

**Dear Provider Partner,**

The past year has been unbelievable. All of our lives and all of our jobs have been affected. New York City's nonprofits have truly distinguished themselves throughout this period. You have adapted to an array of circumstances we've never faced before, and continued to provide the services our communities count on.

At MOCS, we have remained committed to making it easier to do business with the City through the expansion of PASSPort – the City's online Procurement and Sourcing Solutions Portal. Since July, PASSPort has released 470 solicitations and received more than 5,000 responses. More than 2,500 contracts, change orders and amendments are also in process in the system. I want to acknowledge the City staff that work tirelessly to support more than 27,000 vendors in performing their procurement activities in this new digital environment.

Today, I want to share some key contracting updates that may impact your organization:

- Fiscal Year 2022 is around the corner! We are entering our third year of the timely contract registration process, pursuant to the recommendations of the Nonprofit Resiliency Committee. This year, agencies have PASSPort available to further expedite the process, centralize coordination and offer you more transparency into the process. Please check your PASSPort account for renewals, extensions and new contracts. If you have questions about the status of your contracts, please contact your contracting agency.
- The City's Fiscal Year 2020 Indirect Cost Rate Amendments are available in PASSPort for registration. If you do not see your organization's amendment(s), please contact your contracting agency.
- Solicitations are being released regularly in PASSPort. To date, 26 human services RFPs have been released in the system. We urge you to visit the [PASSPort Public Portal](#) regularly. If you have a PASSPort account, you can view procurements by logging into your account and navigating to the Browse All RFx screen.
- City Council Discretionary contracting is now happening in PASSPort. The registration process requires providers to complete the following tasks in the system: upload and submit contract documentation, provide site information and complete the Doing Business Data Form (Local Law 34). Currently, providers have only satisfied their requirements for 53% of contracts (938/1,728). If you have a discretionary contract, please ensure that you have submitted all required information.

To learn more about how to complete tasks in PASSPort and maximize the efficiency and transparency of the system, we invite you to visit our self-service "Learning To Use PASSPort" support center at [nyc.gov/passport](http://nyc.gov/passport). We offer a range of PASSPort videos, guides and job aids informed by our contracting partners – organizations like yours.

Looking forward to our continued partnership.

**Sincerely,  
Dan Symon**

**COVID-19 Updates:**

NYC is committed to ensuring that everyone can access free, safe, and easy COVID-19 vaccines. Those [eligible](#) can find vaccine locations and make appointments at [vaccinefinder.nyc.gov](http://vaccinefinder.nyc.gov) or by calling **877-VAX4NYC** for assistance. Appointments are based on availability, which is limited due to limited supply.

We encourage **everyone** to check regularly.

Continue to get tested for COVID-19! It's FREE, confidential and available at a location near you. Go to [NYC.Gov/COVIDTest](http://NYC.Gov/COVIDTest) and visit a testing site today. [#FightCOVIDNYC](#).