

# Inside CITYWIDE PROCUREMENT

OCP

## Citywide Security and Related Services Contracts

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Issue 05

**DCAS Commissioner  
Stacey Cumberbatch**

The City's obligation to create a secure environment for the public and for its employees in hundreds of City agency locations throughout the five boroughs was fortified by the Office of Citywide Purchasing's (OCP) recent award of Citywide Security Guard and Related Services contracts. The contracts are part of OCP's continuing effort to achieve efficiencies and savings through consolidation of agencies' buying power and elimination of administrative burdens associated with developing and awarding multiple contracts.

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To obtain the best value and most competitive prices for the City, OCP has awarded master contracts to three vendors, Allied-Barton Security Services, FJC Security Services Inc., and Securitas Security Services USA Inc. through November 30, 2018. The vendors will provide both armed and unarmed uniformed security guards and supervisors as well as fire safety personnel. The contracts are divided into two separate competition pools according to the type of service and the number of personnel required. Pool One covers contracts for 150 or fewer unarmed guards and 25 or fewer fire safety personnel; Pool Two covers contracts for all armed guards, 151 or more unarmed guards and 26 or more fire safety personnel.

Agencies will obtain their security guard and fire safety personnel services from the master contracts through a competitive task order process. Each agency will issue a service request to all three vendors describing the required services for the duration of the task order. OCP has developed instructions and Task Order Templates including an Evaluation Tool Template for each service pool to ensure consistency in evaluations and the award process.



Upon receipt of responses from the vendors, the agency will determine the winning proposal, notify the vendor of the award and proceed with approval and registration.

Another feature of the Citywide Security and Related Services contracts is a provision for the vendors to form a relationship with the Human Resources Administration (HRA) and the Department of Small Business Services (SBS) Workforce1 Development Program to augment new hire needs for unarmed uniformed security guards, specifically by granting hiring preferences to a certain ratio of qualified Workforce1 Career Center candidates. The hiring commitment will apply only to task orders issued by social service agencies.

For further information, please email Liana Patsuria at [lpatsuria@dcas.nyc.gov](mailto:lpatsuria@dcas.nyc.gov) or call (212) 386-0467.



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## P-card

The Office of Citywide Purchasing (OCP) recently selected a new Purchasing Card (P-card) vendor, U.S. Bank, after a competitive RFP process. This new partnership is expected to provide significant benefits and cost savings for the City. The official transition to U.S. Bank began in mid-October of 2013 with a presentation attended by more than 100 agency representatives and was completed in February 2014 and more than 600 new P-cards were issued to existing cardholders citywide. In addition, OCP's P-card unit conducted training sessions to familiarize agencies with the vendor's card management system, Access Online.

Along with the transition to U.S. Bank, two important changes were made to P-card policies and procedures. In accordance with Comptroller's Memorandum 14-1, the transaction limit for P-cards was increased to \$20,000 to match the micropurchase limit. In addition, the revised Citywide P-card Policies and Procedures established enhanced mechanisms addressing the higher micropurchase limit and other internal controls. Substantive policy changes include: ACCO approval for certain single transaction limit assignments and changes; central P-card unit processing of certain single transaction limit additions/changes; use of forms to document profile changes; and a requirement to document transactions greater than \$10,000 within Access Online.

The P-card unit is also piloting a new program to use the P-card to pay Verizon telecommunication invoices. This pilot will expedite the payment process and realize significant financial benefits for the City. The Department of Information Technology and Telecommunications (DoITT) currently processes telecommunication invoices on behalf of all City agencies. To assist the initiative, Verizon created an application allowing the City to remit payments online. The P-card unit will evaluate the results of the pilot by the end of the current fiscal year and use the lessons learned to seek other opportunities to expand P-card utilization.

For further information, please email David Taylor-Fink at [dtaylorfink@dcas.nyc.gov](mailto:dtaylorfink@dcas.nyc.gov) or 212-386-0408, or Julio Moreno at [jmoreno@dcas.nyc.gov](mailto:jmoreno@dcas.nyc.gov) or 212-386-0407.

## M/WBE

National Debit Corp. is a City certified women-owned business which was established in 1992. Irene Marmott, President, previously owned a lumber yard in the state of Virginia. There she supplied building materials to government entities such as the Navy Yard and the White House as well as to non-profit organizations. In 1990, Ms. Marmott moved back to New York and started National Debit Corp.

Originally, National Debit Corp. was an independent service organization catering to brick and mortar retail stores, supplying credit card machines and services. Eventually, the banking industry started to offer the same services at cheaper rates and that forced Ms. Marmott to re-evaluate her company's offering and refocus on government sales. As a WBE, the company takes pride in being a "Supermarket Provider" to City and State agencies, specializing in providing lumber and building materials including specialty hardware.

Since becoming certified as a WBE, National Debit Corp. has been awarded contracts with more than a dozen City agencies including DCAS. Ms. Marmott encourages small businesses that meet the criteria to be an M/WBE to apply for certification as it opens the door to various government contracting opportunities. In asking Ms. Marmott for advice to new and existing M/WBEs, she said: "The best advice I can pass on is to never give up; when you receive bids always respond and diversify your company's offerings. In addition, treat your customers the same way you would want to be treated, providing superior customer service."

For further information on doing business with National Debit Corp. please email Irene Marmott at [IRENE@PREVAY.COM](mailto:IRENE@PREVAY.COM) or call (212) 961-6263, or for further information on doing business with DCAS, please email Anjanette Antonio at [aantonio@dcas.nyc.gov](mailto:aantonio@dcas.nyc.gov) or call (212) 386-0445.

