

DSS Marketplace Fifth Annual May Matchmaker – Be a part of Human Service Contracts!

Dumpson Center, 150 Greenwich Street, 4 World Trade Center, 43rd Floor

May 15th, 2026, 10a-2p

Vendor Prep Document

Day of Contact: If you should have any issues on the day of the event, please contact Raymond Daniel Medina at 9295026306

Welcome to the DSS Fifth Annual May Matchmaker – Pathways to Contracting with Human Service Agencies and Providers!

The Department of Social Services, Human Resources Administration, and Department of Homeless Services believe that the City’s certified firms and non-profits represent key partners in meeting the mission of our work. Thank you for choosing to spend your time with our agency staff and the non-profit Human Service Providers with which we deliver goods and services to New York City’s clients and communities. We’re excited by the possibility of your firm partnering with us.

Please print a copy of this document and bring it with you to the event.

Getting In

Please show up to the building at least 20 minutes before your first appointment time. Proceed directly to the guard’s station on the right and *present your State-ID for verification*. A list of registrants will have been provided in advance of the event. *Please DO NOT invite unregistered colleagues to attend the event as they will not be permitted entry. Due to record interest, only ONE representative will be permitted entry.* Let the guard know you are heading to a DSS event on the 43rd Floor. You will receive a temporary building pass, which will get you through the turnstile.

Once you scan your temporary visitor’s card, you will proceed to Elevator Bank B and press 43 on the digital display. Be sure you are entering the indicated elevator as you will not be able to correct your floor once aboard. As you enter the 43rd Floor Dumpson Conference area, proceed immediately to left where you will find the registration table. Once registered, if you are more than 5 minutes early for your appointment, you may grab a seat around the periphery of the room and review your notes while you wait.

Welcome to the DSS Fifth Annual May Matchmaker – Pathways to Contracting with Human Service Agencies and Providers!

How the day will work

This event will proceed according to a Matchmaking format. You will receive a schedule from us in advance of the meeting. Appointments start promptly on the hour and every 12 minutes thereafter, leaving you ten minutes to speak with your match and two minutes to transition to your next match. A bell will sound at the eight-minute mark and another at the ten-minute mark. Please promptly wrap up your conversation and move to your next location. We have included a floor map in this book which indicates the presence of each Provider. Please review and note when you will be at what table, so you have a plan for moving efficiently through the space. This will ensure you can make the most of your time with each person you'll be meeting and don't cut into the time of the person who will follow you.

If you have any questions or concerns, please stop by the DSS Marketplace Program Table at the head of the room (on the left as you face the windows). You can also speak with one of the Event Coordinators who may be wearing a bright blue jacket and likely stationed at the top of the table lines (on the left as you face the windows). They'll have clipboards with everyone's schedules. While we may be able to help you with your schedule, it may cut into your interview time so *please take the time to prepare following the steps we've listed above and below.*

Tips for making the most of the match

Please print this your schedule as well as this document and be sure to bring them with you to the event.

Print, study, and make notes in this document! Many of the Agencies, Providers, and Contract Partners attending the event have supplied us with information about their organizations, procurement processes, and upcoming opportunities. Familiarize yourself with this information and come with your elevator pitch, any questions you might have, and what value-add you can bring to the procurements, Providers, and clients they serve. If you can, research the Providers to learn about any interesting news, press releases, or board reports that identify areas you may bring value. If you provided us with a Capability Statement, we have shared it with them to help them prepare for meeting with you. *Either way, please bring some on the day.*

Show up on time! The Providers you're meeting are expecting you. We've worked hard to iron out logistics so most of your appointments will take place within an hour. Please help us keep things running smoothly by showing up to the event at least 20 minutes early and to your individual matches on time.

Welcome to the DSS Fifth Annual May Matchmaker – Pathways to Contracting with Human Service Agencies and Providers!

Tips for follow-up

Contact information for the representatives from each Human Service Agency or Human Service Provider organization are included with this book. Follow up promptly, referring to the event and your specific exchange, and highlighting your relevant experience and value-adds.

We will be sharing a survey with you. Please complete it so we can develop more events like this one which will bring you into relationship with our Human Service contract community.

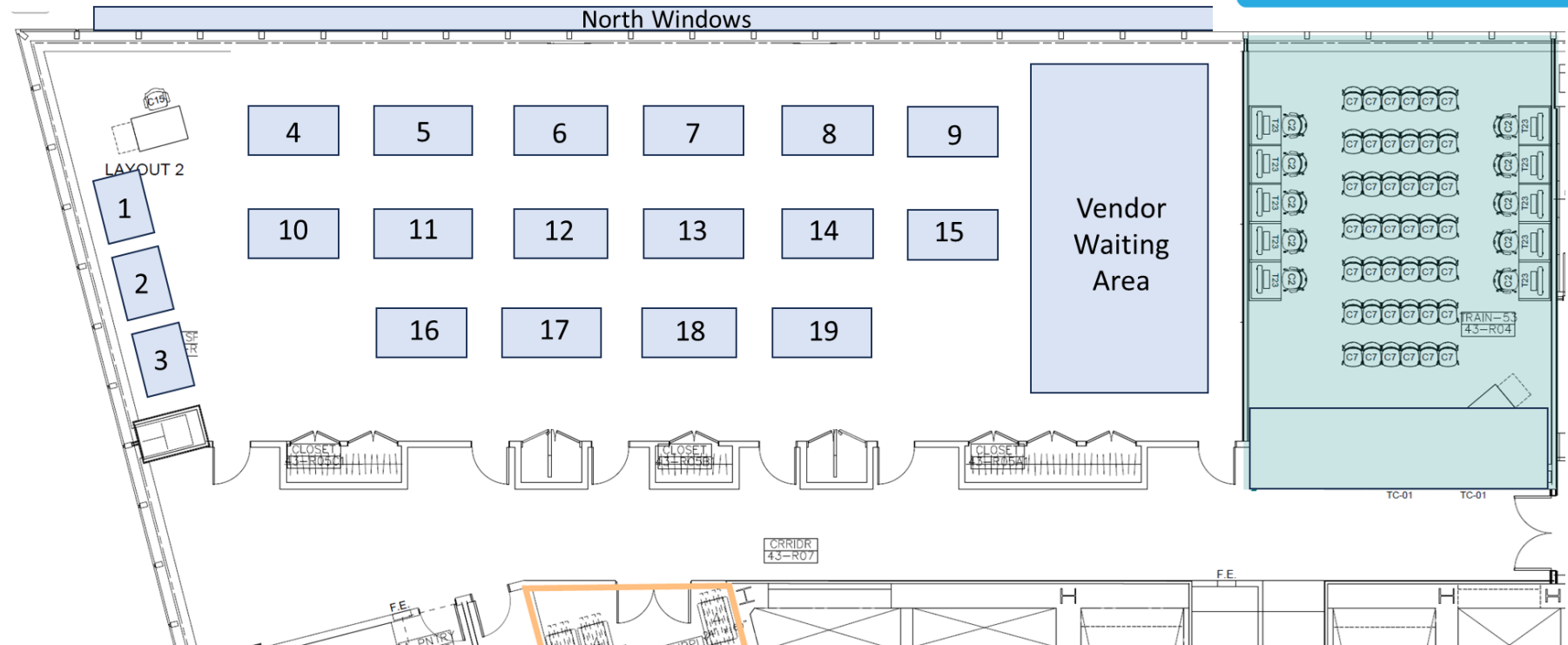
Let us know if you secure a contract. We're always eager to celebrate your success stories – whether in our exchanges with Providers, among agency staff and other agencies, or through our social media outlets. You can reach us at marketplace@dss.nyc.gov.

Floor logistics

There is a bathroom on the floor and a water fountain near to the bathroom. Signs will be placed around the floor.

There will be seats set up in the Main Room for you to wait for your next appointment if there is a gap between your interviews. Conference Room A, which has been available during past events, has been reserved for another purpose.

TABLE ASSIGNMENTS



Exhibiting Agencies and Human Service Providers

Agency Support

Table 1.	DSS Marketplace Program Team
Table 2.	SBS Apex Accelerator & Capacity Building Teams
Table 3.	MOCS Support Team

Table 4.	DSS/HRA/DHS a) RFP b) BIDS
Table 5.	DSS/HRA/DHS a) MIS b) General Support Services
Table 6.	African American Planning Commission Inc (AAPCI)
Table 7.	BHRAGS
Table 8.	Bowery Residents Committee
Table 9.	Department of Consumer and Worker Protection
Table 10.	Destination Tomorrow
Table 11.	Homes for the Homeless
Table 12.	Housing Solutions of New York

Table 13.	Midway Living
Table 14.	NAICA
Table 15.	Practice of Peace Foundation, INC.
Table 16.	Samaritan Daytop Village
Table 17.	Services for the Underserved
Table 18.	Urban Resource Institute
Table 19.	Volunteers of America – Greater NY

AFRICAN AMERICAN PLANNING COMMISSION, INC (TABLE 6)



African American Planning Commission, Inc., 630 Flushing Avenue, Suite 316, Brooklyn, New York, 11206

Tel: (718) 635-4235 | Fax: (718) 635-2026 | www.aapci.org

African American Planning Commission, Inc. (AAPCI), a Brooklyn-based 501(c)(3) nonprofit organization incorporated in 1996, maintains a mission to reduce homelessness and address the related issues of domestic violence, HIV/AIDS, mental illness, substance abuse, shortage of affordable housing, and unemployment in the communities in which we live and serve. The organization's goals include the reduction of homelessness and increase the number of affordable housing and employment opportunities in and around New York City. AAPCI's long-term strategy is to develop both transitional and affordable permanent housing that integrates comprehensive social support and services within a supportive community.

