$82,023,500	69	\$219,877,000	37%
>\$5M, ≤\$25M	33	\$449,234,000	115	\$1,378,124,500	33%
>\$25M	0	\$0	17	\$701,731,300	0%
Standardized Services	1,192	\$35,778,700	5,189	\$3,273,605,500	1%
Micropurchase	1,085	\$7,318,400	4,811	\$26,635,000	27%
Small Purchase	98	\$7,095,000	231	\$16,201,400	44%
>\$100K, ≤\$1M	7	\$4,300,200	80	\$37,731,200	11%
>\$1M, ≤\$5M	1	\$2,065,100	46	\$110,161,300	2%
>\$5M, ≤\$25M	1	\$15,000,000	16	\$177,907,400	8%
>\$25M	0	\$0	5	\$2,904,969,200	0%
Total	9,760	\$907,016,200	25,592	\$8,840,365,200	10%
Micropurchase	9,122	\$41,112,700	23,803	\$106,151,200	39%
Small Purchase	459	\$28,536,600	990	\$62,109,100	46%
>\$100K, ≤\$1M	51	\$30,116,900	226	\$114,155,600	26%
>\$1M, ≤\$5M	82	\$228,659,500	302	\$850,105,000	27%
>\$5M, ≤\$25M	45	\$548,656,500	230	\$2,660,420,500	21%
>\$25M	1	\$29,934,000	41	\$5,047,423,800	1%

¹⁰ P-Card purchases were not included in Fiscal 2017 prime contract award count, but were instead counted separately.

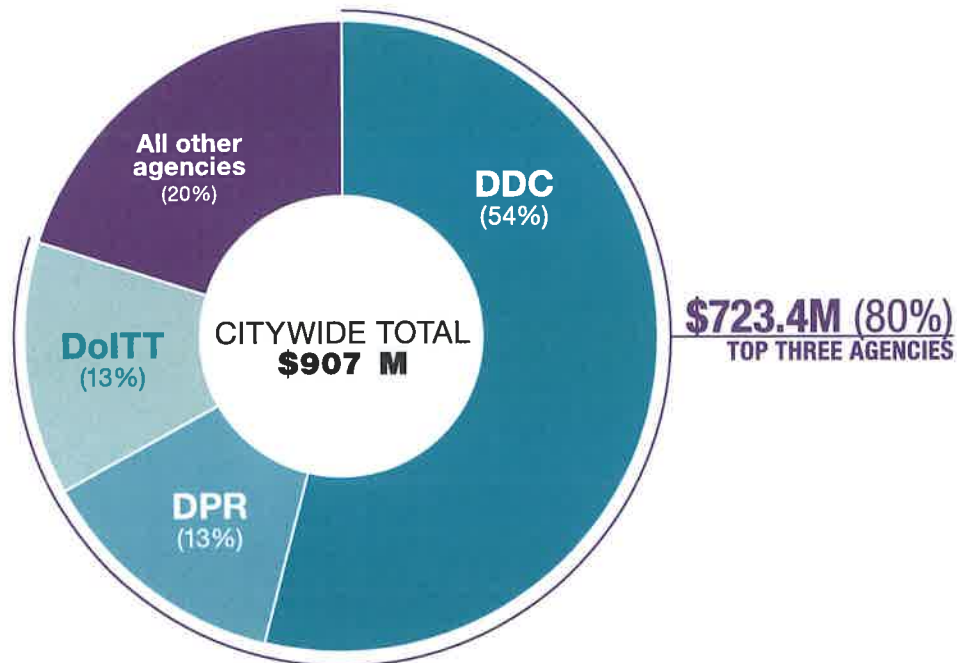
¹¹ Micropurchase is a purchase with a value of \$20,000 or less for goods and most services or \$35,000 or less for construction services. For more details on micropurchase and limits please refer to Section 3-08 of the rules of the Procurement Policy Board.

