

## PROPOSED RULE AMENDMENT

The Procurement Policy Board intends to promulgate an amendment to **Chapter 3 Methods of Source Selection** of its Rules pursuant to Section 311 of the New York City Charter.

### Statement of Basis and Purpose

The proposed amendment:

- Requires that agencies email IFBs or notices of their availability be emailed vendors unless a written request to receive such IFBs or notices of their availability by mail, fax, hand delivery, or otherwise is approved by the CCPO; and
- Requires IFBs or notices of their availability include the email address of the agency contract person, if applicable.

### **The Rule Amendment**

New material is underlined and deletions are [bracketed].

**Section 1. Subparagraph (i) of paragraph (1) of subdivision (e) of section 3-02 of Chapter 3 of Title 9 of the Rules of the City of New York is amended to read as follows:**

(i) Distribution. IFBs or notices of their availability shall be electronically mailed [mailed, faxed, hand delivered, or otherwise furnished] to a sufficient number of vendors, including all vendors on the appropriate citywide bidders list established by the CCPO for the purpose of securing competition. IFBs or notices of their availability may be sent electronically to vendors on agency-specific bidders lists, in addition to the appropriate citywide bidders list maintained by the CCPO, only with approval of the CCPO. Such IFBs or notices shall be sent electronically at least fifteen (15) days in advance of the due date for bids, or at least twenty-two (22) days in advance of the due date for bids which are subject to Section 6-129 of the New York City Administrative Code (M/WBE and EBE program). An agency may, upon request of a vendor, provide IFBs or notices by mail, fax, hand delivery, or otherwise [electronically]. Where the notice does not include all IFB documents, an additional five (5) days shall be allowed. Notices of availability shall indicate, at minimum:

- (A) the name of the agency and, if appropriate, the specific division or bureau soliciting the bids;
- (B) title and brief description of the goods, services, or construction required;
- (C) specific information about how, when, and where the IFB is available;
- (D) the required fee or deposit amount, if any, for obtaining the IFB;
- (E) the time, date, and location of any pre-bid conference or site visit, if any, and if attendance is mandatory;

- (F) the date, time, and location for the receipt and opening of bids;
- (G) [if applicable,] the name and phone number of the agency contact person, including email address, if applicable; and
- (H) the citywide bidders list used.