

Bill de Blasio
Mayor

Daniel Symon
Director and
Chief Procurement Officer

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TO: Mayor Bill de Blasio
Comptroller Scott M. Stringer
City Council Speaker Corey Johnson

FROM: The Procurement Policy Board (PPB)
Alexandros Hatzakis, Member and Chair
Dustin Saldarriaga, Member
Lisa Flores, Member
Arva Rica, Member
Sergio Paneque, Member

DATE: July 9, 2019

SUBJECT: Professional Standards and Certification for Agency Contracting Officers

BACKGROUND

Pursuant to §311 of the New York City Charter, the Procurement Policy Board is required to issue an annual report setting forth the professional standards for agency contracting officers adopted by the Mayor, including any applicable certification process.

The New York City Procurement Training Institute (PTI) was established by way of Executive Order 38 of 1992 in order to provide training and education programs to City personnel in professional skills necessary for the procurement of goods, services, and construction by City agencies. Executive Order 121 of 2008 charged the Mayor's Office of Contract Services (MOCS) with promulgating professional development standards for the City's senior procurement staff. The PTI Certification program was created with the goal of ensuring that the agencies are regularly trained on the best practices in procurement methods and policies.

CERTIFICATION OVERVIEW

All senior procurement personnel of Mayoral Agencies, including Agency Chief Contracting Officers (ACCOs), Deputy Agency Chief Contracting Officers (DACCOs), and relevant MOCS staff, were required to complete an initial PTI certification within the first two (2) years of their appointment and thereafter, to recertify every five (5) years.¹ Although certification is not required for other agency procurement staff, pursuant to the

¹ PTI Certification was only required for ACCOs at agencies with greater than \$1M annual procurement volume and for DACCOs at agencies with procurement volumes over \$5M annually. That requirement was expanded in September 2014 to include all ACCOs and DACCOs regardless of the agency's procurement volume.

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approval of the ACCO and the availability of funding, such staff persons may pursue city certification.

For initial PTI certification, twenty (20) qualifying points were required and could be satisfied by procurement experience and attending and/or teaching relevant coursework. There were two (2) required courses in the PTI curriculum for certification: Ethics: A Crash Course for The Public Procurement Professional and Automated Procurement Tracking (APT) Training. For recertification, which was required every five (5) years, fifteen (15) qualifying points were necessary and could be accomplished by teaching and/or attending relevant coursework. Other areas of professional experience that could generate qualifying points were: achievement and maintenance of certification status from other accrediting organizations; participation in professional conferences, membership organizations, and (for those whose attendance record was deemed excellent) monthly ACCO meetings; and publication of procurement-related material. These other areas of professional experience could be applied for initial PTI certification as well. For additional information on the certification program, see the Professional Standards Framework for Certification and Training of NYC's Procurement Staff (Appendix A).

MANDATORY TRAININGS: PROCUREMENT ETHICS & APT TRAINING

It is essential that public procurement professionals are highly trained and held to a high degree of excellence. To that end, public employees have the responsibility to uphold the City's underlying procurement policy related to ethics. PPB Rule § 1-03(a) requires that all public employees responsible for the expenditure of taxpayer dollars take the appropriate measures to ensure that their conduct does not violate the public trust placed in them. The mandatory PTI Ethics course reinforces the City's procurement policy by educating participants on the core ethical concepts arising in the procurement context such as accountability for compliance, conflicts of interest avoidance, confidentiality and openness in government. The course also explores the historical evolution of the Mayor's procurement authority. Through use of interactive and creative problem-solving techniques, the PTI Ethics course teaches participants how to identify and address ethical issues that might arise in today's procurement world.

In addition to the Ethics course, PTI participants were required to obtain APT training to satisfy the program certification requirements. The APT system allows agencies to track and report on agency activity for the paper-based procurement process. The system also allows agency procurement staff to electronically share documents and approve contract actions. The APT training serves to provide basic overview of the APT system and best practices on completing daily procurement tasks.

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PTI CURRICULUM & EXPANSION

In 2017, MOCS introduced a new course, Collaborative Program Design, which includes recommendations on how the City and nonprofits can collaborate to design programs to achieve maximum impact. MOCS revisited all PTI course decks to align them with the MOCS branding template and a standardized course structure, which includes knowledge checks and interactive elements. Another way MOCS has made strides to have a more standardized approach to PTI is through the train-the-trainer series. MOCS will continue to offer this series of workshops and certify more trainers. MOCS has selected a vendor to create computer-based training for our pilot course, Procurement 101. MOCS continues to explore opportunities to offer additional professional development trainings, including creating more self-directed trainings for procurement professionals, and expects to provide a variety of course offerings in the upcoming academic year. MOCS also offers a wealth of online resources regarding the procurement process, which are made available to agency staff on our CityShare page.