AAPCI follows the DSS Human Service Providers Fiscal Manual with respect to conducting procurements. All Requests for Proposals will set forth not only the scope of the project, but also general requirements including experience with homeless services organizations, fee arrangements, and references.

Some upcoming projects, with approximate bid dates, include:

Project Name	Goods or Services Needed	Estimated Release	Pre-Bid/RFP Meeting	Approximate Due Date
City Sanctuary Shelter Site	Food Vendor, Security Vendor	March 2026	DHS Commercial Shelters	Food Vendor, Security Vendor
HRA DV Sites	Security Vendor	March 2026	HRA DV Sites	Security Vendor
DHS Commercial Hotel Sites	Food Vendor	March 2026	DHS Commercial Shelters	Food Vendor
All	GCs, HVAC, Plumber, Maintenance, Custodial	Ongoing	DV Sites and	GCs, HVAC, Plumber, Maintenance, Custodial

Website: <https://aapci.org/>

Contact: Tashima Taylor, Chief Operations Officer, tashima.taylor@aapci.org



BHRAGS (TABLE 7)



Bhrags Home Care Corp

Who We Are BHRAGS Home Care’s mission is to enhance the quality of life for individuals and families through comprehensive home care, community outreach, and support programs

Key information on our Procurement Processes (include any hyperlinks to a vendor registration portal)

Any relevant subcontractor requirements, including insurance, bonding, certifications, background check, etc.

Some upcoming projects, with approximate bid dates, include:

<i>Project Name</i>	<i>Goods or Services Needed</i>	<i>Estimated Release</i>	<i>Pre-Bid/RFP Meeting</i>	<i>Approximate Due Date</i>
Handyman services	Repair services for furniture/minor facility repairs			
Security	Security guard services			
Client clothing	Clothing for the clients in the facility			
Furniture	Bunkbeds, mattress, twin beds, dressers, lockers			

Contact: Malinie Chinapen, Procurement Director; at mchinapen@bhrags.org



BOWERY RESIDENTS COMMITTEE (TABLE 8)



Mission Statement: Helping people reclaim lives lost; we restore hope and dignity by offering opportunities for health and self-sufficiency

Vision and/or Brief Description of Organization: New York City's Bowery neighborhood was once a place where people went to hide from their problems, finding refuge in makeshift shelters and flophouses that offered little more than four-foot by six-foot cubicles with chicken wire roofs, dingy mattresses, and a single bare lightbulb.

Most of the men that lived on the Bowery - New York's "Skid Row" - were addicted to alcohol and drugs, beset by physical and mental illness, without shelter and without hope. Most, but not all. In 1971, a handful of these Bowery residents began to take control of their lives, and to change them for the better. This small group of men created a self-help day program where sober men could escape despair and support one another. Initially called the "The Social Rehabilitation Club for Public Inebriates," this mutual-aid would eventually grow into the The Bowery Residents' Committee (BRC) that we know today.

In 1976, BRC created its first residential program, the Sobering-Up Station, a place that offered professional support and community assistance. With this development, BRC began to build its reputation as a center of dignity and self-respect for New Yorkers in crisis.

Through today, BRC has created programs and facilities designed to serve the most vulnerable New Yorkers, including services like transit outreach, temporary housing, workforce development, long-term housing, and more. As long as there are New Yorkers that need these services, BRC will be here to offer a hand up.

Website: <https://www.brc.org/> Contact: Steve Pena, Chief Administrative Officer, spena@brc.org



BOWERY RESIDENTS COMMITTEE (TABLE 8)



Key information on our Procurement Processes (include any hyperlinks to a vendor registration portal): NYC PASSPort ACCOUNT REQUIREMENT

The Procurement and Sourcing Solutions Portal (PASSPort) is the City of New York's procurement platform. BRC requires all vendors to enroll in NYC PASSPort, have an account in good-standing, and provide their Financial Management System (FMS) vendor code.

You can find more details, including instructions for obtaining a PASSPort account and FMS Vendor Code at www.nyc.gov/passport.

Any relevant subcontractor requirements, including insurance, bonding, certifications, background check, etc.: available upon request during open RFP timeframe

Some upcoming projects, with approximate bid dates, include:

Project Name	Goods or Services Needed	Estimated Release	Pre-Bid/RFP Meeting	Approximate Due Date
Security Services Master Agreement	Security Guards & Fire/Life Safety Directors for multiple sites across NYC	5/15/2026	5/19/26	5/29/30
Real Estate Broker Services	Real Estate Broker Services for NYC	5/18/26	5/21/26	6/5/26
Cleaning Services Contract	Janitorial Maintenance	JUNE 2026	JUNE 2026	6/26
Fire Alarm System Service Contract	Fire Alarm System Services for maintenance & repair	JUNE 2026	JUNE 2026	6/26
HVAC Service Contract	HVAC Equipment Services for maintenance & repair	JUNE 2026	JUNE 2026	6/26
Office Supplies Contract	Purchasing of office supplies for organization	JULY 2026	JULY 2026	7/26
Janitorial Supplies Contract	Purchasing of janitorial supplies for organization	JULY 2026	JULY 2026	7/26

Website: <https://www.brc.org/> Contact: Steve Pena, Chief Administrative Officer, spena@brc.org



Department of Consumer and Worker Protection (TABLE 9)



The Department of Consumer and Worker Protection

Who We Are: The NYC Department of Consumer and Worker Protection (DCWP) is the nation's leading municipal enforcement agency charged with delivering economic justice. DCWP leverages its authority to bring New Yorkers real economic relief and protect them from predatory, deceptive, and unfair practices that violate their rights as consumers and workers. This includes pioneering cutting-edge protections, such as the City's Consumer Protection Law, Protected Time Off Law, Fair Workweek Law, and Delivery Worker Laws, including the Minimum Pay Rate for delivery workers. Through licensing more than 45,000 businesses in over 45 industries, DCWP ensures fair competition and a level playing field for responsible small businesses that are integral to New York City's vibrant communities. DCWP also provides essential services such as free tax preparation and financial counseling to ensure New Yorkers keep more of what they earn and can plan for their futures. DCWP is committed to making sure New York City is a fairer, more affordable place to live.

Key information on our Procurement Processes

- DCWP has many active Micro and Small Purchases where searches are done in the SBS directory for qualifying vendors. DCWP also has active Human Service contracts for Annual Tax Season and Financial Empowerment Centers.
- Any relevant subcontractor requirements, including insurance, bonding, certifications, background check, etc.: The relevant subcontractor must be registered in the Payee Information Portal (PIP). If applicable the subcontractor must be a certified M/WBE vendor, and DCWP reserves the right to request references.

Specific Agency Contact: Erik Schiff Agency Chief Contracting Officer, at dcwpprocurement@dcwp.nyc.gov

Department of Consumer and Worker Protection (TABLE 9)



Some upcoming projects, with approximate bid dates, include:

Project Name	Goods or Services Needed	Estimated Release	Pre-Bid/RFP Meeting	Approximate Due Date
Financial Literacy for Youth Concept Paper	Services for Financial Educators- PASSPort E-Pin: 86626Y0061	FY 28	TBD	TBD
Annual Tax Season Initiative	Human Service- PASSPort E-Pin: 86625P0001, Vendors have been selected but DCWP is open to having subcontractors.	FY 26	07/01/2025	N/A
Financial Empowerment Center	Human Service- Vendor has been selected but DCWP is open to allowing subcontracting.	N/A	N/A	N/A
Document Translation Services	Services for Document translation for • Document • Audio • Voiceovers • Desktop publishing	May 2026	N/A	June 2026
Financial Literacy for Youth Concept Paper	Services for Financial Educators- PASSPort E-Pin: 86626Y0061	FY 28	TBD	TBD

Specific Agency Contact: Erik Schiff, Agency Chief Contracting Officer, at dcwpprocurement@dcwp.nyc.gov



DESTINATION TOMORROW (TABLE 10)



DT-Believes that it is more helpful to empower our most vulnerable LGBTQ+ community members in a way that takes them off the path of needing emergency care. The organization emphasizes economic, social, and mental empowerment through a variety of holistic educational, financial, support-based, housing, and health programs.

Key information on our Procurement Processes

Any relevant subcontractor requirements, including insurance, bonding, certifications, background check, etc.

Some upcoming project areas include:

Project Name	Goods or Services Needed	Estimated Release	Pre-Bid/RFP Meeting	Approximate Due Date
TBD	Security	TBD	RFP	TBD
TBD	Catering	TBD	RFP	TBD

Website: <https://destinationtomorrow.org/>
Specific Agency Contact: Keisha Simmons, Executive Assistance, at Keisha@destinationtomorrow.org



HOMES FOR THE HOMELESS, INC. (TABLE 11)



Homes for the Homeless (HFH) has operated shelters and programs for families experiencing homelessness in NYC since 1986. Presently, on any given day, 720 families with 780 children reside in our six family residences in the Bronx, Manhattan, Queens, and Staten Island. Our family residences are more than just a place to sleep. They offer an array of onsite education and employment programs. Many of these programs are also open the local community. Our goal is to have a positive impact so families we serve can thrive long after they leave our shelters.

