

Contracting News

NYC Mayor's Office of Contract Services

APRIL 2024 | MAYOR'S OFFICE OF CONTRACT SERVICES



MOCS Hosts Successful Business Mixer in the Bronx

On Tuesday, April 16th, MOCS hosted an exceptional **Business Mixer** event in the Bronx, bringing together numerous businesses and agencies to discuss best practices for contracting with the City of New York.

In partnership with Hostos Community College, MOCS has been actively engaging with businesses in the Bronx to facilitate the procurement process for New York City businesses, while also showcasing the diversity of our city.

Follow us on social media to stay informed with the latest updates!



Trainings

May 15:
Getting Started: Finding Contracting Opportunities
(Live Webinar)
[Register Here](#)

Tuesdays, Wednesdays,
and Thursdays:
**PASSPort Vendor Financials:
Submitting Invoices**
(Live Webinars)
[Learn More Here](#)

Wednesdays:
**PASSPort Vendor Financials:
Budget Submission**
(Live Webinars)
[Learn More Here](#)

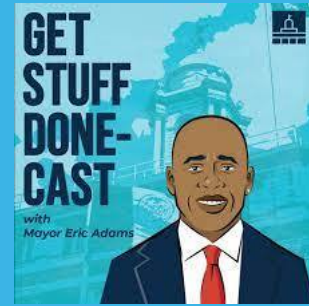


Celebrate Diversity Month!

April is Diversity Month, and during this time, MOCS emphasizes more than ever the importance of diversity and inclusion across NYC. We are continuously working to make procurement accessible and equitable for all NYC businesses through our events, platforms, and training.

The diverse perspectives and backgrounds that populate NYC are what make our city great, and MOCS will continue to advocate for equitable representation across all communities we serve through procurement.

Visit our [website](#) and discover all our initiatives!



Connect with Mayor Eric Adams

[Visit the #GetStuffDone website.](#)

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

Tune in to Mayor Adam's **new podcast**, a bi-monthly show featuring interviews with New Yorkers: [Get Stuff Done-Cast!](#)



Prompt Contract Document Submission

Attention Human Services Providers:

If you have a Fiscal Year 2025 contract in *PASSPort*, ensure **timely submission of pending documents**; contract registration is a prerequisite for advances.

Utilize these [Provider Tips](#) and [this webinar recording](#) for guidance.

For questions related to contract documentation, reach out to your agency contract manager.



It's Arab American Heritage Month!

April marks Diversity Month, as well as **Arab Heritage Month!**

Our website is available in multiple languages,



Take our Audit Survey

Nonprofit organizations have long asked the city for a **uniform auditing system** in line with the audits required by State and Federal governments.

If you work for a nonprofit, we encourage you to join the conversation -- complete [this Audit Survey!](#)

This 5-10 minute survey will be open for the next week.



News and Notices

Missed last month's **Contracting News?**

Looking to learn more about upcoming **FCRC Meetings** or **Public Hearings?**



Service Desk Spotlight: Charlemagne

Charlemagne is a Senior Analyst on the MOCS Service Desk, and has been with MOCS since May 2014!

He's witnessed the transition from VENDEX to *PASSPort*, including all subsequent *PASSPort* releases.

His dedication and consistent willingness to go above and beyond in providing excellent customer service resulted in him receiving the 2022 NYC Excellence in Customer Service Award.

Charlemagne is also a polyglot, speaking four languages - French, Moore, Dioula, and English.

He enjoys making people smile and loves to dress up for work.

After work, Charlemagne loves to enjoy a glass of good red wine, always in moderation.

Charlemagne is an avid traveler with a goal to visit all 50 states in the US.

At home, he is a family-oriented man, a proud father of two children, and is married to his college sweetheart! His love for his family is as evident as his

including Arabic! Simply click the **Translate** button at the top right corner of our [MOCS website](#).

Find all the latest updates on our [MOCS News and Notices page](#).

passion for his work.

Charlemagne's multifaceted personality and dedication make him a valued member of the MOCS Service Desk team.



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