



OCTOBER 2023 | MAYOR'S OFFICE OF CONTRACT SERVICES



PASSPort

NEW RELEASE

The PASSPort Fall 2023 Release is Coming November 17th!

- **PASSPort New Features!** The Fall Release will include platform upgrades with a new interface for a better user experience
- **More information** on the Fall 2023 Release and the new features will be shared as we get closer to go-live. [Go to the PASSPort New Release page](#) to learn more.

Spring 2024 Release!

- **HHS Accelerator Decommissioning:** MOCS will be decommissioning HHS Accelerator. HHS Accelerator functionality will be moved into PASSPort to avoid disruption of service and loss of data.
- **NEW Document Vault:** The PASSPort Vault will allow providers to upload required documents and specify which agencies can view the documents,
- **NEW Subcontracting Module:** The new module will streamline the subcontractor approval and payment submission processes.

If you have an active contract in PASSPort, please be sure to review our latest learning resources: Frequently Asked Questions, [Submitting an Invoice](#) and [Submitting Budget Modifications](#) on our webpage. These guides provide step-by-step instructions on how to complete these processes in PASSPort. As always, reach out to [MOCS Service Desk](#) with any questions.



Live Trainings

October 18: Responding Contracting Opportunities in PASSPort (live webinar). [Register here](#)

Save the Date MOCS In Your Neighborhood

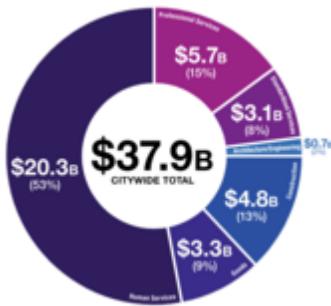
November 13: NYC Contracting Opportunities for Nonprofit Providers (in-person in the Bronx) [Register here](#)

Grabación del Seminario Web

Encontrar Oportunidades de Contratación [Vea aquí](#)

Responder a Oportunidades de Contratación [Vea aquí](#)

Completar Tareas de Adjudicación de Contratos [Vea aquí](#)



The 2023 Annual Indicators Are Now Live!

Autumn is a big time for the MOCS staff.

Every year on October 1st, MOCS releases the Annual Indicators Report to the public. This year's report builds upon past editions with a greater emphasis on M/WBE contracts and contract Cycle time.

Truly a group effort, the report will be published both in digital and physical copies this year. [Check out the finished product here!](#)

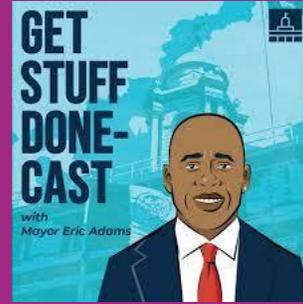


EO 34 Improves M/WBE Programs

The new Executive Order 34 will create a more equitable environment for M/WBEs. Under EO 34, Mayoral agencies will:

- Re-evaluate M/WBE goals before renewing a contract;
- De-bundle capital project contracts over \$25 million;
- Consider at least one quote from an M/WBE vendor on all emergency procurements; and
- Standardize M/WBE performance data.

[Learn more about Executive Order 34 here.](#)



Connect with Mayor Eric Adams

[Visit the #GetStuffDone website](#), and learn more about Mayor Adams' bold vision for the future of New York City.

[Sign up here for the Mayor's newsletter](#) to receive exclusive content, breaking news, and updates on our work - all tailored to your interests.

[Listen to Mayor Adam's NEW Get Stuff Done-Cast podcast here!](#)

To hear the Mayor Adams live, listen to his radio show: [Hear from the Mayor](#). Airing every second Sunday of the month from 10:00 to 10:30am EST.



CORE Method: Organize

Organization is an important part of preparing for contracting opportunities.

When you are organized, you can move quickly to respond to contracting opportunities when you find them.

Keep track of contracting events such as procurement fairs and networking events. Of course, you also need to document the contact information for relevant and important people such as Agency contacts, organizations that may partner with you, insurance agents, supplier representatives, etc. Additionally, you should have updated electronic copies of your capability statements, organizational charts, and other standard paperwork. As the saying goes, "stay ready so that you don't have to get ready."



Did You Know?: Discretionary Award Clearance

The latest episode of our "Did You Know?" video series, focusing on the Discretionary Award Process, is out now!

