

Minority and Women-Owned Business Enterprises (M/WBE)

Key Definitions

Terms used in the New York City Public Schools (NYCPS) procurement process:

Goods

- All tangible personal property, including but not limited to equipment, materials and printing

Services

- The furnishing of labor, time, or effort by a vendor

Contract

- A formal procurement process for a system wide need for good(s) and/or service(s). Contracts have a finite length of time (generally 2-5 years)

Non-Contract

- A purchase authorized by a purchase order from a school or central office in the absence of a formal contract (limitations apply).

Procurement

- Buying, purchasing, or otherwise acquiring any goods, services, or construction, including all functions inherent to the acquisition of these items

Purchase Order (PO)

- An official document created by a school/central office, directing the vendor to provide delivery of goods and/or provision of services. The PO certifies that the school/central office has set aside funds to pay for these goods/services

Financial Accounting Management Information System ([FAMIS](#))

- A NYCPS web-based purchasing application that allows users to make purchases from NYCPS-contracted vendors.

NYCPS Vendor ID

- Indicates that a vendor is registered in FAMIS. Information such as Tax ID, direct deposit, and physical/email addresses are tied to the Vendor ID. Vendor ID's are unique to NYCPS

Contracted Vendor

- A vendor that possesses a contract with NYCPS to deliver goods/services. This is the preferred mechanism

Non-Contracted Vendor

- A vendor that delivers goods and services without a contract. Vendor must still acquire an active Vendor ID.

Request for Bid (RFB)

- A solicitation for competitive bids. Used to procure goods and services, generally above \$100K. Contract is awarded to the lowest qualified bidder(s)

Request for Proposal (RFP)

- A solicitation for proposals used to procure specific goods or services. RFPs detail NYCPS' needs and requirements, and vendors respond with proposals outlining how they can meet those needs.

M/WBE Procurement and Contract Method (M/WBE PCM)

- A streamlined process that allows the NYCPS to award contracts up to \$1.5 million directly to City-certified M/WBEs without formal competition.

Competitive Sealed Bid Below \$100K (f/k/a Open Market Agreement)

- A solicitation for a competitive bid. Used to procure goods and services up to \$100K. Contract is awarded to the lowest qualified bidder(s)

Multiple Task Award Contract (MTAC)

- A solicitation for competitive proposals. Generally used to procure professional services. Submitted proposals are evaluated for several criteria (i.e. Program Plan, Qualifications, Price, and Demonstrated Effectiveness). Price is not the sole determinant. Formally known as a Pre-Qualified Solicitation

Polaris

- An NYCPS system that streamlines vendor invoice processing by allowing vendors to create, submit, and track invoices for payment, ensuring faster and more accurate payments.

Vendor Portal

- New York City Public Schools' online management tool for vendors. This tool is part of our ongoing effort to improve your vendor experience. Here you will find the tools to do business with NYCPS in an effective and efficient way.