



JUNE 2025 | MAYOR'S OFFICE OF CONTRACT SERVICES



### DYCD Releases Concept Paper for COMPASS and SONYC Programs

The NYC Department of Youth and Community Development (DYCD) recently released a **concept paper** for the next generation of Comprehensive After School System of New York City (**COMPASS**) and School's Out New York City (**SONYC**) programs.

These programs offer a range of engaging enrichment activities for students in Kindergarten through Grade 8 – after school, during school holidays, and in the summer – to help children thrive and support families with childcare.

All feedback collected through the DYCD COMPASS concept paper will inform the development of a **Request for Proposal (RFP)** which is targeted for release in PASSPort in **Fall 2025**. The RFP will include details on the various programs and locations.

If you're interested in this opportunity, take action now!

1. **Respond to the concept paper with your feedback** – visit the [DYCD website](#) for details. Responses are due by **July 11, 2025**.
2. **Get ready for the RFP (scheduled to be released in the fall)** Make sure you have a [PASSPort account](#), your [Vendor Profile is up to date](#), and your [HHS Prequalification is active and has not expired](#).

**Tip:** If your HHS Prequalification is set to expire, renew early to make sure your prequalification remains active when the RFP is released.



### Upcoming Trainings

**June 25th: Get Cleared for City Council Discretionary Awards (Online Webinar)**  
[Register here.](#)

**July 9th: Getting Started with NYC Contracting (Online Webinar)**  
[Register here.](#)

**July 16th: PASSPort 101 (Online Webinar)**  
[Register here.](#)

**July 23rd: Get Filed in PASSPort (Online Webinar)**  
[Register here.](#)

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### Check Out These Training Guides

[End of Fiscal Year Checklist](#)

[Set Up Your New Fiscal Year Budgets](#)

[Video: FY26 Budget Submission](#)

[Submit Invoices](#)

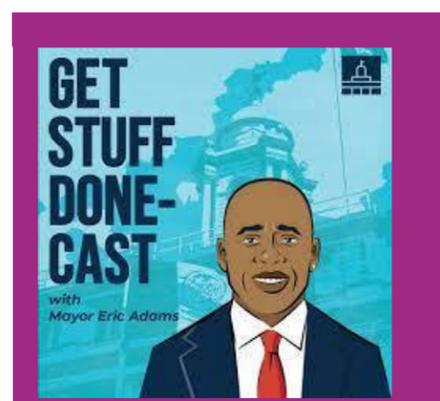
[Submit the HHS Prequalification Application](#)



**Coming Soon: Service Desk Portal Phase 2!**



**New Flexibility for Subcontractor Approvals**



**Connect with Mayor Eric Adams**

[Visit the #GetStuffDone website](#) and learn more about

We're excited to share that **Phase 2** of the updated MOCS Service Desk Portal will launch on **Monday, June 30th!** This is part of our effort to improve support, collect meaningful data, and simplify the Service Desk process.

Phase 2 introduces a streamlined ticketing experience with new Invoicing and Ordering categories as well as an expanded knowledge base with invoicing, ordering, and payment information.

Missed Phase 1? Read more in our [March Newsletter](#).

**Reminder:** Starting Summer 2025, a MOCS Service Desk Portal account will be **required to submit tickets to the Service Desk**. Learn about it in our [new guide!](#)

MOCS has released an enhancement to the PASSPort Subcontractor Module that allows agencies to enter subcontract records with start and end dates **beyond the end date** of the associated prime contract.

This update supports scenarios where subcontracted work continues under valid extensions or active work orders. The change enables agencies to more accurately align subcontract records with approved project timelines.

This functionality is now live and ready to use in PASSPort!

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!](#)

# PASSPort

## PASSPort Performance Notice

Thank you for your continued patience as we work to resolve ongoing slowness and **timeout issues** in PASSPort. While these issues should not prevent you from completing your tasks, you may experience longer processing times.

There's no need to submit tickets for general system slowness. If you experience timeout issues that prevent you from completing your work, submit a ticket with screenshots and task details to the [MOCS Service Desk](#).

To help improve system performance, two homepage shortcuts have been temporarily replaced with direct links that provide the same information.

### There are three ways to view your PASSPort tasks:

1. Select My Workflow Tasks from the drop-down menu under your profile name.
2. Use the My Tasks link on the PASSPort homepage.
3. Click through from PASSPort email notifications.

