

Instructions for PASSPort Account Creation and Prequalification for 2025-2026

PASSPort is a web-based system maintained by the City of New York to manage procurement. To submit a proposal to the upcoming RFI, all vendors must create an account within the PASSPort system. Please visit www.nyc.gov/passport create an account or to log into the system to view this RFP. If you have any technical questions or concerns about PASSPort, please submit an inquiry to the MOCS Service Desk.

To respond to this RFI and all other Human/Client Service RFPs, organizations must have (i) a PASSPort account, and (ii) have an Approved HHS Prequalification Application in PASSPort. Proposals and Prequalification applications will ONLY be accepted through PASSPort. If you do not have a PASSPort account or Approved PASSPort HHS Accelerator PQL Application, please visit nyc.gov/passport to get started.

- Please allow sufficient time to complete and submit proposals, which includes entering information, uploading documents, and entering log-in credentials.
- Providers are responsible for the timely electronic submission of proposals.

Step 1: PASSPort Account Creation

To submit the application, schools must first be approved for a PASSPort Account. This [guide](#) provides detailed instructions on how organizations can request a new account. If your organization already has a PASSPort account, please move on to next step. If you have any questions, please contact the [MOCS Service Desk](#).

Step 2: Pre-Qualification

Schools must be pre-qualified in PASSPort. If your school is already pre-qualified, your school is ready to apply on March 1st, 2025. If your school has not been pre-qualified, this [guide](#) provides detailed instructions on how organizations can complete the prequalification application.

If you have any questions, please contact the [MOCS Service Desk](#).

The application will be available from March 1st to May 15th. The application will be accessible through Rounds that will be available on a weekly basis. Each Round will close on Mondays at 4:00 pm and the next Round will reopen immediately between 3/1/2025 - 5/15/2025.