



MAY 2025 | MAYOR'S OFFICE OF CONTRACT SERVICES



**MOCS Director Yu: An Evolved MOCS Strategy and Next Steps**

How has it been to do business with the City of New York? Has it improved? These are the questions we at MOCS treat as our North Star.



I'm Kim Yu, recently appointed by Mayor Adams to lead MOCS. I step into this role with a deep understanding of the challenges our nonprofit and vendor partners face—especially around delayed payments.

At the April 30th City Council hearing, MOCS joined MONS and other agencies to address these concerns. The message was clear: while some progress has been made, we must do better. MOCS is committed to urgent, collaborative action to address these delays. Beyond payments, we're continuing to reform and streamline procurement.

Recent changes to the public hearing process will reduce contract timelines by about 20 days for most City contracts. Transparency remains a top priority—we aim to ensure every organization has the information they need, when they need it.

We're also investing in technology like PASSPort to modernize our systems. We are committed to working alongside you to make it easier, more efficient, and more equitable to do business with the City of New York.

Sincerely,  
Kim L. Yu



**Upcoming Trainings**

May 29th, June 5th, 12th and 26th:  
**FY26 Invoice Submission for Providers (Online Webinar)**  
[Register here.](#)

June 10th:  
**Provider Financials Office Hours (Online)**  
[Register here.](#)

**Coming soon...**

June 11th, 13th, 23rd, and 24th:  
**PASSPort Office Hours (In-Person)**

June 25th:  
**Completing Discretionary Award Clearance Tasks (Online Webinar)**



**What Do You Know About PASSPort Vendor Enrollment?**

If you are a NYC vendor or hoping to become one, do you know the ins and outs of PASSPort Vendor Enrollment? Test your knowledge by answering the following questions:



**Don't Delay! Pre-processing Advances for Your Agency**

In February, MOCS Auto launched FY26 budgets and placed them in vendors' PASSPort queues.

An approved budget is required to receive an advance. For FY26,



**Connect with Mayor Eric Adams**

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- 1. What does it mean to be a Filed vendor in PASSPort?
- 2. Where in PASSPort can vendors check if their Vendor Record status is Filed?
- 3. If my organization is already Filed, do we need to maintain and update our disclosures?

advances will be up to 50% for HHS contracts (subject to the HHS Cost Manual) and 30% for DHS Shelter and MOCJ contracts.

Providers without an approved budget will not be eligible for an advance. To avoid payment delays, vendors should log into PASSPort and submit their budgets as soon as possible.

How did you do? Check your answers in [this guide](#) and note the new section: [Best Practices](#).

# HEAR FROM ERIC

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

# Coming Soon: Service Desk Portal Accounts

Welcome to MOCS Support! Find answers here

Coming Soon: Service Desk Portal Accounts for All Tickets

Starting Summer 2025, vendors will need a MOCS Service Desk Portal account to submit, track, and respond to Service Desk tickets.

With a MOCS Service Desk Portal account, you'll be able to view all your tickets in one place.

What this means for you:

- In a few months, you'll need an account to submit tickets to the MOCS Service Desk!
- Access all your current and past tickets in one location—no more searching through emails.
- Track your tickets at every stage of the process.
- Respond to open ticket requests quickly and easily, all in one place.

Get ahead of the game: [Create an account in the MOCS Service Desk Portal today!](#)

### VIU Spotlight: Jeanette

Compliance Policy Analyst for the Vendor Integrity unit, Jeanette has spent the last 2 years at MOCS helping make sure that vendors and agencies engage in a fair procurement process.

Before coming to MOCS, Jeanette honed her skills as a Research Assistant at Stony Brook University.

With a Bachelor's Degree in Political Science and a Master's Degree in U.S. Foreign Policy and National Security, she has always been interested in policymaking and is eager to bring her skills to citywide procurement.

When not at work, Jeanette enjoys reading, painting, and Taiko drumming.

Thank you Jeanette for your hard work. We look forward to great things from you and your team!

## Sign Up Today!

# FY BUDGETS 26

## Working on Your Fiscal Year 2026

### Video Spotlight: "Did You Know?"



## Sign Up for the Contracting News Today!!!

Looking at this newsletter for the first time? Do you want members of your team to start receiving copies?

Sign up for the Contracting news today! Subscriptions are 100% free and part of the MOCS suite of digital offerings.

Learn what's new in city procurement, especially how agencies are adapting to these changes. You don't want to miss a thing.

[Sign Up Today!](#)

## How can we help with your 2026 Budget(s)?

You're Not Alone. We have learning resources to support you every step of the way. [Start with this guide](#) and [watch this webinar recording](#) for a walkthrough of the process.

## How else can we at MOCS help?

Fill out our quick Poll and let us know where you are in the budget completion process with one of the following answers:

- *We're working on it.*
- *We're stuck*
- *We're unaware of any pending budget task – please clarify*
- *Something else*

[Take the Poll Here!](#)

## Double-Header

In the latest round of Did You Know videos, MOCS presents you with a two-part mini-series on the topic of the Franchise and Concessions Review Committee (FCRC).

In the first part, Lada explains how the FCRC reviews and certifies compliance with laws and regulations related to franchises and concessions in NYC.

In part two, Sibora shares how the rules are changing for the first time in over 20 years to better reflect NYC's values. After years of work, the revamped Concession Rules are here and they're designed to serve everyone more fairly and clearly.

Check out the videos!

[Watch Part 1 Here](#)

[Watch Part 2 Here](#)

# Mayor's Office of Nonprofit Services



## Building Better Partnerships Between Nonprofits and City Agencies

The Mayor's Office of Nonprofit Services (MONS) is your trusted partner in navigating City contracting and getting nonprofits paid on time.

We serve as a bridge between city agencies and nonprofit providers to resolve issues related to city contracting and payment delays.

**Need help or have any further questions?** Reach out to us anytime at [askmons@nyc.gov](mailto:askmons@nyc.gov) we're here for you!



## EHSDAs Nomination Deadline

**Too often the behind the scenes work of public servants and nonprofit professionals goes unnoticed.**

That's why we're launching the city's first Excellence in Human Service Delivery Awards (EHSDAs)—to honor collaboration, celebrate shared success, and foster a culture where partnership is the norm.

Help us recognize these changemakers and nominate impactful city agency staff by May 30th!

[Nominate Your Changemaker Here!](#)



## Did You Know About the City's Advance Directive?

Nonprofits are a vital part of New York City, providing daily services to residents. To better support them, the Administration is increasing advance payments to over \$5 billion in fiscal year 2026, up from \$2.8 billion this fiscal year.

While standard policy offers a 25% advance, most human service providers can now receive up to 50% of their contract budget as an advance at the start of fiscal year 2026.

Some programs will receive a 30% advance upfront and another 25% advance in January.

For questions about your recoupment schedule, contact your city agency's [Chief Nonprofit Officer](#).