

April 1, 2020

Mayor's Office
of Contract Services

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Dear City Contractor:

We cannot say enough about the enormous effort City contractors are putting forth in this challenging time. We understand the significant impacts that COVID-19 has had on everyone in this City and we appreciate the strength and resilience you have shown. Thank you for working hard to keep yourselves and your staffs safe and to continue providing the goods and services New Yorkers need.

We are moving quickly to adapt to the current reality and to provide you with additional support.

- The City has created a centralized webpage for general information and much of the specific guidance being distributed by City agencies at www.nyc.gov/coronavirus. The Mayor's Office of Contract Services (MOCS) is also available to answer any questions about contracting and procurement and can be reached at help@mocs.nyc.gov.
- We are streamlining as many practices as possible, accepting digital and email signatures, waiving the requirement to notarize contracts and many other documents, extending proposal due dates, and arranging virtual pre-proposal conferences.
- MOCS is working closely with City Hall and City agencies to create a centralized supply hub that facilitates our rapid response to emergency needs on the ground.
- Human services organizations, which are providing vital assistance to some of our most vulnerable neighbors, are also receiving support in response to their specific needs, which they are hearing about directly from their agency contacts and through nyc.gov/nonprofits.

At the same time, MOCS is continuing its work on the next phase of the City's digital procurement platform, [PASSPort](#), which is still on track for release within a few months. The benefits we will derive from this streamlined, transparent, e-procurement platform have never been more apparent than they are now.

Please feel free to contact us at any time and, again, thank you for your perseverance. Together, we will meet the challenges ahead.