



JANUARY 2026 | MAYOR'S OFFICE OF CONTRACT SERVICES



## A New Era for City Contracting

As New York City embarks on a new era under Mayor Mamdani's leadership, I am truly honored to serve as Director of MOCS and City Chief Procurement Officer. City contracting touches every corner of our communities, and I am deeply grateful for our vendor, provider, and agency contracting partners who make this work possible every day. I look forward to continuing this work alongside you, strengthening our partnership and ensuring our contracting system helps deliver the services New Yorkers rely on.



In 2026, MOCS will remain focused on making contracting faster, more transparent, and more reliable.

While we look forward to making more announcements soon about exciting new projects, we'll be kicking off the New Year how we always do – with a focus on working with your agencies to make sure your contracts and budgets are ready ahead of the upcoming fiscal year. Last year's Timely Registration Initiative was a success with 88% of planned HHS contracts submitted to the Comptroller on-time.

We also made updates to PASSPort to allow budget work to begin three months earlier than the previous year. We look forward to building on last year's success for a smooth start to Fiscal Year 2027 (FY27). As this work gets underway, please take a moment to make sure your FY26 invoicing is up-to-date and schedule a one-on-one with the MOCS Financials Team if you are running into issues with invoicing or budgeting.

Thank you for the essential work you do for New York. We look forward to continued partnership and progress in the year ahead.

Warm regards,

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



## Upcoming Training

February 10th:  
**Subcontracting in PASSPort for Prime Vendors**  
(live webinar)  
[Register here.](#)

February 17th:  
**Budget Submission**  
(live webinar)  
[Register here.](#)

February 18th:  
**Get Filed in PASSPort**  
(live webinar)  
[Register here.](#)

February 19th:  
**Submitting Invoices**  
(live webinar)  
[Register here.](#)

## PASSPort Resources

[PASSPort Vendor Reports](#)

[Create a Budget](#)

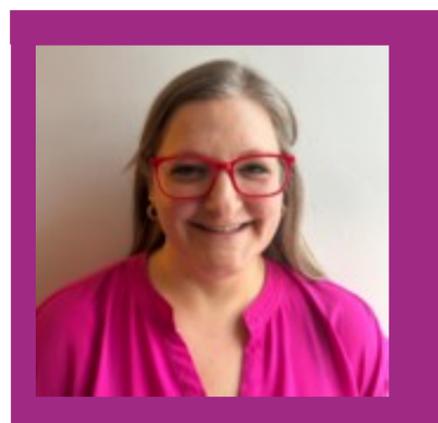
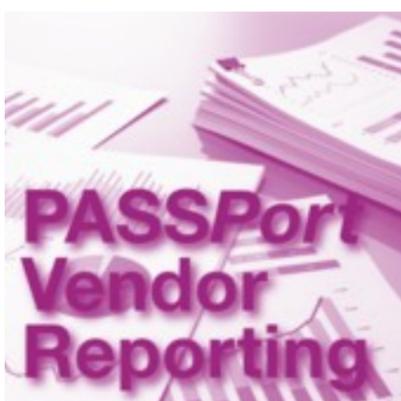
[Budget Modifications](#)

[Submit Invoices](#)

[Vendor Admin Checklist](#)

[Get Filed in PASSPort](#)

[Contracting Roadmap](#)



## Tracking Budgets and Invoices Just Got Easier!

**Vendor Reporting** is now live in PASSPort. To learn how to access and use it, [refer to our new guide](#). The following reports are live.

**Invoices Report:** Review submitted invoices, invoice statuses, payments, approval timelines.

**Contract Budgets Report:** View budgeted, paid, and remaining amounts by fiscal year.

**Advances and Recoupments Report:** View City-funded advance and recoupment data, including balances.

[Check Out the Guide!](#)

## COMPASS: Getting Filed and Next Steps

If you submitted a COMPASS After-School proposal, your organization must take the next step and **get Filed** in PASSPort.

Getting Filed means completing Vendor Enrollment by answering business questions and uploading required disclosures.

