



# Where should I look for city food contracts?

A guide for vendors, city agencies, and every day New Yorkers

## First Steps to Doing Business with the City

Create vendor accounts in both:

[City's Payee Information Portal \(PIP\)](#)

[Procurement and Sourcing Solutions Portal \(PASSPort\)](#)

If you are interested in contracting with the Department of Education, also create a vendor profile on [VPortal](#)

BONUS: Review the other resources available on our MOFP resource hub to better understand contracting terms!

### \*Department of Education – Office of Food and Nutrition Services

The NYC Department of Education - Office of Food and Nutrition Services (OFNS) uses its own vendor portal for procurement, outside of PASSPort, **called VPortal**, which can be found [here](#). Vendors have to make a vendor profile, just like on PASSPort.

### Department of Homeless Services

Open contracts for the NYC Department of Homeless Services (DHS) are [posted to PASSPort](#) and included on their [Contracts & Procurement page](#), however, **the majority of food contracts are through subcontracting.**

About 9 of the DHS shelters **procure meals through Requests for Proposals (RFPs)**, which are [posted to PASSPort](#). There is **guidance for how to look for these under the Requests for Proposals dropdown menu** of the Contracts & Procurement page.

**CONTINUED: \*Department of Education – Office of Food and Nutrition Services**

OFNS purchases food to prepare on site at schools through bids, which are posted as **open Requests for Bids (CSBs and BVBs)** [on their infohub](#), under the dropdown menu For Prospective Vendors. Open bids can be found [here](#).

Their [infohub](#) also hosts other useful information and a **vendor hotline** to assist vendors and answer questions.

**CONTINUED: Department of Homeless Services**

Other shelters are run by nonprofit providers, who **procure food and meals through RFPs**, also, through subcontracting. These **subcontracts have to be approved by the City**. **Resources to navigate subcontracting can be found under Information and Forms** on the Contracts & Procurement page.

**Department for the Aging – Home-Delivered Meals (HDMs) and Older Adult Centers (OACs)**

Contract opportunities for the NYC Department for the Aging are [posted to PASSPort](#).

On PASSPort you can view NYC Aging's **Requests for Proposals (RFPs) for food and meal vendors**. Many NYC Aging funded programs for HDMs and OACs are run by nonprofit providers, who may subcontract for meal services, which must be approved by NYC Aging. Resources for City subcontractors can be found [here](#).

NYC Aging also provides **training videos for the RFP process**, as well as more **explanation of their food buying process**. These resources can be accessed on their website under the Community Partners tab, via the Procurement Information link, available [here](#).

**Human Resources Administration – Community Food Connection**

Community Food Connection (CFC) **provides food to nearly 700 pantries** across NYC. CFC **typically contracts one food distributor** through a **Request for Proposal (RFP)** procurement process.

**When CFC is seeking a new distributor contract, it is [posted to PASSPort](#)** as an RFP. The distributor then buys from vendors and provides those goods to CFC sites.

Further information on doing business with the Human Resources Administration (HRA) can be found [here](#).

## Health and Hospitals – Patient Meals

NYC Health and Hospitals (H&H) has a **centrally-managed patient dining program that contracts with one primary vendor**. H&H procures this patient dining vendor using **Requests for Proposals (RFPs)**. These are **posted publicly to [City Record Online](#)**, a contract notifications platform, when the RFP is open and in progress.

The contracted vendor is then responsible for the **purchasing and distribution of food and other products** related to patient dining services at NYC Health + Hospitals.

Further information on doing business with H&H can be found [here](#), on their website.

## Department of Youth and Community Development – Cornerstone Community Centers

The Department of Youth and Community Development (DYCD) **procures meals and snacks through a Request for Proposals (RFPs) process**.

Open DYCD proposals can be found [posted to PASSPort](#).

More information on DYCD contracts can be found on their website [here](#).

## Department of Corrections

The NYC Department of Corrections (DOC) **procures food through Competitive Sealed Bids (CSBs) and Best Value Bids (BVBs)**. These bids are [posted to PASSPort](#).

Procurement and contracting for DOC is **handled by the Department of Citywide Administrative Services**. Meals and snacks are then **prepared on site** on Rikers Island.

More information on contracting with DOC can be found on their website [here](#).

## Administration for Children's Services

The NYC Administration for Children's Services (ACS) **procures food through Competitive Sealed Bids (CSBs) and Best Value Bids (BVBs)**. These bids are [posted to PASSPort](#).

Procurement and contracting for ACS is **handled by the Department of Citywide Administrative Services**. Meals and snacks are then **prepared on site** at the two youth detention facilities.

More information on contracting with ACS can be found on their website [here](#).