



Legislation Text

File #: Int 1048-2023, **Version:** *

Int. No. 1048

By Council Members Won, Menin, Riley, Velázquez, Hanif, Stevens, Gennaro, Avilés, Hanks, Louis, Schulman and Hudson

A Local Law to amend the administrative code of the city of New York, in relation to requiring the establishment of a document vault to store certain procurement-related documents

Be it enacted by the Council as follows:

Section 1. Chapter 1 of title 6 of the administrative code of the city of New York is amended by adding a new section 6-116.3 to read as follows:

§ 6-116.3 Document vault for procurement-related documents. a. Definitions. For purposes of this section, the following terms have the following meanings:

Document vault. The term "document vault" means a secure electronic repository, maintained by the city chief procurement officer or their designee, that preserves and protects procurement-related documents, in their original form or as true and accurate copies, for a period of at least ten years from the date of final payment or termination of the relevant contract.

Procurement-related documents. The term "procurement-related documents" means any written or electronic records, files, reports, or other materials created, received, or maintained by any agency in connection with the procurement process, including but not limited to bids, proposals, contracts, specifications, scopes of work, and correspondence related to the procurement of goods, services, or construction. These documents may include substantially similar or identical content, such as standard forms or certifications, that vendors may be required to submit in connection with multiple procurement opportunities, and which may be referenced by contracting agencies to avoid duplication of effort and streamline the procurement process.

b. The city chief procurement officer shall establish a document vault to store all procurement-related documents.

c. Procurement-related documents shall be made available from the document vault upon request to any agency or contracted entity, as such term is defined in section 22-821, in furtherance of a contract or procurement.

§ 2. This local law takes effect 120 days after enactment.

Session 12
ARP
LS # 12806
5/2/23