



JANUARY 2024 | MAYOR'S OFFICE OF CONTRACT SERVICES



**Happy 2024! Last year was a rollercoaster for City Agencies and MOCS was no exception! With all the action, we still managed to meet and exceed many of our stated goals. In the meantime, good luck to you and your loved ones in the coming season.**

**Over \$41.1 billion**

worth of goods and services procured.

**Over \$6 billion**

awarded to a record-setting 1,903 certified M/WBE firms.

**Up to \$1.5 million**

M/WBE Noncompetitive Small Purchase Method threshold increase.

**28,350**

businesses filed in PASSPort on or before December 31st, 7,186 of which are M/WBE certified.

**Over 5,000**

people used MOCS' [Interactive Contracting Roadmap](#).

**Over 2,600**

businesses trained online.

**290**

business leaders attended MOCS-hosted events.

**44**

Did You Know? videos produced.

**1 HUGE**

[PASSPort new release launch](#).

**We look forward to producing even better numbers in the coming year!!!**



February 13

**SAVE THE DATE**

**Manhattan Business Mixer for F&B, Catering, and Restaurant Vendors**

[Learn more here](#)

February 21

**Completing Vendor Enrollment**

[Register here](#)

March 26

**Bronx Workshop Finding Opportunities for Women-Owned Businesses**

[Register here](#)



In Case You Missed it...

**PASSPort Financials Guides & Videos**

[Submitting Invoices](#)

[Training Video: Submitting an Invoice](#)

[Create and Submit Invoice Deductions](#)

[Create and Modify Budgets](#)

[Training Video: Submitting Budget Modifications](#)

[Request an Advance for HHS Contracts](#)



## Discretionary Funding Application is Live for FY25!

It that's time of year again! The City Council Discretionary Funding Application for FY25 is now live on the [New York City Council's website](#).

The FY25 application was posted on the Council's website on **Thursday, January 4th, 2024**, and the submission deadline will be on **Tuesday, February 20th, 2024**.

To receive discretionary funding, nonprofits must first submit a City Council Discretionary Funding Application to City Council. This is a form that must be filled out and submitted through the Council's online portal. The application requests information about an organization's experience, qualifications, and compliance, as well as the project or service for which the organization is requesting support.

For questions regarding the FY25 application, please email [City Council's discretionary team](#).

*If an application is **not submitted** within the above filing period, your non-profit will not be eligible for funding.*



## Returnable Grant Fund Updates

**New For Fiscal Year 2024!** Exciting reforms have streamlined the Returnable Grant Fund (RGF) application process and expanded access to loans.

The [Returnable Grant Fund](#) offers **interest-free, service fee-free loans to human service providers** contracting with the City. Created in 1992, the program is managed by MOCS. Loans are issued by the Fund for the City of New York (FCNY).

If you anticipate needing help with critical expenses, please review the eligibility criteria in the new, enhanced [RGF Loan Application](#) and apply today. If using your web browser, please only open in Chrome or Firefox. You may download the application using Adobe, or another editing software.

**Please note:** *Eligibility for an RGF loan is reviewed by the contracting agency. You must complete and submit applications to your contracting agency(ies) through your contract manager or Agency Chief Contracting Officer (ACCO) team. Specific Agency Contact(s) are in the Setup Team tab of your contract in PASSPort.*



## A New 5 Year Accessibility Plan Proposed at MOCS

The Mayor's Office of People with Disability (MOPD) requires every Mayoral agency prepare and implement a draft 5 year accessibility plan based on [Local Law 12 of 2023](#) which "ensures that the agency's workplace, services, programs, and activities are accessible to and accommodating and inclusive of persons with disabilities."

Please take the opportunity to comment on the [MOCS draft plan here](#). The comment period is open through February 16, 2024

## New! Indirect Cost Rate Table

### Human/Client Service Contracts Providers:

Providers may budget using their City Accepted Indirect Cost Rate (ICR) or a 10% de minimis ICR. To aid with this process, a new **Indirect Cost table** now displays in PASSPort so that providers and agencies may see how a budget's ICR is derived.

## Sign Up For Contracting News Today!

Receive MOCS emails. You don't want to miss a thing!

[Sign Up Today!](#)



## CORE Method: Execute

The C.O.R.E. Method is our winning strategy to help vendors successfully contract with NYC. In previous newsletter issues we've covered the **C – Communicate**, **O – Organize**, and **R – Research**. The final installment in the series is all about the **E – Execute**.

Vendors who execute well do what they agreed to do! City Agencies appreciate vendors who are cooperative, communicative, and respectful of their time and budgets. Building positive, results-based relationships with Agencies makes it more likely for vendors to get repeat business.

Furthermore, Agencies also complete [annual performance evaluations](#) that rate vendor performance and work quality, timeliness, and fiscal administration and accountability. [finalized performance evaluations](#) are available publicly and can be accessed by other Agencies.

A good reputation is priceless for growing businesses, and nothing builds a good reputation better than a job well done by a trustworthy firm!



## Community Hiring

In November 2023, the Governor signed State legislation that gives the City the authority to set Community Hiring goals in contracts for vendors to provide employment and apprenticeship opportunities to low-income individuals and those living in economically disadvantaged communities.

The Office of Community Hiring (OCH) is responsible for managing the rollout and implementation of Community Hiring, supporting City agencies and vendors, and reporting on Community Hiring goals. OCH is in the early stages of program design and development and will be conducting further engagement and outreach to City vendors in the coming months. To learn more, visit [OCH's website](#) or contact OCH at [CommunityHiring@talent.nyc.gov](mailto:CommunityHiring@talent.nyc.gov).



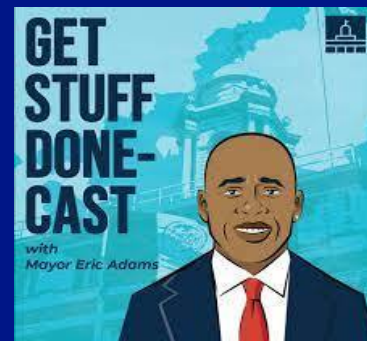
## Service Desk Spotlight: Kevin

Meet Kevin, our Service Desk Spotlight person of the month!

Kevin has been working as a Senior Analyst in the MOCS Service Desk for over two years, focusing on vendor enrollment and contract solicitations.

Kevin enjoys collaborating with teammates and is looking forward to new challenges as we continue to improve PASSPort.

Outside of work, Kevin likes to read and enjoys cooking and making art. He lives in Queens with his wife and two cats.



## 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 Adams' NEW Get Stuff Done-Cast podcast [here!](#)

To hear Mayor Adams live, listen to his radio show: Hear from the Mayor. Airing every second Sunday of the month from 10:30am to 11:00am EST.