Featuring Pernell Brown, a project coordinator in our Social Services division, the video covers the main issues service providers need to be aware of while trying to get paid by City Council.

To view this and past videos, [visit our MOCS YouTube page](#).

Lookback: Citywide Annual Procurement Fair



On Monday, October 2nd, the City hosted its annual procurement fair at Barclays Center in Downtown Brooklyn.

MOCS staff was on hand helping prospective contractors navigate the city's procurement system, showcasing our interactive Contracting Roadmap (see below).

The MOCS Learning & Development team also presented: "Strengthening Your CORE: How M/WBEs Can Contract with the City" to 80 attendees, sharing our CORE methodology (communicate, organize, research, executed) and best contracting practices.



Apply for M/WBE Certification

Be properly recognized for the work you do!

The City's M/WBE Program has increased significantly since it began. In 2022, the City awarded its highest total yet to M/WBEs of nearly \$1.4 billion! And since the start of the OneNYC M/WBE Program in 2015, the City has awarded City-certified M/WBEs roughly \$27.9 billion in contracts.

A business seeking M/WBE certification must:

1. Be authorized to do business in New York.
2. Be in operation for at least one year.
3. Be at least 51% woman or minority owned.

Head to the [M/WBE Certification page](#) and get started today!



Service Desk Spotlight: Just

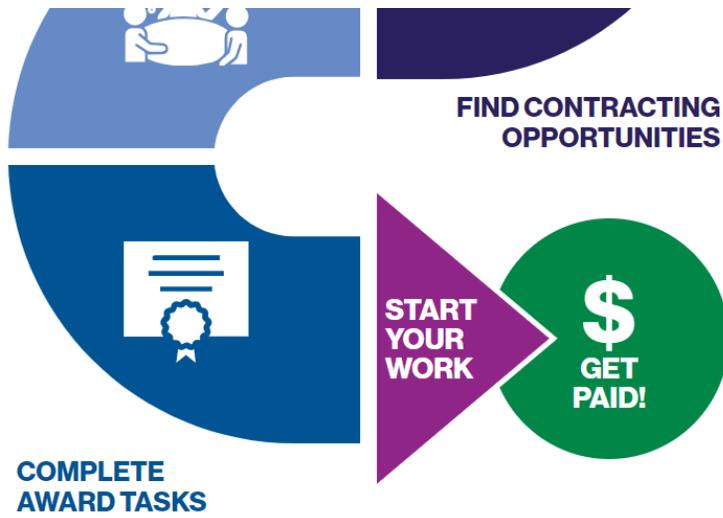
Just serves as an analyst on the MOCS Service Desk. He has been working with the team for the last year, tackling your procurement needs.

Just often finds himself diving headfirst into new projects, eager to learn how things function from the ground up.

A native New Yorker, Just previously worked as a private investigator for a law firm in Brooklyn. There he worked closely with clients, defendants, businesses and banks on a daily basis.

Just considers himself to be an artist first, having studied animation at The School of Visual Arts, he works in several media like photography, drawing, and creative writing.

A creative and inquisitive mind, Just is an all-star on the Service Desk team.



Check It Out! The NEW Interactive MOCS Contracting Roadmap

Are you new to doing business with the City? Or interested in what doing business with the City entails? Then this new resource is just for you!

[Check out the Contracting Roadmap](#) and learn how to:

- Register and Certify a business or nonprofit
- Understand and use PASSPort
- Find Contracting Opportunities with NYC
- Complete Contract Award Tasks in PASSPort
- and much more!

An interactive web page/mobile app, the Contracting Roadmap is designed to guide you through the contracting process with the City of New York.

[Check it out Today!](#)



Director Flores Discusses NYC Procurement Reform at MOCS

Listen to Director Flores in the MWBE Times Podcast, where she discussed New York City procurement system.

She delved into the changes that MOCS is implementing to ensure that the voices of minority communities are not only heard but also empowered.

Director Flores is dedicated to enhancing the quality and equity of the procurement. The various initiatives spearheaded by MOCS in recent years stand as a testament to our unwavering commitment in this regard.

[Go here to listen to the podcast](#) and gain a deeper understanding of the pivotal role that quality and equity play in New York City's procurement landscape.



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