

# Your Path to Contracting with the City

## Become a NYC Vendor and Be Ready to Do Business!

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- Create a [PIP Account](#).
- Request a [Vendor PASSPort Account](#).
- Complete [Vendor Enrollment \(Disclosures\)](#) in PASSPort.



## Show the City Who You Are and What You Can Do!

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- [Enroll in Commodities to Identify](#) the Goods and Services you provide.
- Complete the [HHS Accelerator Prequalification](#) in PASSPort (for health and human service RFP eligibility & [discretionary award clearance](#)).
- Disclose Your Approved Business Certification(s) in PASSPort. This includes M/WBE certifications.



## Find Contracting Opportunities

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- [Browse opportunities](#) in PASSPort.
- Sign up for [The City Record Online \(CROL\)](#) notifications.
- View [City Agency procurement forecasts](#).
- Check [City Agencies' websites](#).



## Respond to Contracting Opportunities

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- [Submit a Response](#) in PASSPort.
- Apply for [City Council Discretionary Funding](#) (nonprofits).



You did it! You Have a Contract Award!

## Complete Award Tasks & Get Your Contract Registered!

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- Consult the [Award Milestones tracker](#) in PASSPort to view status of your contract as it moves towards contract registration.
- Complete your [Vendor Document Submission, Vendor Contract Review and Contract Signature tasks](#) to continue down the path to Registration!



Your Contract is Registered!

## Start Your Work!

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- Work with your Contracting Agency Liaison for next steps to fulfill your contract.
- Learn your Contracting Agency's Financials (invoicing policies and procedures).
- Get paid for your work!