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!*

- 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*

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

**Release 3**
*Upcoming*

- 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.
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](https://www1.nyc.gov/site/mocs/systems/about-go-to-passport.page)