



DECEMBER 2024 | MAYOR'S OFFICE OF CONTRACT SERVICES



Season's Greetings From MOCS

As we come together to celebrate the closing of another calendar year, we are grateful for all of the amazing work you do every day providing quality goods, services and construction to all New Yorkers.

This is a time for us to celebrate the work we've done together and look forward to our continued partnership in the coming year.

From all of us at MOCS – wishing you a joyful holiday season and a successful year ahead.

**Season's Greetings,
Director Lisa M. Flores and the MOCS team**



Training

January 7th and 21st:
Submitting Invoices
(live webinar).
[Register here](#)

January 8th and 22nd:
Budget Submission
(live webinar).
[Register here](#)

January 7th:
Mastering Subcontractor
Approval in PASSPort
(live webinar).
[Register here](#)

January 21st:
Updating and Replacing
Subcontractors in PASSPort
(live webinar).
[Register here](#)



New Requirement for Public Work Contractors and Subcontractors

Starting December 30, 2024, contractors and subcontractors in New York City who are submitting bids or performing construction work on public projects must provide a copy of their **Certificate of Registration** from the New York State Department of Labor (DOL).

This new mandate ensures compliance with the recently enacted New York State legislation, Section 220-l of the Labor Law.

For more information on DOL's registration process, [please click here](#).

All contractors and subcontractors should register as soon as possible to avoid negatively impacting a bidding period or project schedule.



The Power of Commodity Codes

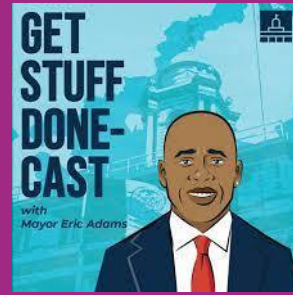
Enrolling in commodity codes in PASSPort ensures that your business is accurately categorized which helps increase visibility to City buyers and access to relevant solicitations —making commodity codes a powerful tool for success.

Best Practices:
Enroll only in commodities related to goods and/or services your business provides (or can provide).

Review and update your commodity codes at least once a year.

NYC-certified vendors:
Keep your commodities and email address current in the [SBS Online Directory](#), as it is used by agencies to source qualified vendors!

[To learn more, refer to this PASSPort guide.](#)



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 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 on WBSL from 10:30am to 11:00am EST.



PASSPort

NEW RELEASE UPDATE

Thank you for your patience and partnership as we navigate the rollout of the latest PASSPort release. We acknowledge the challenges post release and appreciate your patience and cooperation as we work to address them. We wanted to share progress and highlight key fixes that have been implemented:

- Vendors can now search and filter by 'Budget FY' on the 'Browse Contract Budgets' screen.
- Vendors can easily launch the contract workflow using the "Initiate Contract" button that is no longer missing.
- Purchase orders now process smoothly from "registered" to active status, allowing vendors to submit invoices and agencies to process advances.
- Advances can be initiated when there is a pending POCR. Please note the exception is when there is a de-cumbrance POCR.
- Vendors with specific profiles (Vendor Procurement and Vendor Financials roles) are able to now record payments and access subcontractor fields.

Stay informed by regularly checking the Announcements section in PASSPort for the latest updates and resources.



New Year, More MOCS in your Neighborhood!

Beginning next month, our initiative, MOCS in Your Neighborhood, returns for its 2nd year helping local businesses navigate the city's contracting process.

New and updated workshops focusing on contracting opportunities, subcontractor management, and even getting paid are all planned in the new year.

As always, in-person office hours are offered at every MIYN. You can use this service to get 1 on 1 help directly with trained MOCS Staff trained in PASSPort and city contracting.

We're excited for a new year of MIYN and we're looking forward to meeting businesses where they are.



Multiyear Discretionary Reminder

As 2025 approaches, the FY26 City Council Discretionary Application will soon be posted on Council's website in January.

Remember that City Council funding for any fiscal year is not guaranteed, even if you have a registered multiyear discretionary contract in PASSPort.

Organizations that wish to receive discretionary funding in FY26 must apply. [Follow City Council updates, here.](#)



Digital Insurance Verification Pilot Launched!

In response to the Joint Taskforce to Get Nonprofits Paid on Time, the Vendor Insurance Unit (VIU) launched the Digital Insurance Verification (DIV) pilot with 65 participating vendors.

The pilot aims to accelerate contract registration, enhance the vendor experience, and reduce compliance risks for the City.

Results will be reported in 2025, and if successful, MOCS will consider citywide implementation.



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