



**Department of
Social Services**

Human Resources
Administration

Department of
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Office of Contracts

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MEMORANDUM

DATE: September 12th, 2024

FROM: Vincent Pullo
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Transition of Subcontractor Module to PASSPort

On September 23, 2024, Subcontractor Module functionality currently available in PIP and FMS will be transitioning to PASSPort. Following the new release in PASSPort, all subcontract management tasks including approval of subcontractors will be conducted exclusively in PASSPort, enhancing the efficiency and transparency of these processes.

This module will streamline the subcontractor approval and payment processes, providing greater support for M/WBE utilization goals and reducing the need for back-and-forth communication between vendors and agencies.

Subcontractors will need to set up PASSPort accounts to continue their progress from PIP seamlessly.

What to Expect

- Subcontractors will be able to validate and acknowledge payments within PASSPort, ensuring complete transparency and real-time updates on payment status.
- Subcontracts from PIP will be migrated to PASSPort, allowing subcontractors to seamlessly continue their progress from where they left off in PIP. Please refer to the Subcontract Status Transfer and Migration' section to review which contracts will be migrated to PASSPort and for further instructions. Vendors will no longer need to replicate subcontractor entries in both PIP/FMS and PASSPort.
- The new module reduces offline steps and allows for subcontractor information to be submitted prior to contract registration.

Support and Training

To assist in this transition, MOCS Learning and Development team is offering live training sessions for vendors on topics such as "Getting Started: Subcontractor Approval, Updates, and Payment," and "PASSPort Setup for Subcontractors." The [PASSPort New Release Vendor Training | Eventbrite](#) will provide detailed training resources and registration information for upcoming sessions. DSS will also offer support by scheduling biweekly open office hours for prime vendors to discuss this transition and provide assistance, as discussed below.

What DSS is Doing

DSS/Sub-Contracting Unit is pleased to announce that the transition from the current paper subcontracting process to PASSPort has begun, starting the week of September 23rd, Deputy Director of Contract Compliance, Damien Coachman, and Team will be hosting bi-weekly Office Hours. These meetings will serve as an opportunity for vendors/providers to address issues with the roll out of the Subcontractor Module. Our team will provide direct support on subcontracting processes and answer any best practices questions. Interested vendors/providers will be receiving an optional Teams invitation from the subcontractorapproval@dss.nyc.gov account.

Please note that the Subcontractor Approval FAQ has been amended and is attached.

Subcontract Status Transfer and Migration

Subcontracts with statuses of Pending Approval, Approved, and Cancelled in PIP and FMS will be transferred to PASSPort with their corresponding PIP/FMS statuses. Any pending tasks in PIP/FMS will also be available in PASSPort after the migration. However, subcontract tasks in PIP prior to the migration, as “draft” and “reject draft” status will not be migrated over to PASSPort and vendors will have to start the process over t in PASSPort.

The migration is scheduled to begin on **September 17, 2024, and will be completed by September 23, 2024**. All pending approvals will be migrated on September 23, 2024. This will allow DSS to prepare for the migration while approving all remaining request that are outstanding. Please note that a vendor may elect to submit their subcontractor approval requests to replace any outstanding 65A approvals; please formally withdraw the 65A request if this option is chosen.

In order to prepare for the migration, the last day to submit 65A requests is September 18, 2024.