Key information on our Procurement Processes <https://www.nyc.gov/site/mocs/opportunities/about-m-wbe.page>

Any relevant subcontractor requirements: All new vendors must meet the following requirements for any City funded expense:

- i. New Vendor Checklist
- ii. Better Business Bureau check
- iii. FMS Code (Job only)
- iv. W-9 Form
- v. Three (3) completed reference checks
- vi. Certificate of Insurance (Job only)

Overall areas of interest for HFH are: Architectural Design and Consulting | Boiler Maintenance and Repair | Electrical Contracting | General Contracting | Mechanical Contracting (HVAC) | Pest Control/ Exterminator | Roofing/Façade/ Sidewalk/



HOMES FOR THE HOMELESS, INC. (TABLE 11)



Some upcoming projects, with approximate bid dates, include:

Ventilation for Residential Units, Installation of Security Systems, Water Main Replacement, Fire Panel System Upgrades, Sokar Panel Installation, General Contractor Services (Façade Work, Cement and Asphalt Work, etc.)

Overall areas of interest for HFH are: Architectural Design and Consulting | Boiler Maintenance and Repair | Electrical Contracting | General Contracting | Mechanical Contracting (HVAC) | Pest Control/ Exterminator | Roofing/Façade/ Sidewalk/ Local Law 97 and Energy Conservation.

Project Name	Goods or Services Needed	Estimated Release	Pre-Bid/RFP Meeting	Approximate Due Date
	Office Chairs			
	Computers			
	Two Way Radios			
	Janitorial Supplies			
	Hygiene Kits			
	Linen			
	Maintenance Supplies			

Relevant Website: <https://www.hfhny.org/>

Specific Agency Contact:

Contact: Bernita Fulwood, Buildings Operation Manager, BFulwood@hfhny.org || Carlos Santos, Controller-Finance, CSantos@hfhny.org
Mauricio Otero, Purchasing Associate motero@hfhny.org (Purchasing Goods)



HOUSING SOLUTIONS OF NEW YORK (TABLE 12)



Orders@hsofny.org | services@hsofny.org

Any relevant subcontractor requirements, including insurance, bonding, certifications, background check, etc.

Some upcoming projects, with approximate bid dates, include:

Project Name	Goods or Services Needed	Estimated Release	Pre-Bid/RFP Meeting	Approximate Due Date
TBD	Electrician needed: Dedicated line, light installation, etc.	TBD	RFP	3 rd QRT 2026
Day-to day operations	Window repair, installation for Staten Island building	TBD	RFP	ASAP
Day-to day operations	Appliance service, repair, and replacement	TBD	RFP	ASAP
Day-to day operations	General Contractor	TBD	RFP	ASAP

Website: <https://hsofny.org/>

Specific Agency Contact: Robert Arroyo, Director of Procurement, r.arroyo@hsofny.org

MIDWAY LIVING INC. (TABLE 13)



Who We Are:

Midway Living, Inc. is a nonprofit organization that operates under the New York City Department of Homeless Services (DHS). Its primary objective is to provide homeless families with food, clothing, shelter, and supportive services that can help them live productive, independent lives.

Midway Living has been running five successful shelters located in Brooklyn, Manhattan and Queens, which offer safe and secure environments. Each family unit in these shelters has access to a private bathroom and cooking area, 24/7 on-site security, and social services. With a track record of success, Midway Living is planning to expand its services to other parts of New York City.

Vision:

Our vision is to create a city where every homeless family has the opportunity to rebuild their lives with dignity and resilience. Midway Living, Inc. envisions a future where all individuals and families, regardless of their housing status, can access the support and resources needed to achieve sustainable independence.

Mission:

The organization's mission includes empowering homeless families to access education, employment, and resources that can enhance their physical health, emotional well-being, and community connections.

Our Procurement Process:

Vendor will request an RFP from our organization and is required to submit a proposal. The vendor will carefully examine the specifications, conditions and limitations of the RFP. The selection of the successful vendor will be made based on Midway Living's evaluation and determination of the relative ability of each vendor to deliver quality services in a cost-effective manner.

Submit a request for an RFP to RFP@midwayliving.org

Or mail to Midway Living, Inc. 90-10 Ditmars Blvd East Elmhurst, NY 11369

Website: <https://midwayliving.org/>

Specific Agency Contact: Berta Mograby; Administrative Director; bmograby@midwayliving.org

MIDWAY LIVING INC. (TABLE 13)



The successful Vendor shall carry and maintain, with respect to any work or service to be performed at Midway Living Locations, insurance written by a responsible insurance company, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance.
- Excess-umbrella Insurance, including terrorism coverage.
- Include a sample Certificate of Insurance including limits with the response. All policies and certificates shall provide for thirty (30) days notification to Midway Living in the event of cancellation, reduction in
- limits or changes in coverage

Vendors must divulge any known potential conflicts of interest to include all known relations or associations by anyone employed or having an interest in the contracted company submitting any bid as follows:

- Relations/Associations to any Midway Living Board member.
- Relations/Associations to any Senior or Executive employee of Midway Living.
- Relations/Associations to Directors employed by Midway Living.

Website: <https://midwayliving.org/>

Specific Agency Contact: Berta Mograby; Administrative Director; bmograby@midwayliving.org

NEIGHBORHOOD ASSOCIATION FOR INTER-CULTURAL AFFAIRS INC. (NAICA) (TABLE 14)



Who We Are

NAICA's mission is to provide culturally & linguistically client-centered housing, legal and social support services, with excellence, that promote self-sufficiency and improve the quality of life for individuals and families in New York.

Key information on our Procurement Processes

[Vendor Opportunities | Partner & Work with NAICA](#)

Requirements in order to participate in the RFP process

All Subcontractor(s) must divulge any known potential conflicts of interest to include all known relations or associations by anyone employed or having an interest in the contracted company submitting any bid as follows:

- Relations/Associations to any NAICA Board member.
- Relations/Associations to any Senior or Executive employee of NAICA.
- Relations/Associations to Directors employed by NAICA.
- Vested personal or financial interest in NAICA or to any company organization that does business with NAICA and which may be construed as a conflict of interest.

NEIGHBORHOOD ASSOCIATION FOR INTER-CULTURAL AFFAIRS INC. (NAICA) (TABLE 14)



The successful Bidder(s) shall carry and maintain, with respect to any work or service to be performed at NAICA Locations, insurance written by a responsible insurance company, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance.
- Excess-umbrella Insurance, including terrorism coverage.
- Include a sample Certificate of Insurance including limits with the response. All policies and certificates shall provide for thirty (30) days notification to NAICA in the event of cancellation, reduction in limits or changes in coverage.

PASSPort and PIP registration

The bidder is to provide proof of registration in PASSPort and the Payee Information Portal (PIP) VIA attachment directly from PASSPort and PIP containing the following information:

- Passport vendor status
- Vendor name
- Filing Date
- Business address
- EIN
- DUNS number
- FMS Vendor Code
- Existing address and contract assignments - PIP

NEIGHBORHOOD ASSOCIATION FOR INTER-CULTURAL AFFAIRS INC. (NAICA) (TABLE 14)



Some upcoming projects, with approximate bid dates, include:

Project Name	Goods or Services Needed	Estimated Release	Pre-Bid/RFP Meeting	Approximate Due Date
Contracted food service	Food Service/catering	Already released	TBD	TBD
Contracted Extermination	Extermination	Already released	TBD	TBD
HVAC maintenance	HVAC repairs/maintenance	Already released	TBD	TBD
Elevator maintenance	Elevator repairs/maintenance	Already released	TBD	TBD
Cleaning/housekeeping services	Cleaning services	Already released	TBD	TBD
	Office supplies, furniture, client resources/programs	N/A	N/A	N/A

Website: [Providing Homelessness Prevention and Services in New York City](#)
Specific Agency Contact: Brisa Rivera, Project Manager, brivera@naicany.org

PRACTICE OF PEACE FOUNDATION, INC. (TABLE 15)



Building a Better World from the Inside Out

Mission:

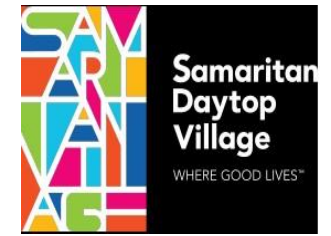
Our mission is to empower individuals with the transformative Three Principles of Health Realization and the enriching principles of Appreciative Inquiry. Through this, we aim to reintegrate our fellow citizens who have faced homelessness, adversity, and childhood trauma challenges back into the fabric of society as thriving, engaged, and quality citizens.

Vision:

At Practice of Peace Foundation, Inc., we envision a world where every citizen can rediscover their potential, regain their sense of purpose, and contribute meaningfully to their communities.

