

How to Find and Respond to the RFx in PASSPort

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Find and Respond to the CSB/RFP in PASSPort

Don't have access to PASSPort?

1.

Establish an NYC.ID

Note: You may have one if you used other City systems.

2.

Work with your Vendor Admin to add you to your organization's account.

3.

Login into PASSPort!

Find the guides on Vendor Account Creation at nyc.gov/passport under "**Learning to Use PASSPort**" section

Where to Find Published RFx?

nyc.gov/passport



NYC Mayor's Office of Contract Services

311 Search all NYC.gov websites

NYC Mayor's Office of Contract Services

Keybl Ayisen Translate Text-Size

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PASSPort Login

Register NYC.ID

Procurement Navigator

PASSPort, the City of New York's end-to-end digital procurement platform, manages every stage of the procurement process from vendor sourcing – who we purchase goods and services from (that's you – the vendor) to releasing and responding to solicitations (referred to as "RFx" in the system), and contract award, development, registration and management.

The first step to getting started in PASSPort is to create your NYC.ID account. Click on "Register NYC.ID" to begin the process and check out the Getting Started: Doing Business with NYC for more detailed instructions on creating your PASSPort account.

PASSPort

Keywords: Main Commodity: RFx Status: Search Reset

Industry: Agency: Publish Date: Round: Additional Commodities: RFx allowing subcontractors:

Program Industry EPIN Procurement Name Agency RFx Status Procurement Method Release Date (Hour Local Time) Due Date (Hour Local Time) Remaining time Main Commodity

DCAS - Citywide Procurement Goods 8572180139 8572180139-2100078 - TRUCK, TOW - NYPD (BRAND SPECIFIC) DCASDIVISION OF MUNICIPAL SUPPLY SERVICE Released Competitive Sealed Bid 09/28/2021 15:15:00 10/05/2021 05d 23h 38min 10:30:00 49s Automotive Vehicles

Standard Services - IT Related 85822Y0128 85822Y0128-SAS45 CYBER SECURITY TRAINING (ROUND 2) DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS Closed RFI 09/28/2021 12:00:00 09/28/2021 Bid due date has passed 09/28/2021 26d 23h 38min 10:30:00 49s Training Services

DCAS - Citywide Requirements Contract Goods 8572280072 8572280072-2200014, TIRE CHAINS, CABLES, AND ACCESSORIES DCASDIVISION OF MUNICIPAL SUPPLY SERVICE Released Competitive Sealed Bid 09/27/2021 14:15:00 10/26/2021 26d 23h 38min 10:30:00 49s Fleet Supplies

DCAS - Citywide Procurement Goods 8572180115 8572180115-2100064 - TRUCK, 16 C.Y. COLLECTION - PARKS DCASDIVISION OF MUNICIPAL SUPPLY SERVICE Responses Received Competitive Sealed Bid 09/27/2021 10:00:00 09/28/2021 Bid due date has passed 09/28/2021 27d 00h 08min 11:00:00 49s Automotive Vehicles

Miscellaneous Construction 8412180030 8412180030-8412155442 - St. George Terminal Diesel Exhaust Fluid Storage and Distribution System DEPARTMENT OF TRANSPORTATION Released Competitive Sealed Bid 09/24/2021 00:00:00 10/26/2021 27d 00h 08min 11:00:00 49s Pipes and Plumbing Materials, Equipment, and Supplies

Citywide Services - Capital Construction 8462180061 8462180061-X002-119M-Ranque Roof Reconstruction DEPARTMENT OF PARKS AND RECREATION Planned Competitive Sealed Bid 10/01/2021 02d 04h 38min 15:30:00 49s General Contractor/Construction Services

Citywide Services - Capital Construction 8462180061 8462180061-X002-119M-Ranque Roof Reconstruction DEPARTMENT OF PARKS AND RECREATION Released Competitive Sealed Bid 09/24/2021 11:30:00 10/13/2021 14d 04h 38min 15:30:00 49s General Contractor/Construction Services

DCMB Professional Services - IT Related 85821P0001 85821P0001 Citywide Quality Control Services for Technology Projects DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS Released Competitive Sealed Proposal 09/24/2021 12:00:00 10/29/2021 30d 03h 08min 14:00:00 49s Quality Control/Project Management/Strategy Services

Brooklyn - Capital Construction 8462180018 8462180018-B113A-119M - Cadman Plaza Park Oval Reconstruction DEPARTMENT OF PARKS AND RECREATION Released Competitive Sealed Bid 09/22/2021 10:00:00 10/12/2021 13d 04h 38min 15:30:00 49s Parks and Site Work Construction

PASSPort

Login

PASSPort

Procurement and Sourcing Solutions Portal

RELATED LINKS

The City Record Online (CROL)

Payee Information Portal (PIP)

NYC Certified Businesses (formerly MWBE Online Directory)

Procurement Navigator

Prequalified Lists (PQL)

PASSPort Public

HHS Accelerator

PASSPort makes it easier to complete procurement tasks and will improve your experience of competing for contracts. Manage your online profile by keeping information updated and filing critical disclosure forms which are required to do business with the City.