FISCAL 2018 INDICATORS

During Fiscal 2018, MOCS trained 1,654 participants through PTI on procurement related topics. Although many courses were geared toward assisting City procurement staff with their professional responsibilities, attendees included various other agency staff members of both Mayoral and Non-Mayoral agencies. Participants completed training in a variety of areas, including, contracting, ethics and legal compliance, PASSPort training, and introduction to procurement. Additionally, MOCS certified ten (10) new procurement professionals who had completed MOCS procurement professional certification requirements.



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APPENDIX A

PTI Professional Standards Framework for Certification and Training of NYC's Procurement Staff

Professional Standards Framework for Certification and Training of NYC's Procurement Staff

- I. Requirements for Initial Certification** – Mandatory for all ACCOs, DACCOs, and MOCS staff as designated by CCPO – **20 points must be achieved within 2 years of appointment OR within 2 years of effective date of this requirement**, whichever is later.

Area	Point Value
Procurement Experience (Mandatory) Two Years of Service is Mandatory	(Minimum = 2 Pts.; Maximum= 5 Pts.)
Service in procurement professional capacity with City government or other gov't entity	1 Point/Year
College/Graduate Education	(Maximum = 8 Points)
(Highest degree now held from accredited institution) <ul style="list-style-type: none"> • Doctorate • Master's Degree • Bachelor's Degree • Associate Degree 	8 Points 6 Points 4 Points */ 3 Points ** 2 Points */ 1 Point ** * Procurement-related field (e.g., business, law, public administration) ** Other field
Procurement Course Work (Mandatory)	(Minimum = 7 Points)
A. Hours/Credits Earned in Last 5 Years May be comprised of courses offered by entities cited below or any other entity approved by CCPO. For non-matriculated college/university courses, only courses taken <u>subsequent</u> to highest degree credited above are eligible in this category.	
PTI Courses <ul style="list-style-type: none"> • Generic Course (e.g., Cost and Price Analysis; LEAP Courses) • City Specific Course (e.g., City Specific Contracting; Contracting via Competitive Sealed Bidding; Purchasing Off of NYS Contracts) • Ethics/Legal Compliance Course - Mandatory 	1 Point/7 Course Hours 2 Points/7 Course Hours 2 Points/Course
NIGP, NAPM or other like professional organization courses	1 Point/7 Course Hours
College or university procurement related courses (completed with at least a C or, if applicable, passing grade)	2 Points/Course
City procurement related courses (e.g., VENDEX, FMS)	1 Point/Course
APT Trainings/Courses - Mandatory	1 Points/Course
Procurement related CLE/CPE courses	1 Point/Course
Audited college or university course or university affiliated procurement related adult education courses (with proof of attendance)	1 Point/Course
B. Procurement/ Procurement Related Courses Taught in Last 5 Years PTI Other Approved Entity	4 Points/Course Title 3 Points /Course Title
Other Professional Activities	Maximum to Count Toward Cert.
Other than NYC Procurement Certification (highest level currently held) <ul style="list-style-type: none"> • NIGP CPPO • NIGP CPPB • ISM CPM Certification • ISM APP Certification • Certification from another accredited institution 	(Maximum = 5 Points) 5 Points 4 Points 3 Points 2 Points (Points TBD by CCPO)
Participation/Attendance in Last 5 Yrs. in Prof'l Activities Approved by CCPO <ul style="list-style-type: none"> • Participation as Speaker/Instructor/Panel Member @ Approved Prof'l Conf. • Attendance @ Approved Prof'l Conf. • Excellent Attendance @ MOCS/ACCO Monthly Mtgs. (per CCPO Determination) • Officer (ACCO or DACCO) During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO • Member (Procurement Professional other than ACCO or DACCO, i.e. Procurement Analyst) During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO 	(Maximum = 12 Points) 2 Points/Conference 1 Point/Conference 2 Points 2 Points 1 Point
Procurement Related Publication <ul style="list-style-type: none"> • Articles, manuscripts, text materials 	(Maximum = 3 Points) 1-3 Points (determined by CCPO)

II. Requirements for Re-Certification – Mandatory for all ACCOs, DACCOs, and MOCS Staff as designated by CCPO) – **15 points must be achieved w/in 5 yrs. of certification/re-certification** -- must include 6 coursework points.)

