



Dawn M. Pinnock
Commissioner

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Citywide Procurement

FEBRUARY 1, 2023

THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
SECURITY GUARD REIMBURSEMENT PROGRAM FOR NON-PUBLIC SCHOOLS
PIN: 85617QL001

The New York City Department of Citywide Administrative Services ("DCAS") is seeking applications from qualified security guard companies to provide security guard services at qualified Non-Public Schools.

A Qualified Provider List has been established. To be eligible for this list, Security Guard Companies must submit their application. Applications are accepted on a continuous basis and will be processed periodically. The revised applications may be downloaded online at www.nyc.gov/cityrecord or can be obtained between the hours of 9:00AM and 5:00PM from **Office of Citywide Procurement ("OCP") at One Centre Street, 18th Floor Bid Room, New York, NY 10007.**

Please note: Vendors already on the Qualified Provider List are not required to submit a revised application. Applications shall be submitted to:

NYC DCAS - OCP
One Centre Street, 18th Floor Bid Room
New York, NY 10007
Attn: Nyesha Hughes, Vendor Relations

All questions and requests for additional information concerning the application should be sent via email to Security4Schools@dcas.nyc.gov.

Additionally, all firms on the Qualified Providers list are required to complete and submit a vendor enrollment package in Passport. To complete the **Vendor Enrollment** process, you must first create a Passport account (please refer to the **Account Creation** Manuel for job Aid at <http://www.nyc/passport>). After completing the Vendor **Account Creation** process, log in to Passport to prepare and submit your organization's enrollment package online. All questions or issues related to the Passport enrollment process should be sent to help@mocs.nyc.gov.

We appreciate your interest in doing business with the City of New York.

Respectfully,

Nyesha Hughes
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