If you need assistance, please visit the MOCSS Help page.

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Find the RFx on the Procurement Navigator

PASSPort

Keywords :

Main Commodity :

Industry :

Publish Date :

Agency :

Round :

Additional Commodities :

RFx allowing subcontractors :

Prequalified Lists

RFx Status :

Search

Reset

Program	Industry	EPIN	Procurement Name	Agency	RFx Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
DCAS - Citywide Procurement	Goods	85721B0139	85721B0139-2100078 - TRUCK, TOW - NYPD (BRAND SPECIFIC)	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	09/28/2021 15:15:00	10/05/2021 05d 23h 38min 10:30:00	49s	Automotive Vehicles
	Standard Services - IT Related	85822Y0128	85822Y0128-SANS CYBER SECURITY TRAINING (ROUND 2)	• DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS	Closed	RFI	09/28/2021 12:00:00	09/28/2021 14:00:00	Bid due date has passed	Training Services
DCAS - Citywide Requirements Contract	Goods	85722B0072	85722B0072-2200014, TIRE CHAINS, CABLES, AND ACCESSORIES	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	09/27/2021 14:15:00	10/26/2021 26d 23h 38min 10:30:00	49s	Fleet Supplies
DCAS - Citywide Procurement	Goods	85721B0115	85721B0115-2100064 - TRUCK, 16 C.Y. COLLECTION - PARKS	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Responses Received	Competitive Sealed Bid	09/27/2021 10:00:00	09/28/2021 10:30:00	Bid due date has passed	Automotive Vehicles
Miscellaneous	Construction	84121B0030	84121B0030-84121SIS1442 - St. George Terminal Diesel Exhaust Fluid Storage and Distribution System	• DEPARTMENT OF TRANSPORTATION	Released	Competitive Sealed Bid	09/24/2021 00:00:00	10/26/2021 27d 00h 08min 11:00:00	49s	Pipes and Plumbing Materials, Equipment, and Supplies
Citywide Services - Capital	Construction	84621B0061	84621B0061-X002-119M-Ranaqua Roof Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Planned	Competitive Sealed Bid		10/01/2021 02d 04h 38min 15:30:00	49s	General Contractor/Construction Services
Citywide Services - Capital	Construction	84621B0061	84621B0061-X002-119M-Ranaqua Roof Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/24/2021 11:30:00	10/13/2021 14d 04h 38min 15:30:00	49s	General Contractor/Construction Services
DCMB	Professional Services - IT Related	85821P0001	85821P0001 Citywide Quality Control Services for Technology Projects	• DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS	Released	Competitive Sealed Proposal	09/24/2021 12:00:00	10/29/2021 30d 03h 08min 14:00:00	49s	Quality Control/Project Management/Strategy Services
Brooklyn - Capital	Construction	84621B0018	84621B0018-B113A-119M - Cadman Plaza Park Oval Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/22/2021 10:00:00	10/12/2021 13d 04h 38min 15:30:00	49s	Parks and Site Work Construction
ENGINEERING, DESIGN AND CONSTRUCTION	Professional Services - Architecture/Engineering	82621P0030	82621P0030-BEDC - OB-136-DES-CM2	• DEPARTMENT OF ENVIRONMENTAL PROTECTION	Released	Competitive Sealed Proposal	09/22/2021 00:00:00	11/03/2021 35d 03h 08min 14:00:00	49s	Civil Engineering
OPERATIONS	Goods - IT Related	03222Y0003	OnBase Maintenance & Support - Complaint Unit System	• DEPARTMENT OF INVESTIGATION	Released	RFI	09/29/2021 12:00:00	10/14/2021 15d 03h 08min 14:00:00	49s	Application Maintenance Services
Queens - Capital	Construction	84621B0040	84621B0040-Q509-220M-Nameoke Park Construction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/21/2021 09:00:00	10/05/2021 06d 04h 38min 15:30:00	49s	Parks and Site Work Construction
ENGINEERING, DESIGN AND CONSTRUCTION	Professional Services - Architecture/Engineering	82621P0016	82621P0016-BEDC - RO-2-DES	• DEPARTMENT OF ENVIRONMENTAL PROTECTION	Released	Competitive Sealed Proposal	09/20/2021 15:00:00	10/28/2021 29d 03h 08min 14:00:00	49s	Mechanical Engineering
DCP - Miscellaneous	Goods	85721B0146	85721B0146-2100116,GRP:FEDERAL SIGNAL SYSTEMS &	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed	09/20/2021 12:00:00	10/05/2021 05d 23h 38min		Fleet Supplies

