

# Award Milestones Tracker

The Award Milestones tracker allows both vendors (contract awardees) and their contracting agencies to **track a contract's progress** toward contract registration with the NYC Comptroller Office. All contracts initiated in PASSPort after mid-2021 feature the tracker.

To view the tracker, navigate to **Contracts > Manage My Contracts**. Click the **pencil** icon to access the contract. In the contract record, click the (1) **Overview** tab and (2) scroll down to the (3) **Award Milestones** section. To view all milestones, use the page navigation buttons (4).

Status	Detail	Start Date	Completion Date
✓	Award Creation	Jan 21 2022 10:45AM	Jan 21 2022 10:46AM
🕒	Agency Award Documentation	Jan 21 2022 10:46AM	
●	ACCO Approval Award Documentation		
✓	Vendor Documents Request	Jan 21 2022 10:46AM	Jan 31 2022 5:15PM
🕒	Vendor Documentation Submission	Jan 21 2022 10:49AM	
🕒	Responsibility Determination	Feb 01 2022 10:14AM	
✓	Vendor Filing Status	Aug 30 2017 08:03AM	Aug 30 2017 09:18AM
🕒	Agency Draft Financial Allocations	Jan 21 2022 10:46AM	
●	Agency Certification of Funds		
●	Agency Contract Drafting		
●	Vendor Contract Review		
●	LAW Department Contract Review		
●	Contract Signature		
🕒	Public Hearing Request Submission	Jan 21 2022 10:46AM	
●	MOCS Public Hearing Approval		

Note: The above screenshot shows milestones displaying for a General Contract (CT1). The milestones displaying for a contract might differ based on the contract type.



Green check marks indicate the milestone is **complete**.



Orange clocks indicate the milestone is **ready to be worked on** or **in progress**.



Gray circles indicate the milestone has **not yet been initiated** or is **not applicable**.

## Vendors: Make the tracker work for you!

Look out for milestones in **orange clock** status that need to be completed by your organization! Typically, there are three milestones that require vendor action:

**Vendor Document Submission, Vendor Contract Review, and Contract Signature.**

Upon finishing the tasks required to complete the Vendor Document Submission and Vendor Contract Review milestones, vendors may navigate to the tracker to verify that the Milestone has updated to show the green check mark with the date and time of when the task was completed.

Note: The Contract Signature milestone is a task for both Vendors and Agencies.

## Tracker not displaying in the Contract > Overview tab?

If the tracker does not display, then the contract was initiated in PASSPort prior to the launch of the tracker feature. How can you tell? Check the Contract > Header tab > Source field. If the Source field reads "FMS", then the contract (the base contract!) was initiated in PASSPort prior to the tracker being implemented for contracts, and thus the tracker does not display for the contract.