



JULY 2025 | MAYOR'S OFFICE OF CONTRACT SERVICES



Interested in Submitting a Proposal for COMPASS? Start Here!

As you may already know, the Department of Youth & Community Development (DYCD) plans to release a request for proposals (RFP) in PASSPort this October to identify service providers for the citywide **Comprehensive After School System (COMPASS) program**, which is scheduled to launch in September 2026.

If your nonprofit organization is interested in the COMPASS contract opportunity, get a head start and learn what's needed to submit a proposal – check out our brand-new guide: [Five Steps to get Ready and Submit Your Proposal in PASSPort](#).

The guide covers **everything you need to know**, from PIP and PASSPort account creation to proposal submission, and includes a [checklist](#) to help you stay on track.

Training

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

August 5, 12, 19: PASSPort Budgeting Help Session
(Virtual Office Hour)
[Register here.](#)

August 7, 14, 21: PASSPort Invoicing Help
(Virtual Office Hour)
[Register here.](#)

August 13: Add and Update Commodity Codes
(Online Webinar)
[Register here.](#)

August 19: Budget Submission
(Online Webinar)
[Register here.](#)

August 20: Human Services Prequalification
(Online Webinar)
[Register here.](#)

August 21: Submitting Invoices (Online Webinar)
[Register here.](#)



Scan Receipts Right from Your Phone!

Need to submit supporting documents for your invoices? Here's a useful tip: Save all expense receipts and convert them to PDF. Many printers or smartphones offer scan functionality. Refer to the [Create a PDF from Multiple Documents guide](#) for tips on how to convert print documents to electronic format.

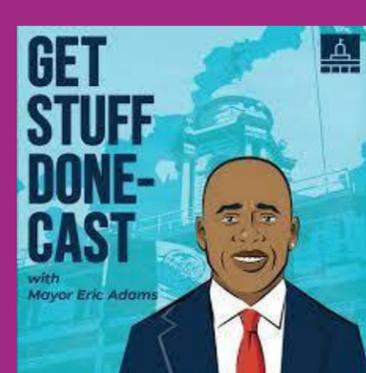


Attention PASSPort Users!

If you haven't already, please take a moment to create your **MOCS Service Desk Portal account**.

An account will soon be required to submit questions or requests to the Service Desk and access support resources.

Not sure where to begin? Check out our step-by-step guide: [Create a MOCS Service Desk Portal Account](#).



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

For more invoicing tips, refer to the Best Practice section of this guide:

[Submit Invoices in PASSPort.](#)

Note: Live webinars will resume on August 21st.

[Register Here!](#)

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!](#)



Expired HHS Prequalification? Don't Let It Cost You

Your HHS Prequalification (PQL) status must be **Approved** to respond to human/client service solicitations in PASSPort.

If your status Expired, you will not be eligible to submit a proposal in PASSPort.

Check your Current Status and Qualification Expiration Date:

Go to RFX > Browse Prequalified Lists, enter "HHS" in Keywords, then click Search. Click the pencil icon, then check the Overview tab.

- **Expired?** [Renew ASAP](#)
- **Expiring soon?** [Start the renewal early](#)
- **Returned application?** [Review notes from MOCS and resubmit](#)
- **More Learning Resources:**
 - [Renew the HHS Prequalification](#)
 - [HHS Prequalification Revisions](#)
 - [Submit the HHS Prequalification Application](#)
 - [Create a PDF from Multiple Documents](#)

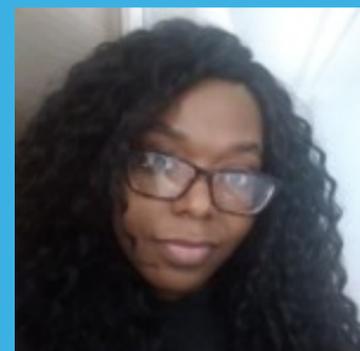
Tips for Finding Subcontractors

NYC contracts often allow for the use of subcontractors, and building a strong team starts with choosing the right partners, including reliable and qualified subcontractors.

For detailed instructions and additional tips, check out our new guide: [Tips for Finding Potential Subcontractors](#).

Topics included in the guide:

- [Search the Online Directory of NYC Certified Businesses](#) for certified M/WBEs and other City-Certified businesses.
- [Use Checkbook NYC](#) to review current and historical NYC contract holders, including vendors who worked as subcontractors in the past.
- [Browse Vendors on PASSPort Public](#) to look up vendors that are Filed in PASSPort and want to do business with the City.



L&D Spotlight: Amanda

Amanda, Senior Analyst on the Learning and Development (L&D) team, is a real powerhouse:

Developing learning resources for both vendors and agencies, she also supports the websites team with development projects, including creating fully accessible web guides.

Amanda holds a degree in East Asian Studies and International Relations. Currently, she's pursuing a second bachelor's degree in Software Engineering.

Passionate about language, translation, and technology. Amanda enjoys reading, writing short stories – recently teaching herself how to create eBooks.

Thank you, Amanda, for your outstanding work!



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

- [Attend In-Person Procurement and Matchmaking Events](#) for opportunities to connect with potential subcontractors face-to-face.

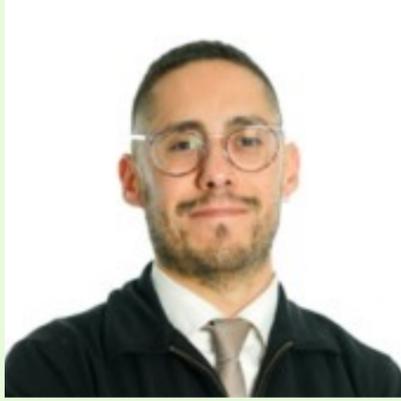
To learn about Subcontracting in PASSPort, including how to request subcontractor approvals, record subcontractor payments, and more, refer to the [Subcontract Management in PASSPort](#) learning resources.

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



News Spotlight: City & State

Michael Sedillo, Executive Director of the Mayor's Office of Nonprofit Services (MONS), was recently featured in an interview with City & State.

In the interview, he discussed the office's current policies, his role, and the City's ongoing commitment to ensuring that nonprofits are supported and paid on time.

[Read the Full Article!](#)



Stronger Partnerships Between Nonprofits and City Agencies

The Mayor's Office of Nonprofit Services 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? Reach out to us anytime at askmons@nyc.gov we're here for you!



News Spotlight: PIX 11

In case you missed it, Deputy Mayor Ana Almanzar, ACS Commissioner Jess Dannhauser and President and CEO Jeremy Kohomban of the Children's Village were featured in an exclusive segment with Monica Morales of PIX 11.

The segment highlights how nonprofits will receive advances this month to kick off the start of the new fiscal year. It also underscores the administration's ongoing commitment to strengthening the nonprofit sector, ensuring they have the resources they need to deliver their critical resources for New Yorkers.

[Watch it Here!](#)



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