Project Name	Goods or Services Needed	Estimated Release	Pre-Bid/RFP Meeting	Approximate Due Date
Corporate Counsel	Legal Services	07/01/26	May/June 2026	06/15/26
Prevent Child Abuse	Training	10/1/2026	July/August 2026	9/15/2026

Website: [Home | Practice of Peace Foundation, Inc., 800 East 138th Street, Bronx, NY 10454, USA](#)
Specific Agency Contact: Jose Valencia, CEO, jvalencia@practiceofpeace.org



SAMARITAN DAYTOP VILLAGE (TABLE 16)

For more than 60 years, Samaritan Daytop Village has been wholly dedicated to improving the quality of life for New Yorkers facing adversity. With its humble beginnings as a Queens counseling center, Samaritan Daytop Village has evolved into a nationally recognized human services organization, doing more good than ever imagined. Today, Samaritan Daytop Village provides comprehensive health and human services to over 33,000 people each year through a network of more than 60 facilities located throughout New York City, Long Island, and the lower Hudson Valley, and we continue to grow.

Samaritan Daytop Village provides a rich array of services including substance use treatment, mental health and primary health care, specialized programs for military veterans, vocational and employment services, shelter and transitional housing, and services for adolescents, families, and seniors.

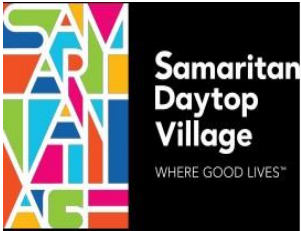
Samaritan Daytop Village utilizes the Ariba platform to invite vendors to submit proposals for services needed. Vendor interest is confirmed during outreach by the Contract and Procurement Administrator. Interested vendors will receive emails from Ariba to register and submit RFP responses. Vendors registered in PIP & PASSPort and are searchable in DHS Database search are primary invitees during outreach.

Any relevant subcontractor requirements, including insurance, bonding, certifications, background check, and or pricing will be requested on Ariba and are required for proposal considerations. Vendors must be PIP/PASSPort authorized vendors, EIN's and dates must be included on all responses.

Website: <https://www.samaritanvillage.org/>
Contacts: Yanet Ruiz, Contract and Procurement Manager, at Yanet.Ruiz@Samaritanvillage.org



SAMARITAN DAYTOP VILLAGE (TABLE 16)



Upcoming projects, with approximate bid dates, include:

Project Name	Goods or Services Needed	Estimated Release	Request for Invitation Deadline
	Food		
	Metal Detection Wands		
	Security Services		
	Construction		
	Plumbing		
	Electrical Work		
	Maintenance		

Website: <https://www.samaritanvillage.org/>
Contacts: Yanet Ruiz, Contract and Procurement Manager, at Yanet.Ruiz@Samaritanvillage.org



SERVICES FOR THE UNDERSERVED (TABLE 17)

We Are Founded in 1978, S:US is a community-based human services and housing provider in New York City. The people we serve have dealt with very complex and challenging life circumstances: people who have lost their homes; people living in poverty; women and children who have experienced domestic violence; veterans who are challenged by homelessness, depression, and unemployment; people with mental illness and addiction challenges; people with autism and other intellectual/developmental disabilities; and people living with HIV/AIDS.

Key information on our Procurement Processes

Any relevant subcontractor requirements, including insurance, bonding, certifications, background check, etc.

Some upcoming projects, with approximate bid dates, include:

Project Name	Goods or Services Needed	Estimated Release	Pre-Bid/RFP Meeting	Approximate Due Date
W 45 th	Bath/Bedding; Office / Program supplies	now		6/5/26
Jerome	Office chairs, File cabinets	now		6/22/26
Agencywide	Air Conditioners	now		9/30/26
NYSSH	Food	now		12/31/26

Website: <https://sus.org/>
Contact: Feliks Manelis, Procurement and Fleet Director, fmanelis@sus.org



URBAN RESOURCE INSTITUTE (TABLE 18)



Mission Statement: To empower individuals, families, and communities, particularly communities of color and other disenfranchised populations, to end cycles of violence, homelessness, poverty, and trauma by increasing safety and resiliency.

Procurement Processes: Our Procurement Policy was developed to directly support URI's operational and administrative needs by assisting staff in obtaining high quality products and services at a lowest cost and in a timely manner, and by promoting best business practices and optimal professional ethics. URI encourages competition among suppliers in providing goods and services to URI, thereby assuring that the mix of quality, service and price best matches the stated needs of URI's programs and activities.

In addition, URI's procurement system is also subject to the requirements of certain contracts and regulations. Our purchasing files must include proper documentation.

Any relevant subcontractor requirements, including insurance, bonding, certifications, background check, etc.: See attached sample Terms and Conditions Agreement including these requirements.



URBAN RESOURCE INSTITUTE (TABLE 18)



Some upcoming projects, with approximate bid dates, include:

Project Name	Goods or Services Needed	Estimated Release	Pre-Bid/RFP Meeting	Approximate Due Date
Roof	Replace roof	7/1/26	Pre-bid	6/30/27
Flooring	Repair or replace wood/vinyl flooring	7/1/26	Pre-bid	6/30/27
HVAC	Replacing condensing unit/ split units	7/1/26	Pre-bid	6/30/27
Plumbing	Bathroom and Kitchen plumbing	7/1/26	Pre-bid	6/30/27
Electrical	Electrical work throughout facility	7/1/26	Pre-bid	6/30/27
Copier Leasing	Need to lease many copiers for our sites	12/1/25	Pre-Bid	12/19/25
WAN Management	Network Services including Firewall and Internet management and monitoring	2/2/26	Pre-bid	2/27/26
Cybersecurity	Socs2 Type 2 Audit	3/1/26	Pre-bid	3/30/26

Website: <https://urinyc.org/>
Contact: Beverly Riddick, Chief Operations Officer, at briddick@urinyc.org



VOLUNTEERS OF AMERICA (TABLE 19)

Volunteers of America-Greater New York (VOA-Greater New York) is an anti-poverty organization with a rich 125-year history of serving our neighbors in need. Our vision is fueled by our experience as a leading provider of services to families and individuals experiencing homelessness in the greater New York area. Through 66 programs located in New York City, Northern New Jersey, and Westchester County—including emergency shelters, transitional housing, and permanent supportive housing—we deliver services to more than 11,000 adults and children annually. We are also the largest provider of residential services for veterans within a coalition that has virtually ended chronic homelessness for veterans in New York City.

Some upcoming projects, with approximate bid dates, include:

Project Name	Goods or Services Needed	Estimated Release	Pre-Bid/RFP Meeting	Approximate Due Date
Jamaica Women's Shelter	Food and Security Services	Mid-May	n/a	6/15/26
Shelter 1	Food and Security Services	Mid-May	n/a	6/15/26
Shelter 2	Food and Security Services	Mid-May	n/a	6/15/26
Shelter 3	Food and Security Services	Mid-May	n/a	6/15/26

Website: <https://www.voa-gny.org/>
Contact: Wilmer Alencastro, walencastro@voa-gny.org
Allison York, ayork@voa-gny.org

Welcome to the DSS Marketplace!

DSS Marketplace Pipeline and Capacity Building Programs

1. Informational Online Resources
 - DSS Marketplace Resource Hub
 - DSS Marketplace Resource Page
 - Human Service Provider Survey Navigator
 - Upcoming Solicitation Lists (many with codes)
2. Agency Procurement and Program staff contact information
3. Action-driven Intake meetings
4. Routes to Prime, Subcontract, and Human Service Provider opportunities
5. DSS Marketplace Builder Events
6. DSS Marketplace Matchmaker Events



Welcome to the DSS Marketplace Resource Hub

Scan [here](#) to get access to our Resource Hub which will provide you with access to lots of other great resources. Bookmark the Hub and check back regularly!



DSS Marketplace Resource Hub

DSS Marketplace Resource Page

The Human Service Provider Procurement Survey Navigator

DSS/HRA/DHS Prospective Solicitations

2025 DSS Matchmaker Vendor Prep Document

2026 NYC Contract Summit – DSS Marketplace Presentation



DSS Marketplace Program Resource Page

Highlights

- Doing Business Deck
- Searchable List of Non-Competitive (M/WBE Discretionary) Small Purchases
- Robust DSS/HRA/DHS Staff Contact List
- Human Service Provider Liaison List
- Includes phone and email contacts
- Links to Citywide Agency Procurement Plans
- Links to Resources for M/WBEs



<https://www.nyc.gov/site/hra/business/marketplace.page>

Welcome to the DSS/HRA/DHS M/WBE Resource Hub

Check out our list of Prospective Solicitations. It's updated often!

