PASSPort
Procurement and Sourcing Solutions Portal

LL34 Compliance

This document serves as a quick reference guide for vendor users with who will be assigning colleagues to lead a RFx in PASSPort. Need help? Visit www.nyc.gov/mocshelp.

The LL34 Compliance tab allows you to complete all Doing Business Data information within PASSPort. Local Law 34 of 2007 (LL 34) is New York City's campaign finance law that limits municipal campaign contributions from principal officers, owners, and senior managers of entities doing business with the City.

An organization is required to submit the information requested on this tab each time it enters into a transaction considered a business dealing with the City, regardless of whether the organization or the people associated with it make or intend to make campaign contributions.

To collect accurate, up-to-date identifying information about organizations that have business dealings with the City of New York to comply with Local Law 34 of 2007 (LL34), New York City's campaign finance law. LL34 limits municipal campaign contributions from principal officers, owners and senior managers of entities doing business with the City and mandates the creation of a Doing Business Database to allow the City to enforce the law.

Identifying LL34 Contacts

To be able to select LL34 contacts on the LL34 Compliance tab, you first must identify a colleague as a LL34 contact in the Vendor Profile:
- From your homepage, click **Profile** in the navigation bar on the top right and click **Vendor Profile**.
- Once the page loads, click the **2. Contacts** tab in the blue navigation pane on the left.
- In the **Vendor Team** table, LL34 contacts can be added or revised.
    - **LL34 Contact** column: One may need need to scroll to the right to see this column. Check the LL34 Contact **checkbox** by the Contact to identify them as a LL34 contact.
    - **Position** column: Select the contact's position from the drop-down in the **Position** column.
    - **Pencil** icon: Click the **pencil** icon (located to the left of the LL34 Contact column). A pop-up window will appear. Enter all required information, including date of birth, phone number (10 digits, no dashes), and home address of this contact.
    - To finalize edits, click the **Save** button below the Vendor Team table.

Can't see the contact you want to identify as a LL34 contact? First add them as a contact. Click **Add a new Contact**, and then follow the steps outlined above. Note: When adding a new contact, a pop-up will appear to add in the contact details and a LL34 Checkbox selector is shown in the pop-up.

Additional Resource: Finding and Responding to an RFx Manual – pages 47-55

Completing the LL34 Compliance Tab

The **LL34 Compliance** tab replaces the [Doing Business Database](#) Form. The LL34 Compliance tab in the RFx module includes four components: the affirmation and the declaration of Principal Officers, Principal Owners, and Senior Managers. In the Contract Module, only the declaration of Principal Officers, Principal Owners, and Senior Managers is required.

❑ **Affirmation:** Check the box to affirm the statement. If the appropriate contacts are not already listed in the tiles below, the Vendor Admin must click the "**LL34 Contact Setup**" button in the Affirmation tile to open a popup to the Vendor profile to add contacts. Follow the steps listed on page 1 of this Quick Guide to learn how to identify LL34 Contacts in the Vendor Profile.

❑ **Principal Officers:** Identify all Principal Officers in this section. To add a contact and assign them a role, click the ellipsis next to "Add Existing Contact" and a popup will appear to search for contacts. Use the checkbox selector and click "Close" to add a contact. If your organization does not have any Principal Officers, exclude any officer titles that are not applicable to your organization by selecting the checkmark next to the roles listed (CEO, CFO, COO).

❑ Principal Owners:
    ❑ Identify all Principal Owners in this section.
    ❑ If there are no listed owners for your organization or your entity is a nonprofit, please select the appropriate response option. Nonprofit organizations should still disclose all other Principal Officers and Senior Managers. If selecting "Other," a dialog box will appear, and an explanation needs to be entered.
    ❑ Individual Owners: To identify one or more owners, click the ellipses next to Add Existing Contact. Search for the contact and use the checkbox to select. Selecting their name brings the contact into this project as an owner.
    ❑ Add an Organization: Click the corresponding button. Within the LL34 Organization popup, type in the Organization Name. Click "Submit" and the popup will close, and the organization will appear under Organization Owners.

❑ **Senior Managers:** To add in a Senior Manager, type in the contact's name or click the ellipses to search for a contact. At least one Senior Manager must be selected.

Additional Resource: [Finding and Responding to an RFx Manual](#) – pages 47-55