

PASSPort Direct

NYC Mayor's Office
of Contract Services

PASSPORT DIRECT | MAY 2020 | NYC MAYOR'S OFFICE OF CONTRACT SERVICES

Dear City Contractor,

Even through all the uncertainty about the future, there are some things we can be sure of. The City will move into a recovery phase; services will continue to be delivered across the five boroughs. We will begin re-activating Citywide construction and IT projects and we will continue to purchase goods like food, automobiles and equipment. In short, procurement will be a necessary component of Citywide recovery.

Throughout the COVID-19 crisis, the team at the Mayor's Office of Contract Services (MOCS) has been working on the next phase of [PASSPort \(Release 3\)](#), the City's digital, end-to-end procurement platform, which will be expanded later this Spring to include significant new features. The relevance of a completely digital procurement process has never been more apparent than it is today. With Release 3, PASSPort will include features that will enable:

- Easy and early identification of Citywide solicitations with a digital roadmap.
- Electronic submission of bids and proposals through simple digital questionnaires.
- Once awarded a contract, real-time tracking towards registration through an online milestone tracker – understanding what steps are completed, ahead and the length of time for each.
- Digital contract execution with electronic signatures and elimination of notary requirement.

We know that City contracting can be a complex process, so we encourage you to watch Procurement 101 [here](#) – it's a series of animated short videos that cover the basics of procurement in the City of New York.

You'll be hearing more from us between now and our phased roll-out of Release 3. In the meantime, please make sure your business is ready to take advantage of the upcoming enhancements by creating a PASSPort account and filing disclosures. For more information and support visit nyc.gov/passport or email us at help@mocs.nyc.gov.

Thank you very much.

**Sincerely,
Mayor's Office of Contract Services**