

MAYOR'S OFFICE OF CONTRACT SERVICES

STAFF ATTORNEY - CAPACITY BUILDING & OVERSIGHT UNIT

JOB NUMBER: 11991

ORGANIZATIONAL PROFILE: The Mayor's Office of Contract Services (MOCS) supports the procurement activities of City agencies; maintains a comprehensive vendor information system known as VENDEX; directs the City's procurement reform, streamlining new technology efforts; and fosters the City's relationship with the vendor community. The City's procurements are valued at over \$17 billion per year and span an enormous range, including \$3 billion in new contracts each year with over 2,200 nonprofit organizations. The Mayor's Office of Contract Services assists nonprofits through the Capacity Building and Oversight (CBO) unit. The mission of CBO is to evaluate and strengthen the City's nonprofit partners to ensure the provision of essential community services and responsible stewardship of public funds.

JOB DESCRIPTION:

Under the supervision of the General Counsel to the Mayor's Office of Contract Services (MOCS), and reporting to the Associate Director for Capacity Building and Oversight, with wide latitude for independent judgment, the Staff Attorney provides legal advice to the General Counsel and Capacity Building and Oversight unit staff.

- Provide legal advice and analysis on a broad range of procurement-related matters that impact nonprofit organizations, including:
 - Interviewing vendors and in consultation with the Law Department and the Department of Investigation, negotiate and draft terms of agreements with vendors to resolve integrity concerns.
 - Drafting and reviewing contract language and directives for Mayoral agencies' use to implement various legislative and policy initiatives.
 - Drafting affidavits for litigation, as well as required regulatory findings and waivers.
 - Monitoring and advising on legislative and policy initiatives at city, state and federal levels, e.g., environmentally preferable purchasing, M/WBE contract opportunities and prevailing wage compliance.
 - Drafting testimony, regulations and policy memoranda.
 - Working with the New York City Council on procurement-related policy and legislation.
- Supervise MOCS' legal work relating to the CBO unit, including:
 - Drafting model policies and legal guidance for nonprofit organizations
 - Drafting and negotiating agreements with nonprofits related to corrective actions and integrity concerns.
 - Meeting with and notifying nonprofits on their obligations under the law and their City contracts
 - Advising on legal compliance related to nonprofits contracts with City agencies and New York State Law.
 - Training nonprofits and City agency staff on legal compliance
- Conduct vendor outreach initiatives to address procurement policies of interest to the vendor community including consulting with a broadly representative group of vendors and associations of vendors, including representatives of the not-for-profit community, concerning current and planned procurement policy initiatives.
- Review nonprofit vendor appeals of agency determinations of non-responsibility and applications for declarations of rehabilitation.
 - Draft CCPO non-responsibility appeals determinations.

- Assist Law Department in drafting standard contract language for Mayoral agencies' use, particularly with regard to human services programs; prepare draft affidavits for litigation and provide advice on responsibility determinations and disputes with Comptroller.
- Coordinate the CAPA processes for procurement-related regulations and in consultation with the Law Department, draft non-PPB, procurement related regulations.
- Provide training and technical assistance to agencies to facilitate best practices in researching and determining vendor responsibility, based upon such factors as business integrity, financial resources, organizational capacity and prior performance.
- Review information, ascertain supporting documentation and prepare narrative for entries to the VENDEX data base, to indicate responsibility issues affecting particular vendors; respond to vendor inquiries/disputes regarding caution information.
- Respond to FOIL requests, draft memoranda for minor rules violations and VENDEX waivers.

REQUIRED QUALIFICATIONS AND/OR SKILLS:

- JD from an accredited law school, and admission to, or in the progress of, NYS bar;
- Experience in nonprofit operations, management, governance, accounting and/or financial management;
- Experience in public policy analysis, government contracting and/or operations;
- Ability to interact appropriately with all levels of management and public;
- Excellent project management, writing and public communication skills;
- Ability to manage time and work independently in a fast-paced environment, while paying close attention to details; and
- Excellent organizational and interpersonal skills

SALARY: Commensurate with experience. Up to, but not exceeding \$75,000.

TO APPLY: Please submit a resume, cover letter and three (3) references to:

<https://a002-oom03.nyc.gov/IRM/EventRegistration/RegForm.aspx?eventGuid=4645fdd8-310d-4db6-884b-e64d4d17fefd>. In the section, "Position: Position you are applying for," please insert the Job Number (11991) indicated on the job posting.

New York City Residency Is Required Within 90 Days Of Appointment
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