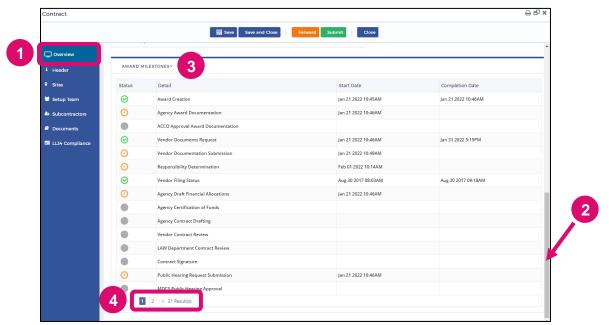
Award Milestones Tracker



The Award Milestones tracker allows both vendors (contract awardees) and their contracting agencies to **track a contract's progress** toward contract registration with the NYC Comptroller Office. All contracts initiated in PASSPort after mid-2021 feature the tracker.

To view the tracker, navigate to **Contracts > Manage My Contracts**. Click the **pencil** icon to access the contract. In the contract record, click the (1) **Overview** tab and (2) scroll down to the (3) **Award Milestones** section. To view all milestones, use the page navigation buttons (4).



Note: The above screenshot shows milestones displaying for a General Contract (CT1). The milestones displaying for a contract might differ based on the contract type.



Green check marks indicate the milestone is **complete**.



Orange clocks indicate the milestone is ready to be worked on or in progress.



Gray circles indicate the milestone has **not yet been initiated** or is **not applicable**.

Vendors: Make the tracker work for you!

Look out for milestones in **orange clock** status that need to be completed by your organization! Typically, there are three milestones that require vendor action:

Vendor Document Submission, Vendor Contract Review, and Contract Signature.

Upon finishing the tasks required to complete the Vendor Document Submission and Vendor Contract Review milestones, vendors may navigate to the tracker to verify that the Milestone has updated to show the green check mark with the date and time of when the task was completed.

Note: The Contract Signature milestone is a task for both Vendors and Agencies.

Tracker not displaying in the Contract > Overview tab?

If the tracker does not display, then the contract was initiated in PASSPort prior to the launch of the tracker feature. How can you tell? Check the Contract > Header tab > Source field. If the Source field reads "FMS", then the contract (the base contract!) was initiated in PASSPort prior to the tracker being implemented for contracts, and thus the tracker does not display for the contract.

Last updated: 2/8/2022