

## Mayor's Fund to Advance New York City Procurement Policy

1. It is the policy of the Mayor's fund to select all contractors and negotiate all contracts for services, goods and/or construction on the basis of demonstrated competence and qualification for the type of services, goods or construction required at fair and reasonable prices.
2. Mayor's Fund requires reasonable efforts to solicit responses from a minimum of five (5) persons/entities for the purchase of any type of services, goods and/or construction valued in excess of \$20,000, except if the Executive Director determines in writing that it is not practicable or not advantageous to make such efforts and documents such determination in a writing to be retained in the contract files ("Executive Director Exception"). For any purchase of services, goods and/or construction valued in excess of \$20,000 the following documentation is required:
  - a. Copy of written solicitation including detailed framework for vendor selection, except to the extent of an Executive Director Exception as documented.
  - b. Responses from at least 5 persons/entities, except to the extent of an Executive Director Exception as documented.
  - c. Evaluation of proposals, except to the extent of an Executive Director Exception as documented.
  - d. Complete *Doing Business* data-form for all responding businesses/individuals. Note that such form is required for contracts valued in excess of \$5,000 as provided under Contracts subsection below.
  - e. Name of proposed vendor selected to provide services, goods and/or construction, and justification for such selection.
3. In addition, for procurements valued in excess of \$100,000, the Mayor's Fund requires that written solicitations be formal Requests for Proposals that are as widely distributed as is deemed advantageous to support broad competition within a reasonable timeframe, except to the extent of an Executive Director Exception. Examples include posting on program partner websites and in the City Record, and program partners are encouraged to use contact/distribution lists of relevant program area/subject matter audiences, public listservs and/or websites. Mayor's Fund and program partners may, but are not required to, refer to NYC's Procurement Policy Board (PPB) Rules for guidance on procurement procedures.