

PASSPort

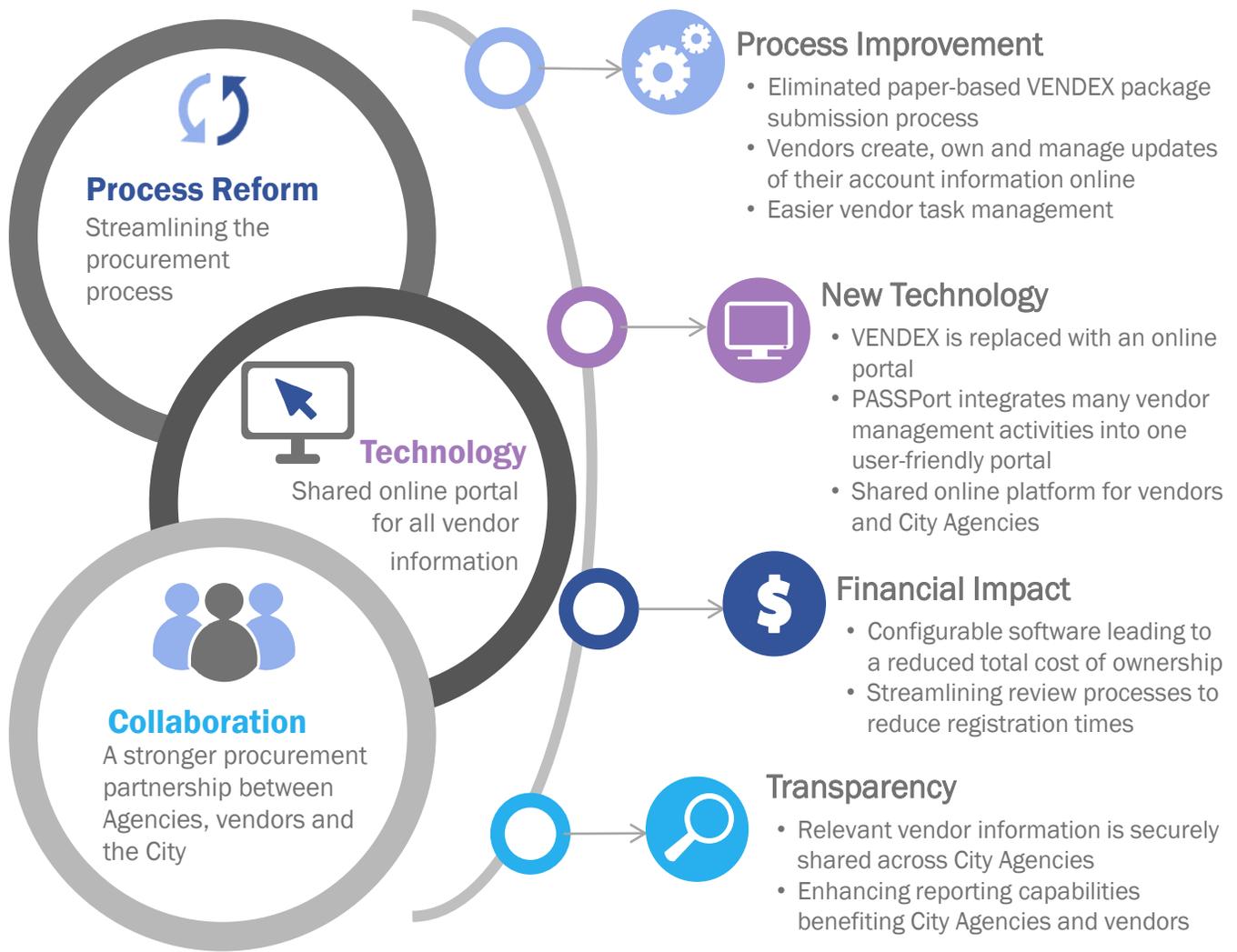
Procurement and Sourcing Solutions Portal

Modernizing Procurement

The New York City Mayor's Office of Contract Services (MOCS) is transforming procurement by reengineering processes and has introduced a new online vendor management and procurement system to increase transparency, reduce administrative burdens, enable strategic sourcing and build more collaborative relationships with Agencies and vendors for positive financial impact.

Introducing PASSPort

The **Procurement and Sourcing Solutions Portal (PASSPort)**, a new online portal, has replaced the former paper VENDEX process, making it easier to submit and keep disclosure documents up-to-date. PASSPort is the primary platform for vendors who will be or are doing business with the City of New York to exchange critical information with Agencies.



MOCS has launched PASSPort, the Procurement and Sourcing Solutions Portal, in partnership with the Department of Information Technology & Telecommunications (DoITT) and Department of Citywide Administrative Services (DCAS).

PASSPort, in its first release, allows vendors to create accounts to submit and update disclosure documents, enroll in commodities, upload documents, view Performance Evaluations, and more. Future releases of PASSPort will include functionality for bids, purchase orders and contract management.

PASSPort Roll-Out

PASSPort Release 1 launched on August 1, 2017. Upcoming releases are currently being planned.

Release 1 *Now Live!*



Vendor Management

- Moved vendor disclosures online
- Vendor Account Creation
- Complete and Update Vendor and Principal Questionnaires
- Integration with NYC.ID
- Commodity Enrollment
- Performance Evaluations

Release 2 *Early 2019*



Requisition to Pay

- Offer goods from Citywide Requirements Contracts to Agencies through an online catalog
- Receive and acknowledge purchase orders electronically
- Submit electronic invoices

Release 3 *Upcoming*



Source to Contract

- Solicitation
 - Submit Bids/Quotes
 - Proposal Submission
- Contract Negotiation/Award

Training and Support

Training is available for vendors in a variety of formats including classroom training and webinars. This is supplemented with user manuals, quick reference guides and videos. Additionally, the City provides real-time support through the MOCS Client Support Desk.



Classroom Training



Webinar Training



User Manuals



Videos



Client Support



**Mayor's Office of
Contract Services**

**Building Partnerships, Creating Opportunities,
and Driving High-Quality Procurement**

Contact Us

Website

Please visit the MOCS website for additional information

<https://www1.nyc.gov/site/mocs/systems/about-go-to-passport.page>

Email

The PASSPort Team can be reached at help@mocs.nyc.gov