The PASSPort Procurement Navigator provides the general public with a complete list of all RFx (Bid/Proposal) opportunities available in PASSPort.

PASSPort

Login

RELATED LINKS

The City Record Online (CROL)

Payee Information Portal (PIP)

NYC Certified Businesses
(formerly M/WBE Online Directory)

Procurement Navigator

Prequalified Lists (PQL)

PASSPort Public

HHS Accelerator

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Find the RFx (Bid) in PASSPort

The screenshot shows the PASSPort homepage. At the top, a navigation bar includes the PASSPort logo and tabs for Profile, Tasks, RFx, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. The 'RFx' tab is selected, and a dropdown menu is open, showing options: 'Browse My RFx Responses', 'Browse Public RFx', 'Browse Prequalified Lists', and 'Browse Real-Time Bidding Events'. The 'Browse Public RFx' option is highlighted with a red box. Below the navigation bar, the homepage features an 'ANNOUNCEMENT' section, a 'VENDOR CHECK LIST' table, 'EXTERNAL QUICK LINKS', and 'OPEN WORKFLOW TASKS'.

ANNOUNCEMENT

Welcome to the Procurement and Sourcing Solutions Portal (PASSPort)!

Team: you're doing great, especially with our high volume (more than 1,000 accounts in week three)!

Please check in often, log tickets for tracking purposes and escalate to your supervisors and designated contacts as appropriate.

Visit cityshare.nycnet/passport to access user resources such as quick reference guides and detailed manuals, or contact the MOCS Help Desk by clicking on the 'Support' tab.

VENDOR CHECK LIST

Account created	Yes
Administrator identified	Yes
Signatory identified	Yes
Commodity enrollment	No
Vendor Record Status	Filed
Principal identified	Yes
Principal Questionnaire(s) Completed	Yes

EXTERNAL QUICK LINKS

- City Record Online
- Payee Information Portal
- M/WBE Online Directory
- HHS Accelerator
- PASSPort Website

OPEN WORKFLOW TASKS

METRICS TILE

INVOICES	CONTRACTS	CONTI
INVOICE PENDING PAYMENT 0	PENDING REGISTRATION 0	SIGNA

On the PASSPort **Homepage** you will find the “RFx” tab at the top. Click on **"Browse Public RFx"** to find the RFx (Bid/Proposal). Once you choose to participate in this bid/proposal in the system, you will be able to click on “Browse My RFx Responses” to find the RFx.

Find the Bid/Proposal through “Browse My RFx Responses”

PASSPort

ProfileTasksRFxContractsOrderingCatalogsFinancialsReportingPerformanceSupport

Browse My RFx Responses

Search ...

Keywords :

RFx Status :

Q Search

Reset

Round :

Agency :

Procurement Method :

Main Commodity :

Additional Commodities :

Program :

Industry :

Program	Industry	Agency	EPIN	Procurement Name	Procurement Method	RFx Status	RFx Open Date (Your Local Time)	RFx Close Date (Your Local Time)	Remaining Time
 UAT Program	Construction	• DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES	85622B0001	85622B0001-Example Bid	Competitive Sealed Bid	Released	10/01/2021 00:00:00	10/15/2021 11:00:00	13d 21h 54min 53s

The **Browse My RFx Responses** is where you will be able to manage your responses and quickly locate solicitations you have begun work on and solicitations you have submitted responses to.

