



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

EXECUTIVE ORDER NO. 38

JUNE 11, 1992

THE NEW YORK CITY PROCUREMENT TRAINING INSTITUTE

WHEREAS, the 1989 Charter amendments and the rules of the Procurement Policy Board adopted pursuant thereto have established a new, uniform system for the procurement of goods, services and construction by City agencies; and

WHEREAS, the Mayor, acting through the City Chief Procurement Officer, is responsible for coordination and implementation of the City's procurement function; and

WHEREAS, the training and professionalization of City agency procurement personnel is essential to fully implement this new procurement system, to improve purchasing decisions, and to produce savings to the City;

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

Section 1. a. Creation of the Institute. There is hereby established a New York City Procurement Training Institute.

Section 2. Functions of the Institute. The functions of the Institute shall include:

- a. establishing training and education programs for City personnel in professional skills necessary for procurement of goods, services and construction by City agencies, including but not limited to: City procurement policies and procedures, specification development, procurement methods,

negotiation techniques, cost and price analysis, procurement research, contract administration, and implementation of the requirements governing participation by minority-owned and woman-owned business enterprises in City procurement;

- b. providing programs leading to professional certification of City procurement personnel in procurement management; and
- c. developing educational materials regarding contracting ethics and promoting other efforts to instill standards of excellence in City procurement.

### Section 3. Training Institute Board

a. The Institute shall be governed by a Board consisting of the Deputy City Personnel Director for Personnel Development of the Department of Personnel, who shall serve as Chair, the Director of the Mayor's Office of Contracts, and a member of the public having substantial expertise in procurement management to be appointed by the Mayor for a two-year term upon the recommendation of the Procurement Policy Board. Such public member shall serve without salary, except that he or she shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of official duties as a member of the Institute Board and shall also receive a per diem allowance when rendering services for the Institute Board at a rate established by the Mayor.

b. The Institute Board shall have the following powers and duties:


- 1. to select a Training Institute Administrator who shall be responsible for the day-to-day activities of the Institute;
- 2. to adopt standards, policies and procedures to guide the Institute in all of its programs and activities;
- 3. to develop the curriculum for Institute training and education programs;
- 4. to establish the selection process for Institute contracts for the development of course materials and for instructors of courses offered by the Institute;

5. to evaluate the success of Institute training and education programs and the performance of Institute instructors; and

6. to develop other programs and professional development opportunities in furtherance of the purposes of this Order.

Section 4. Agency Assistance. The Department of Personnel shall assist the Institute in the administration of its training and education programs and shall award and administer all contracts for instructors and other services necessary for the Institute to conduct its activities. The Mayor's Office of Contracts shall identify attendees for Institute training and education programs, assess training needs for city personnel, and coordinate the activities of the Institute with existing training and education programs conducted by City agencies.

Section 5. Effective Date. This Order shall take effect immediately.

  
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DAVID N. DINKINS  
MAYOR