Department of Social Services (DSS) Prospective Solicitations			
Human Resources Administration (HRA)			
Non-Competitive Small Purchase (NCSP)			
Agency	Procurement Needed	Location	Commodity Codes
HRA	Special Inspection Services at Various HRA Facilities Citywide as needed	Citywide	96136 - INSPECTION AND CERTIFICATION SERVICES 91059 - PEST CONTROL (INCL. TERMITE INSPECTION AND CONTROL, ETC.) 92658 - LEAD AND ASBESTOS INSPECTION SERVICES 92666 - OIL/WATER SEPARATOR INSPECTION AND TESTING SERVICES 94159 - INSPECTION/EXAMINATION SERVICES, NON-DESTRUCTIVE (ULTRASONIC) 96847 - INSPECTION SERVICES, CONSTRUCTION TYPE 96848 - INSPECTION SERVICES, ELECTRICAL INSTRUMENTATION AND CONTROL
HRA	Support of Q-Flow Ticketing System Licenses	N/A	920 - DATA PROCESSING SERVICES AND SOFTWARE 20429 - DATA/FILE SECURITY HARDWARE/SOFTWARE, TO INCLUDE ENCRYPTION
HRA	3yr Legal Court Process Services	N/A	91869 - LEGAL CONSULTING 95201 - ADVOCACY FOR FINANCIAL, HOUSING, LEGAL, SOCIAL SERVICES 95262 - LEGAL SERVICES TO CLIENTS 95368 - MALPRACTICE, LEGAL 96141 - LEGAL SERVICES, ATTORNEYS
HRA	HRA Furnish, Deliver and Installment of Window Blinds & Shades	HRA	91011 - DRAPERY AND CURTAIN INSTALLATION, MAINTENANCE AND REPAIR 91079 - WINDOW INSTALLATION, MAINTENANCE AND REPAIR (METAL) 91080 - WINDOW INSTALLATION, MAINTENANCE, AND REPAIR (WOOD) 91084 - SHUTTER INSTALLATION, MAINTENANCE AND REPAIR 96246 - INSTALLATION AND REMOVAL SERVICES (NOT OTHERWISE CLASSIFIED)
HRA	Software Support of 73 Crestron Room Schedulers for 4WTC	4WTC	92045 - SOFTWARE MAINTENANCE/SUPPORT 92091 - TRAINING, COMPUTER BASED (SOFTWARE SUPPORTED) 920 - DATA PROCESSING SERVICES AND SOFTWARE

Competitive Sealed Bids (CSB)			
Agency	Procurement Needed/Description	Location	Commodity Codes
HRA	Professional Service of CCTV Products: Type B	Citywide	91525 - CAPTIONED SERVICES FOR THE HEARING IMPAIRED
HRA	Call to Repair Hardware Maintenance for PCs, Printers, Laptops, Digital Senders, Scanners	Citywide	939 - EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR COMPUTERS, OFFICE SUPPLIES 93959 - OFFICE EQUIPMENT, FILING SYSTEMS, ETC., MAINTENANCE AND REPAIR
HRA	Professional Services of Desktop Asset Management: Type A	Citywide	95805 - ASSET MANAGEMENT SERVICES
HRA	Support of On-Call recording services for (Interactive Voice Response Systems) IVRS: Type A	TBD	883 - VOICE RESPONSE SYSTEMS 88343 - INTERACTIVE VOICE RESPONSE (IVR) SYSTEMS
HRA	Residential Heavy Duty Cleaning Services for HRA clients - to prevent eviction, provide homecare, avoid hoarding situations, and keep them in a safe and healthy environment in the community. The scope of the work will include furnishing all labor, equipment, material, and appliances and obtaining all necessary permits or licenses to remove debris, garbage, waste and other accumulations from the residences of clients and to provide comprehensive pest control. A typical work assignment requires a step van/ box truck or dumpster and four (4) workers. The actual number of step vans/ box trucks or dumpsters and number of workers that need to be assigned for any job will be assigned on an as needed basis to complete the job on time. Work locations range in size from 200 up to 1,600 square feet. A typical residence measures 600 square feet. Although some residences have a small area, such as a single room/ studio apartment, they may be filled from the floor to the ceiling with excessive trash and debris that must be cleared away prior to cleaning.	Citywide	91428 - CLEANING, INTERIOR/EXTERIOR, NEW CONSTRUCTION 96221 - CLEANING SERVICES, STEAM AND PRESSURE
HRA	On-Call Plumbing Services - Contractor will provide a sufficient number of skilled tradespersons including supervision; to perform various plumbing services, maintenance, repairs as well as new installations on an as needed basis. The assignment of work may involve routine removal and replacement of water faucets in kitchens and bathrooms; commodes and related plumbing hardware; clearing of blocked waste and supply lines; and monthly sprinkler system testing.	Citywide	91468 - PLUMBING 91060 - PLUMBING MAINTENANCE AND REPAIR (INCLUDES PRESSURE TAPPING

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Professional Services															
2	Providers	M/WBE Liaison (Expand above for Contact Information)	Title	Email	Website	Staffing-Temporary	Counseling Services, Wellness and Therapy	IT Supply	Career Development and Vocational Training Services	Staffing-Contracted	IT Consulting	Management Consultants	Real Estate Brokerage	Event Production	Legal Services	Medical Services LPN, PA, MA, etc.
3	AccentCare	Tanya Terborgh	Director, Quality Assurance Performance Improvement	TCS-NY-QAPI@accentcare.com	AccentCare Personal Care New York											
4	African American Planning Commission, Inc.	Tashima Taylor	Chief Operations Officer	tashima.taylor@aapc.org	AAPC - Building Our Community and Yours											
5	America Works of NY INC	Lee Bowes	Chief Executive Officer	lbowes@americaworks.com	America Works		X		X							
6	Arbor E&T dba Equus Workforce Solutions	Rudy Radno	Vice President of Operations	rudy.radno@equusworks.com	Equus Workforce Solutions											
7	Barter Free Living	Cynthia Amodeo	Chief Executive Officer	cynthiaa@bfliv.com	Barter Free Living											
8	Brooklyn Parent Housing Network	Brandon Godden	Chief of Staff	b.godden@bphn.org	BrooklynWorks		X		X	X				X		
9	Brownfields	Doug Harrison	Procurement Manager	doug.harrison@brownfields.org	Brownfields Legal Services Corporation A		X									X
10	Brooklyn Legal Services Corp A	David Ryan	Chief Financial Officer	dryan@blls.org	Home - CBS					X	X	X			X	
11	CBS Home Amateurs Service, Inc.	Sherry Demosthenes-Ankinson	Chief Executive Officer	sdemosthenes@cbshomecare.org	Home - CBS											
12	CAMBA, INC	Luz Rivera	Program Director	luzr@CAMBA.ORG	Home - CAMBA, Inc.			X								
13	Catholic Charities Neighborhood Services, Inc.	Kris Iovino	Senior Vice President, Human Resources	kiovino@cchs.org	Catholic Charities Brooklyn 6 Queens		X									X
14	Center for Family Life in Sunset Park	Jennifer Lopez		jlopez@centerforfamilylife.org	Center for Family Life - Home											
15	Center for Urban Community Services				Center for Urban Community Services 1 CUCS	X		X		X	X					
16	Chinese American Planning Council, Inc.	Bill Yeung	Director, Human Resources	byeung@capc.org	Chinese American Planning Council											
17	Community Access, Inc.	Chris Jowers	Chief Financial/Legal Officer	cjowers@communityaccess.org	Community Access	X		X			X		X	X	X	
18	DB Grant Associates	Richard Apple	Senior Vice President, Innovation	rapple@dbgrantassociates.com	Home - EDSI				X							
19	Educational Data Systems, Inc.	Christopher Rinaldi		crinaldi@eds.com	Gooddard Riverside		X		X							
20	Gooddard Riverside Community Center	Casie Kimbrough	Associate VP of Housing Operations and Facilities Management	ckimbrough@gooddard.org	Gooddard Riverside	X	X	X	X	X	X	X	X	X	X	X
21	Goodwill Industries of Greater NY and Northern NJ	Bill Hesse		bhese@goodwill.org	Goodwill NY/NJ								X		X	
22	Harlem United	Eve Blake	Senior Director of Fiscal Operations	eblake@harlemunited.org	Home page - Harlem United											
23	HeartShare Human Services of New York				HeartShare Human Services of New York 1 homepage	X	X		X				X		X	X
24	HELP Social Services Inc.	Fredrick Goodhart	Vice President of Materials Management	fgoodhart@helpusa.org	HELP USA											
25	Henry Street Settlement				Henry Street Settlement											
26	Highland Park Community Development Corp.				Highland Park CDC				X				X			
27	Home/Us Services, Inc.	Andrew Tesco	Senior Director of Agency Operations & Development	atesco@home1resnet.org	Homepage - HW1 (hfrsync.org)											
28	Homes for the Homeless, Inc.	John Greenwood	Executive Director	jgreenwood@hfhwc.org	Housing and Services Inc (HSI)											
29	Housing and Services, Inc.	James Bill	Deputy Executive Director	jbill@hsinc.org	Homepage 1 Housing Works	X		X		X	X				X	
30	Housing Works, Inc.	Andrew Greene	Chief Operating Officer	a.greene@housingworks.org	Homepage 1 Housing Works											
31	Immigrant Justice Corps	Brenda Leon	Administrative Coordinator	bleon@justicecorps.org	Immigrant Justice Corps	X					X					
32	Institute for Community Living	Jeanine Costley	Senior Vice President	jcostley@icli.net	Institute for Community Living	X				X						X
33	JASA	Susan Bush	Director of Contracting and Procurement	sbush@jasa.org	Home 1 JASA			X			X					
34	Lenox Hill Neighborhood House, Inc.	Julia Peterson	Associate Director of Administration	jpeterson@lenoxhill.org	Lenox Hill Neighborhood House	X	X								X	X
35	Maximus	Karen Uciardello	Project Director	kuciardello@maximus.com	Moving people forward 1 Maximus	X				X						X
36	Midway Living Inc.				MidwayLiving.org (Under maintenance)	X					X					
37	NADAP	Sarah Hackett	Director of Operations	shackett@nadap.org	NADAP	X	X	X	X	X		X	X			
38	Nazareth Housing				Nazareth Housing 1 New York City (nazarethhousing.org)											
39	New York Foundation for Senior Citizens	Maxine Wu	Assistant Director	mwu@nyfsc.org	New York Foundation for Senior Citizens				X			X				
40	New York Legal Assistance Group (NYLAG)	Gillian Adler	Manager, Development Operations and Reporting	gadler@nylag.org	New York Legal Assistance Group											
41	Providence House, Inc.	Melvina Rhue	Director of HR and Admin	mrhue@providencehouse.org	Providence House	X		X			X	X		X		
42	Samuelson Dayton Village	Jeremy Henry	Vice President of Transitional Housing	jhenry@samuelsondaytonvillage.org	Samuelson Dayton Village	X	X		X	X			X	X	X	X
43	Seamen's Society for Children and Families	Mary Pote	Chief of Staff	mpote@seamensociety.org	Seamen's Society for Children and Families											
44	Selfhelp Community Services, Inc.	Anson Griffith	Facilities Management Supervisor	agriffith@selfhelp.net	Selfhelp Community Services	X		X			X					X
45	Services for the Underserved, Inc.	Evan Bennett	Project Manager	ebennett@sus.org	Services for the Underserved (SUS)	X	X	X						X		
46	The Bronx Defenders	Jesus Infante	Deputy Chief Operating Officer	jinfante@bronxdefenders.org	Home - The Bronx Defenders	X	X		X	X	X	X	X			
47	The Doe Fund, Inc.	Abigail Romance	Director of Procurement	aromance@doefund.org	Home - The Doe Fund	X		X								
48	The Fortune Society, Inc.	Timothy Sheldon	Associate Vice President of Facilities Management	tsheldon@futuresociety.org	The Fortune Society	X		X		X						
49	The Jewish Board	Tanya Nieves	Senior Director, Real Estate & Procurement	tnieves@jfb.org	The Jewish Board			X								
50	The Neighborhood Association for Inter-Cultural Affairs	Manuel Perez	Executive Director of Finance	manuelperez@ncai.org	NACA NY	X										
51	The OSBORNE ASSOCIATION INC	Sheryl Taylor	EVP & Chief Administrative Officer	staylor@osbornes.org	Osborne Association											
52	Urban Pathways	Naquasha Gaddison	Executive Project Manager	ngaddison@urbanpathways.org	Home - Urban Pathways	X	X									
53	Violence Intervention Program	Ellezer Surfel	Director of Finance and Operations	esurfel@vioprograms.org	Violence Intervention Program											
54	Women In Need, Inc.				Home - WIN (Winnipeg.org)	X				X						
55	YMS Management Associates Inc.	Shelia Salig	Manager of Outpouning and Marketing Operations	shelia@ymmanagement.com	YMS Management 1 New York	X										

