PASSPort
Procurement and Sourcing Solutions Portal

City Council Discretionary Contracting
Provider Document Naming Guide

City Council discretionary contracting requires providers to upload to PASSPort the documents listed below. This guide provides information on where providers can find necessary documents ("Location"), and how to name each document when uploaded to PASSPort ("Provider Document Name").
It is important to use the Provider Document Name to expedite contract registration.

Most documents can be found on nyc.gov/nonprofits, under the Funding Opportunities tab. Click on City Council Discretionary Funding and scroll to Contract Documents. For questions about documents, please contact the contracting Agency or the Mayor's Office of Contract Services.

PASSPort Document Type (Agency requests this document)	Provider Document Name (Provider creates this name)	Location (Where provider can find the document)
Scope of Work	**Scope of Work_[Site Name]** *(e.g., Scope of Work_Brooklyn)*	Agency emails template to provider or provider downloads template from nyc.gov/nonprofits.
Budget Detail	**Budget_[Site Name]** *(e.g., Budget_Brooklyn)*	Agency emails template to provider or provider downloads template from nyc.gov/nonprofits.
For agencies that consolidate scope of work and budget in a single document, provider will see only Budget Detail requested. Use the Provider Document Name "Budget Scope_[Site Name]" (E.g., BudgetScope_BrooklynCenter).		
Broker's Certification	**Broker's Certification**	Provider downloads template from nyc.gov/nonprofits.
Disability Insurance	**Disability Insurance Certificate**	Provider uploads valid insurance certificate.
General Liability Insurance	**General Liability Insurance Certificate**	Provider uploads valid insurance certificate.
Worker's Compensation	**Worker's Compensation Certificate**	Provider uploads valid insurance certificate.
Other Insurance	**[Type of Certificate]** *(e.g., Endorsement Certificate)*	Provider uploads valid insurance certificate, if requested (e.g., auto insurance, endorsements).
Certification of Client Abuse and Neglect	**Certification of Client Abuse and Neglect**	Provider downloads template from nyc.gov/nonprofits.
Lobbying Certification Form	**Lobbying Certification Form**	Provider downloads template from nyc.gov/nonprofits.
Conflict of Interest Disclosure	**Conflict of Interest Disclosure Form**	Provider downloads template from nyc.gov/nonprofits.
Exhibit B – Conflict of Interest Disclosure and Compliance Cert	**Subcontractor – Conflict of Interest and Compliance Cert**	Applicable only if provider is subcontracting. Provider downloads template from nyc.gov/nonprofits.
Exhibit B Coversheet – Subcontractor Approval Form	**Subcontractor – Coversheet Approval Form**	Applicable only if provider is subcontracting. Provider downloads template from nyc.gov/nonprofits.
Capacity Building Training Certificate	**CBT Certificate**	Certificate generated upon completion of online course. Contact MOCS if you do not have a copy.
Tax Affirmation	**Tax Affirmation**	Provider downloads template from nyc.gov/nonprofits.
Fee Waiver Request (DYCD ONLY)	**Fee Waiver Request**	Applicable only for DYCD contracts. Provider may download template from nyc.gov/nonprofits.