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Int. No. 675

By Council Members Won and Louis

A Local Law to amend the administrative code of the city of New York, in relation to requiring a digital procurement and contract management system

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 6-149 to read as follows:

§ 6-149 Digital procurement and contract management system.

a. Definition. For the purposes of this section the following terms have the following meanings:

Digital procurement and contract management system. The term "digital procurement and contract management system" means a digital technology platform that manages the entire lifecycle of city procurements and contracts.

Quality assurance. The term "quality assurance" means planned and systematic activities to evaluate the quality of system functionality, performance, and reliability.

b. The city chief procurement officer shall implement and maintain a digital procurement and contract management system that, at minimum:

1. Provides a centralized, web-based portal for vendor accounts and information;

2. Facilitates online submission and processing of vendor disclosures and compliance documents;

3. Allows for electronic submission and evaluation of responses to solicitations;

4. Supports the review and electronic signature of contracts;

5. Enables invoice submission and payment processing;

6. Provides for performance evaluations of vendors;

7. Generates reports and analytics on procurement and contract data; and

8. Integrates with other relevant city financial and operational systems.

c. The city chief procurement officer shall procure a quality assurance contract from a vendor different from any vendor that worked on the digital procurement and contract management system. Such quality assurance contract shall include, at minimum, regular testing of system functionality and performance monitoring.

d. The city chief procurement officer shall conduct a review of the digital procurement and contract management system at least once every six months to ensure it remains current with technological advancements and changing procurement needs. Following each such review, the city chief procurement officer shall implement relevant updates to the system.

§ 2. This local law takes effect 60 days after it becomes law.

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