Area	Point Value
College/Graduate Education	(Maximum = 8 Points)
<ul style="list-style-type: none"> • Doctorate Degree • Master's Degree • Bachelor's Degree • Associate Degree 	Points = difference betw. point value of degree achieved in last 5 yrs. & point value credited for prior degree. 8 Points 6 Points 4 Points */ 3 Points ** 2 Points */ 1 Point ** * Procurement-related field (e.g., business, law, public administration) ** Other field
Procurement Course Work (Mandatory)	(Minimum =6 Points, incl. 2 points for procurement ethics/legal compliance)
A. Hours/Credits Earned in Last 5 Years May be comprised of courses offered by entities cited below or any other entity approved by CCPO. For non-matriculated college/university courses, only courses taken <u>subsequent</u> to highest degree credited above are eligible in this category. PTI Courses <ul style="list-style-type: none"> • Generic Course (e.g., Cost and Price Analysis; LEAP Courses) 1 Point/7 Course Hours • City Specific Course (e.g., City Specific Contracting; Contracting via Competitive Sealed Bidding; Purchasing Off of NYS Contracts) 2 Points/7 Course Hours • Ethics/Legal Compliance Course - Mandatory 2 Points/Course NIGP, NAPM or other like professional organization courses 1 Point/7 Course Hours College or university procurement related courses (completed with at least a C or, if applicable, passing grade) 2 Points/Credit City procurement related courses (e.g., VENDEX, FMS) 1 Point/Course Procurement related CLE/CPE courses 1 Point/Course Audited college or university course or university affiliated procurement related adult education courses (with proof of attendance) 1 Point/Course	
B. Procurement/ Procurement Related Courses Taught in Last 5 Years PTI 4 Points/Course Title Other Approved Entity 3 Points /Course Title	
Other Professional Activities	Maximum to Count Toward Recert.
Other than NYC Procurement Certification (highest level currently held) Maximum = 5 Points) <ul style="list-style-type: none"> • NIGP CPPO 5 Points • NIGP CPPB 4 Points • ISM CPM Certification 3 Points • ISM APP Certification 2 Points • Certification from another accredited institution (Points TBD by CCPO) 	
Participation/Attendance in Last 5 Yrs. in Prof'l Activities Approved by CCPO (Maximum = 12 Points) <ul style="list-style-type: none"> • Participation as Speaker/Instructor/Panel Member @ Approved Prof'l Conf. 2 Points/Conference • Attendance @ Approved Prof'l Conf. 1 Point/Conference • Excellent Attendance @ MOCS/ACCO Monthly Mtgs. (per CCPO Determination) 2 Points/5 yr. Cycle • Officer (ACCO or DACCO) During Last 5 Yrs. of Prof'l Procurement Org. 2 Points • Member (Procurement Professional other than ACCO or DACCO, i.e. Procurement Analyst) During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO 1 Point 	
Procurement Related Publication (Maximum = 6 Points) <ul style="list-style-type: none"> • Articles, manuscripts, text materials 1-3 Points (determined by CCPO) 	

III. Requirements for Other Procurement Staff

Certification is not required for other agency procurement staff. However, pursuant to the approval of the ACCO and the availability of funding, such staff persons may pursue City Certification, as described above.

As an alternative to certification, however, **any agency procurement staff member who is assigned any procurement signatory authority above the micro-purchase level shall be required to take at least 1 course every two years**, as a condition of such signatory authority. This requirement will also be applied prospectively to all Mayoral ACCOs and DACCOs from agencies whose procurement volumes fall below the respective \$1 million and \$5 million thresholds.

Other appropriate agency procurement staff, as determined by the ACCO, should also be strongly encouraged to take at least one procurement course every two years, as part of their continued professional development.



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APPENDIX B

Initial PTI Certification Application

Application for Initial Procurement Training Institute Certification

Complete the application in its entirety. Please use a blank sheet to submit additional information if needed and include all applicable attachments.

Name: _____

Agency: _____

Position/Title: _____

Work Phone: _____ Work Fax: _____

Each of the areas where one can claim points towards certification, as detailed below, require documentation. Please attach appropriate documentation supporting the following, as appropriate:

- *Procurement related work experience (a resume will suffice)*
- *Hours/Credits earned in the last 5 years*
- *Procurement related courses taught in the last 5 years*
- *Other than NYC Procurement certification(s)*
- *Documentation that will support points awarded at CCPO discretion*

I hereby affirm that I have read and understand the program information as outlined in the Professional Training Initiative Application for Certification, version September 2014 and agree to the policies and procedures as described in the corresponding version of the Professional Standards Framework for Certification and Training of NYC's Procurement Staff. I affirm that the statements and information set herein this application are true and correct, and that any falsification or willful misstatements or omissions intended to mislead MOCS staff will forfeit my right to certification.

