

Finding RFX (Solicitations): Procurement Navigator

The PASSPort Procurement Navigator provides the general public with a complete list of all RFX publicly available in PASSPort.

While a PASSPort account is **not** required to be able to access the Procurement Navigator, a PASSPort account is required to log in to PASSPort and begin an RFX response. If you do not currently have a PASSPort account, please go to our PASSPort website at www.nyc.gov/passport for more information on requesting a vendor PASSPort account.

To find RFX (solicitations) via the Procurement Navigator, please follow these instructions:

1. Go to the nyc.gov/passport website and click **Procurement Navigator**.

The screenshot shows the PASSPort website interface. On the left is a navigation menu with links: "About PASSPort / Create an Account", "Getting Started: Doing Business with NYC", "PASSPort Highlights", "Learning to Use PASSPort", "Requirements Contracts", "PASSPort Frequently Asked Questions", "Public Reporting", and "PASSPort Communications". The main content area is titled "About PASSPort / Go to PASSPort" and contains three buttons: "PASSPort Login", "Register NYC.ID", and "Procurement Navigator". The "Procurement Navigator" button is highlighted with a red rectangular border. Below the buttons, there is explanatory text about the platform and instructions for getting started. At the bottom left, there are social media sharing icons and a print button.

- A search function will appear. Refine your RFX search using the search and filter options at the top of the Procurement Navigator. Search results display in the table below. Note: The By default, Procurement Navigator displays all publicly published RFX in various statuses.

PASSPort

Prequalified Lists

Keywords : Main Commodity : ... RFX Status :

Industry : Agency :

Publish Date : Round : Additional Commodities : ... RFX allowing subcontractors :

Program	Industry	EPIN	Procurement Name	Agency	RFX Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
	Professional Services	07223Y0087	07223Y0087- Executive Search Firm for Assistant Commissioners	• DEPARTMENT OF CORRECTION	Released	RFI	07/19/2022 00:00:00	07/26/2022 14:00:00	05d 03h 23min 41s	Human Resources Services
IT Security	Professional Services - IT Related	85821P0004	85821P0004- Citywide IT Security	• DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS	Released	Competitive Sealed Proposal	07/18/2022 00:00:00	08/12/2022 14:00:00	22d 03h 23min 41s	IT Managed Services
DCAS - Citywide Requirements Contract	Goods - Construction Related	85722B0176	IFB 2200126 - Dockbuilding Greenheart Lumber and Pilings - DOT	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	07/18/2022 13:45:00	08/03/2022 10:30:00	12d 23h 53min 41s	General Building and Construction Equipment, Materials, and Supplies

- To filter the RFX by status, click the **RFX Status** drop-down and select a status. RFX open to vendor responses are listed in **Released** status. Vendors interested in reviewing future opportunities can search for RFX in **Planned** status.

Prequalified Lists

RFX Status :

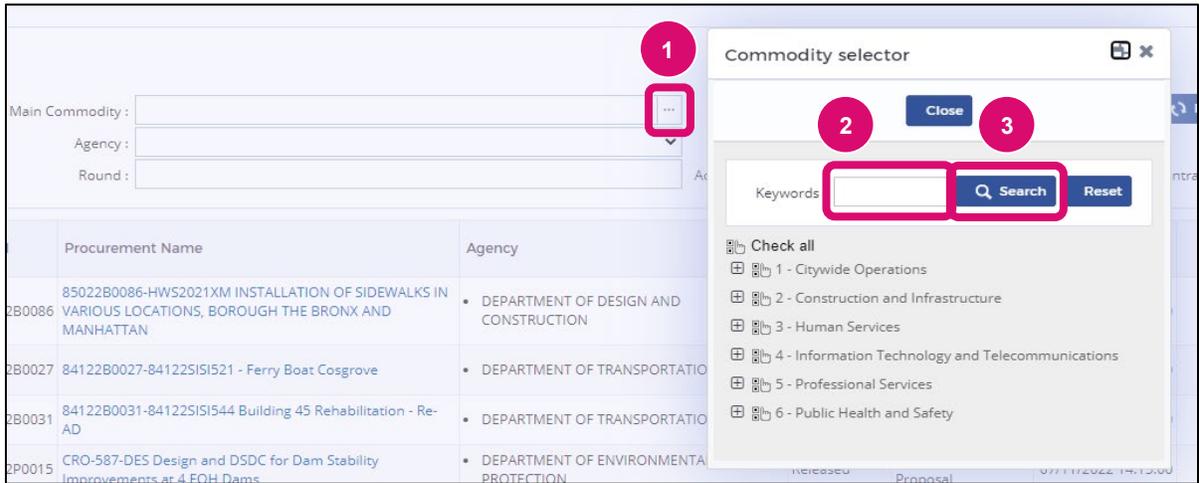
Additional Commodities : RFX allowing subcontractors :

