



Public Notice
January 8, 2016

Carmen Fariña
Chancellor

PROPOSED AMENDMENT TO PROCUREMENT POLICY AND PROCEDURES

I. Description of the subject and purpose of the proposed item under consideration.

The Procurement Policy and Procedures (“Policy and Procedures”) govern the procurement of goods and services utilized by the Department of Education (“Department”) including, for example, school supplies, books, training for teachers and staff, pupil transportation and facilities maintenance. Amendments are proposed to the Policy and Procedures to allow the Department to:

1. access the City’s resources for prequalifying vendors and accepting proposals electronically through the Health and Human Services (HHS) Accelerator. A new section is added to the Policy and Procedures to provide for this, as well as two new definitions;
2. delegate to people in other City agencies the authority to perform tasks that are assigned to Department employees in the Policy and Procedures; and
3. accept the submission of proposals for an extended time period and without a submission deadline in order to award contracts to new vendors in the marketplace after the initial release of the solicitation.

II. Information regarding where the full text of the proposed item may be obtained.

The full text of the amendments to the Procurement Policy and Procedures, and the Policy and Procedures in their entirety can be found on the main page of the website of the Panel for Educational Policy:

<http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2015-2016/AmendmenttoProcurementPolicyFebruary242016PEPMeeting>

III. Name, office, address, email and telephone number of the city district representative, knowledgeable about the item under consideration, from whom information may be obtained concerning the item.

Name: Jill Banks
Office: Division of Contracts and Purchasing
Address: 65 Court Street, 12th Floor, Brooklyn, NY 11201
Email: procurementpolicy@schools.nyc.gov
Phone: 718-935-4281

Written comments may be submitted via the e-mail address listed above. Oral comments may be submitted via the phone number listed above.

IV. Date, time and place of the Panel for Educational Policy meeting at which the Panel will vote on the proposed item.

February 24, 2016 at 6:00 p.m.
High School of Fashion Industries
225 West 24th Street
New York, NY 10011