

## Instructions for PASSPort Account Creation and Prequalification for 2025-2026

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**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](http://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](http://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.

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### **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](#).

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### **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 1<sup>st</sup>, 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 1<sup>st</sup> to May 15<sup>th</sup>. 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.