Closed
Planned
Released
Responses Received
Selections Made

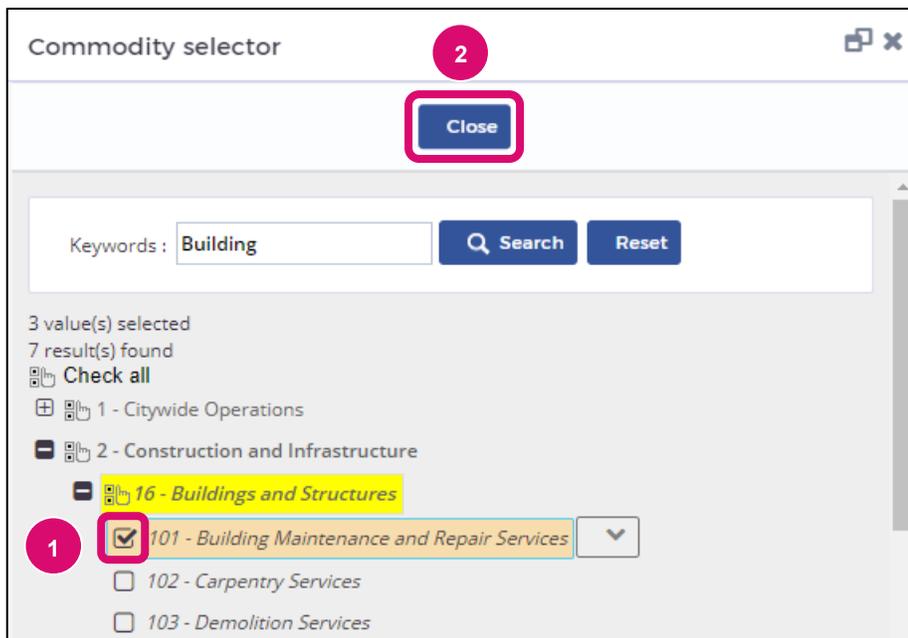
RFX Status
Procurement Method
Release Date (Your Local Time)
Due Date (Your Local Time)

4. To filter by commodities, click the **Main Commodity** ellipsis. The Commodity selector pop-up will appear. Type a Level 3 commodity code keyword in the **Keywords** field and click **Search**.

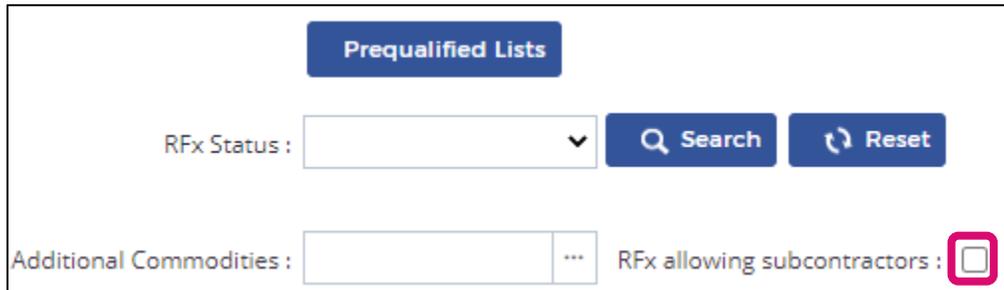
For assistance identifying the commodity code(s) that align with the goods or services your organization offers, please review our [NYC Commodity Classification Directory](#).



