

CHIEF CONTRACTING OFFICER

The NYC Law Department is seeking to hire an Agency Chief Contracting Officer (ACCO) to serve in a vital role, of directing all contracting and procurement activities on behalf of the agency. The successful candidate will be a seasoned professional with in-depth knowledge of city's procurement policies and procedures who will serve as a lead advisor of all contracting activities on behalf of the agency. The NYC Law Department is a fast pace legal environment with a portfolio of over 100 contracts and contract amendments registered by the NYC Comptroller's Office per year, plus many other procurement activities not involving contracts. The ACCO will be responsible for the coordination, planning and implementing all procurement contracts from inception to contract registration for various goods and services including the following: (1) procurement of litigation experts, litigation support and legal services; (2) procurement of agency wide support services (e.g., car service, photocopying, court reporters, interpreters, process servers, etc.); (3) procurement of IT-related goods and services; (4) use of the City's Automated Procurement Tracking System ("APT") for most procurements over \$20,000; and (5) procurement support services (now mostly encompassed by PASSPort (but previously VENDEX), DSBS Division of Labor Services Reports; Doing Business Data Forms, Contractor Performance Evaluations; providing procurement-related information and statistics to the Mayor's Office of Contract Services, etc.). He/she will work with internal departments to ensure that contracting/purchasing needs are met on behalf of the agency.

Under the direction of the Managing Attorney and the Chief of Administration, the ACCO responsibilities will include but not limited to:

- Provide oversight and management of the ACCO unit which is comprised of legal and support staff by providing professional guidance on the procurement rules and regulations;
- Establish partnerships and consult with various external agency stakeholders including Mayor's Office of Contract Services, NYC Comptroller Office, Department of Small Business Services, and Mayor's Office of M/WBE to accelerate contracts;
- Interpret policy and/or provide legal advice to support, counsel and executive staff regarding procurement policies and regulations including but not limited to Procurement

Policy Board (PPB) Rules, Mayor's Office of Contracting Services (MOCS) policies, NYC Comptroller Directives, City Charter, Mayoral Executive Orders and other applicable laws and regulations;

- Review or edit procurement solicitations, including but not limited to, Request for Proposals, Negotiated Acquisition, Sole Source and Small Purchase contracts; Oversee special initiatives and time-sensitive solicitations;
- Utilize the agency's contracting system to review, approve and assign procurement actions to staff. Utilize citywide procurement systems (APT, Passport) to approve oversight documents, such as pre-solicitation reports, recommendation for award, contract amendments and modifications, and request for renewals;
- Analyze current procedures and implement strategies to streamline contract procurement workflow to create more efficient and effective operations for the unit.
- Drafts contracts and amendments provide guidance to the divisions on PPB Rules, purchasing, and contract registration issues; oversees the vetting related to vendor responsibility and performance;
- Liaison with budget and fiscal unit on active procurements, procurement planning, payment and budget issues. Oversee internal database system to monitor active contracts and contract nearing expirations;
- Oversees miscellaneous contract and procurement-related administrative matters, including the Local Law 63 Annual Contract Report; Doing Business Data Forms, Vendex Questionnaire/Queries, and review insurance certificates;
- Review and prepare Responsibility/Responsiveness Determinations, Vendor's Performance Evaluations, M/WBE Annual Reports and other procurement-related documents and;
- Lead in pre-proposal conferences and attend citywide and agency related procurement related meetings and task force as necessary.

Minimum Qualification Requirements

A law (J.D.) degree from an accredited United States law school or admission to the New York State Bar and five (5) or more years of executive, managerial, administrative or supervisory

experience in the area of procurement and/or contract administration.

Preferred Skills

- Knowledge of the City's procurement and contracting regulations and statutes, most specifically the Procurement Policy Board rules, NYC Administrative Code and NYC Comptroller Directives;
- Demonstrated progressively responsible experience in coordinating and implementing complex contracts and procurement activities in a governmental environment;
- Hands-on experience with the City's procurement and budgeting systems/applications including APT, PASSPort/VENDEX;
- Excellent oral and written communications capabilities are required (including proficiency in Microsoft Office Suite applications), as well as very good interpersonal and organizational skills.

The deadline to apply is October 11, 2018.

Please click the following link to apply to Job ID 367723: https://a127-jobs.nyc.gov/psc/nycjobs/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=367723&PostingSeq=1. Please click on the "Apply Now" button. Attach your cover letter and resume as one document under resume and a writing sample under cover letter.