

Local Law 63 Disclosure Form for Agencies to Include in Annual Plans with respect to RFPs and Resulting Task Orders under the Citywide Master Academic Consortium Contract, Administered by Town+Gown/New York City Department of Design and Construction (**Master Contract**)

If your agency's program staff has articulated a desire to access the Master Contract to procure faculty-directed applied research services under the Master Contract, or after consultation with program staff you learn with that there is a future desire to access the Master Contract, Town+Gown requests that your agency consider adding a LL 63 disclosure in the form below for any RFP and resulting task order under the Master Contract (**Town+Gown RFP and Town Task Order**) on your agency's LL 63 annual plan (defined below) by July 31st, in order to avoid having to wait an additional 60 days for a LL 63 notice to run for a Town+Gown RFP with a scope of work valued at greater than \$200,000.

Charter Section 312 ("**LL 63**") imposes disclosure requirements on agencies for all anticipated contracting actions including agency task orders pursuant to multi-agency task order contracts, for standard or professional services. Thus, LL 63 requirements apply to all Town+Gown RFPs and Task Orders to be issued under the Master Contract, which is intended to facilitate streamlined procurements of faculty-directed applied research services. The LL 63 disclosure requirement is satisfied by an annual posting of each agency's anticipated contract/task order actions for each fiscal year ("**annual plan**").

For contract/task order actions *not* included on an agency's annual plan that are of a value greater than \$200,000, an agency would need to post a supplement to their annual plan, which would require the 60-day notice period to run before Town+Gown could release an agency's Town+Gown RFP under the Master Contract to the 15 academic institutions in the vendor pool listed below. The procurement process for procurements under the Master Contract is intended to take 90 days from release of the Town+Gown RFP to the vendor pool to registration of the Town+Gown Task Order with the Comptroller's Office. The template form of each of the Town+Gown RFP, Proposal in Response and Task Order, with instruction memo, and the document *DOES YOUR AGENCY HAVE AN ACADEMIC RESEARCH NEED?!*, which provides detailed information for accessing the Master Contract, are posted and downloadable from the

Town+Gown website at: <http://www1.nyc.gov/site/ddc/about/town-gown-components.page#funded>.

Thus, inclusion of a LL 63 disclosure in an agency’s annual plan with respect to planned/possible Town+Gown RFPs/Town+Gown Task Orders under the Master Contract would help an agency keep to the 90-day period when it decides to access the Master Contract for procurements of faculty-directed applied research services.

Please submit Town+Gown LL 63 disclosure (below for form) to the LL 63 Coordinator at the Mayor’s Office of Contract Services (MOCS) by July 31st of each year. The current LL 63 Coordinator at MOCS is Roshanica Cassie (Roshanica.Cassie@mocs.nyc.gov).

Form of LL 63 Disclosure for annual plan or separate LL 63 Notice:

Agency: [Insert Agency Name]

Description of services sought: Faculty-directed applied research services under the city-wide Master Academic Consortium Contract, administered by Town+Gown/New York City Department of Design and Construction (“Master Contract”).

Start date of the proposed task order(s): [Insert estimated potential start date]

End date of the proposed task order(s): [Insert end date—see Note 1 below]

Method of solicitation the agency intends to utilize: Task order under terms of Master Contract.

Personnel in substantially similar titles within agency: [See Note 2 below]

Headcount of personnel in substantially similar titles within agency: [See Note 2 below]

Note 1: Agencies can select an end date consistent with PPB Rule 3-02(t), which permits task orders of no longer than 3 years.

Note 2: The Master Contract supports faculty-directed research, which must be led by and conducted with full-time faculty at the awarded academic institution in the vendor pool. If the agency does not employ staff who are also full-time faculty members, the agency can list “none” for the job titles and “0” for the headcount on the form above for a LL 63 annual plan disclosure or notice.