



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

EXECUTIVE ORDER No. 27

June 16, 2017

HHS ACCELERATOR

WHEREAS, the City of New York provides a wide range of health and human services, as well as social and economic support services (“Client and Community Services”), to a diverse client population throughout New York City; and

WHEREAS, among the Agencies providing such Client and Community Services are the Administration for Children’s Services, Department for the Aging, Department of Correction, Mayor’s Office of Criminal Justice, Department of Health and Mental Hygiene, Department of Probation, Department of Housing Preservation and Development, Department of Small Business Services, Department of Homeless Services, Department of Youth and Community Development, and Department of Social Services, acting through the Human Resources Administration, referred to collectively herein as “CCS Agencies”; and

WHEREAS, in furtherance of their mission to serve New Yorkers, CCS Agencies enter into contracts with not-for-profit organizations and other private entities (“CCS Providers”) for the provision of Client and Community Services, amounting to several billion dollars each year; and

WHEREAS, CCS Providers are vital to the well-being of millions of New Yorkers, especially the City’s most vulnerable residents; and

WHEREAS, streamlining the procurement process for Client and Community Services through greater centralization and innovative technology systems has furthered the effective and efficient fulfillment of the CCS Agencies’ responsibilities, by reducing the administrative burdens on CCS Providers, particularly duplicative document submissions, thus allowing them to focus on their mission-driven activities and programs, while ensuring high quality services at fair and reasonable prices and safeguarding the integrity of the procurement process; and

WHEREAS, a centralized, standardized, and transparent framework that organizes and defines the functional elements of all types of Client and Community Services procured by New York City has resulted in CCS Agencies being able to conduct more efficient and effective solicitations for their programs; and

WHEREAS, HHS Accelerator was established by Executive Order No. 160 on April 9, 2012, with the goal of streamlining the procurement process for client and community services through greater centralization and innovative technology systems; and

WHEREAS, in the interest of continuing the effective and efficient functioning of HHS Accelerator, it has been determined that it should be located within the Mayor's Office of Contract Services and managed by the Director of such office; and

WHEREAS, to implement and support this management change, employees performing certain functions should be transferred to the Mayor's Office of Contract Services;

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

Section 1. HHS Accelerator was established by Executive Order No. 160, dated April 9, 2012, to facilitate the central management of the procurement process for Client and Community Services and contractual relationships with current and prospective CCS Providers. HHS Accelerator shall be located within the Mayor's Office of Contract Services ("MOCS") and shall be headed by the Director of the Mayor's Office of Contract Services ("Director"), who shall report to the First Deputy Mayor. Previous actions taken pursuant to Executive Order No. 160, dated April 9, 2012, are hereby ratified and continued, pending further actions taken pursuant to this Order.

§ 2. The Director shall implement HHS Accelerator through the following powers and duties:

a. **One-Stop Electronic Document Management.** The Director shall design, construct and manage a document vault to provide a centralized, web-based file repository for current and prospective CCS Providers to use for "one-stop" electronic submission and storage of the organizational and credentialing documents that CCS Agencies require for various phases of the procurement and contract administration process. The Director shall promulgate guidance on the form and content of those documents.

b. **Streamlined Business Reviews and Contract Solicitation.** The Director shall create and maintain a centralized, electronic, and web-accessible categorization system (taxonomy) for all City agencies. The taxonomy will document and display in real time the various types of Client and Community Services procured by CCS Agencies. The Director shall establish a business review process for CCS Providers. The business review process will consist of evaluative criteria for potential CCS Providers based on the CCS agencies' credentialing documents contained in the document vault, the financial health and organizational capacity of the organization, relevant service experience of the organization and the organization's key staff, and demonstrated ability of the organization to provide CCS services. Based on these criteria, and in consultation with appropriate CCS Agencies, the Director shall have the capability to prequalify CCS Providers, as appropriate, in one or more service areas. The Director will also develop a web-based system to manage procurements for Client and Community Services, building upon the results of the business review process. Such a system will provide an electronic mechanism to transmit solicitations for Client and Community Services to qualified CCS Providers, accept proposals from CCS Providers, and facilitate the evaluation of proposals.

c. **Master Service Agreements.** The Director is authorized to establish and maintain prequalified lists for procurements by CCS Agencies pursuant to chapter 13 of the Charter and the rules of the Procurement Policy Board. Subject to the approval as to form by the Corporation Counsel, the Director shall establish and maintain Standard Contracts and Master Service Agreements that may be used for procurements by CCS Agencies to standardize the core business terms for contracts with CCS Providers. The Director may require individual providers to agree to the terms of such Standard Contracts or Master Service Agreements as a condition of eligibility for CCS Providers being placed on a prequalified list for Client and Community Services procurements conducted by CCS Agencies.