**Only vendors who are Filed can be awarded City contracts.**

Learn more in **Step 5: Get Filed in PASSPort** and the **What Happens Next** chapter of the [COMPASS RFP guide](#).

## Employee Spotlight: Kim

A project manager for the Office of the MOCS Director, Kim has been making a huge impact behind the scenes at MOCS for several years.

A graduate of Brigham Young University – Idaho with a Bachelor of Science in Applied Business Management, Kim previously worked as a preschool teacher and as a data manager.

In her time at MOCS, Kim has worked on the refinement and expansion of several programs, including with the Revenue Operations team, which absorbed the management of many previously existing regulatory workstreams.

MOCS owes a lot to Kim for her hard work making the office a better, more efficient (more fun too!) place to work. Thanks Kim!



## FY27 PO Budget Process Updates

**February 5 ETA:** Budgets will automatically launch in PASSPort if your funding agency has opted to use the auto-launch budget functionality.

**Between February 5 and June 1, 2026:** Vendors are required to create and submit their budgets. This ensures that budgets are approved well in advance of the new fiscal year.

**Purchase Orders (POs) will be activated once budgets are approved** and once services for FY27 have begun, vendors can start submitting invoices.

Explore our [PASSPort Vendor Financials learning resources page](#) to learn more.



## What To Know: Submit your invoices before FY26 ends!

In the most recent "What To Know" our team reports that many NYC human service providers still haven't submitted their FY26 invoices in PASSPort.

Delayed invoicing may lead to payment disruptions and can affect an organization's eligibility for a full advance in the next fiscal year.

[Watch the Video!](#)



**Apply for FY27 Discretionary Funding Today!**



**New Nonprofit Website Updates**

Did you know? You can keep

**1 on 1**

**All New Discretionary 1-on-1 Office Hours**

Are you a nonprofit organization interested in City Council Discretionary Award Funding?

The application is live on the [City Council's website](#) and should be submitted to their online portal by the **February 18th deadline**.

Connect with your Council Member(s) and/or reach out to the [City Council Discretionary Unit](#) with any questions you may have.

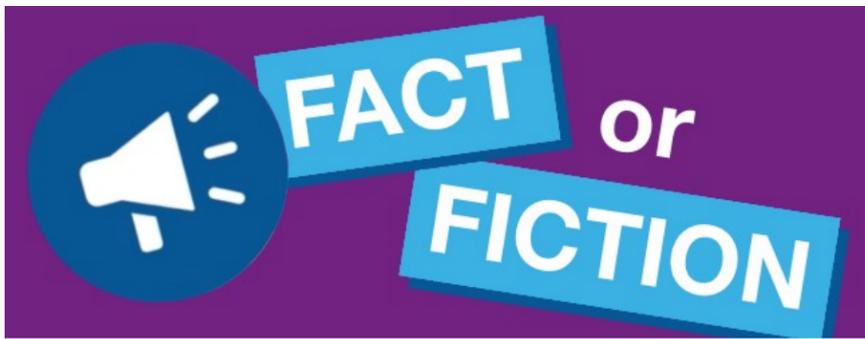
apprised of our human service and nonprofit initiatives by visiting [Nonprofits Initiatives](#) page.

MOCS is committed to designing solutions with our Agency partners and leading Citywide Initiatives that advance sector goals.

Now that your organization's award has been cleared, do you need help with the next steps? MOCS is now offering one-on-one office hours to support discretionary awardees with pending contract tasks in PASSPort.

During sessions, MOCS can help providers with Document Submission, Budget Completion, and Invoice Management.

[Register Today!](#)



## New MOCS Series: Fact or Fiction

MOCS is harnessing the power of social media to debunk myths and explain NYC's contracting process! Follow the official MOCS accounts for our weekly **Fact or Fiction** series where we help you identify the truth behind any uncertainty.

Through this series we break down common misconceptions, explain how the process really works, and highlight the role MOCS plays in helping City agencies and vendors get results. With content shared weekly, we ensure that your frequently asked questions do not go unanswered.

For more, follow the links below:  
[Instagram](#) | [LinkedIn](#) | [Facebook](#)



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

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