

MEMORANDUM

TO: Agency Chief Contracting Officers
FROM: Kim Yu, Director & City Chief Procurement Officer
DATE: January 12, 2026
SUBJECT: Agency Delegations and Approvals

Pursuant to the authority afforded the City Chief Procurement Officer (CCPO) under the Procurement Policy Board (PPB) Rules and Section 16 of Executive Order 2 of 2026, I have monitored agency performance to determine whether any adjustments to existing Agency Chief Contracting Officer delegations of authority are necessary.

General

Based on that assessment and authority, I hereby issue the following updated delegations of authority to all agencies and offices, except to those included below under Excluded Agencies. These delegations supersede all prior delegations, unless stated otherwise. References to sections of the PPB Rules below indicate the sections where certain procurement methods are defined, not the source of authority for delegation.

1. The authority to approve Pre-Solicitation Review (PSR), at any dollar amount, for any procurement method except PSR for Negotiated Acquisitions (§3-04), Sole Source (§3-05), Demonstration Projects (§3-11), Design-Build Services (§ 3-17) and Requests to Initiate for Government to Government (§3-13) and Innovative (§3-12). For Competitive Sealed Bids and Competitive Sealed Proposals, written CCPO approval is required when:
 - An agency seeks to use different preference values than those contained in PPB Rules §§ 3-02(o)(1)(iv) or 3-03(g)
 - An agency seeks to award multiple award task order or purchase order contracts for a total term including renewals for more than five years, pursuant to §§ 3-02(t)(3) and 3-03(j)(3)
2. PSRs requiring CCPO approval for Large Scale Review pursuant to Section 6-129(h)(2)(e) of the New York City Administrative Code are NOT delegated.
3. The authority to approve Recommendation for Awards (RFA), at any dollar amount, for the following methods: Competitive Sealed Proposals (§3-03), HHS Accelerator (§3-16), and Competitive Sealed Bidding (§3-02).

4. The authority to approve RFAs at amounts less than or equal to \$5 million for the following methods: Government to Government (§3-13 and § 1-02(f)(1)), Subscription (§1-02(f)(5)), Line Item Discretionary (§1-02(e)), Negotiated Acquisition and Negotiated Acquisition Extension (§3-04), Required Authorized Source (§1-02(d)(2)), Required Method and Required Method-Preferred Source (§1-02(d)(1)), Sole Source (§3-05), and Intergovernmental (§3-09).
5. The authority to approve Recommendation for Renewals (RFR) at amounts less than or equal to \$5 million.
6. The authority to approve all Construction Change Orders, Amendments, and Amendment Extensions at any dollar amount pursuant to §§4-02 and 4-03. This authority does not modify the Multiple Award Task Order and Purchase Order Contracts Directive, dated April 11, 2025.
7. Notwithstanding the above, PSR documents and RFA documents are not required for procurements using the M/WBE small purchase method. Agencies are not required to seek approval from MOCS either prior to initiating the procurement process or prior to awarding contracts procured through these methods. To the extent any Mayoral approval is required for these procurements, such approval is delegated to the applicable agency, except as otherwise directed by the M/WBE Small Purchase Method Frequently Asked Questions, issued September 30, 2024, or its successors.

Excluded Agencies

The following agencies are excluded from the above delegations:

- Department of Records and Information Services (DORIS)
- Department of Veterans' Services (DVS)
- Department of Probation (DOP)

Additionally, such agencies must obtain CCPO approval prior to initiating the procurement process or awarding a contract procured through the M/WBE Small Purchase method and any other method that does not require a PSR or RFA.

Agencies with Additional Delegation or Approvals

The following delegations of authority or approvals apply to the specific agencies identified below and are in addition to, or modify, the agency-wide delegations set forth above.

Department of Design and Construction (DDC)

I am hereby delegating the Department of Design and Construction (DDC) authority to approve all PSRs requiring CCPO approval for Large Scale Review pursuant to Section 6-129 of the New York City Administrative Code.

Department of Citywide Administrative Services (DCAS)

I am hereby delegating DCAS Office of Citywide Procurement (OCP) the authority to select specific commodities for accelerated procurements to the fullest extent permissible by law pursuant to PPB Rule 3-07(c). In carrying out this delegation, DCAS OCP shall document the reason why such specific commodities are selected and the duration of and conditions these commodities shall remain subject to accelerated procurement. DCAS OCP shall also be responsible for publishing quarterly a list of all commodities designated for accelerated procurement in the City Record, the scheduling and content of such notice to be determined by DCAS OCP.

Law Department

Pursuant to PPB Rule 3-04(b)(3), I hereby approve the use of the negotiated acquisition method by the Law Department for the following services and do not exceed \$5,000,000:

- Consulting services in support of current or anticipated litigation;
- Legal services; and
- Legal services representing the City as lead plaintiffs' counsel in securities class action litigation.

This delegation shall be effective immediately and shall expire upon the revocation or modification of this delegation by me or my successor, and unless and until so revoked or modified, it shall apply to your successors. Nothing in this delegation diminishes the authority of this Office to monitor, review and oversee the exercise and implementation of the procurement authority hereby delegated for compliance with all applicable laws, rules, regulations and best practices.

Cc:

Agency Commissioners

Charlette Hamamgian, Office of the New York City Comptroller

Zohran K. Mamdani
Mayor



Kim L. Yu
Director and
City Chief Procurement Officer

MEMORANDUM

TO: Joseph Vaicels, Agency Chief Contracting Officer
FROM: Kim Yu, Director & City Chief Procurement Officer
DATE: January 23, 2026
SUBJECT: Department of Environmental Protection Supplemental Delegation

Pursuant to the authority afforded the City Chief Procurement Officer (CCPO) under the Procurement Policy Board (PPB) Rules and Section 16 of Executive Order 2 of 2026, I hereby issue the following additional delegation, specific to the Department of Environmental Protection (DEP), supplementary to and with equal effect as my prior, agencywide updated delegation dated January 12, 2026.

I hereby delegate you the authority to approve all Pre-Solicitation Reviews (PSR) requiring CCPO approval for Large Scale Review pursuant to Section 6-129 of the New York City Administrative Code.

This delegation shall be effective immediately and shall expire upon the revocation or modification of this delegation by me or my successor, and unless and until so revoked or modified, it shall apply to your successors. Nothing in this delegation diminishes the authority of this Office to monitor, review and oversee the exercise and implementation of the procurement authority hereby delegated for compliance with all applicable laws, rules, regulations and best practices.

Cc:

DEP Commissioner

Charlette Hamamgian, Office of the New York City Comptroller