



PASSPORT POST | FEBRUARY 2023 | NYC MAYOR'S OFFICE OF CONTRACT SERVICES

IN THIS ISSUE

- 2022 HIGHLIGHTS & MILESTONES
- FISCAL YEAR 2022 INDICATORS
- A SPECIAL NOTICE TO VENDORS

2022 Highlights & Milestones

PASSPort Public

In **June 2022**, the Mayor's Office of Contract Services (MOCS) launched PASSPort Public, a data transparency portal that gives unprecedented insight into the City's main procurement system. The Procurement and Sourcing Solutions Portal (PASSPort) serves as a new window into City contracting for new vendors and businesses who face barriers to accessing the procurement process.

Click [here](#) to read the press release!

'Clear the Backlog' Initiative

In **July 2022**, Mayor Adams and MOCS announced that more than \$4.2 billion in contractual dollars were unlocked through the 'Clear the Backlog' initiative, a key recommendation of the [Joint Task Force to Get Nonprofits Paid on Time](#).

Click [here](#) to read the press release!

Getting Started: Contracting with NYC Vendor Webinar Series

In **August 2022**, MOCS launched Getting Started: Contracting with NYC vendor training monthly webinar series. The webinar series is designed to assist first-time City Contractors and organizations with enrolling in PASSPort and finding opportunities. Upcoming 2023 Vendor Training Sessions · Getting Started: Discretionary Funding Wednesday, February 15, 2023 · Getting Started: Completing Award Tasks Wednesday, March 15, 2023 Click here to register! Updates from MOCS Learning & Development Team

Click [here](#) for the webinar schedule and to register!

Your Path to Contracting with the City

In **September 2022**, MOCS launched [Your Path to Contracting with the City](#), a vendor roadmap designed to demystify New York City's procurement process. The roadmap serves as a high-level, step-by-step guide to assist vendors on their contracting journey.

Updates from the MOCS Learning & Development Team

Completely update and revised! [Guide: Completing the PASSPort Vendor Enrollment](#) (formerly known as Beginner's Guide to PASSPort)

New! [Webinar Recording: Encontrar Oportunidades de Contratación](#). This is the Spanish-language version of our popular [Webinar Recording: Finding Contracting Opportunities](#). Learn more about our Getting Started: Contracting with NYC webinar series - [click here](#).

Update from Charities Bureau

As of September 19, 2022, all annual filings with the Charities Bureau must be submitted online.

[Click here to learn more!](#)

Procurement 101 for Vendors

Need a refresher course on how to do business with the City? [Watch our Procurement 101 for Vendors!](#)

Fiscal Year 2022 Indicators

M/WBE Non-Competitive Procurement Method \$1 Million Threshold Increase

In **October 2022**, Governor Kathy Hochul signed [legislation A.10459/S.9351](#) increasing opportunities for Minority and Women-Owned Business Enterprises (M/WBEs) to contract with the City. By increasing the threshold limit of City contracts that can utilize the City's M/WBE Non-Competitive Procurement Method from \$500,000 to \$1,000,000, M/WBEs will now be able to more effectively compete for larger contracts.

As of **January 12, 2023**, City agencies can now procure goods, services and construction up to \$1,000,000 using the Non-Competitive Procurement Method.

New MOCS Initiatives Just for You!

MOCS in Your Neighborhood

We are excited to announce the launch of our newest initiative MOCS in Your Neighborhood: PASSPort Vendor Enrollment Assistance!

MOCS in Your Neighborhood is a monthly in-person workshop series designed to meet vendors where they are – alternating boroughs monthly – to provide the critical support and resources needed to help them get ready to do business with the City. Training topics include completing PASSPort Vendor Enrollment and Finding Contracting Opportunities for M/WBEs.

M/WBE Business Feature

This year, MOCS will launch a pilot program initiative designed to highlight Minority and Women-Owned Business Enterprises (M/WBEs) and their path to contracting with the City.

Keep a look out for the next issue of our newsletter to learn more about the M/WBE Business Feature program!

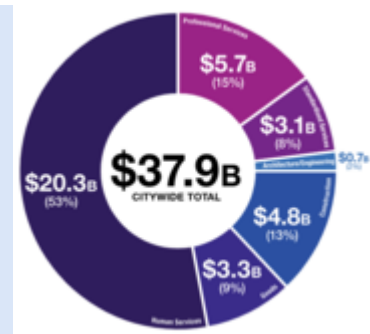
A Special Notice to Vendors

The NYC Mayor's Office of Contract Services wishes to make you aware of a change in New York State law which expands existing employer new hire reporting requirements to include reporting of independent contractors.

Effective January 1, 2022, all employers are required to report to the New York State Department of Taxation and Finance each newly hired and rehired independent contractor working in New York State, including individuals under an **independent contractor arrangement** with contracts in excess of \$2,500. Employers have 20 days from the hiring date to report certain identifying information to the Tax Department. Although not required, employers are encouraged to report all independent contractors regardless of contract amount.

Employers are key partners in ensuring financial stability for many children and families. New hire reporting facilitates the child support income withholding process and expedites collection of support from parents who change jobs. In addition, city contracts require that vendors abide by all federal, state and city laws. State law allows a \$20 penalty for each employee not reported in a timely manner and a \$20 penalty for each employee for whom the employer fails to file a report showing the required information.

For more information, please read the attached New York State Office of Temporary and Disability Assistance fact sheets or visit



The Fiscal Year 2022 (FY22) report is now available on the MOCS website. The report provides an in-depth review of City procurement in FY22.

[Click here to read the report!](#)

the NYS Tax Department links below:

[Hiring employees \(ny.gov\)](#)

[New hire reporting \(ny.gov\)](#)

[Frequently asked questions: New hire reporting \(ny.gov\)](#)

New Year, New Newsletter!



Get ready to experience your contracting news in a

renewed way!

Next month we are launching our redesigned newsletter – new name, new look and more content. Stay tuned!

PASSPort
Procurement and Sourcing Solutions Portal

Need help or have a question?
Check out [PASSPort FAQ](#) and
[Learning to Use PASSPort](#).

Or, submit an inquiry to the
[MOCS Service Desk](#).

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