



**Mayor's Office of Contract Services  
Capacity Building and Oversight  
Training Schedule  
Spring 2012 Semester**

Michael R. Bloomberg  
Mayor

Marla G. Simpson  
Director

253 Broadway, 9th Floor  
New York, NY 10007

212 788 0010 tel  
212 788 0049 fax

nyc.gov/mocs

**March**

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**3/14 Contracting with NYC: Services and Opportunities (9AM-12PM)**

Faculty:

Jenny Walty, Assistant Director, Mayor's Office of Contract Services  
Rien Murray, Office of the Deputy Mayor for Health and Human Services  
Gregory Warner, Senior Director, Innovatix, LLC & Essensa

In spring 2009 Mayor Bloomberg announced a number of initiatives to assist the nonprofit sector. Since then, the Mayor's Office has implemented many of these initiatives to reduce costs for nonprofit organizations, streamline the contracting process and strengthen the nonprofit sector. This training will explain how nonprofits can build capacity and improve operations by being savvy community partners. Topics include the terms in the Standard Human Service Contract and Appendix A; the Group Purchasing program, a new opportunity for New York City-funded nonprofits to access discounts on goods and services; the Central Insurance Program; and an overview of HHS Accelerator, a web-based system designed to simplify and speed the contract process for client and community services providers. Targeted to nonprofit managers, fiscal staff and contract liaisons, registration required.

To register please download, complete and fax a copy of our registration form: <http://www.nyc.gov/html/mocs/html/programs/cbo.shtml> (to obtain the form click on the link "CTC Application" under the heading "Capacity Building Training").

This training session will be held at The Department for Citywide Administrative Services (DCAS) located at 2 Washington Street New York, NY 10004.

**April**

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**4/18 Capacity Building Training for Community Funded Partners (9am – 5pm)**

Faculty:

Jenny Walty, Assistant Director, Mayor's Office of Contract Services  
Susan Chase, Staff Attorney, Legal Aid's Community Development Project  
Alex Kipp, Director of Training and Education, Conflicts of Interest Board  
Caitlin Caporale, Discretionary Award Compliance Coordinator, Mayor's Office of Contract Services  
Ivette Morales, Director, Not-For-Profit Vendor Fraud Unit, DOI  
Joseph Salvayon, Deputy Agency Chief Contracting Officer, Dept. of Youth and Community Development  
Susan Weinrich, VP, Organizational and Community Development, New York Council of Nonprofits, New York Council of Nonprofits

Susan Gabriel, Senior Associate, Cause Effective  
Kelly Mathews, Capacity Building Advisor, New York Council of Nonprofits, New York  
Council of Nonprofits  
Terence D. Cook, Senior Consultant, Fiscal Management Associates

The City Council has sponsored this training program to ensure that the community-based groups funded by discretionary funds understand the City's expectations regarding nonprofit best practices in fiscal management, corporate governance and legal compliance. Senior representatives from City government will be present to welcome nonprofit leaders and present key-note remarks. Expert faculty cover topics including Managing a City Contract, Nonprofit Legal Compliance, Internal Controls, Nonprofit Accounting, Conflicts of Interest and Fundraising. *Targeted to nonprofit executives and board members, registration required.* This training session will be held at City Tech College, Brooklyn. **Please visit <https://a002-oom03.nyc.gov/rsvp1> to register.**

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Training sessions are offered at no cost to non-profit organizations that receive grants or contracts from a New York City agency. If you have any further questions or would like to reserve a seat in one or more of these CBO trainings, please contact Bryan Epps, Senior Policy Analyst, at:

Office: 212.676.9748 Fax: 212.312.0769