5. Click the **checkbox** next to the appropriate commodity. To select multiple commodities to include in the filter, click the **checkboxes** by the additional commodities then click **Close**.



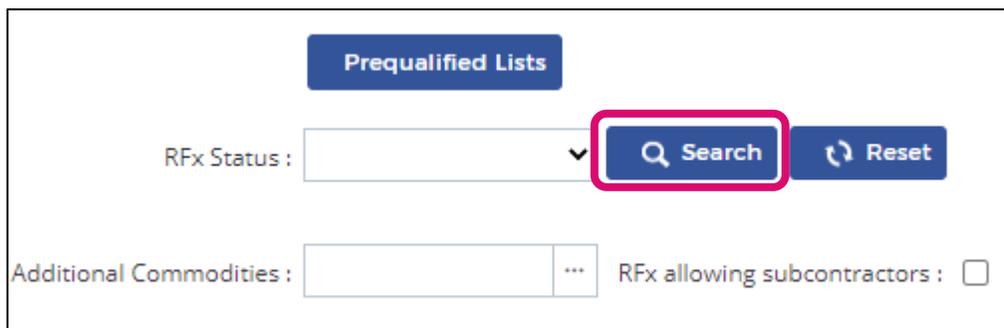
6. To view RFx that allow use of subcontractors, click the **checkbox** for RFx allowing subcontractors.



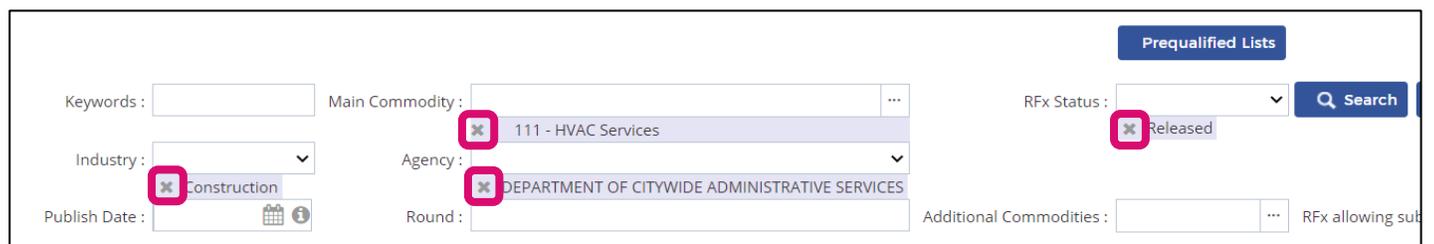
7. Click into the **Keywords** field and type in any word to serve as a search filter. This field is useful to find an RFx by typing in the EPIN of an RFx. To further refine your search, you may use the **Industry**, **Publish Date**, **Agency**, and **Round** fields.



8. Click **Search** to view RFx search results.



9. To remove a selection from a filter, click the **X** next to the selection. This applies to the fields with drop-down boxes and ellipses selectors such as Industry, Main Commodity, Agency, and RFx Status.



10. To reset all filters selected, click the **Reset** button.

11. Please take notice of the **Due Date** and **Remaining Time**. It is recommended that vendors submit their response to RFX at least a business day or two prior to the deadline.

