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November 2, 2020

Via NYC Open Records Portal
Mayor's Office of Contract Services
Records Access Officer
Janet Kim, Assistant General Counsel
255 Greenwich Street, 9th Floor
New York, NY 10007

Re: FOIL Request for NYPD Classified, Confidential Special Expense
(SPEX) Purchase Contracts and Procurement Materials.

Dear Records Access Officer:

Pursuant to the Freedom of Information Law, N.Y. Pub. Off. Law §§ 84 to 90, I write to request access to and copies of records encompassing:

Any and all documents relating to the Mayor's Office of Contract Services ("MOCS") role in the New York City Department's ("NYPD") classified, confidential special expense purchase contracts, for the time period of March 27, 2007 to October 27, 2020, including, but not limited to:

- a. Pre-Solicitation Requirement Cover Sheets and Narratives, including the Confidentiality Notices received from the NYPD;
- b. Records and Tracking of Pre-Solicitation Requirements Cover Sheets and Narrative completed "off-line" or otherwise;
- c. Meeting notes and minutes from reviews of Recommendation for Awards (RFAs) and supporting documentation;
- d. Correspondences between MOCS and the Office of Management and Budget regarding RFAs for Special Expense (SPEX) Purchases;
- e. RFAs and supporting documents including VENDEX questionnaires for SPEX purchases;
- f. Certificates to Procedural Requisite issued;
- g. Written documentation, including correspondences regarding any denials of Certificates to Procedural Requisite;
- h. Any "off-line" records or tracking for RFAs;
- i. Responsibility Determinations;
- j. Signed contracts with all of their parts, including addenda and exhibits;
- k. Winning vendors' proposals;
- l. The list of individuals authorized to review the NYPD confidential contracts, including names and titles, and any subsequent versions or amendments thereto, received from the New York City Comptroller's Office.

I would prefer the request be filled electronically - by e-mail attachment, download link, or an appropriately sized media storage. *See* N.Y. Pub. Off. Law §87(5)(a), §89(3)(a), and §89(3)(b). I agree to pay any reasonable fees of not more than \$50.00. If the request cannot be filled electronically and the cost to copy and mail the requested material will be greater than \$50.00, please notify me. Please provide a receipt indicating the charges for each document.

As provided by the Freedom of Information Law, I will expect your response within five (5) business days. *See* § 89(3). If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

Thank you in advance for your assistance. If you have any questions, please do not hesitate to contact me at 646.634.3094 or FOILResponse@legal-aid.org.

Sincerely,

A handwritten signature in cursive script, appearing to read "Diane Akerman".

Diane Akerman
Staff Attorney, Digital Forensics Unit
The Legal Aid Society