

June 2021 PASSPort Plus

NYC Mayor's Office of Contract Services <NYCMOCS@govdelivery.mocs.nyc.gov>



PASSPORT PLUS | JUNE 2021 | NYC MAYOR'S OFFICE OF CONTRACT SERVICES (MOCS)

IN THIS ISSUE

- INTRODUCING THE NEW MOCS DIRECTOR
- HAPPY 1 YEAR ANNIVERSARY PASSPORT R3
- VETERAN AND MILITARY-AFFILIATED BUSINESSES
- RESPONDING TO RFX - REMINDERS

Introducing the New MOCS Director



Victor O. Olds was appointed as New York City's Chief Procurement Officer and Director of the Mayor's Office of Contract Services (MOCS).

He brings experience and a passion for equity and innovation to the role. In his prior position as MOCS General Counsel, Victor was central to the administration's successful expansion of the Minority and Women-Owned Business Enterprises (M/WBEs) program, helping to amend procurement rules and increase utilization to over \$1 billion annually. Victor also shaped the City's early pandemic response by negotiating global supply chain agreements for emergency personal protective equipment.

Responding to RFX - Reminders

• **RFX** is a PASSPort catch-all term that represents the range of solicitations (*Request for..*), with the most common procurement methods of RFX released in PASSPort being Requests for Information (RFI), Requests for Proposals (RFP), and Competitive Sealed Bids.

• **To answer a NYC Agency RFX (solicitation)**, vendors must submit a response in PASSPort.

• **To search for contract opportunities with the City of New York**, vendors want to navigate to the [PASSPort Public Portal](#) and search for the RFX. Note: only RFX in "Released" status are open for response submissions. See also page 16 of the [User](#)

The MOCS team and leaders across the administration look forward to working with Victor to further advance procurement transformation. Read the press release [here](#).

Happy 1 Year Anniversary PASSPort R3



At the core of our work is a goal to bring **transparency, standardization, and efficiency** to the NYC procurement process. Moving and re-engineering processes online (digitizing) helps us to take critical steps towards our mission.

It has now been one year since PASSPort Release 3 (R3) was launched. **Happy 1 Year Anniversary PASSPort R3!** Release 3 was designed for and with our valued contracting partners and continues to improve with your collaborative feedback. These contributions help us to meet the needs of all our partners and it easier for new businesses to enter City contracting.

To date, over 300 contracts have been registered through PASSPort, valued at over \$150 million, including nearly 250 M/WBE Noncompetitive Small Purchases worth around \$25 million! And to get to those contract registrations, vendors of course had to do their part in PASSPort too! With more than 28,000 vendor accounts and over 70,000 system users, PASSPort is buzzing with activity!

The next major phase of PASSPort, Release 4 (R4), is now live. It introduces new functionality covering Pre-Qualified Lists and Open-ended RFPs and expands Invoice & Payment functionality to more contracts. While most vendors will at first be unaffected by this latest release, we will work closely with your contracting agency to keep you updated on the solicitations and contracts that will leverage new functionality in the coming months. For our human services providers, we look forward to rolling out a new and improved HHS Prequalification process that is streamlined

[Manual: Finding and Responding to RFx.](#)

- **To gain access to view an RFx and be able to submit a response**, vendors must have a PASSPort account. Don't have an account? [Submit a PASSPort account request.](#)

- A vendor contact with a **Vendor Admin and/or Procurement L1 and/or Procurement L2 role** (a user can have multiple roles) can acknowledge the RFx and then proceed to start and submit a response. If further contacts wish to work on an RFx response, they can be added to the Setup Team tab by the individual who acknowledged the RFx.

Note: Only the contact who has acknowledged the RFx can work on the vendor response until they add further contacts to the Setup Team tab! See page 29 of the [User Manual: Finding and Responding to RFx](#) and [Job Aid: RFx Vendor Response Authorizations.](#)

- **To complete the Doing Business Database Form** as part of your RFx response in PASSPort, fill out the LL34 tab. See page 50 of the [User Manual: Finding and Responding to RFx.](#)

- **To submit more than one response to a particular RFx**, vendors have two options:
 1. After submitting a response, click the "**Create new response**" button in the Manage My Response tab to create and submit another response. Or,
 2. At any time, leverage the option to duplicate a response

and centralized in PASSPort. Keep your eyes out for more information this summer!

