

# PASSPort Direct

**NYC** Mayor's Office  
of Contract Services

PASSPORT DIRECT | MAY 2020 | NYC MAYOR'S OFFICE OF CONTRACT SERVICES

**Dear City Contractor,**

Even through all the uncertainty about the future, there are some things we can be sure of. The City will move into a recovery phase; services will continue to be delivered across the five boroughs. We will begin re-activating Citywide construction and IT projects and we will continue to purchase goods like food, automobiles and equipment. In short, procurement will be a necessary component of Citywide recovery.

Throughout the COVID-19 crisis, the team at the Mayor's Office of Contract Services (MOCS) has been working on the next phase of [PASSPort \(Release 3\)](#), the City's digital, end-to-end procurement platform, which will be expanded later this Spring to include significant new features.

The relevance of a completely digital procurement process has never been more apparent than it is today. With Release 3, PASSPort will include features that will enable:

- Easy and early identification of Citywide solicitations with a digital roadmap.
- Electronic submission of bids and proposals through simple digital questionnaires.
- Once awarded a contract, real-time tracking towards registration through an online milestone tracker – understanding what steps are completed, ahead and the length of time for each.
- Digital contract execution with electronic signatures and elimination of notary requirement.

We know that City contracting can be a complex process, so we encourage you to watch Procurement 101 [here](#) – it's a series of animated short videos that cover the basics of procurement in the City of New York.

You'll be hearing more from us between now and our phased roll-out of Release 3. In the meantime, please make sure your business is ready to take advantage of the upcoming enhancements by creating a PASSPort account and filing disclosures. For more information and support visit [nyc.gov/passport](https://nyc.gov/passport) or email us at [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov).

**Thank you very much.**

Sincerely,  
Mayor's Office of Contract Services