

**NYC Department of Education  
2016 Summer Internship Program  
Project Form**

**INTERNSHIP TITLE:**

Instructional Service Procurement (ISP) Intern

**DIVISION/OFFICE:**

Division of Contracts and Purchasing (DCP) – Instructional Service Procurement Unit

**ADDRESS:**

65 Court Street, 12<sup>th</sup> Floor, Brooklyn, NY 11201

**OFFICE DESCRIPTION:**

The ISP Unit of the Division of Contracts and Purchasing is tasked with facilitating Multiple Task Award Contracts, a pre-qualification process for vetting and approving vendors to provide high-quality instructional services to the New York City Department of Education (NYCDOE). The ISP Summer Intern will learn about, and participate in the various steps of the process, gaining knowledge and insight into how this effort impacts NYCDOE students, and the community at-large. The intern will also become familiar with the various DCP units, their roles, and relationships to the department's overall goals.

**INTERNSHIP RESPONSIBILITIES:**

The ISP Intern will, among other duties, under the direction of a supervisor: assist with vendor reference checks via phone and email, compile and tabulate vendor proposal evaluation committee data, compose, organize, and send task-related correspondence to vendors and DOE personnel, update, maintain and archive unit files, collect and screen documents for contract registration, participate in team meetings and other events, such as MTAC Pre-Proposal Conferences. The ISP Intern will also work with personnel in other DCP units in accomplishing ISP work tasks.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:**

The intern candidate should possess excellent communication, time management, and organizational skills, work well both independently, and in team settings, be proficient in Microsoft Office/basic computer operation, ensure accuracy in all work tasks, and be able to take direction while adapting to changing office priorities.

**SALARY INFORMATION:**

This is an unpaid internship.

**ADDITIONAL INFORMATION/COMMENTS (Optional):**

*This opportunity will enable the participant(s) to work and learn in a diverse, multifaceted office environment, build skill sets, professional relationships, and positively impact the work and mission of the NYCDOE.*