



FEBRUARY 2026 | MAYOR'S OFFICE OF CONTRACT SERVICES



### Impress Your Colleagues – Use Vendor Reports!

Impress your colleagues and support informed decisions – use Vendor Reports to quickly get charts and data of your organization’s activity in PASSPort.

In addition to the reports launched in January (Invoices, Budgets, and Advances), 3 new reports are now available:

1. **Contract Registrations Report**
2. **Subcontractors Report**
3. **Bids/Proposals Report**

PASSPort vendor reports make data available to both vendors and City agencies

**Tip:** Use filters to display exactly what you need, then take screenshots or export pivot table data to Excel, PDF, or Word to create your own presentations.

To learn more, see the [PASSPort Vendor Reports guide](#).



### Upcoming Training

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

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

March 18th:  
**Add and Update Commodity Codes in PASSPort**  
(live webinar)  
[Register here.](#)

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



### Get Ready to Prepare Your FY27 Budget(s)

On February 1st, Fiscal Year 2027 budgets for Human/Client service contracts began rolling out in PASSPort, giving you an early start before the new fiscal year to prepare and submit their budgets.

Please take advantage of the early budget release!

### Discretionary Applicants: Complete Your Clearance Steps!

Did your organization apply for City Council Discretionary Award Funding? If so, be sure to complete the Procedural Requirements for Award Clearance.

This includes creating a PASSPort account, submitting a PQL Prequalification Application.



### Complete Tasks Quickly in PASSPort

Completing tasks quickly in PASSPort helps everyone: contracts stay on track and vendors get paid on time!

There are three ways to learn if you have a task to complete in PASSPort:

- Your funding agency (or MOCS) asked you directly to complete a task.

Look out for any pending FY27 Vendor Budget Completion tasks and prepare and submit your budget(s) as soon as possible!

**For guidance, refer to the [Budget guide](#) or [book a live 1:1 support session](#).**

and completing the digital Capacity Building Training.

**Check out the [Discretionary Award Process page](#) for more information.**

- You received an email notification from PASSPort.
- You find an open task in PASSPort. (Click your profile name and click My Workflow Tasks).

**For budget tasks, for example, you want to look out for a Vendor Budget Completion task with an In Progress status.**



## **New! Office Hours for Discretionary Awardees**

Now that your organization's City Council discretionary award has been cleared, do you need help with the next steps in the discretionary process?

**MOCS is now offering 1-on-1 office hours to support all discretionary awardees with pending tasks in PASSPort.**

During these sessions, MOCS can assist with your vendor document submission, budget completion, and invoice management. To prepare for your session, [watch this short video](#) on how to share your screen.

**[Register today for a 1:1 session!](#)**

## **Start Your NYC Contracting Journey with Confidence**

If you're new to contracting with New York City, check out our most popular learning resource: the [Contracting Roadmap](#).

The [Contracting Roadmap](#) walks you through the steps to doing business with NYC – from creating a PASSPort account to finding contracting opportunities, submitting bids and proposals, contract tasks, and how to get paid.

**[Bookmark the Roadmap on your browser today!](#)**

## **MOCS Employee Spotlight: Nataly**

A member of the Service Desk Operations unit, Nataly joined MOCS as a Civil Service Pathways Fellow in 2025.

Previously, she worked with the Department of Youth and Community Development (DYCD) in the Child and Adult Care Food Program (CACFP) and the Cornerstone team, managing data collection and auditing during their after-school, teen evening and summer programs.

Nataly has a Bachelor's Degree in Criminology from the John Jay College of Criminal Justice (with a minor in Fire Science), and recently participated in the Data Analytics fellowship with COOP Careers.

In her free time, she enjoys exploring music from various languages, film editing techniques, and volunteering in community development initiatives.



## **Is Your PASSPort Account Current?**

Get ahead of the curve with Spring Cleaning. Take some time to review your organization's PASSPort account. Check the vendor profile for updates and changes to your organization since the last review.



## **Video Spotlight: New PASSPort Training Demos!**

Checked out the MOCS YouTube page recently?

**Be sure to:**

- [Complete the Enrollment Package](#) (aka submits Disclosures or Get Filed). If you're already Filed, review the disclosures for potential changes. If changes are needed, [submit a Change Request](#).
- [Enroll in commodities and disclose your NYC business certifications](#). New certifications are available now in PASSPort for self-identifying.
- [Assign user roles](#) and ensure your contacts are up-to-date, including your [CEO \(or equivalent\)](#).

[Visit our Resources Library to learn more.](#)

**Still have questions? [Check out the FAQs!](#)**

If not, then come on back and view our series of PASSPort Training Demos!

The short (2-3 minutes on average) videos are designed to help both vendors & providers get the immediate help they need with PASSPort tasks.

**Check Out the Demos Here!**

These and other informative short-form videos are also posted every Wednesday across all of the MOCS social media pages.

To view past videos, remember to [visit our YouTube page](#).

## Which PQL Do We Need?

### It depends what your organization plans to do:

If you want to be able to respond to human/client service (HHS) solicitations in PASSPort, you must have an approved HHS Prequalification (PQL) Application. An approved HHS PQL can also be used for City Council Discretionary award clearance.



If your organization only receives City Council Discretionary funding and does not plan to compete for HHS contract opportunities in PASSPort, complete the Discretionary Prequalification (PQL) Application instead. The Discretionary PQL is shorter and requires less information.

Choose the PQL application that matches your goals. You only need to complete one PQL application – not both.

[Visit the PASSPort Resources Library today to learn more.](#)



### 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!**