Respond in PASSPort (1 of 2)

PASSPort

ProfileTasksRFxContractsOrderingCatalogsFinancialsReportingPerformanceSupport

<↺☆

85622B0001-Example Bid (003234): Lot 1 / Round 1

Save

Other Actions

View RFx

Acknowledgement

Manage Responses

Discussions with buyer

Setup Team

Remaining time :13d 21h 54min 07s

RESPONSE ACTIVITY

SUMMARY

E-PIN : 85622B000110/01/2021 00:00:00

Program : UAT Program

Agency : DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

Division : DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

Agency Contact First Name : Agency Contact First Name

Agency Contact Last Name : Agency Contact First Name

Agency Contact Email : help@mocs.nyc.gov

RFx Title : 85622B0001-Example Bid

RFx Status : Released

DESCRIPTION

This is a description of the bid and other important details.

The **View RFx** screen displays an overview of the RFx. This includes a **Summary** section, which depicts key info such as the contracting agency, agency contact info, and the status of the solicitation. There is also a **Description** section, which includes detailed information regarding the solicitation.

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Respond in PASSPort (2 of 2)

PASSPort

ProfileTasksRFXContractsOrderingCatalogsFinancialsReportingPerformanceSupport

<↻☆

85622B0001-Example Bid (003234) : Lot 1 / Round 1

SaveOther Actions

View RFX

Acknowledgement

Manage Responses

Discussions with buyer

Setup Team

DESCRIPTION

This is a description of the bid and other important details.

KEY DATES

Anticipated Contract Start Date : 11/01/2021

Anticipated contract end date : 10/31/2022

Release Date : 10/01/2021

Due Date : 10/15/2021

Bid Opening Date : 10/15/2021 11:00:00 (Your Local Time)

Questions due date ⓘ : 10/08/2021

BID OPENING LOCATION

Address Line 1	Address Line 2	City	Zip Code
Virtual Conference		New York	10007

DOCUMENTS

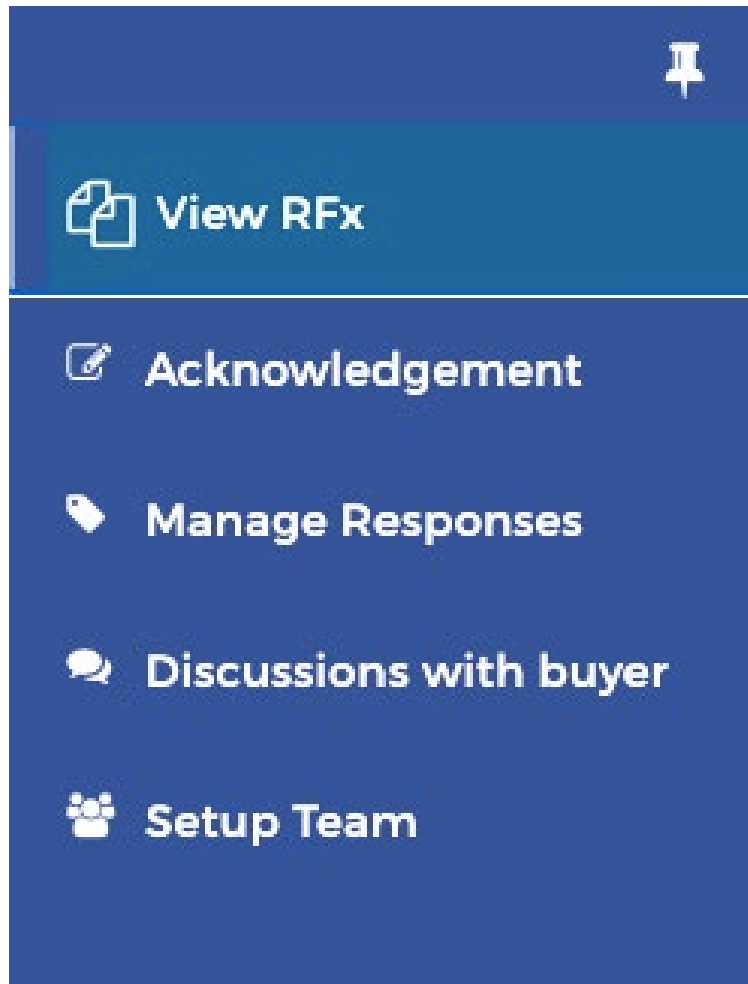
Download	Document Type	Document Name
Addendum 1 -Infant Furniture Epin 85722B0055.pdf	RFX Document	Bid Document

1 Result(s)

The **View RFX** screen also has **Key Dates** regarding the solicitation and anticipated contract. There is also **Documents** that will include bid documents and possible addenda. There is also a section for **Pre-Bid Information**.

