



SEPTEMBER 2024 | MAYOR'S OFFICE OF CONTRACT SERVICES



PASSPort

NEW RELEASE IS LIVE

We're thrilled to share that the new PASSPort Fall 2024 release is **now live!** With new enhancements to manage your procurement process better than ever.

This new PASSPort release introduces PASSPort Vault and Subcontractor Management features, which are designed to streamline your experience and make doing business with the City even easier.

New York City has embraced the digital procurement process and our focus is to make the City's procurement system effective, accessible, and robust. This launch is another step in this process.

To learn more about the new features, keep reading! There are also materials on the [MOCS website](#) to help your organization adapt to these new updates. Thank you for joining us on this journey of transformation.



Thank You For Your Support

We're excited to introduce the latest PASSPort release, boosting transparency and coordination across teams and organizations!

With each PASSPort release, we move closer to an end-to-end procurement system. We understand that adapting to new processes takes time, and we truly appreciate your patience.

Your questions, meetings, and service desk tickets help us to get to a more robust system. It is important to MOCS that the system is a tool that enhances procurement.

Yexenia Markland
Chief Change Officer



Introducing PASSPort Vault

Explore PASSPort's new document storage feature that allows you to securely **store, share, and link documents** to tasks for more efficient document management.

Remember: Each vendor has a single PASSPort Vault which means that any actions in the Vault are visible to all contacts at your organization.

To learn more, refer to this [overview reference](#) and our [PASSPort Vault guides](#).

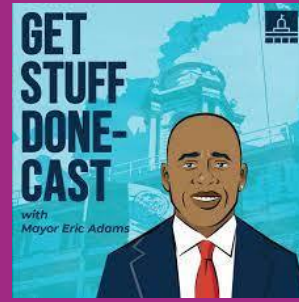


Subcontracting is Now in PASSPort

Starting today, **subcontractor approvals and modifications** are now processed in PASSPort (subcontractors can no longer be submitted in PIP), streamlining your workflow and ensuring greater transparency.

Prime vendors will now record **subcontractor payment info** in PASSPort, and subcontractors can confirm receipt, improving accountability for all parties involved.

To learn more, refer to these overview references for [prime vendors](#) and for [subcontractors](#).



Connect with Mayor Eric Adams

Visit the [#GetStuffDone website](#) and learn more about Mayor Adams' bold vision for the future of New York City.

[Sign up here for the Mayor's newsletter](#) to receive exclusive content, breaking news, and updates on our work – all tailored to your interests.

Listen to Mayor Adam's NEW [Get Stuff Done-Cast podcast here!](#)

To hear Mayor Adams live, listen to his radio show: [Hear from the Mayor](#). Airing every second Sunday of the month from 10:30am to 11:00am EST.





Master the New Functionalities in PASSPort with Ease

Our Learning and Development team has created extensive collection of resources to help you navigate the new PASSPort functionalities.

- Resources Library: [PASSPort Vault](#)
- For Prime Vendors: [Subcontracting in PASSPort](#)
- For Subcontractors: [Subcontracting in PASSPort](#)
- Trainings: [Vendor Subcontracting](#)



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