Applicant's Signature _____ **Date** _____

Submit completed application and required documentation to:

Mayor's Office of Contract Services
Attn: Brandon Chiazza
253 Broadway, 9th Floor
New York, NY 10007

Phone: 212-442-0568

Application for Initial Procurement Training Institute Certification

Requirements for Initial Certification – Mandatory for all ACCOs, all DACCOs, and MOCS staff as designated by CCPO.

20 points must be achieved within 2 years of appointment OR within 2 years of effective date of this requirement, whichever is later.

Please use attachments to provide further information, such as date(s) classes taken/taught or other supporting documentation.

Questions	Point(s) Value	Quantity	Your Points
Years of Service in a Procurement Related Position			
(Minimum = 2 Pts.; Max. = 5 Pts.)			
Please Note Two Years of Service is a Mandatory Requirement.			
How many years of service in procurement professional capacity with City government or other government entity do you have?	1 Point/Year		
College/Graduate Education			
(Maximum = 8 Points) Highest degree now held from accredited institution) * Procurement-related field (e.g., business, law, public administration)			
** Other field			
Doctorate	8 Points		
Master's Degree	6 Points		
Bachelor's Degree	4 Points */ 3 Points **		
Associate Degree	2 Points */ 1 Point **		
Procurement Course Work (Mandatory)			
(Minimum 7 Points, including 2 points for procurement Ethics/Legal Compliance Course and 1 point for APT Training/Course)			
A. Hours/Credits Earned in Last 5 Years			
May be comprised of courses offered by entities cited on application or any other entity approved by CCPO. For non-matriculated college/university courses, only courses taken subsequent to highest degree credited above are eligible in this category.			
PTI Courses			
Generic Course (e.g., Cost and Price Analysis; LEAP Courses)	1 Point/7 Course Hours		
City Specific Course (e.g., City Specific Contracting; Contracting via Competitive Sealed Bidding; Purchasing Off of NYS Contracts)	2 Points/7 Course Hours		
Ethics/Legal Compliance Course	2 Points/Course MANDATORY		
NIGP, NAPM or other like professional organization courses	1 Point/7 Course Hours		
College or university procurement related courses (completed with at least a C or, if applicable, passing grade)	2 Points/Course		
City procurement related courses (e.g., VENDEX, FMS)	1 Point/ Course		
APT Trainings/Courses	1 Point/Course MANDATORY		
Procurement related CLE/CPE courses	1 Point/Course		
Audited college or university course or university affiliated procurement related adult education courses (with proof of attendance)	1 Point/Course		

Application for Initial Procurement Training Institute Certification

B. Procurement/ Procurement Related Courses Taught in Last 5 Years			
PTI	4 Points/Course Title		
Other Approved Entity	3 Points/Course Title		
Other Professional Activities			
Other than NYC Procurement Certification (highest level currently held)			(Maximum = 5 Points)
NIGP CPPO	5 Points		
NIGP CPPB	4 Points		
ISM CPM Certification	3 Points		
ISM APP Certification	2 Points		
Certification from another accredited institution	(Points TBD by CCPO)		
Participation/Attendance in Last 5 Yrs. in Professional Activities Approved by CCPO			(Maximum = 12 Points)
Participation as Speaker/Instructor/Panel Member at Approved Prof'l Conf.	2 Points/Conference		
Attendance at Approved Prof'l Conf.	1 Point/Conference		
Excellent Attendance at MOCS/ACCO Monthly Mtgs. (CCPO Determination)	2 Points		
Officer During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO	2 Points		
Member During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO	1 Point		
Procurement Related Publication			(Maximum = 3 Points)
Articles, manuscripts, text materials (CCPO Determination)	1-3 Points		

Individual Submission		MOCS Approval
Years of Service	_____	_____
College/Graduate Education	_____	_____
Procurement Course Work		
Ethics/Legal Compliance (Mandatory)	_____	_____
PTI Classes Taken	_____	_____
Procurement Related Classes Taught*	_____	_____
Other Professional Activities*		
<i>Other than NYC Certification</i>	_____	_____
<i>Participation in Other Activities Approved by CCPO</i>	_____	_____
<i>Procurement Related Publication</i>	_____	_____
Total Points	_____	_____

*Points awarded at the discretion of the CCPO

Approved by Michael Owh, CCPO _____

Date _____



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APPENDIX C

PTI Recertification Application

Application for Procurement Training Institute Recertification

Complete the application in its entirety. Please use a blank sheet to submit additional information if needed and include all applicable attachments.