The Navigator is based on a biannual survey of Human Service Provider procurement needs. Find your Industry and Scope Area to identify organizations who have a stated interest in firms like yours who can provide the goods and services their organizations and our clients need to live their best lives. Contact information and website information are provided to help you in your pursuit of partnerships.

The Human Service Provider Procurement Survey Navigator

Professional Services

Goods and Standard Services

Maintenance

Construction

MWBE Liaison (Detail)

MOCS Resources



PASSPort

• nyc.gov/passport



Contracting Roadmap

• nyc.gov/contractingroadmap

Learn PASSPort

Learning to Use PASSPort

• nyc.gov/learnpassport

MOCS Help

MOCS Help

• nyc.gov/mocshelp



MOCS Training

• MOCSVendorTraining.Eventbrite.com



MOCS YouTube

• youtube.com/nycmocs

MOCS Training

Follow “NYC Mayor’s Office of Contract Services” for free virtual and in-person trainings.



Learn PASSPort Page

Access PASSPort Guides, Webinar Recordings, Video Tutorials, and more!



[Expand All](#)[Collapse All](#)

Creating and Managing Vendor Accounts and Enrollment

Click a topic, or press the enter key on a topic, to reveal its answer.

Vendor Account Creation

- [Requesting a Vendor PASSPort Account](#) video
- [Requesting a Vendor PASSPort Account](#) guide

Vendor Enrollment

- [Guide: Completing the PASSPort Vendor Enrollment](#)
- [Webinar Recording: Completing the Vendor Enrollment Package](#)
- [Glossary: PASSPort Vendor Enrollment](#)
- [Video: Completing the Enrollment Package](#)
- [Video: Adding an e-Signature to Submit Your Vendor Enrollment Package](#)

Vendor Account and Enrollment Management

- [User Manual: Vendor Account Management](#)
- [Quick Guide: Vendor Enrollment Change Request](#)
- [Quick Guide: Adding Vendor Users and Assigning Roles](#)

MOCS Help Page

See PASSPort FAQs and Contact MOCS Service Desk



Italiano ▸ Translate | ▾ Text-Size

[Home](#) [About](#) [PASSPort](#) [HHSA](#) [Opportunities](#) [Resources](#) [Regulations](#)

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Contact MOCS

[MOCS Help](#)

Directory

Whistleblower Law

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MOCS Help

Need help or have a question? You've come to the right place.

MOCS supports three work streams: PASSPort, HHS Accelerator, and NYC Nonprofits.

MOCS can also advise regarding any general City procurement questions.



[PASSPort Login](#)

[FAQ](#)

[Learning Materials](#)



[HHS Accelerator Login](#)

[FAQ](#)

[Learning Materials](#)



[NYC Nonprofits Website](#)

[City Council Discretionary Funding](#)

[Capacity Building Training](#) **Note:** UDKE-BQAO is the current training code.

[Indirect Cost Rate Initiative](#)



If you need assistance beyond what's available in the above resources, submit an inquiry to the [MOCS Service Desk](#).



NYC SELLING TO GOVERNMENT RESOURCES OVERVIEW



careers
businesses
neighborhoods

• Capacity Building Services

- We can help you sell to the government.
- We offer services to help certified M/WBEs grow their business and successfully compete for government contracts:

Technical Assistance

Put your best foot forward.

Our staff can help you identify opportunities to do business with the government and present the most compelling response to a bid or solicitation.



Capacity Building

Grow sustainably.

Whether you need to strengthen your operations or design a marketing strategy, our workshops and programs are designed to support your growth and set you on the right path.



Capital Access

Borrow affordably.

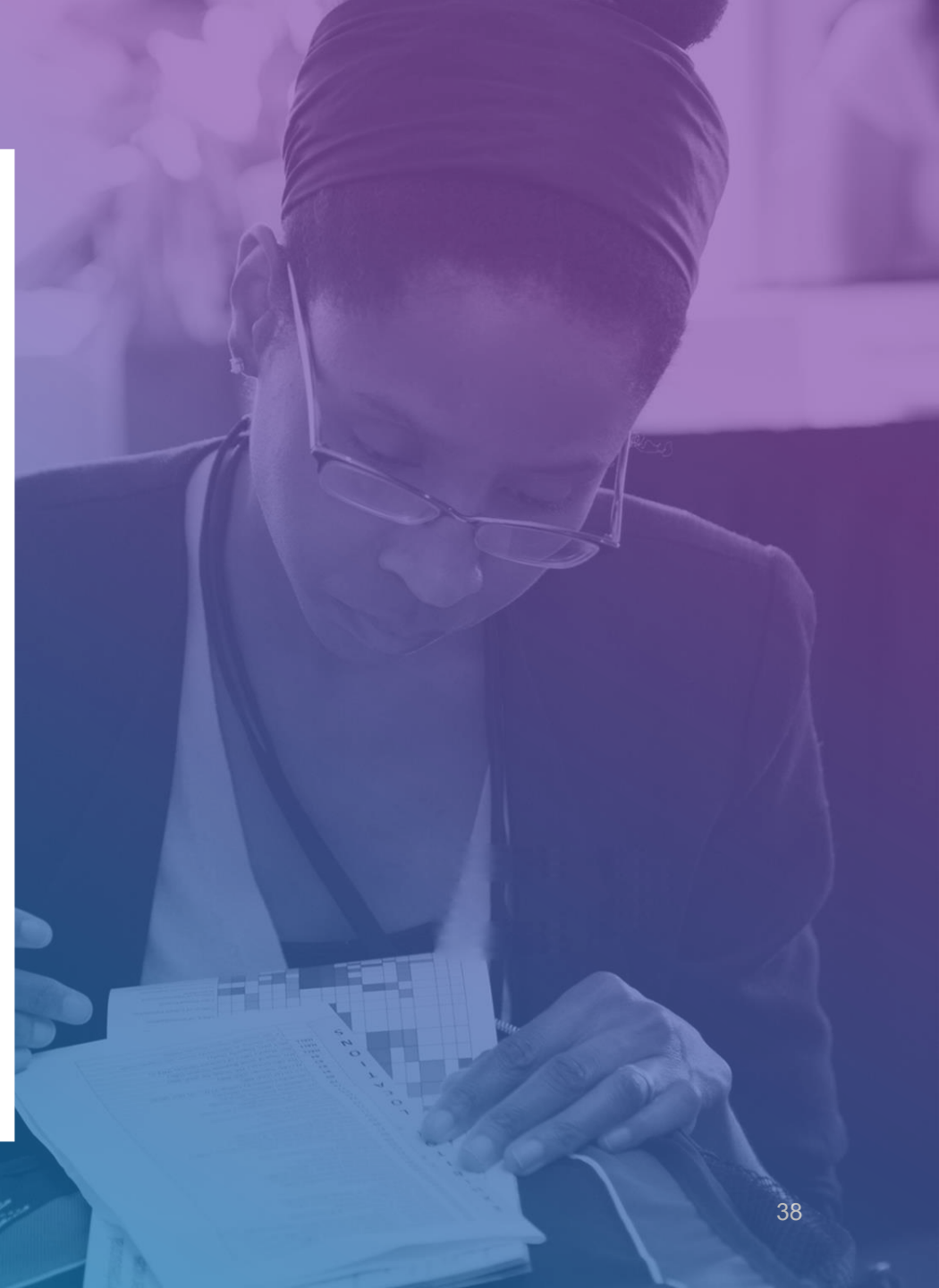
Whether you are in the market for working capital or need bonding assistance, we can help you access the financing you need to mobilize and perform on government-funded projects.



