



MARCH 2024 | MAYOR'S OFFICE OF CONTRACT SERVICES



At MOCS and *exalt*, the Future of Procurement Lies with Women



Event panelists together with attendees from *The Future of Procurement*.

On March 18th, female executive leaders from across the city gathered for a special celebration of Women's History Month and National Procurement Month at the *exalt* headquarters in Battery Park.



In partnership with *exalt's* Executive Director [Gisele Castro](#), *The Future of Procurement* celebrated the significance of female leaders and the crucial role procurement plays in attaining financial independence. Influential women in the nonprofit, private, and public sectors led discussions on leadership, empowerment, and how young women have the power to shape the future!

exalt elevates expectations of personal success for youth ages 15-19 who've been involved in the criminal justice system. MOCS is working with *exalt* and other groups in the city looking to empower young women to take a more active role in their communities.

Thank you to the remarkable women who made the event a success: Deputy Mayor Ana Almanzar; Council Member [Althea Stevens](#), [Quenia Abreu](#), [Tanya Pope, MPA](#), [Gigi DeJesus](#), [Kalilah Moon](#), [Michelle Jackson](#), [Maria Lizardo, LMSW](#), and [Prisca Salazar-Rodriguez](#).



Trainings

April 16: MOCS in Your Neighborhood Bronx Business Mixer
(in-person event at Hostos Community College)

[Register Here](#)

April 17: Getting Started – Enrolling in Commodities
(live webinar)

[Register Here](#)

Tuesdays, Wednesdays and Thursdays: Vendor Financials Webinars
(live webinar series)

[Learn More Here](#)

New/Updated Resources

Guide:

[Download PASSPort Data](#)

Financials Guide:

[Submit Invoices](#)

Financials Guide:

[Create and Submit Invoice Deductions](#)

Financials Guide:

[Create and Modify Budgets](#)

Financials Guide for HHS

Providers (Only):

[Request an Advance for HHS Contracts](#)



M/WBE Business Feature

In honor of Women's History Month, we've released a 4-part M/WBE business feature showcasing [Compulink Technologies, Inc.](#)

Watch Denise and Danielle in conversation with Deputy Director Mehak Kapoor!

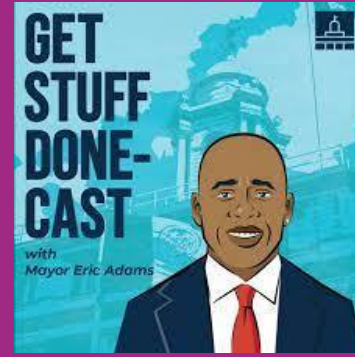
[Check out the whole series](#) that dives into procurement nuances and challenges and the importance of mentorship for M/WBEs!



PIX 11 Meets the Women of MOCS

Last week, Director Lisa Flores, joined the *Monica Makes It Happen Show* on PIX 11, with the women-led MOCS executive team!

Together, the MOCS executives are known as the “City Hall 7” and they supervise the City’s \$40 billion annual procurement budget. [Check out the video 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.

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.



Non-Blocking Invoicing Alert

Some of you may see the following invoice alert in PASSPort:

“For this Item Category, select ‘Dollars’ as the ‘Units’ invoice type to add an ‘Invoice Quantity’”

This is a non-blocking alert and does not prevent you from submitting your invoice.

Most invoices can be submitted by selecting either 'Each' or 'Dollars' in the Units field. For budgets migrated from HHS Accelerator, however, 'Each' is the default.

Check out the MOCS News and Notices Page!

Did you miss last month's Contracting News or need to know when the next FCRC Meeting or Public Hearing is?

The MOCS News and Notices page has all of this and more. [Check it out!](#)



Contracting News Turns 1!

This month, we're celebrating the anniversary of our first issue of Contracting News.

It's a big job just to publish 12 issues, but MOCS is producing 2 issues per month (one each for providers and agencies)!

Thank you to all of our contributors at MOCS and beyond and thank YOU for being a reader. We're excited to bring more Contracting News to your inbox in the coming year!

Sign Up for Contracting News Today!

Get the scoop on the world of procurement! Learn what's new in your sector and how agencies are preparing. From M/WBEs and Nonprofits to small businesses and PASSPort.

[Sign Up Today!](#)



Service Desk Spotlight: Darlene

Darlene has been an Analyst on the Service Desk team since March 2023. Before working at MOCS, she was a Senior Agent at FISA, on the Payee Information Portal (PIP) team, working with vendors and city agencies. Darlene brings her expertise in Vendor Enrollment, Contract Management, and much more to Service Desk.

Darlene loves to curl up and read a good mystery novel, do Crossword puzzles, or indulge herself in crime TV. When she is not doing one of those, she is enjoying being a mom. Darlene takes great pride in her work and is driven by the satisfaction of successfully assisting the Vendors and Agencies that reach out to the Service Desk.

Her enthusiastic energy and eager-to-work personality make her a great asset to the Service Desk team. She is a motivated team player who is always willing to lend a hand to anyone in need.