PASSPort, the City of New York's digital procurement system, is making it easier for the City of New York to do business with Minority and Women-owned Businesses (M/WBEs). In January 2020, the City adopted the M/WBE Noncompetitive Small Purchase Method that enables City agencies to award contracts of up to $500,000 for goods, professional services, standard services and construction directly to M/WBEs. This method is now digital through PASSPort – making it more accessible, transparent and faster for City agencies and vendors. Get ready by following the steps below.

### Step 1: Create a PASSPort Account

Only City-certified M/WBE vendors with PASSPort accounts can be awarded a direct contract using the M/WBE Small Purchase procurement method.

Creating a PASSPort account is a simple, two-step process:
- **Step 1:** Establish a NYC.ID [here](#).
- **Step 2:** Once a NYC.ID is created, request a PASSPort account [here](#).

The individual requesting a PASSPort account should be a principal or designee who is officially authorized to conduct business with the City of New York on behalf of its organization. For step-by-step guidance, refer to the [PASSPort Account Creation Manual](#).

### Step 2: Enroll in Commodities

It is important for M/WBEs to enroll in commodities in PASSPort to maximize business opportunities. When enrolling in commodities, select commodities that best reflect current capacity to deliver the goods and/or services.

For step-by-step guidance, visit the [Learning to Use PASSPort](#) page where the following resources are available to assist with completing your commodity enrollment:
- [Enrolling in Commodities in PASSPort Short Video](#)
- [Vendor Account Management User Manual](#) (Section 4)

### Step 3: Look out for Opportunities

When a City agency has the opportunity to award a contract to an M/WBE through the M/WBE Small Purchase Method, it will release a Request for Information (RFI) through PASSPort. The City-certified M/WBE vendors the agency reaches out to will be notified of the RFI through PASSPort.

- Upon notification, the M/WBE indicates in system if the business is going to respond to the RFI.
- The M/WBE provides the price/rate quote and other requested information through PASSPort.
- When awarded, the contract will be created and electronically signed in PASSPort.

For step by step guidance on creating and submitting responses in PASSPort, please refer to the [Learning to Use PASSPort page](#).