



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

EXECUTIVE ORDER NO. 16

August 31, 1990

OFFICE OF CONTRACTS

By the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. Office Continued. The Office of Contracts (the "Office"), established by Executive Order No. 114, dated April 13, 1988, is hereby continued. The Office shall be headed by a Director who shall report to the First Deputy Mayor.

§2. Director of the Office. The Director shall have the following powers and duties:

a. The Director is appointed the City Chief Procurement Officer ("CCPO") for the purposes of the rules and recommendations of the Procurement Policy Board ("PPB"). Whenever such title or similar title describing an officer performing functions similar to those of a CCPO is used in any other provision of law, rule or regulation, such title or description shall be deemed to refer to the Director. The Director may delegate his or her functions as CCPO to the Director of the Office of Construction in connection with construction-related matters.

b. The Director is authorized to:

(i) perform all reviews, make all determinations and give all approvals and certifications to be performed, made or given by the Mayor pursuant to Chapter 13 of the Charter, except for any approvals to be performed pursuant to §317(b) thereof;

(ii) perform all reviews, make all determinations and give all approvals and certifications to be performed, made or given by the Mayor pursuant to the rules of the PPB;

(iii) perform such other functions of the Mayor relating to contracting or procurement as may be delegable by the Mayor;

(iv) perform all reviews, make all determinations and give all approvals and certifications relating to franchises and revocable consents, as may be delegable by the Mayor;

(v) execute all authorizations, approvals and certifications to be made or given by the Mayor pursuant to sections 384, 704, 1602 and 1802 of the Charter with regard to acquisitions and dispositions of real property;

(vi) perform any function, power or duty of the Mayor relating to the execution of deeds and satisfactions.

§3. Functions of the Office: Contracting and Procurement.

The Office of Contracts shall perform the following functions relating to contracting and procurement:

- a. Establish procedures implementing the rules adopted by the PPB, and assist the PPB in carrying out its Charter duties and responsibilities;
- b. Review departmental and specialized contract guidelines and procedures for conformance with citywide guidelines and regulations;
- c. Conduct pre-audit and post-audit reviews of selected contracts to ensure adherence to citywide contracting and procurement procedures;
- d. Pursuant to §1064 of the Charter, establish and maintain a computerized contract and contractor information system as part of a centralized contract registry;
- e. Inform the Mayor of major policy issues or patterns concerning City contracting and procurement;
- f. Draft guidelines and policy statements for review and issuance by the Mayor;
- g. Coordinate City procurement practices with Mayoral agencies and the PPB;
- h. Coordinate citywide information on contracts and contractors, maintain liaison with Agency Chief Contracting Officers, and provide technical assistance

to agencies on contract and procurement related issues;

- i. Establish working relationships with associations of contractors from industry and nonprofit groups that do business with the City in order to encourage contractors to compete for business with the City.

§4. Functions of the Office: Franchises and Revocable Consents. The Office of Contracts shall perform the following functions relating to franchises, concessions and revocable consents:

- a. Perform reviews, make all determinations and give all approvals and certifications respecting franchises and revocable consents, as the Mayor may direct;
- b. Pursuant to §373(b) of the Charter, the Director shall designate a member of the Office to serve as clerk of the Franchise and Concession Review Committee.

§5. Rules, Guidelines and Procedures. The Director is authorized to promulgate such rules, guidelines and procedures as may be necessary and appropriate to effectuate the purposes of this Order.

§6. Prior Order Revoked. Executive Order No. 114, dated, April 13, 1988 is hereby revoked.

§7. This Order shall take effect immediately.



David N. Dinkins
M A Y O R