

RFx Vendor Response Authorizations

This document serves as a quick reference guide for RFx response authorizations in PASSPort. Need help? Contact the MOCS Service Desk at help@mocs.nyc.gov.

In June 2020, PASSPort was expanded to enable end-to-end digital procurement, allowing vendors to find and respond to RFx opportunities and develop, sign and manage contracts.

With this expansion, **vendor system user roles** have been created to support new system functionalities. The following roles are available in PASSPort and can now participate in the digital RFx response process: **Procurement Level 1 and Level 2, Financials Level 1 and Level 2** and **Contract Signatory**. These roles have been added to Vendor Profiles in the **Contacts** tab drop-down list. A user may be assigned **multiple roles**.

Assigning contacts a specific user role allows vendors to customize who can work on an RFx response: **Vendor Admin, Procurement Level 1 & Procurement Level 2** profiles have global system access, which means they can access and work on all RFx responses across the organization. From the **Setup Team** tab, Vendor Admin, Procurement Level 1 and Procurement Level 2 roles may **add additional PASSPort users** to the vendor response team. The vendor response team members can only work on the RFx response for which they are added. This allows vendors to create customized teams on a case-by-case basis to work on specific RFx responses.

RFx Response Authorizations

Any vendor contact with a global system user role - **Vendor Admin, Procurement Level 1** or **Procurement Level 2** - can complete the following tasks related to submitting an RFx response:

- Receive automated RFx notification emails from PASSPort, including the PASSPort *Weekly Digest* listing upcoming contracting opportunities
- View RFx opportunities
- Start an RFx response
- Add contacts to the vendor response team to work on the RFx response
- Enter information for a response (completing questionnaire, item sheet, subcontractor and joint venture information and LL34 compliance details)
- Submit an RFx response

Note: All contacts added to the vendor response team can perform **all** RFx response actions.

For step-by-step instructions on **how to add users to the vendor response team**, please refer to the **Adding Vendor Users and Assigning Roles** job aid on the [Learning to Use PASSPort](#) webpage.

For **RFx Response Authorizations by User Role**, please refer to the table on page 2 of this document.

RFx Response Authorizations by User Role*

Role	Description/ Task Authorizations
Vendor Admin	<ul style="list-style-type: none"> • Can manage contacts in the Vendor Profile • Receive direct invite to participate in RFx • Can add users to the vendor response team • Can create a response
Vendor Procurement L1	<ul style="list-style-type: none"> • Receive direct invite to participate in RFx response • Can add users to the vendor response team • Can create a response
Vendor Procurement L2	
Vendor Financials L1	<ul style="list-style-type: none"> • Can create/edit a response when added to the team in the Setup Team Tab
Vendor Financials L2	
Contributor	
Vendor Contract Signatory	<ul style="list-style-type: none"> • Can create/edit a response when added to the team <i>(Can sign the authored contract agreement at the Contract stage)</i>

*For a **complete list of Task Authorizations** by User Role and instructions for Vendor Admins on adding contacts and assigning roles, including the Contract Signatory role, refer to **Adding Vendor Users and Assigning Roles** job aid available at the [Learning to Use PASSPort](#) webpage.

Upon **contract award**, Setup Team functionality will also become available for contract submission actions. Contract completion tasks and affiliated roles information will be available on [Learning to Use PASSPort](#) webpage, including information for the following user roles: Financials Level 1 and Level 2 and Contract Signatory.