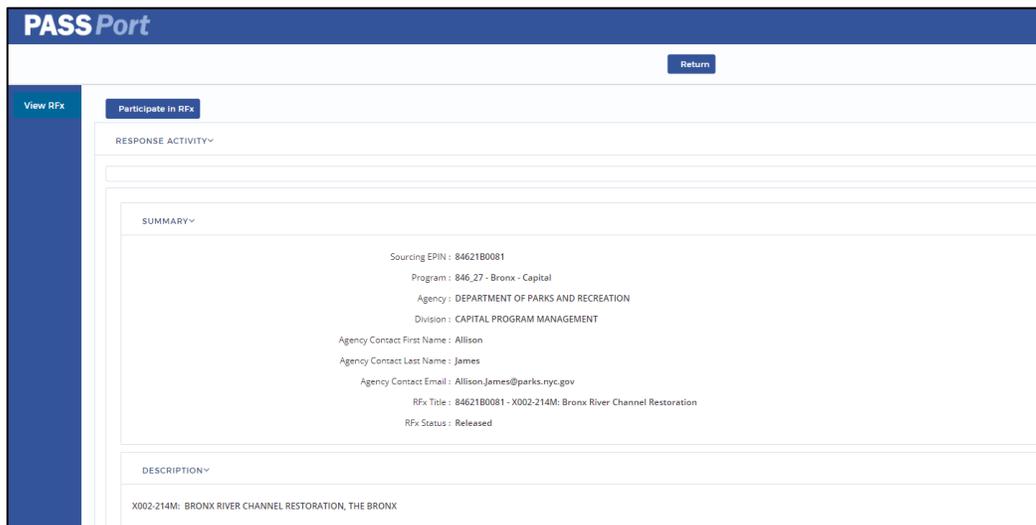
Agency	Rfx Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
• DEPARTMENT OF CORRECTION	Released	RFI	07/19/2022 00:00:00	07/26/2022 14:00:00	05d 02h 24min 30s	Human Resources Services
• DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS	Released	Competitive Sealed Proposal	07/18/2022 00:00:00	08/12/2022 14:00:00	22d 02h 24min 30s	IT Managed Services
• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	07/18/2022 13:45:00	08/03/2022 10:30:00	12d 22h 54min 30s	General Building and Construction Equipment, Materials, and Supplies
• DEPARTMENT OF TRANSPORTATION	Released	Competitive Sealed Proposal	07/19/2022 00:00:00	08/19/2022 14:00:00	29d 02h 24min 30s	Application Development Services
• DEPARTMENT OF CORRECTION	Responses Received	RFI	07/14/2022 00:00:00	07/19/2022 14:00:00	Bid due date has passed	Cables
• DEPARTMENT OF HEALTH AND MENTAL HYGIENE	Released	RFI	07/14/2022 00:00:00	08/29/2022 14:00:00	39d 02h 24min 30s	General Human Services
• DEPARTMENT OF TRANSPORTATION	Released	Competitive Sealed Bid	07/14/2022 16:15:00	07/26/2022 11:00:00	04d 23h 24min 30s	Traffic Signal/Lights/Camera Related Services

12. To access the RFX you wish to view, click the **pencil icon**.

	Program	Industry	EPIN	Procurement Name	Agency
	DSAHS Master Leasing	Human/Client Service	06922P0022	06922P0022-Master Leasing for Homeless and At-Risk Persons	• DEPARTMENT OF SOCIAL SERVICES
	Supportive Housing	Human/Client Service	06922P0040	06922P0040-Provision of Congregate Supportive Housing	• DEPARTMENT OF SOCIAL SERVICES
	INFRASTRUCTURE	Construction	85022B0086	85022B0086-HWS2021XM INSTALLATION OF SIDEWALKS IN VARIOUS LOCATIONS, BOROUGH THE BRONX AND MANHATTAN	• DEPARTMENT OF DESIGN AND CONSTRUCTION
	Miscellaneous	Construction	84122B0027	84122B0027-84122SIS1521 - Ferry Boat Cosgrove	• DEPARTMENT OF TRANSPORTATION

13. On the **View RFX** tab, you will find more details regarding the contracting opportunity such as key dates, Agency contact information, bid opening location, and documents. Documents can be viewed and downloaded from this screen.

Note: You may see a **Participate in RFX** button at the top, however this function is not available via the Procurement Navigator. To respond to an RFX, [log in](#) to PASSPort and locate the RFX.



14. If you wish to respond to an opportunity, go to nyc.gov/passport and click the **PASSPort Login** button. For detailed instructions on how to respond to an RFX, navigate to the web page **Learning to Use PASSPort**.

