

NOTICE
OF ADOPTION OF FINAL RULE

The Procurement Policy Board has adopted an amendment to **Chapter 3 Small Purchases** of its Rules pursuant to Section 311 of the New York City Charter. The amendment was published on January 14, 2009 in the City Record. A public hearing was held on February 18, 2009. The amendment was adopted by the Procurement Policy Board on March 4, 2009.

Basis and Purpose of the Amendment

The amendment requires agencies to use a written solicitation for all small purchases of services, in light of the differing nature of the purchase of goods and services.

The Amended Rule

In the amendment, which immediately follows this notice, new material is underlined and deletions are bracketed.

Jose Maldonado, Chair

Section 1. Subparagraph (i) of paragraph (2) of subdivision (c) of section 3-08 of Title 9 of the Rules of the City of New York is amended as follows:

- (2) Solicitation Methods and Use.
 - (i) Agencies shall use the following solicitation methods for small purchases valued at more than \$5,000:
 - (A) for small purchases of goods valued at not more than \$25,000, an oral or written solicitation describing the requirements, or
 - (B) for small purchases of goods valued at more than \$25,000, a written solicitation describing the [requirement] requirements, and
 - (C) for small purchases of services, a written solicitation describing the requirements.