PRE-RESPONSE/PRE-BID CONFERENCES					
Mandatory	Date/Time (Your Local Time)	Address Line 1	Address Line 2	Zip Code	City
No	1/12/2021 11:00:00 AM	WebEx Conference Call		10007	New York
1 Result(s)					

RFx Tabs Overview



The **Acknowledgement** tab is where providers acknowledge receipt and intent to respond.

The **Manage Responses** tab is where providers complete the RFx questionnaire and responses, and upload required documentation.

The **Discussion with buyer** tab is a forum to communicate directly in PASSPort with DCAS after you have decided to respond to the RFx.

The **Setup Team** tab provides the ability to add team members to assist in the response process.

User Roles



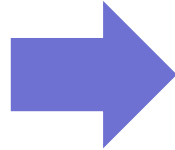
Vendor Admin



**Vendor Procurement
Level 1, Level 2**



**Contributor, Vendor
Financials Level 1,
Level 2**



Vendor Admin

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses
- ✓ Set up team for responses

Vendor Procurement Level 1 & Level 2

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses

Contributor, Vendor Financials Level 1 & Level 2

- ✓ Create/edit responses when added to the RFx team in the Setup Team Tab

Acknowledgement Tab

The screenshot shows the PASSPort interface with the 'Acknowledgement' tab selected in the left sidebar. The main content area displays 'Remaining time :13d 21h 52min 56s' and a 'RESPONSE ACTIVITY' section. Within this section, a box contains the text 'ACKNOWLEDGEMENT' and 'To answer to this RFP, please acknowledge receipt :'. Below this text is a button labeled 'I acknowledge receipt of this RFP', which is highlighted with a red rectangular border.

The **Acknowledgement** screen will allow you to acknowledge receipt of the bid/proposal, then validate whether or not you plan to respond to it in PASSPort.

This screenshot shows the same PASSPort interface, but the 'RESPONSE ACTIVITY' section now displays a confirmation box. At the top of this box, it says 'RECEIPT ACKNOWLEDGED ON 10/01/2021 13:07:26 (YOUR LOCAL TIME)'. Below this, the text reads 'To answer to this RFP, please confirm that you intend to bid.' followed by two radio button options: 'WILL RESPOND: our intent is to respond to this RFP' and 'WILL NOT RESPOND: our intent is not to respond to this RFP'. A green 'Valid' button is located at the bottom of the options, and the entire confirmation box is highlighted with a red rectangular border.

Manage Responses Tab

PASSPort

ProfileTasksRFxContractsOrderingCatalogsFinancialsReportingPerformanceSupport

<↺☆

85622B0001-Example Bid (003234): Lot 1 / Round 1

SaveOther Actions ▾

View RFx

Acknowledgement

Manage Responses

Discussions with buyer

Setup Team

Remaining time :13d 21h 51min 24s

RESPONSE ACTIVITY▼

Status :

⌵

⌵ Canceled

⌵ Submitted

⌵ In progress

Competition Pool :

⋮

RFx NameResponse NameCompetition PoolResponsiveness StatusSubmission StatusResponse ProgressQuestions AnsweredSubmitted on (Your Local Time)Selection StatusResponse Price



85622B0001-Example Bid

Proposal # 1

In progress

0%

0%

1 Result(s)

The **Manage Responses** tab is where you will be able to manage your responses to this particular RFx (bid/proposal). You will click on the **pencil icon** next to the row that appears. This row represents the draft of your bid proposal.

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Your Proposal Info Tab

Save Save and Close Cancel this response Validate & Submit Close Duplicate Response

Your Proposal Info

Questionnaire

Subcontractors and Joint Ventures

Item

M/WBE Requirements

TEXT ALERT

Response Label: Proposal # 1

Description :

Competition Pool :

Sealed Subcontractor list opened? : Example Bid

Responsiveness Status :

The **Your Proposal Info** tab is where you will be able to change the name (**Response Label**) of your bid/proposal response and choose the mandatory **Competition Pool** from the dropdown menu.

Questionnaires

The screenshot displays the DCAS Questionnaire interface. On the left, a sidebar lists navigation options: 'Your Proposal Info', 'Questionnaire' (selected), 'Subcontractors and Joint Ventures', 'Item', and 'M/WBE Requirements'. The main content area is titled 'Affirmations' and contains a progress bar showing 100% completion. Below the progress bar, there are three sections: 'Minimum Qualifications and Experiences' (33%), 'Paper Bid Submissions- To Be Submitted to Agency' (0%), and 'GML-101 Sealed Subcontractor List Requirements' (0%). The 'Affirmations' section itself contains text regarding the Iran Divestment Act of 2012, including a certification statement and a list of conditions (a) and (b). At the top right, there are buttons for 'Save', 'Save and Close', 'Cancel this response', 'Validate & Submit', 'Close', and 'Duplicate Response'. On the far right, there is a 'CREATION BY IMPORT' section with links to 'Download in Excel 2007-2010 format (xlsx)' and 'Download in Excel 97-2003 format (xls)', and an 'Upload (in Excel Format)' button.