¹² Small purchase is a purchase with a value between the micropurchase limits up to \$100,000. For more details on small purchase limits please refer to Section 3-08 of the rules of the Procurement Policy Board.

Agency Prime Contracting Highlights

The City is making every effort to increase contracting opportunities for the M/WBE community. Certain agencies have distinguished themselves in this regard during Fiscal 2017. For example, the Department of Design and Construction (DDC) awarded \$488.6 million to M/WBE prime contractors this past fiscal year, up from \$251.2 million in Fiscal 2016. The Department of Parks and Recreation (DPR) and the Department of Information Technology and Telecommunications (DoITT) awarded \$120.3 million and \$114.6 million, respectively, during Fiscal 2017. Overall, these agencies significantly contributed to the City's efforts to award prime contracts to M/WBE firms.

C-14: Prime Awards to M/WBEs: Top 3 Agencies—Fiscal 2017



Subcontract M/WBE Utilization

Many M/WBEs use subcontracting opportunities as a point of entry into City contracting. With this in mind, M/WBE subcontracting participation goals are set as material terms on applicable prime contracts to ensure access to City work. The participation goals are set in relation to the scope of work required by the contract and the availability of M/WBEs that are able to perform the work.

As Table C-15 shows, during Fiscal 2017 approximately \$155.9 million were awarded to M/WBEs in subcontracts for standardized, professional, and construction services. These subcontracts were all awarded in Fiscal 2017 regardless of when the prime contract was registered. The subcontracts, distributed among the M/WBE groups, represent 30% of all such qualifying subcontracts awarded. Although subcontract utilization decreased in Fiscal 2017 to 30% compared to 31% in Fiscal 2016, the value of awards made to M/WBEs increased from \$118.9 million in Fiscal 2016 to \$155.9 million in Fiscal 2017. For additional details regarding information presented in Table C-15, please refer to Appendix I.

C-15: M/WBE Subcontract Utilization—Fiscal 2017

SUB INDUSTRY	TOTAL M/WBE		TOTAL SUBCONTRACTS ON PRIMES SUBJECT TO PROGRAM		PERCENT OF TOTAL VALUE
	COUNT	SUBCONTRACT VALUE	COUNT	SUBCONTRACT VALUE	
Construction Services	432	\$100,459,000	1,014	\$428,533,400	23%
Professional Services	238	\$38,837,300	473	\$79,294,000	49%
Standardized Services	52	\$16,564,200	114	\$20,062,700	83%
Total	722	\$155,860,500	1,601	\$527,890,100	30%

Agency Procurement Indicators

16. Department of Homeless Services

The Department of Homeless Services (DHS) works to prevent homelessness and provide emergency housing for all New Yorkers. DHS coordinates with agencies and contracts with nonprofit providers to connect their clients to services and benefits and assist with the transition from emergency shelter into permanent housing.

Table 16-A: Procurement by Method

METHOD	COUNT	CONTRACT VALUE
Amendment	248	\$356,305,400
Amendment Extension	43	\$115,273,500
Assignment	4	\$10,750,600
Competitive Sealed Bid	8	\$14,771,300
Construction Change Order	4	\$3,602,400
Emergency	1	\$4,919,500
Intergovernmental	5	\$269,700
Micropurchase	113	\$1,329,400
Negotiated Acquisition	2	\$918,800
Negotiated Acquisition Extension	35	\$126,227,400
Renewal	30	\$381,957,800
Request for Proposal	18	\$341,596,300
Required Source or Procurement Method	21	\$21,330,400
Small Purchase	24	\$1,120,300
Task Order	14	\$921,200
DHS Total	570	\$1,381,294,000

Table 16-B: Procurement by Industry

INDUSTRY	COUNT	CONTRACT VALUE
Construction Services	16	\$16,377,700
Goods	75	\$1,262,600
Human Services	367	\$1,335,581,000
Professional Services	48	\$4,692,500
Standardized Services	64	\$23,380,200
DHS Total	570	\$1,381,294,000

