

How to Indicate Flexible Pricing

This document serves as a quick reference guide for Vendor contacts who want to indicate flexible pricing for applicable items within a contract catalog. If you have any questions or need assistance, please reach out to MOCS at help@mocs.nyc.gov.

On occasion, an Agency and a Vendor may negotiate a variable price point for a given item, typically based on conditions such as order quantity, total order cost, fluctuations in supply and demand or levels of customization. Such items can be marked as flexible price items as part of the catalog import process. These items will then have price fields which can be modified by the Agency requestor during purchase. The Vendor will be able to confirm the flexible price was entered correctly upon receipt of the Purchase Order. In the event a flexible price was entered incorrectly by the Agency, the Vendor will have the ability to reject the Purchase Order.

Indicate Flexible Pricing in an Existing Catalog

To indicate an item has flexible pricing:

- From the PASSPort homepage, click on the “**Catalogs**” tab on the PASSPort header menu and select “**Import Catalog**”.
- Click the “**Add a New Catalog Import**” button.
- Enter a contract for the import in the “**Contract**” field.
- Click the “**Save**” button.
- Click the “**Download Current Catalog**” button, then click “**Open**” to view the Excel file.
- Locate the item(s) within your catalog spreadsheet and change the corresponding cell in the “**Flexible Price**” column to the value of **Yes**.
- Find that item’s corresponding cell in the “**Description**” column and enter in the contact information of the individual at your organization who is familiar with the pricing terms of this item. Note that this individual will be contacted by an Agency requestor when the price is negotiated, and ultimately agreed upon, by both parties. Save the file to your computer.
- In PASSPort, click “**Choose File**” to search for and select the catalog file you wish to upload (this will be the file you just saved to your local computer).
- Click the “**Add File To Upload List**” button.
- Click the “**Submit for Approval**” button at the top of the page.



At the time of request, an Agency staff member will reach out to your organization to discuss the terms of the price for the item(s) in question. Flexible price items may be subject to DCAS final approval.