The RFx will include a **Questionnaire**, configured by DCAS and specific to the RFx. You will be able to respond in a variety of formats (text, attachments, checkboxes) within the **Questionnaire** tab.

A progress bar will display the percentage of questions completed for your reference.

NOTE: Depending on the type of bid, the Questionnaire might ask you to submit forms physically to the contracting Agency

Items / Price Proposal

Your Proposal Info

Questionnaire

Subcontractors and Joint Ventures

Item

M/WBE Requirements

Save Save and Close Cancel this response Validate & Submit Close Duplicate Response

CREATION BY IMPORT

Download in Excel 2007-2010 format (xlsx)

Download in Excel 97-2003 format (xls)

Drop here your quotation form (in Excel format)

Upload (in Excel Format)

Total :

Total per currencyUSD 1,150.00

Currency : USD

Proposal Amount : 1,150.00

Keywords :

Not answered items : ☐

Q Search

Reset

Response

Items code	Order	Item types	Label	Qty	Unit	Unit price	Amount
I1_1		Required Item	Item/Deliverable 1	100	Each	10.00	1,000.00
I1_2		Required Item	Item/Deliverable 2	150	Each	1.00	150.00
I1_3		Required Item	Item/Deliverable 3	50	Each		

3 Result(s)

The system will automatically calculate the total price for your proposal.

Mandatory fields will allow you to input unit prices that will calculate into total amounts.

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Subcontractors and Joint Ventures Tab

Save

Save and Close

Cancel this response

Close

Duplicate Response

Your Proposal Info

Questionnaire

\$ Item

Subcontractors and Joint Ventures

LL34 Compliance

M/WBE Requirements

M/WBE REQUIREMENTS

INSTRUCTIONS

This tab outlines the M/WBE Participation Goals for this solicitation. You can meet the goals either through self-performance (your own certifications will automatically count towards the goals) or by identifying subcontractors or joint ventures within this tab.

Progress towards meeting each disaggregated goal is tracked in the table showing group participation. Blocking alerts display when progress is not yet met. When progress is met, all M/WBE requirements alerts must clear. Please note that your organization's certifications will count towards the goals.

Please complete the Item tab before you proceed with completing this tab. PASSPort will calculate M/WBE participation goals based on the proposal or bid amount in the Item tab.

For detailed instructions, please click [here](#).

Prime Vendor M/WBE Certification :

Group	Percentage
Black American	5
Hispanic American	5
Asian American	0
Native American	0
Unspecified	10
Women	0
Total Participation Goals	20

Prime Vendor M/WBE Certification :

Group	Percentage
Black American	5
Hispanic American	5
Asian American	0
Native American	0
Unspecified	10
Women	0
Total Participation Goals	20

Black American M/WBE Requirements are not yet met.

Hispanic American M/WBE Requirements are not yet met.

Unspecified M/WBE Requirements are not yet met.

Subcontractors and Joint Ventures Tab

This screenshot shows the 'Subcontractors and Joint Ventures' tab within a larger application. On the left is a sidebar with navigation links: 'Your Proposal Info', 'Questionnaire', 'Subcontractors and Joint Ventures' (highlighted), 'Item', 'LL34 Compliance', and 'M/WBE Requirements'. The main area has a top bar with buttons: 'Save', 'Save and Close', 'Cancel this response', 'Validate & Submit', 'Close', and 'Duplicate Response'. Below this is a 'Sealed Subcontractor List' with a sub-tab 'Subcontractors and Joint Ventures'. The list contains two sections: 'SUBCONTRACTOR INFORMATION' and 'JOINT VENTURE'. Each section has an 'Add' button and a search bar showing '0 Result(s)'. A green circle with the number '2' highlights the 'Add Subcontractor' button.

If Wick's Law is not applicable, click the Subcontractors and Joint Ventures subtab.

2. Click the "Add Subcontractor" button to add any subcontractor information not already in PASSPort.

An Add Subcontract window will appear.