Table 16-C: Procurement by Size

SIZE OF CONTRACT	COUNT	CONTRACT VALUE
≤ \$0	6	(\$80,488,000)
> \$0 and ≤ \$100 thousand	249	\$6,254,700
> \$100 thousand and ≤ \$1 million	147	\$80,496,100
> \$1 million and ≤ \$3 million	82	\$152,085,100
> \$3 million and ≤ \$25 million	73	\$711,291,300
> \$25 million	13	\$531,654,800
DHS Total	570	\$1,381,294,000

Agency Procurement Indicators

17. Department of Housing Preservation and Development

The Department of Housing Preservation and Development (HPD) is the largest municipal housing improvement agency in the United States, developing and preserving affordable housing in thriving and diverse neighborhoods in every borough. HPD fulfills its mission by enforcing housing quality standards, financing affordable housing development, and preserving existing affordable housing. HPD also manages the City's affordable housing stock for the benefit of low and moderate income families. Additionally, HPD monitors and tracks incidents that result in mass displacement of residential and commercial tenants.

Table 17-A: Procurement by Method

METHOD	COUNT	CONTRACT VALUE
Amendment	22	\$1,653,600
Amendment Extension	21	\$5,363,400
Competitive Sealed Bid	22	\$5,979,200
Construction Change Order	9	(\$3,048,800)
Emergency	39	\$12,640,700
Government-to-Government Purchase	1	\$2,500
Line-Item Appropriation	74	\$9,350,200
Micropurchase	8,253	\$9,985,200
Negotiated Acquisition Extension	1	\$5,304,600
Renewal	5	\$5,350,000
Request for Proposal	3	\$32,432,300
Required Source or Procurement Method	3	\$240,000
Small Purchase	139	\$1,859,100
Task Order	18	\$2,627,300
HPD Total	8,610	\$89,739,300

Table 17-B: Procurement by Industry

INDUSTRY	COUNT	CONTRACT VALUE
Architecture/Engineering	1	\$20,000
Construction Services	8,050	\$25,804,800
Goods	316	\$2,026,300
Human Services	30	\$47,693,700
Professional Services	121	\$12,717,500
Standardized Services	92	\$1,477,000
HPD Total	8,610	\$89,739,300

Table 17-C: Procurement by Size

SIZE OF CONTRACT	COUNT	CONTRACT VALUE
≤ \$0	17	(\$3,802,500)
> \$0 and ≤ \$100 thousand	8,505	\$16,930,200
> \$100 thousand and ≤ \$1 million	76	\$21,657,300
> \$1 million and ≤ \$3 million	6	\$9,717,400
> \$3 million and ≤ \$25 million	6	\$45,236,900
HPD Total	8,610	\$89,739,300

Agency Procurement Indicators

19. Department of Investigation

The Department of Investigation (DOI) is responsible for the investigation and referral of criminal prosecution of cases involving fraud, corruption, and unethical conduct among all persons and entities that receive City funds, including the City's more than 300,000 employees and contractors. DOI is also charged with studying agency procedures to identify corruption risks and recommending improvements to reduce the City's vulnerability to fraud, waste, and corruption. In addition, DOI conducts investigations into the backgrounds of persons selected to work in decision-making or sensitive City jobs and checks on those who are awarded contracts with the City to determine if they are suited to serve the public trust.