d. **Integrated Financial System and Standard Fiscal Manual.** The Director shall develop a centralized, web-based system to facilitate the financial relationship between CCS Agencies and CCS providers, including contract budget setting, budget modifications, invoicing, and payment. In collaboration with the CCS Agencies and the Office of Management and Budget (OMB), the Director shall also develop and maintain a Standard Fiscal Manual for the provision of Client and Community Services to standardize financial budget formats, claiming and billing procedures, and administrative overhead rates to the maximum feasible extent, so as to improve efficiency for both CCS Agencies and CCS Providers.

e. **Centralized Auditing.** The Director shall work with CCS Agencies, Mayor's Office of Operations, and other related Agencies to centralize and streamline the financial and performance audit process for Client and Community Services contracts.

f. **Outreach and Technical Assistance.** The Director shall conduct outreach and provide technical assistance to CCS Providers. The assistance shall facilitate CCS Providers' participation in the HHS Accelerator document management, business review and integrated financial systems.

### §3. Task Force and Oversight Functions.

a. **CCS Providers Task Force.** Under the direction of the First Deputy Mayor, or his or her designee, the Director shall also convene a task force of leaders of the nonprofit and CCS Provider community, and cause such task force to meet at regular intervals in order to facilitate ongoing input and dialogue with respect to the operation of the HHS Accelerator system.

b. **Oversight Functions.** The Director shall provide oversight and coordination of the development and management of the Client and Community Services systems described herein. In addition to the specific duties and responsibilities enumerated, the Director shall also have the authority to make prequalification determinations with respect to CCS Providers as set forth in the Procurement Policy Board (PPB) Rules and other applicable laws and regulations.

§ 4. **Functional Transfer.** In furtherance of the functional transfer necessitated by the location of HHS Accelerator within MOCS, employees substantially engaged in (i) procurement oversight and support, consisting of reviews related to contracting and procurement for Client

and Community Services and related oversight and coordination, (ii) the maintenance and support of the web-based technology systems described in this Executive Order and related technical support to agencies and providers, or (iii) any functions ancillary to the functions previously described, shall be transferred from the City Department of Social Services, acting through the Human Resources Administration, to MOCS, in accordance with Civil Service Law § 70(2), on July 9, 2017, or as soon as practicable thereafter as a functional transfer may be effectuated. Employees who are subject to pending disciplinary charges on the date of the functional transfer, or against whom a disciplinary penalty has been assessed but not yet served or paid on or prior to such date, shall be retained in their current employment until the resolution of the adjudicative or administrative proceedings and until any outstanding disciplinary penalty has been served or paid.

§ 5. Cooperation and Assistance. The heads of all agencies shall cooperate with and assist the Director in the implementation of HHS Accelerator, as needed.

§ 6. Prior Order Revoked. Executive Order No. 160, dated April 9, 2012, is hereby revoked. Any reference to HHS Accelerator, the HHS Accelerator Director or any Executive Order relating to HHS Accelerator contained in any other laws, regulations or Executive Orders are deemed to refer to the HHS Accelerator program within MOCS, the Director and this Executive Order, respectively.

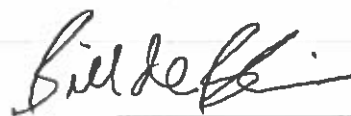
§ 7. Prior Order Amended. Paragraphs (xi) and (xii) of subdivision b of Section 2 of Executive Order No. 121, dated August 11, 2008, are amended, and a new paragraph (xiii) is added, to read as follows:

(xi) perform all functions and make all determinations assigned to the Mayor's Office of Contract Services pursuant to Executive Order No. 72, dated October 6, 2005, with regard to equal access to health insurance coverage for the domestic partners of employees of City vendors and other businesses;

(xii) perform all reviews and make all determinations assigned to the Mayor's Office of Contract Services pursuant to Executive Order No. 102, dated July 18, 2007, with regard to prevailing wage and living wage requirements in City contracts; and

(xiii) implement HHS Accelerator, as established by Executive Order No. 27, dated June 16, 2017, including performing all functions and duties set forth in such Order.

§ 8. This Order shall take effect on July 9, 2017, or as soon as practicable thereafter as a functional transfer may be effectuated, provided that effective immediately, all actions necessary in furtherance of the timely implementation of this Order are hereby authorized and directed.



Bill de Blasio  
MAYOR