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## Dun & Bradstreet Update

The Office of Citywide Purchasing (OCP) is pleased to announce its 2014 free training courses at the Citywide Training Center (CTC) on the use of Dun & Bradstreet's Supplier Risk Manager, an online vendor management tool available to all Mayoral agencies.

The "Introduction to D&B Supplier Risk Manager" course prepares participants with the necessary skills to locate M/WBE and Green certified vendors and compile and assess a wide range of supplier/vendor data including demographics, financials, corporate family linkage, government and industry compliance status, and diversity classifications.

OCP is also offering a new course, "Introduction to Spend Analysis." Participants will learn how to view their agency's overall expenditures, investigate spend across time and commodity, and conduct other research such as supplier linkage and spend across other pertinent indicators. Please note that "Introduction to D&B Supplier Risk Manager" is not a prerequisite for this course.

These courses will be especially valuable for those employees conducting responsibility determinations and others such as program staff, contract managers, budget and finance analysts, managers, legal counsel, compliance staff, data analysts and those who interact with vendors on an ongoing basis. The course descriptions can be found on page 81 and 82 of the Citywide Training Center Spring catalog:

- Introduction to D&B Supplier Risk Manager (Course Code: A8200)
- Introduction to Spend Analysis (Course Code: A8215)

Please see the link below:

[http://www.nyc.gov/html/dcas/html/employees/learning\\_ctc\\_training.shtml](http://www.nyc.gov/html/dcas/html/employees/learning_ctc_training.shtml)

## Staff Spotlight

This winter's frigid temperatures and heavy snow have made transportation and safety in New York City exceptionally challenging. In preparation for winter emergencies, Masha Rudina, the Office of Citywide Purchasing's (OCP) Purchase Director of Fleet, Fuel and Chemicals and her dynamic five person team work with vendors to provide sufficient supplies of rock salt and calcium chloride solution for the City. Masha and her team are responsible for the acquisition of critical commodities and as such, play a pivotal role in assisting agencies to fulfill their missions.

Masha's team works closely with large mayoral agencies such as DEP, FDNY, NYPD, DSNY and DOT to ensure that their everyday contractual needs are satisfied. Whether it's making certain that DEP has the necessary chemicals to treat the City's water system, or that agencies have adequate distribution of fuel oil and gasoline to City facilities or receive the necessary fleet and repair parts, Masha and her dedicated team of procurement specialists get the job done.

The Fleet, Fuel and Chemicals unit is one of the five OCP buying groups that develops, awards, and administers contracts for goods and services on behalf of city agencies and other governmental entities. OCP manages approximately 1,000 requirement contracts that are utilized citywide. The buying groups are as follows:

- Fleet, Fuel and Chemicals
- Goods
- Shared Services
- Food/Central Storehouse
- Emergency Preparedness

Masha has worked for the City since 2010. "I am proud to be a DCAS employee and work with such an amazing team. I love the agency's support role serving as the backbone of city government."

For further information, please email Masha Rudina at [mrudina@dcas.nyc.gov](mailto:mrudina@dcas.nyc.gov) or call (212) 386-6373.

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## Technical Services

The Office of Citywide Purchasing's (OCP) Quality Assurance (QA) unit inspects and conducts quality assurance determinations against purchase orders and contract specifications for goods purchased through OCP. The intent of these determinations is to ascertain and assure that the City receives the quality and value of the goods for which it has contracted. In order to fulfill this mandate, QA relies on the critical support of its Technical Services group.

The primary mission of Technical Services is to provide technical assistance and guidance to OCP's procurement operations, inspectors and city agencies to help ensure that city contracts include those provisions necessary to meet product performance requirements and regulatory guidelines associated with the commodities. If an agency receives goods that do not meet the contract requirements, Technical Services assists the QA inspectors in evaluating and rejecting non-compliant deliveries.

Technical Services also aids city agencies in specification development. In addition, it also maintains the Green Portal intranet site which identifies environmentally preferable products (EPP) that city agencies may purchase through OCP Requirement Contracts or the Central Storehouse. This enables OCP to support the City's efforts to procure environmentally sustainable goods and services that meet performance needs and regulatory requirements. Technical Services also performs in-depth life-cycle analysis on citywide goods to help determine their impact on the City's environment.

Registered monthly non-food requirement contracts available in the Green Portal database are reviewed on an ongoing basis to determine whether or not items in the contract merit environmentally preferable status (designated with a green apple icon), using the following criteria:

- Recycled content, recyclability or end-of-life repurposing,
- Non-toxic materials composition,
- Vendor or manufacturer warranty and ability to rebuild/repair/maintain their equipment to extend the serviceable working life,
- Manufacturing processes that use fewer resources and produce less pollution,
- Local sourcing of goods and environmentally accountable manufacturing in the United States,
- Environmental responsibility of the vendor/manufacturer such as end-of-life take-back of products for resource reclamation,
- Independent third party certifications,
- Inherent design for durability, reliability/redundancy in safety features, and industrial level performance.

By understanding the economic and environmental costs of goods and services, OCP can identify savings and work to build a more sustainable City. Agencies are encouraged to take advantage of these services to enable the fulfillment of their missions.

For further information, please email Cliff Francis at [cfrancis@dcas.nyc.gov](mailto:cfrancis@dcas.nyc.gov) or call (212) 386-0467.