High-Impact Tutoring Initiative
MTAC, Vendor ID, ERMA, PETS Clearance Information Session –
A Program Office View/Interpretation

#1 - Wednesday, June 14th, 2023 – 10:00 to 11:00 A.M.
#2 - Thursday, June 15th – 1:00 to 2:00 P.M.

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Vendor ID
- Necessary to do business with the City of New York and the New York City Public Schools (NYCPS), different than a state vendor ID
- Allows for up to and including $25K worth of business at each "budget location"
- What's needed: W-9 and NYC's Substitute Form – Please make sure the information matches between the two!
- Send both to Andrew Fletcher at AFletcher2@schools.nyc.gov and we'll initiate the process, vendor IDs are usually created in less than a month's time

Procurement Cycle
Vendor ID
- Quote/Work Order
- Purchase Order
- Completion of work
- Invoice(s)
- "Proof of delivery"
- Payment

MTAC
- School issues solicitation
- Applicable vendors submit proposal
- School reviews and awards
- Quote/Work Order
- Purchase Order
- Completion of work
- Invoice(s)
- "Proof of delivery"
- Payment

MTAC - What Is It and What Does It Stand For?
- MTAC stands for Multi-Task Award Contract
- In lieu of releasing RFPs, the NYCPS moved to an open enrollment process for most Professional Services contracts and has been in place since 2009

- There are currently 23 different MTAC contract application categories to choose from based on the services that you are looking to provide
- Each MTAC category has its own Minimum Requirements along with required documents that must accompany the application submission
- MTAC contracts are generally 5-year contracts with provisions for price increases

MTAC Process Steps
- Identify the correct MTAC
- Complete the required documentation for proposals
- Proposal Submission
- NYCPS Contract and Pedagogic Proposal Review
- Cost Price Analysis Review
- PEP Panel Review
- NYCPS Company Legal Agreement Execution
- Comptroller Registration

PETS (Fingerprinting and Security Clearance)
- Any personnel who have contact with NYCPS students (either in-person or virtually) must be cleared through our PETS process
- This can take place through schools or Central
- If through Central, you should connect with Andrew again
- We'll share a roster template with you where information is added for those who need clearance and is used to track progress
- As personnel are rostered, they are sent an e-mail that will lead them through the process
- Fingerprinting is completed via IdentoGo but there are forms as well in NYCPS' Applicant Gateway

ERMA - Data Privacy and Protecting Our Kids' Privacy
- Like most districts, NYC has instituted its own data privacy protocols since COVID, including the completion of an NDA
- All contracts that have a component of digital access are now required to be vetted prior to contract approval
- There are 3 components of this process where it engages not just the NYCPS' IT group, but it also engages the NYC IT group
- Any company selling a platform subscription or attempting to do a PILOT on their product platform(s) must be vetted by these two groups prior to a school sharing data
- Like vendor IDs and PETS, Andrew can assist you with initiating this process
- We'll work through the information you sent Ava at ExpandED Schools to see who needs what and will be in touch to begin