

PASSPort New Release Special Edition



NOVEMBER 2023 | MAYOR'S OFFICE OF CONTRACT SERVICES



PASSPort is LIVE!

As of Friday, November 17th, a brand-new [PASSPort experience is here](#). At the Mayor's Office of Contract Services (MOCS), teams of procurement professionals, legal experts, engineers and designers have been working for nearly 18 months to finalize this release.

The results of this work are nothing short of amazing. Our teams listened to your (the real users of PASSPort) feedback and made several upgrades, including new layouts and plug-ins, to create a better user experience for all.

As a city contractor and a PASSPort user, you can look

forward to several new features, like a cleaner user experience with spacious layouts. We've also released the first of many Accessibility features, a high-contrast mode that's easy to turn on as needed. Plus, a new Google Maps Plug-in, redesigned alerts, and updated filters to help make your procurement process as efficient as possible.

MOCS is already working on the next release. Our focus on citywide procurement includes your experience and we hope to keep making it better with each release. In the meantime, check out the upgraded PASSPort and all it has to offer.

Congratulations!



Lisa M. Flores, Director
Dear PASSPort User,

As the latest release has taken center stage, we have reached another big milestone, driven by your desire to see us do better.

Your user feedback is vital for the development of PASSPort, so keep those help requests coming! With your input, we can keep improving PASSPort for the benefit of all New Yorkers.

Also, kudos to everyone on the MOCS team, especially our Service Desk and Tech teams, as they are the main catalysts driving our system development.

Excited for more positive changes ahead,

Lisa M. Flores
*City Chief Procurement
Officer and MOCS Director*



PASSPort working timeline from MOCS strategic files.

The Evolution of PASSPort

MOCS launched PASSPort in 2017, in partnership with the New York City Office of Technology and Innovation (OTI) and Department of Citywide Administrative Services (DCAS).

Over the years, PASSPort has grown and expanded, adding new features and functionalities:

August 2017: PASSPort Launch. Vendors can now complete Vendor Enrollment (disclosures), self-declare their business certifications, enroll in commodities, and review performance evaluations.

April 2019: Requirements Contract Vendors can upload their catalogs.

June 2020: Vendors can now find and respond to contracting opportunities, and complete contract actions.

June 2021: Vendors can now create budgets and submit invoices.

August 2021: Health and Human Services (HHS) Providers can now get HHS prequalified (and renew).

November 2023 (now!): New platform upgrades tackling user experience and accessibility! Additionally, more vendors can submit invoices and HHS providers can now request advances.

What's in the next release?! MOCS is currently hard at work, developing the next round of features to help make city procurement even more efficient.

Stay tuned for more details, coming soon!

MOCS Holds FCNY / PASSPort Roadshow

To help nonprofit providers prepare for the upgraded PASSPort release, MOCS held several "online" roadshows and one special in-person event on 11/13 for The Fund for the City of New York (FCNY).



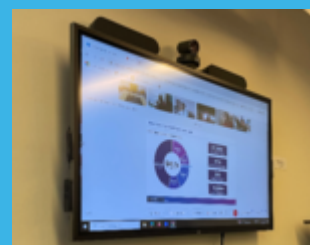
MOCS and FCNY enjoying a moment together before the show begins.



Representatives from the Fund for the City of New York.



MOCS representatives Yexenia Markland and Caitlin Caporale-Benson addressing concerns from FCNY partners.



MOCS data on full display!



The MOCS Service Desk team during a recent MOCS event.

Service Desk Spotlight

Meet the MOCS all star Service Desk team! They are ready to support vendors and agencies by responding to all service inquiries with the new release of *PASSPort*.

Besides providing guidance for those looking to do business with the city, Service Desk works together with other operational and technical teams at MOCS to document user feedback.

The Service Desk team then works to make sure that all user feedback submitted by vendors is heard. This is an important part in the development process of *PASSPort*.

Thanks to every member of the Service Desk team, MOCS has continued to improve *PASSPort*, making it more user-friendly, reliable, and innovative in its continued effort to modernize procurement in New York City.



Accessibility is a core feature in *PASSPort*'s new release.

PASSPort Accessibility

Accessibility is top of mind with everything we do at MOCS. This is especially true for *PASSPort*. That's why we have included an Accessibility Mode for this latest release.

Beginning with a high-contrast mode and continuing with additional themes, an icon enables the user to turn views on and off as needed. Another setting found in a user's profile, enables the universal application of a theme to an account, rather than a "case-by-case" basis.

Additionally, *PASSPort* now features an "ultra high-contrast" mode for links, highlighting them with a yellow background which is activated during a hover or a click of a mouse.

While this is just a first step, we currently have several in development. Look for them soon!



Check Out Our Training Guides for the Newest *PASSPort*

Now published in a web-based format – mobile friendly and searchable.

[Submitting Invoices](#)

[Create and Submit Invoice Deductions](#)

[Create and Modify Budgets](#)

[Request an Advance for HHS Contracts](#)

Sign up for Contracting News Today!

Receive MOCS bulletins directly in your inbox. You won't want to miss a thing!

[Sign Up Now!](#)