This screenshot shows the 'Add Subcontract' window. At the top, it has a title bar with a close button and a '5' in a green circle. Below the title bar are 'Save' and 'Close' buttons. The main content area is divided into two panels. The left panel, labeled 'SUBCONTRACT INFORMATION', contains fields for 'Subcontract Amount' (20,000.0), 'Purpose' (Sample), 'Start Date' (06/02/2020), 'End Date' (05/14/2021), 'M/WBE Certification' (Women Owned), and 'Contract Participation' (10.00). A green circle with the number '3' highlights this panel. The right panel, labeled 'VENDOR INFORMATION', contains a checkbox for 'Vendor Not yet identified', a dropdown for 'Select PASSPort Vendor' (showing '#1 LANDSCAPING CI'), 'EIN' (487721381), and 'Vendor Name' (#1 LANDSCAPING CORP). A green circle with the number '4' highlights this panel. At the top of the window, 'Proposal ID' and 'Proposal # 1' are displayed. A green circle with the number '5' is also present at the top center.

M/WBE Requirements Tab

Save

Save and Close

Cancel this response

Validate & Submit

Close

Duplicate Response

Your Proposal Info

Questionnaire

Subcontractors and Joint Ventures

Item

M/WBE Requirements

M/WBE REQUIREMENTS

Group	Percentage
Black American	
Hispanic American	
Asian American	
Native American	
Women	
Unspecified	
Total Participation Goals	0

YOUR M/WBE SUBCONTRACTS

0 Result(s)

The **M/WBE Requirements** tab is where you will be able to track if the subcontractors you add in the **Subcontractors and Joint Ventures** tab meet the goals set by the Contracting Agency.

Validate and Submit (or Cancel this response)

Save

Save and Close

Cancel this response

Validate & Submit

Close

Duplicate Response

Your Proposal Info

Questionnaire

Subcontractors and Joint Ventures

Item

M/WBE Requirements

M/WBE REQUIREMENTS

Group	Percentage
Black American	
Hispanic American	
Asian American	
Native American	
Women	
Unspecified	
Total Participation Goals	0

YOUR M/WBE SUBCONTRACTS

0 Result(s)

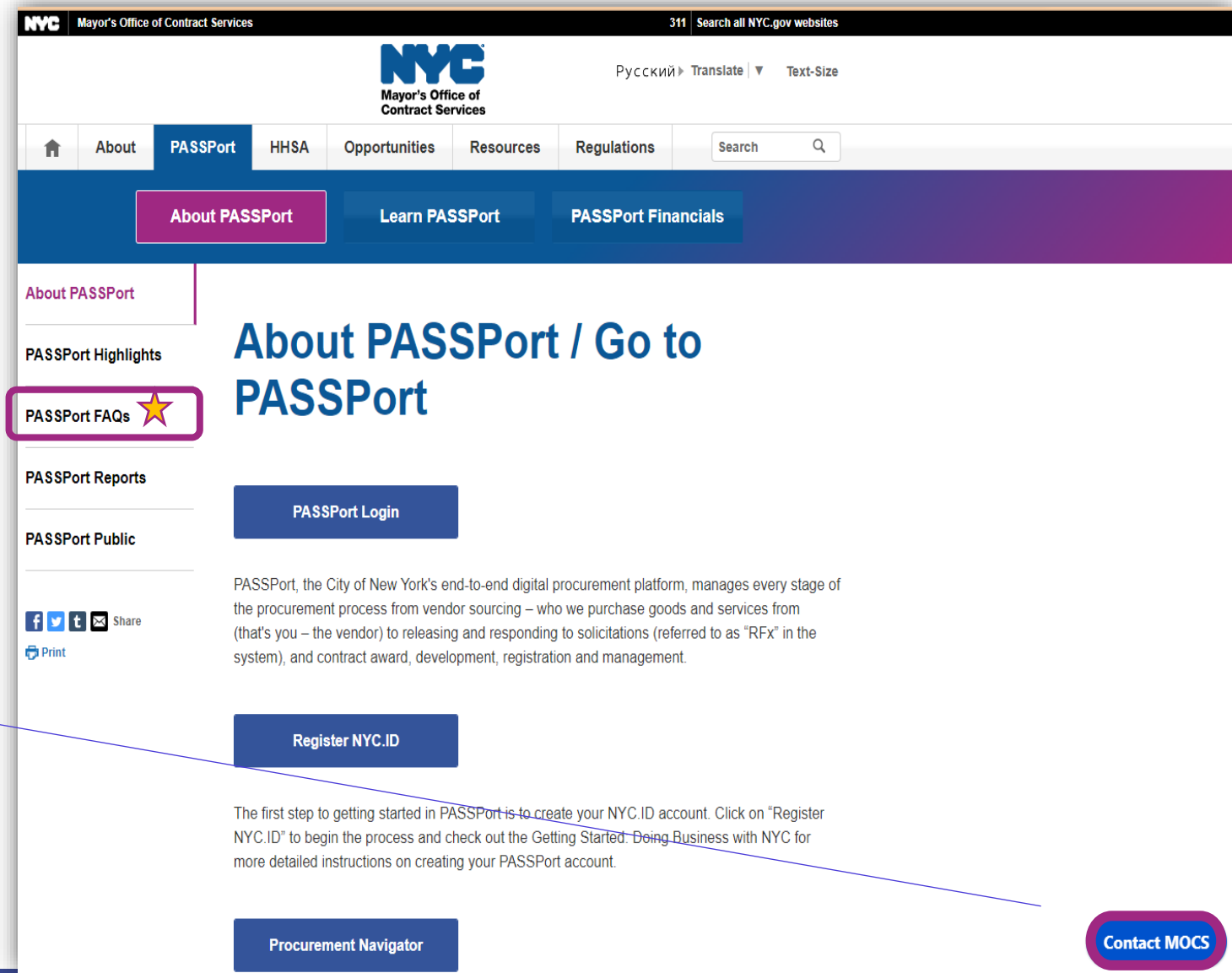
When you are finished with your bid/proposal response, you can submit the RFx by clicking **Validate & Submit** and completing the pop-up that generates. If you wish to cancel your response, click **Cancel this response** at the top.