We look forward to continued collaboration with City agencies and vendors on enhancing PASSPort and digital procurement in NYC for Fiscal Year 2022 and beyond.

Calling All Veteran and Military-affiliated Business Owners



Dear Business Owner,

This is James Hendon, Commissioner of the NYC Department of Veterans' Services. As a Veteran and Founder of a M/WBE-certified business, I know firsthand that there is a wealth of information and resources out there that can help you and your business thrive. That's why I'm reaching out to you today.

Are you a Veteran, Active-Duty Service Member, Reservist, National Guard Member, spouse/partner of a Veteran, Veteran family member, or Veteran Caregiver who owns a M/WBE Certified Business in NYC?

If so, the New York City Department of Veterans' Services (DVS) would like to connect with you to provide access to services and benefits that you may be entitled to.

If you are a vendor who is registered in the NYC PASSPort system, go to your vendor profile, and indicate your Veteran/Military status under the Vendor M/WBE Certifications section of the Basic Information tab.

It's important that we link our Veteran and Military-affiliated entrepreneurs to useful sources of support. I urge you to please take this important step in PASSPort today so the City of New York can identify your Veteran status, and in turn, better serve you.

DVS looks forward to connecting with you soon!

Yours in Service,

James Hendon

Commissioner, NYC Department of Veterans' Services (DVS)
Lt. Colonel, US Army Reserve

P.S. DVS just launched an NYC Veteran and Military Community Survey! **Click [here](#) to participate.**

(which can save time!). Click the "**Duplicate Response**" button in the response you want to copy. Then edit the response and submit. Note: Responses can be worked on simultaneously by contacts listed in the Setup Team.

- **To avoid any last-minute scrambling**, we recommend vendors submit their response(s) at least 48 hours prior to the deadline listed in the RFX in PASSPort.

- **To verify successful response submission**, the Response Submission status should read "Submitted". See page 60 of the [User Manual: Finding and Responding to RFX](#).

- **To get help with RFX content questions** (e.g., "*I'm not sure how to answer this question. Can you clarify?*"), contact the City Agency that's soliciting the RFX via the [Discussion Forum](#) in the RFX.

- **To get help with technical questions** (e.g., "*How do I upload a document?*"), email the MOCS Service Desk at help@mocs.nyc.gov.

- **To respond to Human Services RFPs**, providers must be prequalified in HHS Accelerator with **at least** one approved Service Application that matches one of the Services outlined in the RFP. In addition, providers should maintain their prequalification status and ensure their CHAR500 Filings are always up to date. Organizations can monitor their account and Filings statuses from their Provider

Homepage upon log in to
HHS Accelerator.

• All **PASSPort learning resources** can be found on our website nyc.gov/passport.

COVID-19 Updates:

All New Yorkers 12+ can now walk up to get vaccinated without needing an appointment. [Walk-up vaccination sites](#) are open citywide. Additionally, you may book a vaccine appointment for you and any family member residing, working, or studying in New York City, by visiting the City's vaccine finder [here](#) or calling 877-VAX-4NYC (877-829-4692).

In the meantime, New Yorkers should continue to get tested for COVID-19! It's FREE, confidential and available at a location near you. Go to [NYC.Gov/COVIDTest](https://nyc.gov/COVIDTest) to find a convenient testing site today. **#FightCOVIDNYC**.



Need help or have a question?
Check out PASSPort FAQ and
Learning to Use PASSPort.

Or, submit an inquiry to the
MOCS Service Desk.

This email, including any attachments, may be confidential, privileged or otherwise legally protected. It is intended only for the addressee. If you received this email in error or from someone who was not authorized to send it to you, do not disseminate, copy or otherwise use this email or its attachments. Please notify the sender immediately by reply email and delete the email from your system.

This email was sent to Email Address using GovDelivery Communications Cloud, on behalf of: Mayor's Office of Contract Services
· City Hall · New York, NY · 10007

