

CONTRACT QUESTIONS

1. Your agency is contracting a human services contract, what type of program would you expect to find under this umbrella title?
 - a) contract for goods and supplies
 - b) construction contracts
 - c) training, day care, employment, or job development contracts
 - d) all of the above
2. The city is experiencing a severe snow storm. This will utilize existing resources. How would the city procure additional necessary resources without going through the normal contract bidding process?
 - a) Mayor declares a declaration of emergency
 - b) CCPO authorizes change in the dollar amount of contracts
 - c) agency head secures no bid contracts
 - d) city council meets to discuss emergency procedures
3. Which of the responsibilities of city officials in the contract process as stated below is not correct
 - a) corporation council responsible for language and form review of contracts
 - b) city council responsible for oversight and dollar determinations
 - c) comptroller responsible for registration review and performance audits
 - d) ACCO responsible for overall city procurement procedures
4. The funds for infrastructure are part of what type of budget?
 - a) capital
 - b) human services
 - c) personal services (ps)
 - d) other than personal services (otps)
5. One contract bidding category which is actually a sole source contract would involve
 - a) multiple vendors submitting sealed bids
 - b) request for a proposal
 - c) bid between agency and specific provider requiring no other solicitation
 - d) negotiated acquisition
6. Competitive sealed bidding includes
 - a) invitation to bid
 - b) vendex clearance
 - c) determined by lowest responsible and responsive bid
 - d) all of the above

7. The policy and procurement board is responsible for procurement activities for
 - a) Mayoral agencies
 - b) independent non-Mayoral agencies
 - c) independent authorities
 - d) SUNY
8. The following is not a function of the PPB
 - a) set standards for soliciting bids
 - b) direct award of contracts
 - c) responsible for individual vendors performance
 - d) establish requirements for proper documentation
9. A vendor is not considered non-responsible when
 - a) when determined to not be qualified
 - b) poor past performance
 - c) could not meet vendor screening
 - d) meets all conditions of contract performance
10. The main criteria for selection of vendor is made when
 - a) vendor considered responsible and responsive
 - b) recommended by relative
 - c) comptroller approves contract
 - d) corporation council approves contract
11. The Department of Citywide Administrative Services (DCAS) is not responsible for
 - a) disposition of surplus property
 - b) procurement of goods
 - c) hearing of disputes arise out of the procurement process
 - d) provision of autos, communication, energy, and data processing services
12. The definition of Prevailing Market Price is
 - a) an offer made by one person to another as a basis for negotiations for entering into a contract
 - b) prices commonly paid by the public either through a standard price list or catalogue
 - c) a written agreement between the city and a supplier
 - d) a tender given specifically to a prospective purchaser upon request
13. Which city agency has responsibility to conduct adjudicatory hearings in connection with certain disputes arising out of the agency conduct of the procurement function?
 - a) Office of Administrative Trials and Hearings (OATH)
 - b) Department of Design and Construction (DDC)
 - c) Department of Investigation (DOI)
 - d) Department of Citywide Administrative Services (DCAS)

1. c 2. a 3. d 4. a 5. c 6. d 7. a
8. c 9. d 10. a 11. c 12. b 13. a