



APRIL 2025 | MAYOR'S OFFICE OF CONTRACT SERVICES



## Mayor Adams Appoints New MOCS Executive Leadership

New York City Mayor Eric Adams has announced the appointment of **Kim L. Yu** as the next director of the Mayor's Office of Contract Services (MOCS) and City Chief Procurement Officer.



Beginning Monday, April 28th, incoming Director Yu will continue delivering accountable, efficient, and transparent government to New Yorkers and will oversee the team that provides policy and operational advice, as well as technical assistance, to city agencies as they manage daily procurement activities.

Kim currently serves as First Deputy Director at MOCS, where she led strategic initiatives to modernize procurement and enhance service delivery across the city.

Previously, she held key leadership roles at the New York City Office of the Comptroller, serving as Bureau Chief and Legal Counsel in the Bureau of Contract Administration. She also served as Assistant General Counsel at the New York City Department of Transportation.

Mayor Adams also announced **Yexenia Markland** will be promoted to first Deputy Director, and **John K. Katsorhis** will join MOCS as Deputy Chief Procurement Officer, coming from the Office of the Comptroller.

**Yexenia Markland** currently serves as Chief Change Officer at MOCS, where she spearheaded transformational initiatives across city agencies. Her expertise in organizational change management has empowered government entities, nonprofit providers, minority and women-owned business enterprises, and institutions to navigate complex systems transformations while maintaining strategic alignment and operational continuity.

**John K. Katsorhis** is a seasoned New York City procurement professional, committed to the timely delivery of goods and services while upholding the highest standards for New Yorkers. Most recently, Katsorhis served as the Agency Chief Contracting Officer (ACCO) at the Office of the Comptroller, where he led efforts to modernize and streamline procurement and payment processes.

*This article is an abridged version of the official press release from the Office of the Mayor. For more information and to view the press release in its entirety, [click here](#).*



### Training

May 1st:  
**FY26 Budget Submission for Providers (Online Webinar)**  
[Register here.](#)

May 8th, 15th, 22nd and 29th:  
**FY26 Invoice Submission for Providers (Online Webinar)**  
[Register here.](#)

May 13th:  
**Finding NYC Contracting Opportunities (In-Person Workshop)**  
[Register here.](#)

May 13th:  
**Office Hours (In-Person)**  
[Register here.](#)

May 14th and 28th:  
**PASSPort Office Hours (Online)**  
[Register here.](#)

May 21st:  
**Using PASSPort Vault (Online Webinar)**  
[Register here.](#)

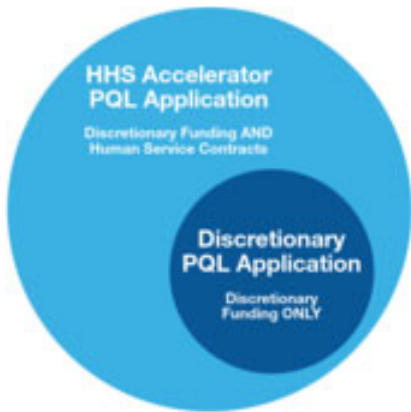
### Newly Published Training Guides

[Checklist for Vendor Admins: Manage Your Organization's PASSPort Account](#)

[Review and Respond to a Performance Evaluation](#)

[Submit a Change Request](#)

[Set Up Your Fiscal Year Budget](#)



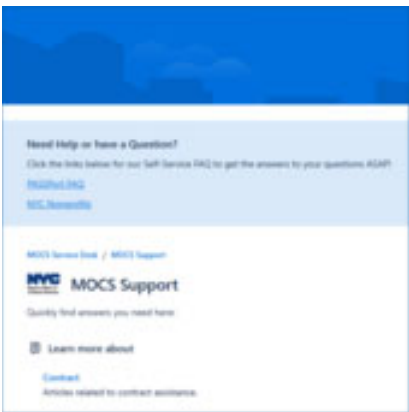
Download: Differences between prequalification applications.

## Human Services Disclosure Reform: What Prequalification is Needed?

If your organization receives discretionary funding and plans to compete for City human/client service contracts, the [HHS Prequalification](#) is required.

If your organization is not interested in competing for City contracts and only receives discretionary funds, the [Discretionary Prequalification](#) is sufficient—it's quicker, easier to complete, and saves you time!

