

## **Fiscal Year 2009 Annual Human Services Plan: Explanatory Note**

The New York City Procurement Policy Board (PPB) Rules (Section 2-04(c)) require human services agencies to develop and publish Annual Human Services Plans, in order to inform the public – including service providers, clients and community residents – about the contract-based programs that each agency expects to provide for its clients during the upcoming year.

Since 2003, the City has published these annual plans in a more detailed format, allowing providers and interested members of the public to ascertain each agency's plan for every individual contract in its portfolio. The plans cover the twelve-month period from October 1<sup>st</sup> through September 30<sup>th</sup>.

In most cases, City agencies award each human services program through a competitive process every few years, so that new providers can emerge and less successful programs can be replaced. These competitions – called Requests for Proposals (RFPs) – typically occur at intervals from two to six years apart. In between RFPs, agencies renew or extend each provider's contract as it expires. Most contracts expire either at the end of the calendar year (December 31<sup>st</sup>) or fiscal year (June 30<sup>th</sup>).

In the annual plans, each agency outlines how it plans to continue each contract as it expires. Options for continuation include contract renewals or extensions, or new awards – such as RFP awards or, where contracts are state-funded, various state-mandated procurements. Each of those options is listed in the annual plan, where applicable. If a program or a specific contract is slated to expire without continuation, the plan indicates that no continuation is planned.

This format serves as a valuable planning tool to help both agencies and human services providers plan for the future, as well as to assist members of the public in learning about current and planned services in their communities. Throughout the covered year, each agency will update its plan to identify when each planned continuation action occurs – *e.g.*, when an RFP is released, a vendor is notified that a contract is to be renewed, etc. The annual plan is thus a benchmark which agencies, service providers and the public can use to monitor the timeliness of contract processing, to ensure that agencies complete the required continuation actions before existing service contracts expire.

In addition to providing a list of each *individual* human services contract that expires during the covered year and identifying the agency's plan for continuing the services under each one, the annual plan has been enhanced to include general summaries of the programs and funding levels available from each human services agency.

Each plan is followed by agency contact information. Service providers may also contact the Mayor's Office of Contract Services with any questions.

Note 1: The Annual Human Services Plans do not include contracts resulting from single-year discretionary awards from elected officials, *e.g.*, City Council or Borough President items.

Note 2: In some cases, items with a status of "Submitted to Comptroller" represent an action for which an Agency has completed all the requisite paperwork and is awaiting the opening of the "pre-processing" period. Agencies cannot begin to submit upcoming fiscal year items for registration until the FY '10 budget is available in the City's Financial Management System. Pre-processing is anticipated to be available mid-May.