Table 19-A: Procurement by Method

METHOD	COUNT	CONTRACT VALUE
Amendment Extension	2	\$1,600,000
Intergovernmental	4	\$435,300
Micropurchase	271	\$1,294,300
Negotiated Acquisition	1	\$10,000,000
Small Purchase	21	\$993,000
Sole Source	1	\$65,100
DOI Total	300	\$14,387,700

Table 19-B: Procurement by Industry

INDUSTRY	COUNT	CONTRACT VALUE
Goods	160	\$1,425,700
Human Services	1	\$300
Professional Services	24	\$11,929,700
Standardized Services	115	\$1,032,000
DOI Total	300	\$14,387,700

Table 19-C: Procurement by Size

SIZE OF CONTRACT	COUNT	CONTRACT VALUE
> \$0 and ≤ \$100 thousand	295	\$2,447,500
> \$100 thousand and ≤ \$1 million	4	\$1,940,200
> \$3 million and ≤ \$25 million	1	\$10,000,000
DOI Total	300	\$14,387,700

Agency Procurement Indicators

20. Department of Parks and Recreation

The Department of Parks and Recreation (DPR) is the City agency responsible for the protection and care of more than 5,000 individual public parks on over 29,000 acres. These range from large-scale properties like Central Park and Coney Island Beach, to small community gardens. DPR also maintains the public space including 1,000 playgrounds, 67 public pools, and more than 800 athletic fields available to all New Yorkers citywide. DPR is also responsible for the care and maintenance of street and park trees, including more than 1 million new trees planted to date as part of the MillionTreesNYC initiative.

Table 20-A: Procurement by Method

METHOD	COUNT	CONTRACT VALUE
Amendment	38	\$4,261,300
Competitive Sealed Bid	152	\$375,438,800
Construction Change Order	138	\$10,909,100
Design Change Order	41	\$1,855,400
Emergency	2	\$4,298,500
Government-to-Government Purchase	6	\$2,193,200
Intergovernmental	13	\$5,897,000
Line-Item Appropriation	73	\$1,132,700
Micropurchase	1,899	\$8,609,500
Negotiated Acquisition Extension	1	\$650,000
Renewal	8	\$18,230,500
Request for Proposal	1	\$149,900
Required Source or Procurement Method	4	\$513,800
Small Purchase	389	\$6,212,800
Sole Source	4	\$475,100
Task Order	127	\$43,506,500
DPR Total	2,896	\$484,334,100

Table 20-B: Procurement by Industry

INDUSTRY	COUNT	CONTRACT VALUE
Architecture/Engineering	101	\$33,329,800
Construction Services	295	\$335,989,300
Goods	1,837	\$14,199,900
Human Services	69	\$1,036,800
Professional Services	96	\$23,519,700
Standardized Services	498	\$76,258,600
DPR Total	2,896	\$484,334,100

Table 20-C: Procurement by Size

SIZE OF CONTRACT	COUNT	CONTRACT VALUE
≤ \$0	22	(\$2,513,900)
> \$0 and ≤ \$100 thousand	2,590	\$22,518,300
> \$100 thousand and ≤ \$1 million	154	\$60,409,300
> \$1 million and ≤ \$3 million	86	\$167,785,300
> \$3 million and ≤ \$25 million	44	\$236,135,100
DPR Total	2,896	\$484,334,100

Agency Procurement Indicators

21. Department of Probation

The Department of Probation (DOP) is responsible for the supervision of probationers within the five boroughs. DOP works with residents on probation to foster positive change in their decision-making and behavior in order to expand opportunities for probationers and transition out of the criminal and juvenile justice systems. DOP also connects probationers with meaningful education, employment, health services, family engagement, and civic participation opportunities.

Table 21-A: Procurement by Method

METHOD	COUNT	CONTRACT VALUE
Amendment	35	\$295,300
Amendment Extension	8	\$2,548,800
Intergovernmental	8	\$226,000
Line-Item Appropriation	8	\$1,552,800
Micropurchase	165	\$690,500
Negotiated Acquisition	3	\$539,500
Renewal	12	\$2,905,600
Request for Proposal	9	\$3,431,800
Required Source or Procurement Method	10	\$1,802,900
Small Purchase	49	\$839,200
Sole Source	2	\$485,000
Task Order	1	\$39,600
DOP Total	310	\$15,357,000