Name: _____

Agency: _____

Position/Title: _____

Work Phone: _____ Work Fax: _____

Each of the areas where one can claim points towards certification, as detailed below, require documentation. Please attach appropriate documentation supporting the following, as appropriate:

- *Hours/Credits earned in the last 5 years*
- *Procurement related courses taught in the last 5 years*
- *Other than NYC Procurement certification(s)*
- *Documentation that will support points awarded at CCPO discretion*

I hereby affirm that I have read and understand the program information as outlined in the Professional Training Initiative Application for Certification, version September 2014 and agree to the policies and procedures as described in the corresponding version of the Professional Standards Framework for Certification and Training of NYC's Procurement Staff. I affirm that the statements and information set herein this application are true and correct, and that any falsification or willful misstatements or omissions intended to mislead MOCS staff will forfeit my right to certification.

Applicant's Signature _____ **Date** _____

Submit completed application and required documentation to:

Mayor's Office of Contract Services
Attn: Brandon Chiazza
253 Broadway, 9th Floor
New York, NY 10007

Phone: 212-442-0568

Application for Procurement Training Institute Recertification

Requirements for recertification – Mandatory for all ACCOs, DACCOs, and MOCS staff as designated by CCPO – **15 points must be achieved within 5 years of certification/re-certification** -- must include 5 coursework points.)

Please use attachments to provide further information, such as date(s) classes taken/taught or other supporting documentation.

Questions	Point(s) Value	Quantity	Your Points
College/Graduate Education			
Points = difference between point value of degree achieved in last 5 years and point value credited for prior degree			
* Procurement-related field (e.g., business, law, public administration) ** Other field			
Doctorate	8 Points		
Master's Degree	6 Points		
Bachelor's Degree	4 Points */ 3 Points **		
Associate Degree	2 Points */ 1 Point *		
Procurement Course Work (Mandatory)			
(Minimum 5 Points, including 2 point for procurement Ethics/Legal Compliance)			
Hours/Credits Earned in Last 5 Years			
May be comprised of courses offered by entities cited on application or any other entity approved by CCPO. For non-matriculated college/university courses, only courses taken <u>subsequent</u> to highest degree credited above are eligible in this category.			
PTI Courses			
Generic Course (e.g., Cost and Price Analysis; LEAP Courses)	1 Point/7 Course Hours		
City Specific Course (e.g., City Specific Contracting; Contracting via Competitive Sealed Bidding; Purchasing Off of NYS Contracts)	2 Points/7 Course Hours		
Ethics/Legal Compliance Course – may be generic or City-specific (credit is subject to CCPO approval)	2 Points (as above) MANDATORY		
NIGP, NAPM or other like professional organization courses	1 Point/7 Course Hours		
College or university procurement related courses (completed with at least a C or, if applicable, passing grade)	2 Points/Credit		
City procurement related courses (e.g., VENDEX, FMS)	1 Point/ Course		
APT Trainings/Courses	1 Point/Course		
Procurement related CLE/CPE courses	1 Point/Course		
Audited college or university course or university affiliated procurement related adult education courses (with proof of attendance)	1 Point/Course		
B. Procurement/ Procurement Related Courses Taught in Last 5 Years			
PTI	4 Points/Course Title		
Other Approved Entity	3 Points/Course Title		
PTI Faculty Management (approved by CCPO)	1 Point/Year		

Application for Procurement Training Institute Recertification

Other Professional Activities			
Other than NYC Procurement Certification (highest level currently held)			(Maximum = 5 Points)
NIGP CPPO	5 Points		
NIGP CPPB	4 Points		
ISM CPM Certification	3 Points		
ISM APP Certification	2 Points		
Certification from another accredited institution	(Points TBD by CCPO)		
Participation/Attendance in Last 5 Yrs. in Professional Activities Approved by CCPO			(Maximum = 12 Points)
Participation as Speaker/Instructor/Panel Member at Approved Prof'l Conf.	2 Points/Conference		
Attendance at Approved Prof'l Conf.	1 Point/Conference		
Excellent Attendance at MOCS/ACCO Monthly Mtgs. (CCPO Determination)	2 Points		
Officer During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO	2 Points		
Member During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO	1 Point		
Procurement Related Publication			(Maximum = 3 Points)
Articles, manuscripts, text materials (CCPO Determination)	1-3 Points (determined by CCPO)		

Individual Submission		MOCS Approval
College/Graduate Education	_____	_____
Procurement Course Work	_____	_____
Ethics/Legal Compliance (Mandatory)	_____	_____
PTI Classes Taken	_____	_____
Procurement Related Classes Taught*	_____	_____
Other Professional Activities*		
<i>Other than NYC Certification</i>	_____	_____
<i>Participation in Other Activities Approved by CCPO</i>	_____	_____
<i>Procurement Related Publication</i>	_____	_____
 Total Points	 _____	 _____

*Points awarded at the discretion of the CCPO

Approved by Michael Owh, CCPO _____

Date _____

Fall 2017 PTI Schedule

PASSPort Agency – Reoccurring Mondays and Wednesdays (9:00am-12:00pm)

The Procurement Sourcing and Solutions Portal (PASSPort) system is a new procurement application. In the first release, agencies will be using PASSPort for Responsibility Determinations and must understand its features and functionality. The course is structured for new hires or experienced procurement professionals.

