

MEMORANDUM OF UNDERSTANDING

PROVISION OF SUPPORT AND GUIDANCE FUNCTIONS BY THE DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES TO THE DEPARTMENT OF VETERANS SERVICES

This MOU dated as of this 10th day of July, 2016, ("MOU") made by and between the City of New York Department of Citywide Administrative Services, One Centre Street, 17th Floor, New York, New York 10007 ("DCAS") and the City of New York Department of Veterans Services, One Centre Street, 22nd Floor, New York, New York 10007 ("DVS").

WHEREAS, DCAS generally provides that City agencies have the resources and support needed to provide the best possible services to the public; and

WHEREAS, DVS was established in 2016 by Local Law 113; and

WHEREAS, it has been determined that for an initial period of DVS' existence, DCAS will provide DVS with certain support and guidance functions.

NOW, THEREFORE, DCAS and DVS agree as follows:

1. Term. It is hereby determined that those functions set forth herein will be performed by DCAS on behalf of DVS for the purpose of providing DVS with support and guidance effective as of July 10th, 2016 ("Effective Date") and continue for eighteen (18) months from the Effective Date ("Term"). Thirty (30) days prior to the expiration of the Term, this MOU may be renewed in writing for a term not to exceed six (6) months or the parties may establish a new MOU at such time to ensure DVS can continue to provide services to the public.
2. Early Termination. Prior to the expiration of the Term, this MOU may be terminated by DVS or DCAS upon at least thirty (30) days' written notice to the other party prior to the date the proposed termination is to be effective or it may be terminated by a writing signed by both parties.
3. Support and Guidance. The following support and guidance functions will be provided by DCAS for DVS.
 - a) DCAS Fiscal Business and Management (FBM).
 - i. FBM will prepare and transmit via the City's Financial Management System (FMS) budget exercises that are required by the NYC Office of Management and Budget ("OMB") including and not limited to the following:
 - a. Monthly Expense Variance Reports
 - b. Quarterly Allocation Spending Plan
 - c. Transmittal of Productivity Savings Program as outlined by DVS
 - d. Process budget modifications in FMS.
 - ii. FBM will review personnel actions (hires/salary adjustments) from DVS to determine if funding is available for requested actions.
 - iii. FBM will forecast the personnel services budget, as needed.

- iv. FBM will process small purchase orders within FMS and subsequent payments to the respective POs upon certification of goods or services by DVS personnel.
- v. FBM will transfer private and other grant funds that are secured by DVS to the DVS operating budget through coordination with OMB.
- vi. FBM will review DVS employee out of town travel requests to ensure that the projected expenses for the trips are consistent with NYC Comptroller's Directive 6, and assist transmitting to the appropriate personnel any out of town travel that requires the Mayor's Office approval.

b) DCAS Administration. The DCAS Administration line of service will provide administrative support functions to DVS in the operational areas of HR, payroll and timekeeping, labor relations and disciplinary proceedings. Examples of typical tasks may include, but are not limited to, the following:

- i. Managing job postings through ehire
- ii. Submitting personnel actions to OMB for approval
- iii. Processing new hires
- iv. Conducting employee orientation
- v. Processing all personnel transactions through NYCAPS (promotions, data changes, separations, etc.)
- vi. Reviewing employee timesheets for accuracy and documentation
- vii. Ensuring time and leave policies are adhered to
- viii. Processing and distributing bi-weekly payroll
- ix. Providing guidance on establishment of agency policies and procedures and code of conduct
- x. Providing guidance on disciplinary actions and performing all relevant duties associated with the disciplinary process
- xi. Acting as labor relations liaison to OLR.

c) Procurement. The DCAS Citywide Procurement line of service will assist in performing procurement related functions on behalf of DVS. For its agency procurements, DVS will assign a liaison to DCAS Agency Procurement. To initiate the procurement process, DVS will submit a completed requisition form and an approved fiscal certification to the DCAS Citywide Procurement line of service. Examples of typical tasks DCAS will provide for DVS may include, but are not limited to, the following:

- i. Review scope of services/specifications and pricing documents prepared by DVS.
- ii. Prepare, review and approve required procurement documents, such as Pre-Solicitation Review reports and Pre-Bid Review forms, public hearing documents and Recommendation for Award forms.
- iii. Conduct pre-bid/pre-proposal conferences in conjunction with DVS liaisons.
- iv. Represent DVS at public hearings.
- v. Liaise with and obtain required oversight approvals from OMB, Mayor's Office of Contract Services, NYC Law Department and the Office of the NYC Comptroller, and ensure that all procurements comply with applicable local laws and adhere to Mayoral directives, the PPB Rules and the City Charter.

- vi. Upon selection of a vendor, prepare and approve FMS document
- vii. Create a Purchase Order ("PO") document in DCAS Purchase Order System
- viii. Send/email an Approved PO to the awarded vendor, copying DVS liaison.

4. Notices.

- a) Any notice, direction, or communication from either party to the other shall be in writing and shall be deemed to have been given when (i) delivered personally; (ii) sent by certified mail, return receipt requested; (iii) delivered by overnight or same day courier service in a properly addressed envelope with confirmation; or (iv) sent by facsimile or email and, unless receipt of the facsimile or e-mail is acknowledged by the recipient by fax or email, deposited in a post office box regularly maintained by the United States Postal Service in a properly addressed, postage pre-paid envelope.
- b) Notices shall be addressed as follows:

To DVS:

City of New York
Department of Veterans Services
Jeffrey D. Roth, Deputy Commissioner
One Centre Street, 22nd Floor, Suite 2208
New York, New York 10007
Email: jroth@veterans.nyc.gov

To DCAS:

City of New York
Department of Citywide Administrative Services
Shameka Boyer Overton, Deputy Commissioner
One Centre Street, 17th Floor South
New York, New York 10007
Email: sboverton@dcas.nyc.gov

IN WITNESS WHEREOF, DCAS and DVS have caused this MOU to be executed as of the date first set forth above.

NYC Department of Citywide Administrative Services

BY:  _____

DATE: December 27, 2016

NYC Department of Veterans Services

BY:  _____

DATE: January 3, 2017