

From: NYC Mayor's Office of Contract Services <NYCMOCS@govdelivery.mocs.nyc.gov>
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To: Cumming, Noble (MOCS)
Subject: Contracting News: February 2025 Vendor Newsletter



FEBRUARY 2025 | MAYOR'S OFFICE OF CONTRACT SERVICES



FY26 Budget Readiness Update

MOCS is excited to announce that you will be able to get started preparing your budgets for the upcoming Fiscal Year 2026 (FY26) earlier this year!

Based on feedback, we've updated PASSPort so that as of February 1, Agencies can start launching budgets for FY26.

This change gives providers and Agencies more time to prepare budgets to align with the previous process in the HHS Accelerator System.

In the coming weeks, your Agencies will begin launching FY26 budgets so that you have a head start on the new fiscal year. If your organization receives a budget task from PASSPort, you can begin preparing your budget.

Stay tuned for more updates, soon. In the meantime, visit the [MOCS Website PASSPort Financials](#) page to learn more about budgeting and invoicing in PASSPort.

To learn more, check out the "Back to Budget Basics" article at the end of the newsletter!

Training

Every other Tuesday:
Submitting Invoices
[Register here.](#)

Every other Wednesday:
Budget Submission
[Register here.](#)

March 4th:
Updating Subcontracts & Replacing Subcontractors
[Register here.](#)

March 18th:
Recording and Validating Subcontractor Payments
[Register here.](#)

March 19th:
Completing Contract Registration Tasks
[Register here.](#)

FY26 ICR Application Process is open!

The Fiscal Year 2026 (FY26) Indirect Cost Rate (ICR) applications are open with expanded eligibility! Eligible providers must meet one of the following criteria...

- **Have an Accepted ICR** that expires on June 30, 2025.
- **Not yet have an Accepted ICR** because they entered City human services contracting after the last open application period.
- **Not applied** for an Accepted ICR during the last application window, defaulted to the de minimis, *and* retain active human services contracts.



Contracting News Comes to "Did You Know?"

We are excited to have our very own Contracting News publication showcased in MOCS' "Did You Know?" series!

In the clip, Weitny explains how subscribing to our monthly Vendor Contracting News newsletter is the most effective way to stay informed about the latest contracting news and

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May 1, 2025 is the deadline to submit your application, including all required documentation.

Visit [the ICR webpage](#) for more information.

opportunities that the city has to offer.

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exclusive content, breaking news, and updates on our work – all tailored to your interests.

HEAR FROM ERIC

[Listen to Mayor Adam's NEW Get Stuff Done-Cast podcast here!](#)

Human Services Disclosure Reform




2025 Human Services Disclosure Reform Package


MOCS is thrilled to announce a package of reforms that will simplify the prequalification process for close to half of City-funded nonprofits and will centrally collect disclosures from human service providers to implement the new NYC Conflict of Interest and Related Party Transactions Policy and Guidance for Contractors of Human Services.

March: Vendors will receive additional information about these reforms, which includes an opportunity to attend an information session, and the new NYC Conflict of Interest and Related Party Transactions Policy and Guidance for Contractors of Human Services will be published. Stay tuned!

April: MOCS will open the new Discretionary Prequalification Application to nonprofits that receive City Council discretionary awards. A 30-day extension for financial statement audits or reviews will be offered in the existing HHS Accelerator Prequalification Application (HSA PQL) in PASSPort and the new Discretionary PQL.

August: MOCS will add seven questions to the HSA PQL to centrally collect required disclosures under the NYC Conflict of Interest and Related Party Transactions Policy and Guidance for Contractors of Human Services. Human Service providers will answer the new questions when HSA PQLs expire and annually thereafter. Look for more information on this policy soon, including detailed guidance to support provider success.





Legal Spotlight: Kimberly

Been to a FCRC hearing recently? Kimberly has spent the last 2 years at MOCS project manager in the General Counsel Division where she helps bring the Franchise and Concession Review Committee (FCRC) hearings to life.

Originally from Dallas, Texas, Kimberly received her BS in Business Management from Brigham Young University, Idaho before relocating to NYC.

A veteran of the non-profit sector – she worked at Harlem Children's Zone for several years before joining the civil workforce in 2022.

When not hard at work, Kimberly volunteers for youth programs in her neighborhood. She loves camping, hiking, and baking – delighting the MOCS staff with her cakes and muffins.

The next time you attend a FCRC hearing, look for Kimberly, she'll probably be on the dias, recording the minutes. Thanks Kim!



As City agencies launch their Purchase Orders (POs) in PASSPort, you may be prompted to set up your budgets.

“Setting up your budget” in PASSPort means completing specific steps based on how your contracting agency has configured the budget. There are three budget paths:

- Vendor Creates the Budget:** Typically used for most Human/Client Service (HHS) contracts. Vendors receive and complete the Vendor Budget Completion task. For HHS contracts, the Header will display “Human/Client Service.”
- Agency Creates the Budget; Vendor Finalizes:** The agency creates the initial budget, and the vendor finalizes it by submitting a Purchase Order Change Request (POCR) to break down the budget into detailed budget lines.



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- **Agency Creates the Budget; (No Action Needed):**
Generally used for contracts where budget details are not managed in PASSPort (i.e.: Construction).

To learn how to determine which steps your organization needs to take, refer to this guide: [Set Up Your Fiscal Year Budget](#) and register for a [Budget Submission webinar](#)!

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