PASSPort Performance Evaluations – Reoccurring Mondays (12:00pm-1:00pm; 2:00pm-3:00pm)

The Procurement Sourcing and Solutions Portal (PASSPort) system is a new procurement application. In the first release, agencies will be using PASSPort for Performance Evaluations and must understand its features and functionality. The course is structured for new hires or experienced procurement professionals.

AcceleratorAssist Procurement Management - September 12, 2017 (10:00am-12:00pm) – Held at 4 MetroTech Center, 19th Floor

AcceleratorAssist is designed to support Procurement staff system users from the participating City Agencies. During AcceleratorAssist Solicitation Management, Agency staff will be provided with an overview of procurement actions, including the following: (1) Navigating the Procurement Roadmap, (2) Releasing RFPs, (3) Configuring Evaluation, (4) Completing Evaluations and Reviewing Scores, and (5) Making Award Selections.

NYC Nonprofit - Jumpstart Your Strategic Plan – September 13, 2017 (9:00am-12:30pm)

This half-day workshop is developed for Executive/Board leadership, and Development Directors. We will lead with an overview of the strategic planning process and the various components of a strong plan. The planning process will cover all aspects of a nonprofit's work: governance, management, operations, finances, fundraising, facilities, and programming.

LL34 Compliance/DBA –September 12, 2017 (11am-12:30pm)

September 27, 2017 (1:00pm-2:30pm)

October 17, 2017 (11:00am-12:30pm)

October 25, 2017 (1:00pm-2:30pm) - CANCELLED

November 15, 2017 (1:00pm-2:30pm)

December 12, 2017 (11:00am-12:30pm)

Local Law 34 of 2007 (LL34) established a public Doing Business Database of all entities that are doing or seek to do business with the City, as well as their principal officers, owners, and senior managers. Doing Business Data Forms (DBDF) are collected by City agencies with proposals, at the beginning of contract negotiations or discussions with proposed vendors, as well as when a contract is awarded. When an entity has proposed and has been awarded business by the City that reaches or exceeds threshold amounts, the persons associated with the entity are considered to be doing business with the City. They are then listed on the public Doing Business Database and are subject to the stricter limits for campaign donations defined by the law. This training provides an overview of LL34, when and for what types of purchases the DBDF is collected, and how the information is used for campaign finance purposes.

Ethics/Legal Compliance – September 20, 2017 (1:00pm-3:30pm)

In this course participants will learn about core ethical concepts arising in the procurement context such as accountability for compliance, conflicts of interest avoidance, confidentiality and openness in government. The course also explores the historical evolution of the Mayor's procurement authority. The course uses an interactive approach and creative problem solving techniques to teach how to identify and address ethical issues that might arise in the procurement world.

Processing City Council Expense Allocations – September 26, 2017 (9:00am-12:30pm)

The City of New York registers between one and three hundred million dollars' worth of contracts funded through the discretionary process each year for everything from job training to after-school programs to legal services. This training will cover the fundamentals of how the City vets and processes these contracts. Discretionary funds are awarded by elected officials, not by competition, calling for increased oversight to ensure that only responsible nonprofits receive City funding. Understanding the review and prequalification process is essential for agency staff members, specifically discretionary contract managers to perform their critical role in the procurement process.

APT (Automated Procurement Tracking) Basics – September 26, 2017 (10:00am-12:00pm)

This course is designed for new APT users to learn about the system. It will provide you with the information you need to complete your tasks in the system. The attendees should have basic procurement knowledge.

Introduction to Procurement – October 19, 2017 (10:00am-12:00pm)

This course will provide an introduction to basic procurement methods, and principles. The purpose of the course is to provide an introductory framework for procurement planning. The course will cover the following areas:

- Methods definitions
- Business requirements
- Municipal tracking systems
- Key local laws

This course is intended for agency procurement and program staff with no background knowledge on municipal procurement.

