

EXECUTIVE ORDER No. 160

April 9, 2012

HHS ACCELERATOR

WHEREAS, the City of New York provides a wide range of health and human services, as well as social and economic support services (“Client and Community Services”), to a diverse client population throughout New York City; and

WHEREAS, among the Agencies providing such Client and Community Services are the Administration for Children’s Services, Department for the Aging, Department of Correction, Office of the Criminal Justice Coordinator, Department of Health and Mental Hygiene, Department of Homeless Services, Department of Probation, Department of Housing Preservation and Development, Human Resources Administration, Department of Small Business Services, and Department of Youth and Community Development, referred to collectively herein as “CCS Agencies”; and

WHEREAS, in furtherance of their mission to serve New Yorkers, CCS Agencies enter into contracts with not-for-profit organizations and other private entities (“CCS Providers”) for the provision of Client and Community Services, amounting to several billion dollars each year; and

WHEREAS, CCS Providers are vital to the well-being of millions of New Yorkers, especially the City’s most vulnerable residents; and

WHEREAS, streamlining the procurement process for Client and Community Services through greater centralization and innovative technology systems will further the effective and efficient fulfillment of the CCS Agencies’ responsibilities, by reducing the administrative burdens on CCS Providers, particularly duplicative document submissions, thus allowing them to focus on their mission-driven activities and programs, while ensuring high quality services at fair and reasonable prices and safeguarding the integrity of the procurement process; and

WHEREAS, a centralized, standardized, and transparent framework that organizes and defines the functional elements of all types of Client and Community Services procured by New York City will result in CCS Agencies being able to conduct more efficient and effective solicitations for their programs;

NOW, THEREFORE, by the power vested in me as Mayor of the City of New York it is hereby ordered:

Section 1. HHS Accelerator is hereby established to facilitate the central management of the procurement process for Client and Community Services and contractual relationships with current and prospective CCS Providers. HHS Accelerator shall be located within the Office of the Mayor and shall be headed by a Director, who shall report to the Deputy Mayor for Health and Human Services.

§2. The HHS Accelerator Director shall implement HHS Accelerator through the following powers and duties:

- a. One-Stop Electronic Document Management. The HHS Accelerator Director shall design, construct and manage a document vault to provide a centralized, web-based file repository for current and prospective CCS Providers to use for “one-stop” electronic submission and storage of the organizational and credentialing documents that CCS Agencies require for various phases of the procurement and contract administration process. The HHS Accelerator Director shall promulgate guidance on the form and content of those documents.
- b. Streamlined Business Reviews and Contract Solicitation. The HHS Accelerator Director shall create and maintain a centralized, electronic, and web-accessible categorization system (taxonomy) for all City agencies. The taxonomy will document and display in real time the various types of Client and Community Services procured by CCS Agencies. The HHS Accelerator Director shall establish a business review process for CCS Providers. The business review process will consist of evaluative criteria for potential CCS Providers based on the CCS agencies’ credentialing documents contained in the document vault, the financial health and organizational capacity of the organization, relevant service experience of the organization and the organization’s key staff, and demonstrated ability of the organization to provide CCS services. Based on these criteria, and in consultation with appropriate CCS Agencies, the HHS Accelerator Director shall have the capability to prequalify CCS Providers, as appropriate, in one or more service areas. The HHS Accelerator Director will also develop a web-based system to manage procurements for Client and Community Services, building upon the results of the business review process. Such a system will provide an electronic mechanism to transmit solicitations for Client and Community Services to qualified CCS Providers, accept proposals from CCS Providers, and facilitate the evaluation of proposals.
- c. Master Service Agreements. The HHS Accelerator Director is authorized to establish prequalified lists for procurements by CCS Agencies pursuant to chapter 13 of the Charter and the rules of the Procurement Policy Board. In consultation with the Mayor’s Office of Contract Services (MOCS) and subject to the approval as to form by the Corporation Counsel, the HHS Accelerator Director shall establish Standard Contracts and Master Service Agreements that may be used for

procurements by CCS Agencies. The Standard Contracts and Master Service Agreements will standardize the core business terms for contracts with CCS Providers. The HHS Accelerator Director may require individual providers to agree to the terms of such Standard Contracts or Master Service Agreements as a condition of eligibility for CCS Providers being placed on a prequalified list for Client and Community Services procurements conducted by CCS Agencies.

- d. **Integrated Financial System and Standard Fiscal Manual.** The HHS Accelerator Director shall develop a centralized, web-based system to facilitate the financial relationship between CCS Agencies and CCS providers, including contract budget setting, budget modifications, invoicing, and payment. In collaboration with the CCS Agencies and the Office of Management and Budget (OMB), the HHS Accelerator Director shall also develop and maintain a Standard Fiscal Manual for the provision of Client and Community Services to standardize financial budget formats, claiming and billing procedures, and administrative overhead rates to the maximum feasible extent, so as to improve efficiency for both CCS Agencies and CCS Providers.
- e. **Centralized Auditing.** The HHS Accelerator Director shall work with CCS Agencies, MOCS, Mayor's Office of Operations, and other related Agencies to centralize and streamline the financial and performance audit process for Client and Community Services contracts.
- f. **Outreach and Technical Assistance.** The HHS Accelerator Director shall conduct outreach and provide technical assistance to CCS Providers. The assistance shall facilitate CCS Providers' participation in the HHS Accelerator document management, business review and integrated financial systems.

§3. Committees and Oversight Functions.

- a. **Steering Committee.** The Deputy Mayor for Health and Human Services, or his or her designee, shall chair a steering committee ("Executive Steering Committee" or "ESC"), comprised of the heads of all of the CCS Agencies or their designees; the heads of the relevant oversight agencies or their designees; and the Commissioner of the Department of Information Technology and Telecommunications (DOITT) or his or her designee. This ESC shall convene at regular intervals and provide oversight and direction for the HHS Accelerator system.
- b. **CCS Providers Task Force.** Under the direction of the Deputy Mayor for Health and Human Services, or his or her designee, the HHS Accelerator Director shall also convene a task force of leaders of the nonprofit and CCS Provider community, and cause such task force to meet at regular intervals in order to facilitate ongoing input and dialogue as the HHS Accelerator system is developed and becomes operational.

- c. Oversight Functions. The HHS Accelerator Director shall provide oversight and coordination of the development and management of the Client and Community Services systems described herein. In addition to the specific duties and responsibilities enumerated, the HHS Accelerator Director shall also have all the powers, both direct and delegated, of an Agency Chief Contracting Officer (ACCO), as set forth in the Procurement Policy Board (PPB) Rules and other applicable laws and regulations.

§4. Alignment with Citywide IT Strategy. HHS Accelerator shall be aligned with the Citywide Information Technology Strategy, including HHS Connect, as well as the security requirements and enterprise architecture standards as set forth by DOITT.

§5. Cooperation and Assistance. The heads of all agencies shall cooperate with and assist the HHS Accelerator Director in the implementation of HHS Accelerator, as needed.

§6. This Order shall take effect immediately.

Michael R. Bloomberg
Mayor