



NOVEMBER 2024 | MAYOR'S OFFICE OF CONTRACT SERVICES



Adams Administration Announces M/WBE Advisory Council

This month, the Adams administration proudly celebrated record-breaking spending on minority- and women-owned business enterprises (M/WBEs), awarding a historic \$6.4 billion in contracts and an utilization rate of 31.2% in Fiscal Year 2024, the highest recorded in its history.

The administration also announced the creation of the [M/WBE Advisory Council](#). The council will collaborate with key members of the administration to promote initiatives that support our City's M/WBEs. Chief Business Diversity Officer Michael Garner will lead the council, with former New York City Comptroller Bill Thompson and Elizabeth Velez, Chairperson Emeritus of the New York Building Congress, serving as co-chairs.

[Click here to watch the press conference.](#)



Online Vendor Training

December 18 at 11am
Getting Started: Finding Contracting Opportunities (live webinar).

[Register here](#)

Tuesdays at 10:00am
PASSPort Vendor Financials: Submitting an Invoice (live webinar).

[Register here](#)

Wednesdays at 3:00pm
PASSPort Vendor Financials: Budget Submission (live webinar).

[Register here](#)



Help Shape the Future of NYC's M/WBE Program

The NYC Department of Small Business Services (SBS) and the CUNY Institute for State and Local Governance are conducting the next [NYC Disparity Study](#).

[Take a few minutes to complete the Study Survey](#) to share your experiences doing (or looking to do) business with the city.

You'll have a chance to win a \$200 gift card and help the city promote greater equity for minority and women-owned businesses in contracting!



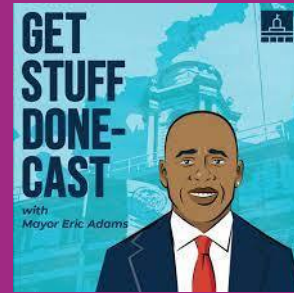
Filing Beneficial Ownership Information

Avoid federal fines and ensure compliance with the **Corporate Transparency Act (CTA)**.

Businesses must file a beneficial ownership info report before 12/31, detailing their controlling entities and owners to the Treasury Department.

New businesses need to file a report within 90 days of NY State registration.

To learn if the requirement applies to you and how to file, visit [NYC MyCity](#) and join an [upcoming webinar](#) hosted by NYC Small Business Services (SBS).



Connect with Mayor Eric Adams and Get Stuff Done!

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 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.

Prime Vendors and Subcontractors: Learn the Process

REMEMBER – Subcontractors must be approved by the contracting agency before work may begin and all subcontractor approvals are now done in PASSPort.

MOCS has created several resources to help Prime Vendors and their Subcontractors complete subcontractor management tasks in PASSPort.

Prime Vendors can request subcontractor approval and subcontract modifications, record payment information, and more in PASSPort. To learn about Prime Vendor responsibilities, including subcontractor management tasks, review the [Subcontracting in PASSPort page for Prime Vendors](#) or watch the [Subcontractor Approval, Updates, and Payment](#) webinar recording.

Subcontractors working for a Prime vendor can use PASSPort to confirm payments received from prime vendors and more. Learn how to prepare for subcontracting in PASSPort by viewing the [PASSPort Setup for Subcontractors webinar recording](#) or reviewing our [Subcontracting in PASSPort page](#).

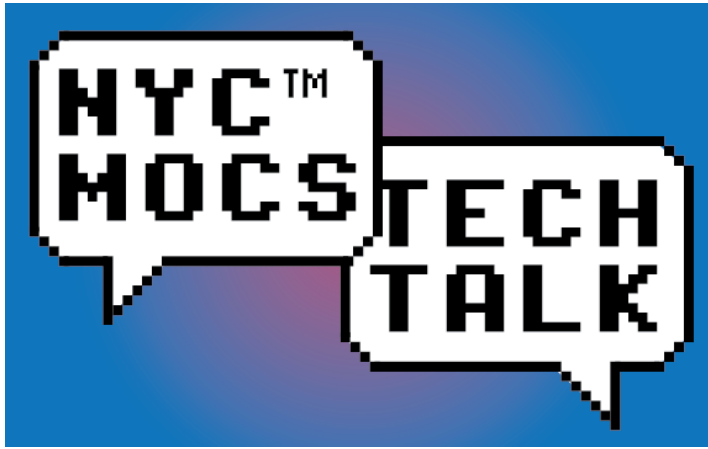


"Did You Know? LIVE" – Meeting Vendors Where They Are...

In a new twist, MOCS is taking our famed series to the streets!

We're on location with businesses, showcasing their strengths while introducing proprietors to NYC's contracting system.

Check out our "Did You Know? Live" videos, [here](#), [here](#), and [here](#).



Download Data in PASSPort

This is a reminder that all PASSPort users can export any data displayed in tables by downloading to Excel, including data from invoices, POs, contracts, and more! [See this guide for instructions.](#)

Link Documents from the PASSPort Vault

[See this guide](#) to learn how to link documents in your contracts, invoices, requisitions, and more.

For all PASSPort Vault guides, [click here](#).



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