Legal Compliance in Procurement – October 24, 2017 (9:00am-12:00pm)

This class will provide an overview of procurement laws related to a variety of topics relevant to procurement personnel. Participants will learn about:

- Environmentally Preferable Purchasing (EPP) laws;
- Local Law 50 of 2011, relating to the purchase of New York State food, and the New York City Agency Food Standards;
- The Living and Prevailing Wage Laws;
- Paid Sick Leave;
- The New York State Preferred Source law and reporting on preferred source contract awards under Local Law 125 of 2013;
- Local Law 18 of 2012, relating to disclosure of project cost increases

PIP Subcontractor Tracking – October 26, 2017 (9:00am-12:30pm)

Subcontracting will provide participants with an overview of the requirements surrounding subcontractor data collection and reporting. The course will include a demonstration of the Payee Information Portal (PIP) subcontractor data collection system and the subcontractor screens in FMS. The course will also cover the regulatory requirements around subcontracting in the PPB Rules and Local Law 1 of 2013 (M/WBE). Participants should be prepared to discuss practices within their agency and share best practices with colleagues.

PIP Subcontractor Tracking – November 29, 2017 (9:00am-12:30pm)

Subcontracting will provide participants with an overview of the requirements surrounding subcontractor data collection and reporting. The course will include a demonstration of the Payee Information Portal (PIP) subcontractor data collection system and the subcontractor screens in FMS. The course will also cover the regulatory requirements around subcontracting in the PPB Rules and Local Law 1 of 2013 (M/WBE). Participants should be prepared to discuss practices within their agency and share best practices with colleagues.

Prevailing Wage Law for Procurement Professionals – December 5, 2016 (1:00pm-3:30pm)

This course will focus on the role of procurement professionals as part of the City's team effort to enforce prevailing wage requirements on construction and building service contracts. The course agenda will include an overview of prevailing wage laws in New York State; EO-102 due diligence; review of documentation including sign-in sheets and certified payrolls, as well as 'telltale signs' of potential prevailing wage abuses.

PIP Subcontractor Tracking – December 14, 2017 (9:00am-12:30pm) – CANCELLED DUE TO A LOW NUMBER OF REGISTRANTS

Subcontracting will provide participants with an overview of the requirements surrounding subcontractor data collection and reporting. The course will include a demonstration of the Payee Information Portal (PIP) subcontractor data collection system and the subcontractor screens in FMS. The course will also cover the regulatory requirements around subcontracting in the PPB Rules and Local Law 1 of 2013 (M/WBE). Participants should be prepared to discuss practices within their agency and share best practices with colleagues.

Spring 2018 PTI Schedule

PASSPort Agency Staff: Introduction to PASSPort

PASSPort Agency Staff: Performance Evaluations

PASSPort Agency Staff: Responsibility Determinations

For dates, times, registration and other information for PASSPort trainings, please go to the website <http://Cityshare.nycnet/passport>

LL34 Compliance/DBA– January 9, 2018 (11:00am-12:30pm) - CANCELLED
January 24, 2018 (1:00pm-2:30pm)
February 6, 2018 (11:00am-12:30pm)
February 28, 2018 (1:00pm-2:30pm)
March 13, 2018 (11:00am-12:30pm)
March 28, 2018 (1:00pm-2:30pm)
April 10, 2018 (11:00am-12:30pm)
April 25, 2018 (1:00pm-2:30pm)
May 15, 2018 (11:00am-12:30pm) - CANCELLED
May 23, 2018 (1:00pm-2:30pm)
June 5, 2018 (11:00am-12:30pm)
June 20, 2018 (1:00pm-2:30pm)

Local Law 34 of 2007 (LL34) established a public Doing Business Database of all entities that are doing or seek to do business with the City, as well as their principal officers, owners, and senior managers. Doing Business Data Forms (DBDF) are collected by City agencies with proposals, at the beginning of contract negotiations or discussions with proposed vendors, as well as when a contract is awarded. When an entity has proposed and has been awarded business by the City that reaches or exceeds threshold amounts, the persons associated with the entity are considered to be doing business with the City. They are then listed on the public Doing Business Database and are subject to the stricter limits for campaign donations defined by the law. This training provides an overview of LL34, when and for what types of purchases the DBDF is collected, and how the information is used for campaign finance purposes.

