



MARCH 2025 | MAYOR'S OFFICE OF CONTRACT SERVICES



Human Services Disclosure Reform

The New Human Services Disclosure Reform Directive is Here!

Human Services Disclosure Reform will update and improve disclosures with:

- A new, simpler, Discretionary PQL Application.
- A 30-day extension option for CPA audits and reports, for Discretionary and HHS Accelerator PQL Applications.
- Starting in summer 2025, new questions in the HHS Accelerator PQL Application simplify compliance with the [NYC Conflict of Interest and Related Party Transactions Policy](#).

MOCS is hosting a virtual information session on April 3rd from 1-2pm. [Please register here.](#)



Upcoming Events/Trainings

March 27th, April 3rd, 10th, and 17th:
In-Person Office Hours and Workshops (Midtown Manhattan)
[Register here.](#)

March 27th and April 3rd:
FY26 Budget Submission for Providers (online)
[Register here.](#)

April 1st:
Submitting Invoices (online)
[Register here.](#)

April 8th:
NYS Contractor Registry Information Session (online)
[Register here.](#)

Fiscal Year 2026 ICR Application Process is Open!

The Fiscal Year 2026 (FY26) Indirect Cost Rate (ICR) application process is open with expanded eligibility! You must meet one of the following criteria to be eligible...

- An Accepted ICR that will be expiring June 30, 2025.
- Not have an Accepted ICR because the organization entered human services contracting after the last open application period.
- Not applied for an ICR during the last application window, defaulted to the de minimis, and retain

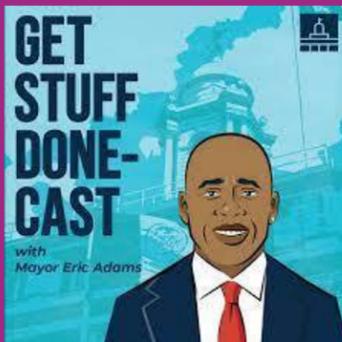
Coming Soon: New MOCS Service Desk Submission Form

We're excited to announce that a new MOCS Service Desk ticket submission form is coming soon!

This is part of our ongoing effort to streamline Service Desk tickets, collect better data and improve support.

What's new?

- **Dedicated paths** to separate agency requests from vendor inquiries.
- **New request categories** for more tailored support.
- **A searchable Knowledge Base** for quicker answers.



Connect with Mayor Eric Adams

Visit the [#GetStuffDone website](#) and learn more about Mayor Adams' bold vision for the future of New York City.



- active human services contracts.
- May 1, 2025 is the deadline for applications, and documentation.

Visit the [ICR Initiative page](#) for more information, including the updated Cost Manual and how to use Accepted ICRs in PASSPort budgets.

- **Quick links** to resources.

We hope these updates will make it easier to stay focused on delivering services for New Yorkers.

Following the launch, additional enhancements will be rolled out over the coming weeks. **Stay tuned for more details!**

[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!](#)



Hello Vendor Admins!

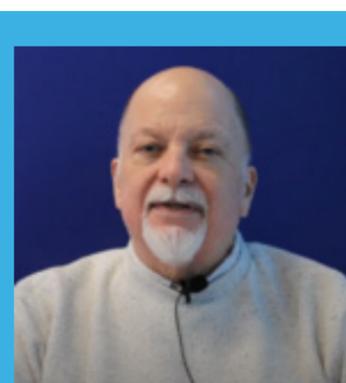
If you're a Vendor Admin for your organization in PASSPort, please regularly review and update your Vendor Profile.

Agencies rely on your Vendor Profile for making informed procurement decisions, so keeping it up to date is crucial!

Please ensure:

- Your organization's contact information is current, i.e., contacts, mailing address, website, social media.
- Former employees are removed from your Contacts list. [Here's how.](#)
- User roles are correctly assigned (ideally at least two Vendor Admins). [Here's how.](#)
- Your organization is Filed (i.e.: you've completed the PASSPort Vendor Enrollment. [Here's how.](#)
- No changes to principal officers and owners or parent/controlling entities. [How to make updates.](#)
- Commodity codes correctly reflect your goods and services. [How to enroll or make updates.](#)
- M/WBE certifications are disclosed (if applicable). [How to add or make updates.](#)

Note: All Vendor Enrollment package changes require that you submit a change request. [Here's how.](#)



Video Spotlight: "Did You Know?" Resources

In the latest round of Did You Know videos, our own Greg Wright from the MOCS Doing Business Accountability unit, explains MOCS resources.

In the clip, Greg shares the myriad of resources at the disposal of both agencies and vendors – including our glossaries and guides. Many of these are web native and can be translated into multiple languages.

Check out the MOCS resources on our website and head back to our Youtube channel to learn more about all of our service offerings.

[Watch the Video!](#)



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Looking at this newsletter for



What is a PE in PASSPort?

A Performance Evaluation (PE) in PASSPort is a formal record of a vendor's performance on a contract with the City of New York. Agencies continuously monitor vendor contract performance and, for most contracts, issue a formal PE once a year. Once the PE is



Learning and Development Spotlight: Fatimah

Associate Director of Training and Engagement, Fatimah has spent the last 2 years at MOCS leading PASSPort trainings and outreach events.

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published in PASSPort, vendors will receive a notification and have 15 calendar days to respond.

A PE provides vendors with an overall PE Rating (Unsatisfactory-Excellent) and details on: Timeliness of Performance, Fiscal Administration and Accountability, and Overall Quality of Performance.

To learn more, refer to this guide: [Review and Respond to a Performance Evaluation \(PE\)](#).

Before coming to MOCS, Fatimah worked as a college professor where she developed curriculum and taught courses related to psychology and education in the USA, Colombia, South

Korea, and the United Arab Emirates (UAE).

Originally from Brooklyn, Fatimah received her Doctorate in Developmental Psychology from Purdue University and a Bachelor of Arts in Psychology from Hampton University.

When not hard at work, Fatimah enjoys singing at karaoke, salsa dancing, and spoiling her toy poodle.



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