Resources

 nyc.gov/passport

Our site has a variety of FAQs, in addition to an expansive list of guides, videos, and other useful training materials.

You can also submit question, issues, and other concerns directly to our support team through the Contact MOCS button.



The screenshot shows the NYC PASSPort website. At the top, there's a navigation bar with links: Home, About, PASSPort, HHSA, Opportunities, Resources, Regulations, and a search bar. Below this is a secondary navigation bar with buttons: About PASSPort, Learn PASSPort, and PASSPort Financials. The main content area is titled "About PASSPort / Go to PASSPort". On the left sidebar, there are sections for "PASSPort Highlights" (with a "PASSPort FAQs" link highlighted by a star icon), "PASSPort Reports", and "PASSPort Public". Below these are social media icons and a "Print" button. The main text describes PASSPort as the City of New York's end-to-end digital procurement platform. It includes two prominent buttons: "PASSPort Login" and "Register NYC.ID". Below the "Register NYC.ID" button, there's a paragraph explaining the first step to getting started is to create a NYC.ID account. At the bottom of the main content area is a "Procurement Navigator" button. In the bottom right corner of the website, there is a "Contact MOCS" button.

Learning to Use PASSPort

NYC

Mayor's Office of Contract Services

311

Search all NYC.gov websites

NYC

Mayor's Office of Contract Services

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PASSPort Financials

About PASSPort

PASSPort Highlights

PASSPort FAQs

PASSPort Reports

PASSPort Public

★

If you're new to using PASSPort, we recommend you browse all FAQ sections and visit [Learning to Use PASSPort](#) for all PASSPort learning resources, including step-by-step guides, video system demonstrations, and self-paced e-courses.

Last updated: August 2023

Expand All

Collapse All

Technical Requirements

Click a topic, or press the enter key on a topic, to reveal its answer.

What software and hardware requirements are needed to use PASSPort?

+

Can I use my phone to access PASSPort?

+

Share

Print

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About PASSPort

Learn PASSPort

PASSPort Financials

Learning to Use PASSPort

Procurement 101

Requirements Contract

MOCS In Your Neighborhood

PASSPort Vendor Webinar Series

Getting Started: Contracting with NYC

Learning to Use PASSPort

Access user guides, videos, one-pagers, PASSPort quick guide, Finding and Responding to RFx e-learning course, recorded training webinar, and more.

Key Resources/Steps: nyc.gov/passport under "Learning to Use PASSPort"

- 1 Make sure you can login to PASSPort
- 2 Read the Finding and Responding to RFx User Guide
- 3 Watch the Finding and Responding to RFx Webinar
- 4 Take the Finding and Responding to RFx eLearning Course
- 5 Contact MOCS Help Desk with any questions!

