OFFICE OF THE MAYOR

Executive Order No. 114
April 13, 1988

OFFICE OF CONTRACTS

By the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. Office Established. The Office of Contracts (the "Office") is hereby established in the Office of the Mayor. The Office shall be headed by a Director who shall report to the First Deputy Mayor.

Section 2. Purposes. The Office of Contracts will perform the following functions:

a) Draft guidelines and policy statements for review and issuance by the Mayor.

b) Inform the Mayor of major policy issues or patterns that emerge in City contracting.

c) Provide technical assistance on contract related issues to line departments.

d) Maintain liaison with the departmental chief contracting officers.

e) Review departmental and specialized contract guidelines and procedures for conformance with citywide guidelines and regulations.

f) Conduct post-audit reviews of selected contracts to ensure adherence to proper procedures.

g) Coordinate citywide information on contracts and contractors.

h) Establish working relationships with associations of contractors from industry and nonprofit groups that do business with the City in order to make working for the City attractive to the best sources available.

Section 3. Staff and Expenses. The Office shall have such staff and incur such expenses necessary for it to perform its responsibilities and effectuate its purposes.

Section 4. Effective Date. This Order shall take effect immediately.

Edward I. Koch
MAYOR