

Authoring Documents- Discretionary

*Note: Although documents requested for contract processing may be listed as "optional" in PASSPort, the below is required for contract registration.

Document Type	Action	Naming Convention (Contract ID & Document Type)
Board of Directors List	Upload your most recent board listing in the Vendor Document section of PASSPort as a PDF.	DYCD ID#- Board of Directors List
Broker's Certification	Upload in the Vendor Document section of PASSPort as a PDF. Should not be combined with Appendix A.	DYCD ID#- Broker Cert
Budget Detail	Your Program contact will complete a budget template and upload on your behalf.	DYCD ID#- Budget
Contract Attachment	Your Program contact will send you instructions regarding the contract, also known as the agreement. There are documents that need to be completed in order to consider the contract final. Upon completion of all necessary attachments and submission to your Program contact, they will then upload the completed contract as a PDF in the Vendor Document section of PASSPort on your behalf. If over \$100k, Appendix A will be included within the same PDF.	DYCD ID#- Contract Attachment
Doing Business Data Form (LL 34)	This form will not be included in the contract document. However, its required that you complete the LL34 tab in order to submit your document request.	N/A
Fee Waiver	If your program charges fees, an approved fee waiver is required. To obtain approval, upload the fee waiver form to PASSPort so that your Program contact can review and obtain the necessary Legal approval. Your Program contact will then upload the approved fee waiver on your behalf. If you do not charge fees, you will fill out the form accordingly and upload the document to the Vendor Document section of PASSPort.	DYCD ID# Fee Waiver

Document Type	Action	Naming Convention (Contract ID & Document Type)
General Liability Insurance	• Appropriate insurance must be provided to DYCD for approval. Approval requests can be sent to DYCD's insurance team at DYCDinsurance@dycd.nyc.gov. • If you are interested in participating in the Central Insurance Program (CIP), at a rate of 4.5% annually, you may submit a request to CIP@dycd.nyc.gov. • Only approved insurance will be upload by your Program contact on your behalf.	DYCD ID#- General Liability
Workers Compensation		DYCD ID#- Workers Compensation
Disability Insurance		DYCD ID#- Disability Insurance
Labor Peace Agreement certification (only over \$100k)	Only needed if the contract is over \$100k. Provider to upload.	DYCD ID#- LPA Certification
Scope of Work	Upload approved work scope to the Vendor Document section of PASSport.	DYCD ID#- Scope of Work
Sexual Harassment Rider	Only the rider is needed not the policy or signed Cert. Applicable for FY22 contracts forward. Form is part of contract boilerplate. Not required to be signed at time of registration. * Signed cert is to be completed and uploaded 30 days after registration to the Providers PASSPort document vault.	N/A
Tax Affirmation Page	DYCD will provide the Affirmation page for you to review, sign and upload to PASSPort in the Vendor Document section.	DYCD ID# - Tax Affirmation

Reminders:

Ensure there are no duplicates. Incorrect or incomplete documents should be deleted from the contract record.

Review the Labor Peace Agreement and ensure you meet the 90 day requirement of uploading the required Attestation upon signature from both parties.

Additional documents will be requested by DYCD's procurement team to complete a required Responsibility Determination.