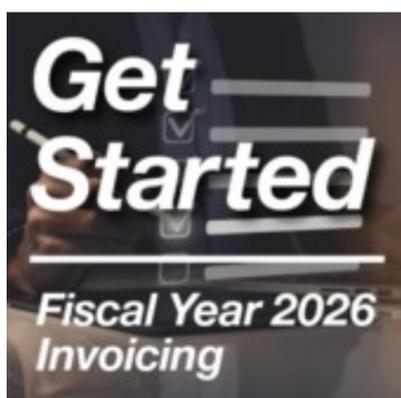


## Spotlight: Did You Know? Learning and Development Webinars

In the latest episode of "Did You Know?", Araceli introduces you to the ever-expanding array of learning and Development webinars that MOCS regularly offers.

Whether you're new to contracting with New York City or an experienced City contractor, our webinars are tailored for you! Our sessions explore a variety of topics, from Getting Started to the ins and outs of getting paid.

[Watch the Video!](#)



## Invoicing in PASSPort: Get Started Today!

New to PASSPort invoicing or looking for a refresher? Check out our best resources on the topic:

[Submit Invoices Guide](#) – your go-to resource for step-by-step instructions, invoice statuses explanations, best practices, and more.

[Invoice Submission Webinar](#) – join our weekly live webinar and learn from training instructor Kiana.

[Invoices FAQs](#) – view answers to questions from organizations like yours!

## Heads Up: Fiscal Year 2026 Begins on July 1st!

**Make sure your organization is well-prepared:**

**Check out our new, comprehensive [End of Fiscal Year Checklist!](#)**

Learn which PASSPort tasks need to be completed to close out Fiscal Year 2025 (FY25) and how to prepare for Fiscal Year 2026 (FY26).

## MOCS Employee Spotlight: L&D Training and Events Team

Learning and Development isn't just about making guides and webinars, it's also about

bringing business services and contracting opportunities to communities across the city.

Last month, MOCS partnered with SBS by bringing our MOCS In Your Neighborhood program to their 2nd Annual Small Business Month Expo.

MOCS staff provided 1:1 consultations to help businesses troubleshoot issues and get work done on the PASSPort platform.

In just 5 hours, our staff was able to help 38 businesses.



## Do You Play Favorites? You Should!

Do you find yourself visiting the **same** contracts, the **same** RFX, the **same** purchase orders, etc. in PASSPort? Your PASSPort life can be improved by using **Favorites** which is a way to bookmark pages in-system.

Once you access the screen or search results you will return to often, **simply click the star icon** (below the PASSPort Central logo), type a meaningful label in the blank field, then click the **Add Page** button. You're all set to play favorites like a Pro!

*Tip: When a favorite is no longer useful, click the **trash** icon to delete it.*



## 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!](#)

## Mayor's Office of Nonprofit Services



## Navigating Growth Training Series for Nonprofits: Register Today!



Director Sedillo

Today we launched Navigating Growth, a free, training series designed to help small nonprofits build the internal capacity needed to successfully manage City contracts, strengthen fiscal systems, and ensure timely payments.

Through a combination of practical tools, guidance, and exercises, this series will help participating organizations:

- Demystify NYC’s contracting and payment systems
- Strengthen fiscal management and tracking practices
- Submit clean, timely invoices
- Build sustainable relationships with City agencies

**Who should attend?**

Executive Directors, Finance/Operations leads, Program Managers, and Board Members of small nonprofits that are looking to improve their experience with City contracting.

**Register for the following trainings:**

**June 27th: Budgeting & Tracking Expenses Like a Pro**

**July 18th: Getting Paid—Invoicing & Documentation**

**Pens Op-Ed**

Our new op-ed, *The Adams Administration is Changing How Nonprofits Get Paid*, was published this month in *Crain’s New York Business*.

Authored by our Executive Director Michael Sedillo, the piece outlines the long-overdue changes the Administration is driving to ensure that New York City’s nonprofit providers are paid on time and treated as true partners with the city.

While more work remains, the op-ed highlights key progress, including a historic increase in advance payments—up to \$5 billion for Fiscal Year 2026—

and the appointment of several Chief Nonprofit Officers at city agencies.



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