Your Path to Contracting with the City

Become a NYC Vendor and Be Ready to Do Business!

- 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!

- 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

- 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

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

Complete Award Tasks & Get Your Contract Registered!

- 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!

Start Your Work!

- 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!