

Adding Subcontractors and/or Joint Ventures

*This document serves as a quick reference guide for vendor users who will be adding in subcontractor and/or joint venture information within PASSPort. Need help? Please contact the **MOCS Service Desk**.*

Identifying Subcontractors

To identify the subcontractors with whom you will be working within PASSPort, please follow the below steps:

- From the *Header* tab, select **RFx** then **Browse Your RFx and Responses**.
- Proceed to click on the pencil icon to access the Response you would like to input information for.
- Click on the **Manage Responses** tab located on the left side of the screen. This will take you into the detailed information regarding this particular response.
- Click on the **Subcontractors and Joint Ventures** tab located on the left side of the screen.
- If the RFx requires a sealed subcontractor list, you can upload the Sealed Subcontractor List by clicking into the paperclip icon and selecting your file.
- To add subcontracting information, click the blue *Add Subcontractor* icon to begin adding your subcontractor information.
- In the *Add Subcontract* popup, complete the required fields.
- Add in **Subcontract amount, Purpose, Start Date, and End Date**.
- Click **Save and Close** buttons.



Please note: if you have not identified your subcontractor yet, you may select the checkbox by “vendor not yet identified.” You will be able to update your response based on the anticipated M/WBE certification of the subcontractor.

Identifying Joint Ventures

- From the **Header** tab, select **RFx** then **Browse Your RFx and Responses**.
- Proceed to click on the pencil icon to access the Response you would like to input information for.
- Click on the **Manage Responses** tab located on the left side of the screen. This will take you into the detailed information regarding this particular response.
- Click on the **Subcontractors and Joint Ventures** tab located on the left side of the screen.
- Click the **Add Joint Venture** button.
- In the **Joint Venture** popup, click on the ellipses to Select PASSPort Vendor.
- Enter in a keyword to search for a specific vendor.
- Select the proper vendor you will be incorporating into your joint venture by clicking into the square beside the vendor's name.
- Click **Save** to save your selection.
- Upon saving, the Ownership % field will become editable.
- Enter in the ownership percentage for this vendor's role in the joint venture.
- Click **Save and Close**.



Please note: the Select Vendor Search list is in alphabetical order. You can also manually search by using the arrows at the bottom of the column to navigate.