Mentorship

Grow your network.

Our mentors, experienced business owners themselves, share the benefit of their experience navigating government procurement.



M/WBE Vendor Services

**Are you a
certified
M/WBE?**

**Learn to contract
with NYC agencies**

NYC
Small Business
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NEW YORK CITY
m/wbe
Minority and Women-Owned Business Enterprises



Sell to the government with confidence.

The NYC SBS APEX Accelerator can help determine if selling to the City, State, and/or Federal government is right for you.

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nyc.gov/selltogov

New York City APEX Accelerator

- Procurement Readiness Determination
- Vendor Registration
- Certification Eligibility
- Market Research
- Reviewing Solicitation Opportunities
- Reviewing Responses to Solicitations

Contact us at:

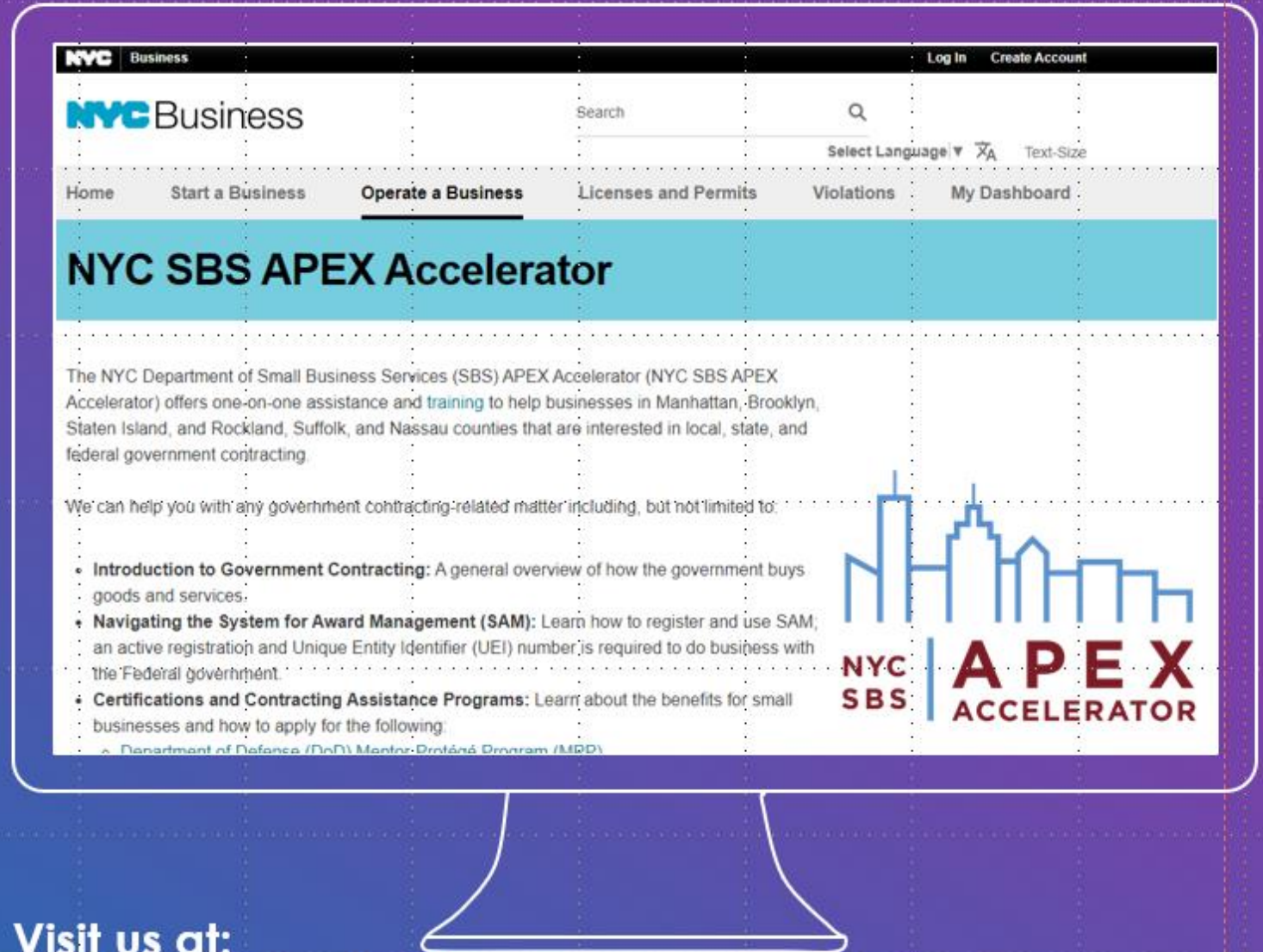
Phone: (212) 513 – 6444

Email: apexaccelerator@sbs.nyc.gov



Visit us at:

www1.nyc.gov/nycbusiness/article/procurement-technical-assistance



Register with New York City

Procurement and Sourcing Solutions Portal (PASSPort)

- Complete Vendor and Principal Questionnaires
- Complete Commodity Enrollment (NIGP Codes)
- Identify and Respond to Opportunity
- Execute and Track Your Contract
- Manage Your Contract and Invoicing
- Receive M/WBE Small Purchase RFI



Register online at:

www.nyc.gov/passport

Select Vendor Codes

NIGP Codes

Commodity codes are standard classification codes for products and services used to describe a vendor. Using these codes tells Procurement Services what kinds of items are purchased most, so that they can build better contracts to serve your needs.

New York City Commodity Code Listing

How Are Commodity Codes Categorized?

Commodity codes begin with a series of 3 digit main "parent" class codes, each with a broad industry title.

Specific products/services within the "parent" class are 5 digit item codes that always begin with the parent code.

Commodity Class – Description: 005 - ABRASIVES

Commodity Code – Description

00505 – ABRASIVE EQUIPMENT AND TOOLS

Recently Used on an Order?

Yes

What does "Recently Used on an Order" mean?

This is an informational note that indicates whether or not this Commodity Code was used on a New York City Contract or Purchase order in the recent past.

www1.nyc.gov/assets/sbs/downloads/pdf/businesses/certification/new-york-city-commodity-code-listing.pdf

Select Vendor Codes

NAICS Codes

The North American Industry Classification System (NAICS) is the standard taxonomy system used by the State of New York and Federal agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

United States
Census
Bureau

North American Industry Classification System

Main History Development Partners Federal Register Notices FAQs Reference Files NAPCS

NAICS Search

Enter keyword or 2-6 digit code

2017 NAICS Search Go

Enter keyword or 2-6 digit code

2012 NAICS Search Go

Enter keyword or 2-6 digit code

Introduction to NAICS

The North American Industry Classification System (NAICS) is a statistical system used by statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NAICS was developed under the auspices of the Office of Management and Budget and adopted in 1997 to replace the [Standard Industrial Classification](#) jointly by the [U.S. Economic Classification Policy Committee](#).

Find your NAICS Codes at:
www.census.gov/naics/

Vendor Profile

- ▶ Update your information on the directory regularly.
- ▶ Be sure to include:
 - Business Description
 - NIGP Codes
 - Past Work Experience
 - Contact Information
- ▶ Include key words in your description. Be concise and use phrases that will help you stand out from the crowd.



Online Directory of NYC Certified Businesses

The Online Directory of NYC Certified Businesses is a searchable list of M/WBE, LBE, and EBE businesses certified by the City of New York. Find contact information for these firms, and learn about their expertise, experience, and more.

[Learn about certification](#)

Search the database

Keyword

Search for keyword matches in business name, DBA or business description.

Your Go/No Go Strategy

When reviewing Solicitations, businesses often face the important decision of whether to pursue an opportunity or to pass on it. The go/no-go process is essential for evaluating the feasibility of bidding on a project. This process considers key factors such as resource availability, capabilities, and alignment with organizational goals. By using a structured and methodical approach to the go/no-go decision-making process, firms can streamline their efforts and concentrate on opportunities that have the highest potential for success.

