



OCTOBER 2025 | MAYOR'S OFFICE OF CONTRACT SERVICES



Support the COMPASS Program as a Subcontractor

If you're interested in contributing to the DYCD Comprehensive After School System (COMPASS) program but aren't ready (or not eligible) to submit a proposal, there's another way to get involved:

Consider becoming a potential subcontractor for a nonprofit organization competing for a COMPASS contract.

Both for-profit and nonprofit organizations can serve as subcontractors.

To express your interest in supporting the COMPASS program as a potential subcontractor, complete the [DYCD COMPASS Subcontractor Survey](#).

To learn more about the newly released COMPASS Requests for Proposals (RFPs) in PASSPort, visit the [MOCS COMPASS Info Page](#).

Vendor Training

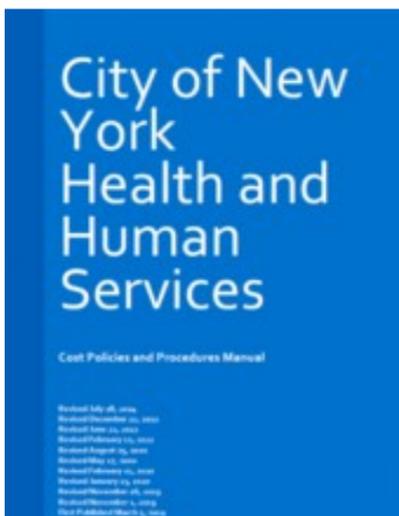
November 13 and December 11:
Submitting Invoices
(Online webinar)
[Register here.](#)

November 18 and December 9:
Budget Submission
(Online webinar)
[Register here.](#)

November 6 through 13:
Human Services Proposal Submissions
(Online help sessions)
[Register here.](#)

November 19:
Ask MOCS Anything: PASSPort & Contracting
(Online Q&A session)
[Register here.](#)

December 17:
Procurement 101
(Online webinar)
[Register here.](#)



Don't Miss Out! The FY27 ICR Application Period is Open!

The Fiscal Year 2027 (FY27) Indirect Cost Rate (ICR) application period for eligible providers is now open and



Deadline Extended: Get HHS Prequalified for COMPASS

Still need to get HHS prequalified (or renew your prequalification) for the COMPASS RFPs? The new deadline is **November 14, 2025**.

Connect with Mayor Eric Adams

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

will run through December of this year!

This timeline serves to align with provider audit and budget schedules.

Missed out on our FY27 Indirect Cost Rate Initiative Launch Webinar? [Watch the full session!](#)

Visit the [ICR webpage](#) on the MOCS website to stay up to date.

Don't delay! Submit your HHS Prequalification Application (or renew) in PASSPort **as soon as possible** to make sure you have an **Approved** prequalification by **November 14, 2025**.

To learn more, refer to these resources:

[Submit the HHS PQL Application](#)

[Renew the HHS Prequalification](#)

[COMPASS Info Page](#)

[5 Steps to Submit Your Proposal in PASSPort](#)

HEAR FROM ERIC

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 Adams' [NEW Get Stuff Done-Cast podcast here!](#)

Budgeting and Invoicing in PASSPort

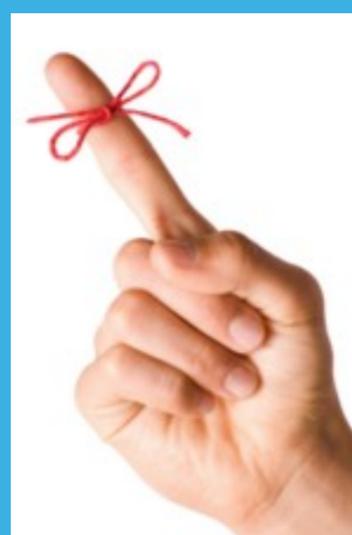


Budgeting and Invoicing in PASSPort Made Easy

Explore our step-by-step guides:

- [Set Up Your Fiscal Year Budget](#) – Start here to learn about the steps to create your budget, basic terminology (e.g., Purchase Orders = the contract budget for one fiscal year), best practices, and more!
- [Submit a Budget Modification](#) – Use this guide when you need to reallocate funding and modify your budget by creating a Purchase Order Change Request (POCR).
- [Invoicing in PASSPort: A Complete Guide](#) – Perfect for beginners. Learn how to create, submit, and track invoices from start to finish.
- [Quick Reference: Invoicing in PASSPort](#) – For experienced users, this short guide reminds you of the key steps.

To view the complete list of resources on all PASSPort Financials topics, including tutorials, webinars, and FAQs, [visit the PASSPort Financials page](#) on the MOCS website.



Don't Miss Out on Discretionary Funding!

Hey Discretionary Awardee – Complete the Procedural Requirements for the FY26 City Council Discretionary Awards!

Make sure your organization has met the requirements for discretionary award clearance.

Please check the [Discretionary Award Tracker](#) for your award status, and complete any outstanding requirements ASAP to facilitate timely payment.

Refer to the [MOCS Discretionary Award Process page](#) for more information.



PantryLink Challenge

Coming this fall, the [PantryLink Challenge](#) will call on innovators and technologists to reimagine emergency food assistance in NYC.

The NYC Department of Social Services and the Mayor's Office of Food Policy are seeking your ideas for a **scalable, participant-centered pilot** that gives New Yorkers dignity, choice, and seamless access to healthy food.

We re seeking **bold, tech-enabled solutions to strengthen the City's emergency food network** and reach thousands of households.

Want to shape the future of food access, partner with City leaders and pilot your solution in the largest city in the US? Get your organization ready for the challenge by following the steps in the [Contracting Roadmap](#).



Sign Up for the

Today!!!

Looking at this newsletter for members of your team to start receiving copies?

Sign up for the Contracting

100% free and part of the MOCS suite of digital offerings

Learn what's new in city

agencies are adapting to these changes. You don't want to miss a thing.



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