

Proposed Int. No. 1248-B

By The Speaker (Council Member Adams) and Council Members Brannan, Won, Stevens, Brewer, Farías, Louis, Riley, Restler, Hanif, Ossé, Banks, Dinowitz, Joseph, Schulman, Avilés, Ung, Cabán, Lee, Feliz, Narcisse, Gutiérrez and De La Rosa

A Local Law to amend the New York city charter, in relation to an office of contract services

Be it enacted by the Council as follows:

Section 1. Chapter 1 of the New York city charter is amended by adding a new section 20-T to read as follows:

SECTION 20-T

OFFICE OF CONTRACT SERVICES

a. Office of contract services. The mayor shall establish an office of contract services. Such office may, but need not be, established in the executive office of the mayor and may be established as a separate office or within any other office of the mayor or within any department the head of which is appointed by the mayor. Such office shall be headed by the director of contract services who shall be appointed by the mayor. The mayor may delegate to the director the powers conferred upon the mayor pursuant to chapters 13 and 14. For the purposes of this section, the term "director" means the director of the office of contract services.

b. City chief procurement officer. The director shall serve as the city chief procurement officer, provided that to the extent such officer exercises the powers delegated directly to the mayor pursuant to chapters 13 and 14, such powers may be otherwise delegated.

c. Powers and duties. The director shall have the power and duty to:

1. Perform all reviews, make all determinations, and give all approvals and certifications to be performed, as delegated by the mayor pursuant to chapters 13 and 14;

1 2. Coordinate and oversee the procurement activity of mayoral agency staff, including the
2 agency chief contracting officers, and any offices that have oversight responsibility for
3 procurement;

4 3. Designate persons to serve as a clerk of the franchise and concession review committee,
5 as authorized by the mayor;

6 4. Review departmental and specialized contract guidelines and procedures for
7 conformance with citywide contract guidelines and regulations;

8 5. Conduct pre-audit and post-audit reviews of selected contracts to ensure adherence to
9 citywide contracting and procurement procedures;

10 6. Develop guidelines, as appropriate, for professional qualifications for mayoral agency
11 chief contracting officers and procurement staff;

12 7. Establish rules, provide guidance, and issue directives to agencies regarding contracting,
13 procurement, invoicing, payment, and auditing;

14 8. Establish, operate, and maintain computerized procurement and contracting systems and
15 any other systems used by mayoral agencies to carry out procurement and contracting and related
16 functions, and to provide technical and user support to agencies and the public in connection with
17 the use of such systems;

18 9. Establish rules and fees to support the operation, maintenance, and usage of such
19 computerized procurement and contracting systems;

20 10. Coordinate citywide information on contracts and contractors, coordinate with agency
21 chief contracting officers, and provide technical assistance to agencies on contract and
22 procurement related issues;

1 11. Conduct training programs and provide educational materials in relation to city
2 procurement and contracting for agencies and for the public, and in collaboration with relevant
3 agencies, promote awareness of city contracting opportunities and understanding of city
4 procurement processes;

5 12. Provide guidelines and coordinate the activity of agencies in connection with the grant
6 of a concession, franchise, or revocable consent; and

7 13. Perform such other functions and duties as may be delegated by the mayor.

8 d. Delegation and designation.

9 1. The director may delegate to the agency chief contracting officer of each agency the
10 duties listed in this paragraph, provided that the mayor must authorize such delegation in the case
11 of powers conferred upon the mayor by law:

12 (a) Certification pursuant to section 327 that the procedural requisites for the solicitation
13 and award of contracts have been met upon adequate assurance that the agency possesses the
14 capacity to comply with procedural requirements; and

15 (b) Any other approvals or functions required by law, rule, or regulation, except that the
16 approval of the mayor required under subdivision b of section 317 shall not be delegated to an
17 agency chief contracting officer.

18 2. The director shall periodically review each agency chief contracting officer's
19 performance of the functions delegated, and if such performance is found unsatisfactory, the
20 director shall revoke the agency chief contracting officer's authority to exercise such function and
21 the director shall resume the exercise of such function.

22 3. The director may designate employees of the office to exercise any of the powers and
23 duties set forth in this section upon the specific or general direction of the director. Any reference

1 to the director or city chief procurement officer includes the persons who have received such
2 designation.

3 e. Annual reporting. No later than October 1 of each year, the director shall submit to the
4 speaker of the council and publish on the office's website an annual report including, but not
5 limited to:

6 1. Performance metrics for citywide procurement, including contract registration timelines,
7 payment processing times, and overall levels of agency compliance with rules and directives
8 relating to registration and payment processing;

9 2. A summary of pre-audit and post-audit reviews conducted, including findings and
10 corrective actions taken; and

11 3. Any delegations made by the director to agency chief contracting officers and any
12 revocations thereof.

13 f. Rules, guidelines, and procedures. The director is authorized to promulgate rules,
14 guidelines, and procedures as may be necessary and appropriate to effectuate the purposes of this
15 section.

16 g. Construction.

17 1. Any power of the director specified in this section that is conferred upon the mayor
18 pursuant to law shall be exercised by such director only to the extent such exercise is consistent
19 with a delegation by the mayor.

20 2. Nothing in this section shall be construed to alter or impede the authority of the
21 procurement policy board or the franchise and concession review committee. Any rule, directive,
22 or guideline issued pursuant to subdivision f of this section that does not implement a power

1 conferred upon the mayor by law shall be superseded by any applicable rule of the procurement
2 policy board and franchise and concession review committee.

3 § 2. This local law takes effect 180 days after it becomes law.

NC/ARP
LS #19263
9/17/25

I hereby certify that the above bill was passed by the Council of the City of
Thursday, October 9, 2025
New York onreceiving the following votes:

Affirmative.....49

Negative.....0

Abstentions.....0



Alisa Fuentes, Deputy City Clerk, Acting Clerk of the Council.

DISAPPROVED
ON THE 27th DAY OF November 2025
[Signature] MAYOR