To implement a successful Go/No Go process, businesses should first establish a set of predetermined metrics. These metrics should be based on the:

- Company's Past Performance
- Growth Objectives
- Available Resources For The Project
- Company's Expertise In The Required Field
- Available Staffing
- Financial Resources

Questions to Elevate Your Decision-Making Process

1. Do we possess the time and resources essential to create a compelling proposal?
2. Will this project be profitable when we thoroughly consider the budget and potential costs?
3. Does it present a valuable opportunity to broaden our expertise or capture additional market share?
4. Is the investment required to develop our proposal justifiable?
5. Are our competitors better equipped or more connected in this space?
8. Do we have the necessary resources to successfully perform on the project?
9. Can we confirm that the project's funding is secure?

If the project meets your established criteria, then it is a viable opportunity that is worth pursuing. If it does not meet those criteria, then the project is not worth the effort... yet. You don't have to throw out an opportunity because it doesn't meet your Go/No-Go criteria. All you have to do is label it as "not yet," "not this time," or "not under these circumstances".

You Have Decided to "Go"

1. Do you fully understand your costs to be factored into your Bid Pricing?
2. Do you know your product costs?
3. Do you understand Prevailing Wage, Union Wage and/or Living Wage costs for each of your employees to be factored into your bid?
4. Did you identify the size of your team to be used to perform on the project?
5. Did you account for insurance and supplemental benefit costs?
6. Do you understand your product delivery costs?
7. Did you factor in cost escalations for tolls, tariffs, hourly wage increases, fluctuating pricing on ingredients or shipping?
8. Have you reinforced your back-office staff to ensure your office can cover orders and respond to requests?



M/WBE

Contract Legal

Services

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NEW YORK CITY
m/wbe
Minority and Women-Owned Business Enterprise



Through free **workshops** and **legal clinics**, M/WBE Contract Legal Services is designed to help NYC-certified minority and women-owned business enterprises (M/WBEs) who struggle to afford legal counsel.

We can connect you with attorneys who can provide initial advice and a better understanding of business contracts, agreements, and related legal situations to help you successfully compete for City contracts as a prime vendor or subcontractor.



nyc.gov/mwbelegal
or call **888-SBS-4NYC**



careers
businesses
neighborhoods

A photograph of three diverse professionals smiling. On the left is a man with glasses and a goatee. In the center is a woman with short curly hair. On the right is a woman with glasses and curly hair. They are all wearing professional attire. The background is a gradient of blue and purple with abstract wavy lines.

Grow Your Network & Get Tips for Success with an M/WBE Mentor

Our industry-focused event series features highly successful entrepreneurs that represent a variety of industries and backgrounds.

These mentors provide insight to help fellow M/WBEs succeed and chart their own path of growth through government contracting.

Attend an upcoming event to:

- ▶ Learn from M/WBEs who have succeeded in public sector contracting
- ▶ Build your professional network
- ▶ Expand your access to resources and contracting opportunities

Learn more:



nyc.gov/mwbementors

888.SBS.4NYC

(888.727.4692)

Secure the financing you need to start or grow your business

Our team will assess your needs and increase your chances of getting **financing for your business.**

We can help:



Identify the right financing options for you based on your credit and business needs



Build your loan application package



Provide one-on-one guidance with financing experts located throughout the 5 boroughs



Connect you to our network of 40+ lenders in NYC

nyc.gov/financingassistance



careers
businesses
neighborhoods



Contract Financing Loan Fund

Loans up to a 3% annual
interest rate to perform on
New York City contracts



careers
businesses
neighborhoods

nyc.gov/contractfinancing

Contract Financing Loan Fund – Product Overview

Program Overview: M/WBEs and small businesses can access low-interest loans to help them win, take on, and perform on NYC contracts, including purchasing equipment and hiring employees.

Sizes and Terms of Loans:

- Loans up to \$1,000,000 at an annual interest rate up to 3% are available to eligible businesses. Closing fees apply.

To be eligible to apply for a loan, you must:

- Have an operating business
- Be applying for financing as a Prime or Subcontractor to use toward a contract with a City Agency or City-funded entity

Repayment Terms: Align with NYC contract payment schedules to help businesses with cash flow. In some cases, the contract payments are assigned directly to the Lender from the NYC Agency or Prime Contractor.

Participating Lenders:

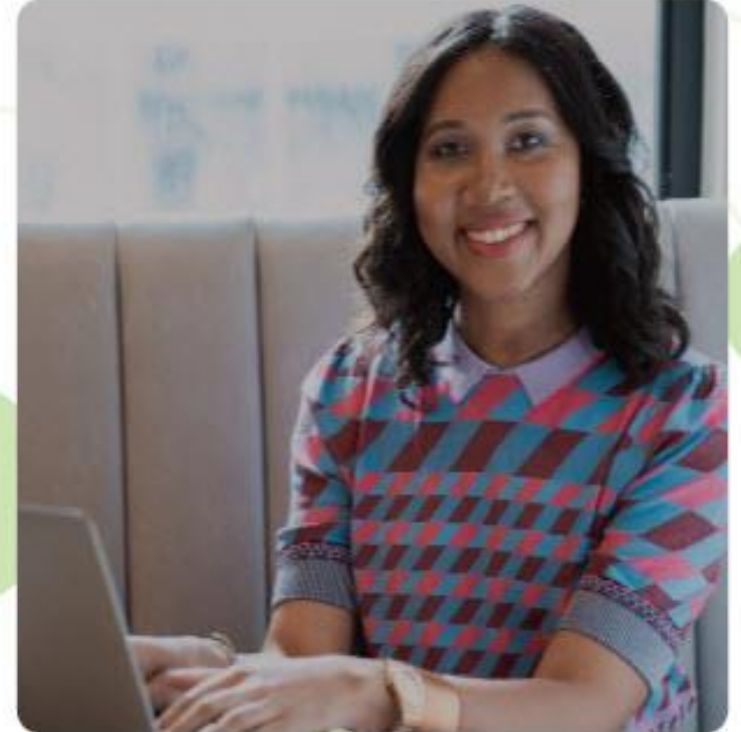


Welcome to NYC Funds Finder

NYC Funds Finder is New York City's first no-cost online capital marketplace for small business owners.

Join us to find available loan and grant resources, or connect with free one-on-one financing assistance.

[Create Your Account](#)





NYC FUTURE FUND

Your revenue isn't the same every month — why should your loan payments be?



careers
businesses
neighborhoods

NYC Future Fund's revenue-based loans adjust to your business's revenue for flexible repayment. Designed to help businesses grow, these loans support:

- Working capital
- Inventory
- Marketing
- Hiring
- Materials
- Small equipment

Benefits of the NYC Future Fund:

- Flexible borrower repayment
- No equity dilution
- Full loan disbursement at closing (3% origination fee may be financed or deducted from proceeds)
- Support, tools, and systems to help analyze cash flow and track repayment obligations



Learn more about revenue-based financing and start your application today at:

nyc.gov/futurefund

Product Overview*

- Loan amounts from \$100,500 to \$500,000 with monthly interest payments at a 9% annual interest rate
- Principal repayments adjust to your business's revenue patterns. Monthly principal payments are only required if your revenue exceeds a set threshold — defined as 25% of last year's average monthly revenue
- 5-year term
- Requires a 3% origination fee; personal guaranty (for owners with 20%+ more stake), UCC filing
- No application fee
- Monthly meetings with a Financial Coach to review revenue calculations until loan is repaid

Eligibility

- 12+ months in operation
- \$300,000+ in historical or projected annual revenue
- 1 year of prior tax returns
- Not a sole proprietor
- Demonstrate ability to repay the loan
- Authorize a credit check
- Submit one year of tax returns, year-to-date financials, and one year of monthly financial projections

NYC Business Express Service Team

Time is money.

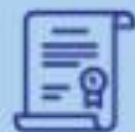
Save both with NYC BEST's
one-on-one help – at no cost!



careers
businesses
neighborhoods



Through NYC BEST, you will be assigned a single point person to help you:



Get Licenses & Permits Faster

- Understand City rules and requirements
- Work with City agencies to get licenses and permits faster



Avoid/Reduce Fines & Violations

- Prepare for inspections
- Fix issues *before* an inspector walks through your door
- Understand violations you've received and help address them

Connect with
NYC BEST:

nyc.gov/NYCBEST
or 888-SBS-4NYC
(888-727-4692)



Services are available
in multiple languages.

NYC BEST is your one-stop resource to working with City and State regulatory agencies and utilities including:

- Fire Department of the City of New York (FDNY)
- NYC Department of Buildings (DOB)
- NYC Department of Consumer & Worker Protection (DCWP)
- NYC Department of Environmental Protection (DEP)
- NYC Department of Health & Mental Hygiene (DOHMH)
- NYC Department of Sanitation (DSNY)
- NYC Department of Transportation (DOT)
- NYS Department of Agriculture & Markets
- NYS Department of Financial Services
- NYS Liquor Authority
- Con Edison



**Need help
with a business
lease in NYC?**
**You may be
eligible for free
legal services.**

**Free legal services are
available to help eligible*
businesses with the
following:**

1

Signing a new
commercial lease

2

Amending, renewing, or
terminating an existing
commercial lease

3

Addressing a commercial
lease-related issue

 To be eligible to participate, your business must be a small business located in NYC, not be a franchise establishment, and you must meet the income eligibility requirements of the legal service provider.

nyc.gov/commlease



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TRAINING

Give your employees the skills they need to take your business to the next level.



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apexaccelerator@sbs.nyc.gov

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