For more information on this reform, please refer to the [MOCS Contract Compliance Support Webpage!](#)



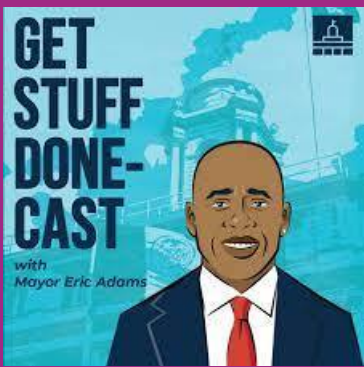
Above: Snapshot of the current iteration of the portal.

## Just Launched: MOCS Service Desk Portal

We're excited to share that **Phase 1** of the updated MOCS Service Desk Portal officially launched on **Monday, March 31, 2025!** This is part of our broader effort to improve support, collect more information, and simplify the Service Desk process.

This initial phase introduces a streamlined ticket submission experience with a specific set of categories focused on PASSPort topics, as well as a small Knowledge Base that will continue to grow with time.

The site where you can find the link to the portal remains the same: [www.nyc.gov/mocshelp](http://www.nyc.gov/mocshelp).



## 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!](#)



## Hello (Again) Vendor Admins!

Building on the success of last year's Contracting News article for Vendor Admins, we've created a brand-new resource to offer even more support: [Checklist for Vendor Admins: Manage Your Organization's PASSPort Account](#).

The guide is structured as a **checklist**, making it easy to follow and track which information in PASSPort requires regular review.

### Vendor Admins are responsible for:

- Making sure your account has at least two Vendor Admins.
- Promptly making updates as soon as changes occur.
- Regularly reviewing and maintaining your organization's Vendor Profile.
- Managing user access, including adding and removing users, and assigning user roles.



## MOCS Spotlight: Lisa Flores

As we say farewell to Director Flores, it seems only fitting that we shine a spotlight on the leader responsible for so much at MOCS with a short bio.

Born in Puerto Rico and raised in New York, she is a graduate of Penn State, NYU, and Harvard.

After joining city government in 2003, Director Flores cut her teeth at the Dept. of Citywide Administrative Services and the Dept. of Small Business Services. She then moved into agency leadership roles – serving at



- Staying informed and sharing updates with their organization

**Important Note:**

**PASSPort RFS (City-wide E-Procurement Performance Optimization – PASSPort 2026) has been extended to October 24, 2025.**



**What is a Change Request?**

A **Change Request** in PASSPort allows vendors to update their vendor profile information—such as company details, disclosures, and principal questionnaires—after their Vendor Enrollment has been submitted and their Vendor Record status displays: Filed.

Vendors can create a Change Request directly in PASSPort, which must be signed by a user with the Signatory role before it can be submitted or approved.

[Refer to this guide](#) for more information.

**Submit Your Budgets To Get Timely Advances**

To process an **advance** for a Fiscal Year 2026 human/client service contract, Agencies need a **Purchase Order (PO) in active status**—meaning the budget workflow must be submitted and approved.

To support this, POs were auto-launched in February for DSS, DHS, DCWP, MOCJ, and DOP, and budget tasks are **now pending action from providers**.

If your organization has not yet submitted its pending budgets in PASSPort, please do so as soon as possible. Submitting your budget promptly is critical to avoid delays in receiving funding starting **July 1st**.

To find out whether your organization has budget tasks to complete and which ones—[please refer to this guide](#).

leadership roles—serving at both MOCS and the Comptroller's Office for nearly 20 years.

When not in the office, Lisa enjoys traveling (by train if possible) and spending time at home with her family.

Thank you Lisa, for your time and dedication to City Government. You will be missed by all.



**Video Spotlight: "Did You Know?" MOCS in Your Neighborhood**

In the latest episode of "Did You Know?", our own Stephanie explains the impactful **MOCS in Your Neighborhood** information and training series.

In the clip, Stephanie shares how each month, our Learning & Development and Service Desk teams visit the 5 boroughs to offer in-person, hands-on training for businesses eager to embark on their contracting journey in New York City.

Learn about [MOCS in Your Neighborhood](#) on our website and head back to our [Youtube channel](#) to learn more about all of our service offerings.

**Watch the Video!**



**Request For Feedback: Vendor Reporting and Data Needs Survey**

MOCS is launching a data validation initiative to assess and develop Vendor-facing reports in PASSPort. Your participation and feedback to ensure alignment with your business requirements, would be greatly appreciated.

At MOCS, we want to know which key data fields or data points should be incorporated into our future reporting to effectively meet your business data needs.

If you have any question regarding the survey or questions about available data assets, please contact [Daniel Galindo](#) at



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Learn what's new in city procurement, especially how agencies are adapting to