

**Dear Human Services Provider,**

For the second year in a row, most City agencies with health and human service (HHS) contracts – ACS, DFTA, DHS, DOC, DOHMH, DOP, HPD and HRA – had more than 90% of their July 1 HHS contracts ready for registration on time. We recognize that timely registration is critical to nonprofit cash flow, stability and resilience, especially during COVID-19. Since July 1, City agencies executed over 5,400 payments totaling more than \$850 million.

As I have written to you over the last year, The Mayor's Office of Contracts Services (MOCS) is focused on creating systems that streamline, centralize and standardize practices, all with the goal to make it easier to do business with the City of New York. The HHS July 1 timely registration initiative indicates that these efforts are showing meaningful and sustainable results.

There is still more work to be done to register remaining Fiscal Year 2021 contracts and the need for support continues through the disruption and uncertainty of COVID-19. However, we recognize that the milestones achieved this year with timely registration and automatic Fiscal Year 2021 advances were encouraged and facilitated by digital COVID-related practices like electronic signatures, which are now becoming permanent through the roll out of Release 3 of PASSPort.

The latest phase of PASSPort includes features that make the contracting process simpler and more transparent. The PASSPort contract milestone tracker will be particularly useful in enabling providers to see, at any time, where their contract is in the registration process, what the steps are to completion, and whether it's being held up at any point. If you do not have a PASSPort account, we urge you to [create a PASSPort Account](#) now. Next year's July 1 contract registration practice will be fully digital and visible to you in PASSPort!

As we begin Fiscal Year 2021 with continued COVID-19 concerns, MOCS remains committed to our partnership with the human services sector, and we look forward to encouraging results from other active initiatives, including

- Supporting COVID-19 reopening efforts, such as the distribution of more than 7 million face coverings to human services nonprofits for use by clients and staff;
- Tackling long standing challenges with invoicing, by collaborating with providers and agencies to create new policies expected to roll out later this summer;
- Actively monitoring and supporting budget processing, with Agencies approving 70% of Fiscal Year 2021 HHS budgets by the first week in July; and
- Making it easier for nonprofits, mainly small community-based organizations, to participate in City Council discretionary contracting with the digital registration of Fiscal Year 2021 cleared awards through PASSPort.

To learn more about how MOCS supports human services providers, please visit our [Partnering with Nonprofits webpage](#).

As always, we are always here to help. Feel free to contact our help desk at [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov) any time.

Thank you very much.

Sincerely,



**Dan Symon**  
New York City Chief Procurement Officer  
Director, The Mayor's Office of Contract Services