Table 21-B: Procurement by Industry

INDUSTRY	COUNT	CONTRACT VALUE
Architecture/Engineering	1	\$200
Construction Services	2	\$28,300
Goods	181	\$1,505,900
Human Services	88	\$11,956,300
Professional Services	13	\$1,370,200
Standardized Services	25	\$496,100
DOP Total	310	\$15,357,000

Table 21-C: Procurement by Size

SIZE OF CONTRACT	COUNT	CONTRACT VALUE
> \$0 and ≤ \$100 thousand	267	\$2,752,300
> \$100 thousand and ≤ \$1 million	43	\$12,604,700
DOP Total	310	\$15,357,000

Agency Procurement Indicators

22. Department of Records & Information Services

The Department of Records & Information Services (DORIS) preserves and provides access to the historical and contemporary records of New York City government both online and in-person at the Municipal Library, Archives and Visitor Center. DORIS operates record storage facilities in two locations with a combined capacity of 738,000 cubic feet, and provides records management services to 50 City agencies, ten courts, and the five district attorneys' offices. Visitors to its website can view 900,000 historical photographs and more than 12,000 reports and publications issued by City government agencies. The collection includes more than 10 million historical vital records essential for family history research and a photograph of every house and building in the City since approximately 1940.

Table 22-A: Procurement by Method

METHOD	COUNT	CONTRACT VALUE
Intergovernmental	1	\$61,100
Micropurchase	132	\$677,100
Negotiated Acquisition	1	\$65,000
Small Purchase	1	\$31,300
DORIS Total	135	\$834,500

Table 22-B: Procurement by Industry

INDUSTRY	COUNT	CONTRACT VALUE
Goods	31	\$146,000
Professional Services	31	\$338,100
Standardized Services	73	\$350,400
DORIS Total	135	\$834,500

Table 22-C: Procurement by Size

SIZE OF CONTRACT	COUNT	CONTRACT VALUE
> \$0 and ≤ \$100 thousand	135	\$834,500
DORIS Total	135	\$834,500

Agency Procurement Indicators

23. Department of Sanitation

The Department of Sanitation (DSNY) is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow, and ice from 6,000 miles of streets, removes debris from vacant lots, and clears abandoned vehicles from City streets. DSNY promotes a healthy New York City environment through efficient management of the City's recycling and garbage disposal.

Table 23-A: Procurement by Method

METHOD	COUNT	CONTRACT VALUE
Amendment	48	(\$341,100)
Amendment Extension	71	\$12,022,000
Assignment	1	\$267,100
Competitive Sealed Bid	18	\$294,515,800
Construction Change Order	43	(\$2,384,100)
Design Change Order	2	\$7,159,600
Emergency	22	\$3,604,900
Government-to-Government Purchase	1	\$908,600
Intergovernmental	1	\$132,700
Line-Item Appropriation	9	\$255,700
Micropurchase	1,023	\$5,226,600
Renewal	9	\$8,299,300
Request for Proposal	5	\$2,838,973,900
Small Purchase	83	\$6,743,100
Task Order	24	\$14,009,600
DSNY Total	1,360	\$3,189,393,700

Table 23-B: Procurement by Industry

INDUSTRY	COUNT	CONTRACT VALUE
Architecture/Engineering	5	\$16,755,600
Construction Services	68	\$281,033,800
Goods	520	\$16,168,400
Human Services	2	\$105,000
Professional Services	126	\$5,308,800
Standardized Services	639	\$2,870,602,100
DSNY Total	1,360	\$3,189,393,700

Table 23-C: Procurement by Size

SIZE OF CONTRACT	COUNT	CONTRACT VALUE
≤ \$0	38	(\$10,394,200)
> \$0 and ≤ \$100 thousand	1,204	\$15,603,900
> \$100 thousand and ≤ \$1 million	94	\$26,145,000
> \$1 million and ≤ \$3 million	8	\$17,403,400
> \$3 million and ≤ \$25 million	12	\$67,538,300
> \$25 million	4	\$3,073,097,300
DSNY Total	1,360	\$3,189,393,700