

**Dear Human Services Provider,**

During the past few months of unprecedented uncertainty and change, our City's relationship with human services partners has remained critical to supporting our communities, including our most vulnerable neighbors. As the City of New York moves toward COVID-19 reopening and recovery, working and contracting with our provider partners are essential to the City's health and well-being and the vitality of our business partners.

PASSPort, the City's digital end-to-end procurement platform, will be an important hub of information for businesses that have contracts with the City and who wish to do business with the City. ***If your organization does not yet have a PASSPort account, we urge you to [create an account](#) today.***

We are rolling out new PASSPort features that make it easier for all businesses, especially nonprofits and community based organizations, to contract with the City of New York:

- **Digital Requests for Proposals and response questionnaires**
- **Electronic contract registration and management**
- **Digital signatures**
- **Elimination of Notary Public requirements**

The relevance of a completely digital procurement process has never been more apparent than it is today. New PASSPort features are designed to make contracting with the City more timely, transparent and accessible. ***Your organization's first step is to [create a PASSPort account](#) today.*** We offer this [one-page PASSPort Account Creation Information Sheet](#) that provides step-by-step instructions.

We'll be rolling out PASSPort enhancements over the coming months and will keep you informed and supported as relevant human services procurement opportunities become available. You should know that HHS Accelerator will still remain in use. Your organization should maintain its prequalification in HHS Accelerator and manage City contract budgets and invoices in HHS Accelerator Financials. The Document Vault will also continue to be utilized by City agencies. Please read this [one-page HHS Providers Information Sheet](#) for more information on how PASSPort and HHS Accelerator work together to support HHS providers.

To learn more about PASSPort and access our user guides, videos and job aids, we encourage you to [visit nyc.gov/passport](#). To read about how MOCS supports human services nonprofits, please [visit our nonprofit partners page](#). We are also available to answer questions at [MOCS Service Desk](#).

Sincerely,  
**The Mayor's Office of Contract Services**