

M/WBE Noncompetitive Small Purchase Method

PASSPort, the City of New York's digital procurement system, is making it easier for the City of New York to do business with Minority and Women-owned Businesses (M/WBEs). In January 2020, the City adopted the M/WBE Noncompetitive Small Purchase Method that enables City agencies to award contracts of up to \$500,000 for goods, professional services, standard services and construction directly to M/WBEs. This method is now digital through PASSPort – making it more accessible, transparent and faster for City agencies and vendors. Get ready by following the steps below.

Step 1: Create a PASSPort Account

Only City-certified M/WBE vendors with PASSPort accounts can be awarded a direct contract using the M/WBE Small Purchase procurement method.

Creating a PASSPort account is a simple, two-step process:

Step 1: Establish a NYC.ID [here](#).

Step 2: Once a NYC.ID is created, request a PASSPort account [here](#).

The individual requesting a PASSPort account should be a principal or designee who is officially authorized to conduct business with the City of New York on behalf of its organization. For step-by-step guidance, refer to the [PASSPort Account Creation Manual](#).

Step 2: Enroll in Commodities

It is important for M/WBEs to enroll in commodities in PASSPort to maximize business opportunities. When enrolling in commodities, select commodities that best reflect current capacity to deliver the goods and/or services.

For step-by-step guidance, visit the [Learning to Use PASSPort](#) page where the following resources are available to assist with completing your commodity enrollment:

- [Enrolling in Commodities in PASSPort Short Video](#)
- [Vendor Account Management User Manual \(Section 4\)](#)

Step 3: Look out for Opportunities

When a City agency has the opportunity to award a contract to an M/WBE through the M/WBE Small Purchase Method, it will release a Request for Information (RFI) through PASSPort. The City-certified M/WBE vendors the agency reaches out to will be notified of the RFI through PASSPort.

- Upon notification, the M/WBE indicates in system if the business is going to respond to the RFI.
- The M/WBE provides the price/rate quote and other requested information through PASSPort.
- When awarded, the contract will be created and electronically signed in PASSPort.

For step by step guidance on creating and submitting responses in PASSPort, please refer to the [Learning to Use PASSPort page](#).