PIP Subcontractor Tracking – January 25, 2018 (2:30pm-4:30pm) - CANCELLED
February 22, 2018 (2:30pm-4:30pm)
March 29, 2018 (2:30pm-4:30pm) - CANCELLED
April 26, 2018 (2:30pm-4:30pm) - CANCELLED
May 31, 2018 (2:30pm-4:30pm)
June 14, 2018 (2:30pm-4:30pm)

Subcontracting will provide participants with an overview of the requirements surrounding subcontractor data collection and reporting. The course will include a demonstration of the Payee Information Portal (PIP) subcontractor data collection system and the subcontractor screens in FMS. The course will also cover the regulatory requirements around subcontracting in the PPB Rules and Local Law 1 of 2013 (M/WBE). Participants should be prepared to discuss practices within their agency and share best practices with colleagues.

Ethics/Legal Compliance – February 6, 2018 (1:00pm-4:00pm)

In this course participants will learn about core ethical concepts arising in the procurement context such as accountability for compliance, conflicts of interest avoidance, confidentiality and openness in government. The course also explores the historical evolution of the Mayor's procurement authority. The course uses an interactive approach and creative problem solving techniques to teach how to identify and address ethical issues that might arise in the procurement world.

Introduction to Procurement – March 14, 2018 (9:00am-12:00pm)

This course will provide an introduction to basic procurement methods, and principles. The purpose of the course is to provide an introductory framework for procurement planning. The course will cover the following areas:

- Methods definitions
- Business requirements
- Municipal tracking systems
- Key local laws

This course is intended for agency procurement and program staff with no background knowledge on municipal procurement.

Local Law 63 of 2011 – March 27, 2018 (1:00pm-4:00pm)

This course provides an overview of Local Law 63 of 2011, which governs displacement in City contracting. During this training session, agency contracting and legal staff will learn:

- The background and requirements of Local Law 63
- How to conduct a displacement analysis
- How to put together the Local Law 63 annual contracting plan
- How to conduct a cost-benefit analysis

Processing City Council Expense Allocations – March 28, 2018 (9:00am-12:30pm) – CANCELLED (due to a low number of registrants) Rescheduled to July 17, 2018

The City of New York registers between one and three hundred million dollars' worth of contracts funded through the discretionary process each year for everything from job training to after-school programs to legal services. This training will cover the fundamentals of how the City vets and processes these contracts. Discretionary funds are awarded by elected officials, not by competition, calling for increased oversight to ensure that only responsible nonprofits receive City funding. Understanding the review and prequalification process is essential for agency staff members, specifically discretionary contract managers to perform their critical role in the procurement process.

Project Labor Agreement (PLA) for Contract Administrators – April 4, 2018 (10:00am-12:00pm)

This course will focus on the role of Contract Administrators as part of The City's team effort to implement NYC's Project Labor Agreements (PLAs). It will include a brief overview of the City's PLAs, applicability of PLAs, a discussion of how prevailing wage standards are affected by the PLAs, and the responsibilities of contract administrators including 'tell-tale signs' of potential non-compliance with the PLAs.

APT (Automated Procurement Tracking) Basics – April 18, 2018 (10:00am-12:00pm)

This course is designed for new APT users to learn about the system. It will provide you with the information you need to complete your tasks in the system. The attendees should have basic procurement knowledge.

Collaborative Program Design – May 8, 2018 (9:00am-12:30pm)

The Nonprofit Resiliency Committee produced written recommendations on how government and the sector can work together to design City services to achieve maximum impact. The Mayor's Office for Economic Opportunity led this work in coordination with participants from the nonprofit sector. This course will walk through the two guides that they created:

NYC Civic Service Design Tools + Tactics provides a central resource for best practices in service design to support public servants and help spread service design methods across New York City government

Guide to Collaborative Communication with Human Services Providers: In addition to designing programs for maximum impact, this also means complying with the requirements of the Procurement Policy Board (PPB Rules) to ensure procurements fair, transparent, and guard against favoritism. This guide aims to help agencies communicate with key stakeholders and stay within the PPB Rules.

Intergovernmental Contracting – May 16, 2018 (1:30pm-5:00pm)

In this class, participants will learn how to procure goods and services through New York State Office of General Services (OGS) and federal General Services Administration (GSA) Contracts. Participants will also learn proper solicitation procedures for OGS and GSA intergovernmental contracting, relevant local, state, and federal rules that govern such contracting, and best practices.

Legal Compliance in Procurement – May 22, 2018 (1:00pm-4:00pm)

This class will provide an overview of procurement laws related to a variety of topics relevant to procurement personnel. Participants will learn about:

- Environmentally Preferable Purchasing (EPP) laws;
- Local Law 50 of 2011, relating to the purchase of New York State food, and the New York City Agency Food Standards;
- The Living and Prevailing Wage Laws;
- Paid Sick Leave;
- The New York State Preferred Source law and reporting on preferred source contract awards under Local Law 125 of 2013;
- Local Law 18 of 2012, relating to disclosure of project cost increases