EXECUTIVE ORDER NO. 50

January 22, 1993

INTEGRATED CONTRACT AND PROCUREMENT MANAGEMENT SYSTEM

WHEREAS, the City desires to more effectively manage and streamline the contracting and procurement process for necessary goods, services and construction, and to improve efficiency and cost-effectiveness in procurement; and

WHEREAS, in order to advance these goals it has been determined that a comprehensive automated contract management system, to be known as the Integrated Contract and Procurement Management System (the "ICPMS"), should be created; and

WHEREAS, in order to facilitate the operation of the ICPMS, it is desirable to establish a governing structure to ensure that the ICPMS effectively supports the procurement function:

NOW THEREFORE, by the power vested in me as Mayor of the City of New York, it is hereby ordered that:

Section 1. **Integrated Contract and Procurement Management System Established**

    a.   There shall be established within the Mayor's Office of Contracts an Integrated Contract and Procurement Management System (known as the "ICPMS") which shall, to the maximum extent possible, computerize and automate all aspects of the contracting and procurement processes of City agencies.

    b.   The Mayor's Office of Contracts shall be responsible for the ICPMS, including operation and maintenance, personnel and staffing, and all other activities necessary for the achievement of its mission.

c. The ICPMS shall provide support for all aspects of City procurement, and shall have the capacity to compile and process information regarding vendor registration, solicitation and award processes, vendor selection, contract registration, contract administration, performance monitoring, vouchering, payments and any other pertinent management information concerning the contracting and procurement activities of City agencies.

d. The ICPMS shall also contain an electronic data interchange component that will permit vendors to access information on contract opportunities, download solicitation documents, submit invoices, and receive payment electronically.

e. The ICPMS shall be accessible to the public at a central location to allow review of such standard information regarding each City contract and contractors as is required to be available for public examination pursuant to Charter Section 1064 and the Rules of the Procurement Policy Board.

Section 2. **Integrated Contract and Procurement Management System Policy Board Established**

a. There is hereby established an Integrated Contract and Procurement Management System Policy Board (the "ICPMS Board").

b. The ICPMS Board shall consist of six members. Three members shall be appointed by the Mayor, two shall be appointed by the Comptroller, and one ex-officio (non-voting) member shall be a representative of the Procurement Policy Board. Each member shall serve at the pleasure of his or her appointing authority.

c. The Director of the Mayor's Office of Contracts shall serve as Chair of the ICPMS Board.

d.   The ICPMS Board shall be responsible for the establishment of policy regarding the design, development and operation of the ICPMS. The ICPMS Board shall act by majority vote of the members entitled to vote, except that the vote of four members entitled to vote shall be necessary for all policy decision concerning: (i) the collection, utilization and reporting of data on City contracts and contractors; (ii) the payment process, and other financial transactions; (iii) linkages with any other relevant automated information systems; and (iv) the internal management controls of the ICPMS.

e.   The ICPMS Board, acting in consultation with the Procurement Policy Board as appropriate, shall promulgate such guidelines and procedures as may be necessary and appropriate to effectuate the purposes of this Order.

Section 3.   This Order shall take effect immediately.

DAVID N. DINKINS
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