



DECEMBER 2025 | MAYOR'S OFFICE OF CONTRACT SERVICES



### Season's Greetings!

It's been an eventful year full of progress, collaboration, and learning. Thank you for being part of it.

As we close out the year, **we light a candle** to carry the sparks of projects we began with our partners into 2026. A few of these exciting projects are:



- **New Vendor Reporting in PASSPort** – a new functionality coming soon!
- **More than 7,800 vendors and City Agency staff received training** on general City contracting and PASSPort topics this year (as of November data).
- **Faster City Council Discretionary Awards** through the new grant pilot.
- **Enhanced Subcontracting reporting** enabled by PASSPort's new Subcontracting functionality, supporting transparency and oversight.
- **COMPASS After-School contracts** will be processed in PASSPort and serve more than 100,000 students starting September 2026.

Watch our projects grow – connect with us on [Instagram](#), [LinkedIn](#), [X](#), and [YouTube](#)!

Warmest wishes for the holidays and a strong start to 2026!

**Kim L. Yu**  
MOCS Director and City Chief Procurement Officer



### Upcoming Vendor Training

January 13th:  
**Subcontracting in PASSPort for Prime Vendors**  
(Online Webinar)  
[Register here.](#)

January 13th:  
**Discretionary Funding Process**  
(Online Webinar)  
[Register here.](#)

January 20th:  
**Budget Submission**  
(Online Webinar)  
[Register here.](#)

January 21st:  
**Procurement 101**  
(Online Webinar)  
[Register here.](#)

January 22nd:  
**Submitting Invoices**  
(Online Webinar)  
[Register here.](#)



### Jan 14: Connect with MOCS at the NYC Contracting Summit

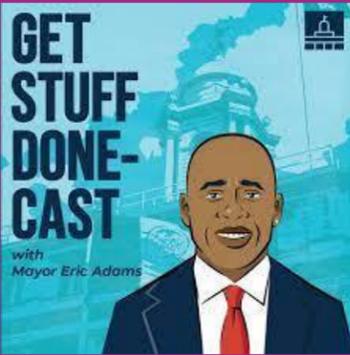
The NYC Department of Small Business Services (SBS) invites you to attend the [NYC Contracting Summit: A New Era for Small Business](#) on **January 14, 2026**



### 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**



### Connect with Mayor Eric Adams

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

2020.

You can look forward to a robust schedule of activities designed for operating businesses seeking to do business with the City, including networking, workshops, and free business resources.

**MOCS will be on site, so be sure to stop by and say hi!**

the requirements for **discretionary award clearance**.

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

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

**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 Adam's NEW Get Stuff Done-Cast podcast here!](#)



**Coming Soon: PASSPort Vendor Reporting!**

This winter, PASSPort will launch a series of **Vendor Reports** that provide both vendors and City agencies quick, direct access to data across solicitation responses, contracts, and financials.

These new Vendor Reports will make it **faster and easier** to track activity and monitor progress.

**Stay tuned for further updates in upcoming Contracting News editions.**



**What To Know: Prequalification Revisions Video**

Did you know that if your HHS Prequalification (PQL) was returned for revisions, you can reach out to your reviewer for clarification?

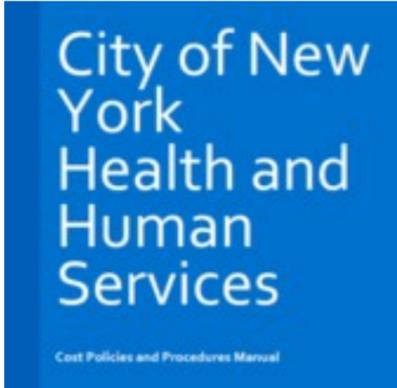
Join MOCS Project Manager Sarbjeet Mathon as he explains how to best maneuver the HHS Prequalification revision process in PASSPort!

[Watch the Video!](#)



**Need to Report Your Program Income?**

If your funding Agency requires you to report **program income (revenue)**



**The FY27 ICR Application Period Is Open Thru December!**

The Fiscal Year 2027 (FY27)



**Submit your FY26 Invoices TODAY!**

If you have not submitted Fiscal Year 2026 (FY26) invoices in PASSPort, [get started today](#) to avoid delays in payment and to ensure

requires you to report **program income (revenue)** in PASSPort, note this new guide: [Program Income Reporting: How to Enter Expected and Actual Revenue](#).

The guide walks you through the steps on how to enter **expected income** in your budget and disclose **actual income** when submitting invoices. Be sure to check with your contract manager for any agency-specific guidance.

The Fiscal Year 2027 (FY27) Indirect Cost Rate (ICR) application period for eligible providers is still open and will continue to run through this month!

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.

**started today** to avoid delays in payment and to ensure your FY27 advance is released on schedule.

**Timely invoicing keeps your cash flow steady throughout the year.** As a general guideline, staying on pace means recouping at least 25% of your FY26 advance by January 2026.

Submitting invoices consistently helps make sure your contract remains current and in compliance and prevents any delays to next year's advance.

To track your remaining funds in PASSPort, go to **Contracts > Manage My Contracts**. All Budgeted, Invoiced, and Remaining Funds are found in the "Header" tab.



## COMPASS Proposers: Get Filed!

If you submitted a proposal(s) to the COMPASS After-School program, remember that your organization needs to be in **Filed** status in PASSPort by December 31, 2025.

**Getting Filed** means completing the PASSPort Vendor Enrollment by answering business questions and uploading required disclosures. Only Filed vendors can be awarded City contracts. For more information, see [Step 5: Get Filed in PASSPort of the COMPASS RFP guide](#).

To learn more about what's next in the procurement process for the COMPASS RFPs, check out the [What Happens Next chapter of the COMPASS RFP guide](#).



## 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!](#)

**NYC** Mayor's Office of Contract Services

[Getting Started Customer Support](#)

[PASSPort Unsubscribe](#)



This e-mail, including any attachments, may be confidential, privileged or otherwise legally protected. It is intended only for the addressee. If you received this e-mail in error or from someone who was not authorized to send it to you, do not disseminate, copy or otherwise use this e-mail or its attachments. Please notify the sender immediately by reply e-mail and delete the e-mail from your system.