



NEW YORK CITY DEPARTMENT OF TRANSPORTATION How To Do Business with NYCDOT

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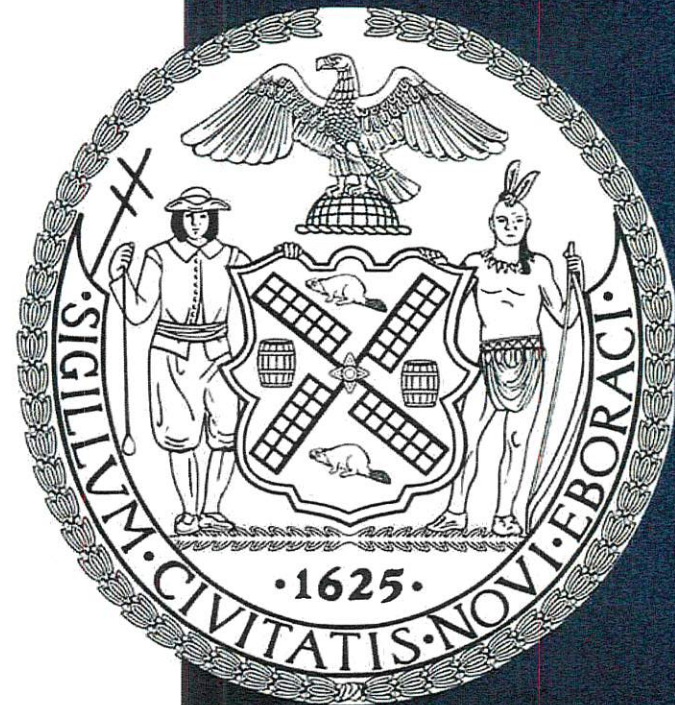
About NYCDOT

NYC DOT oversees one of the most complex urban transportation networks in the world. We have an annual operating budget of \$1.1 billion and a ten-year \$19.7 billion capital program, along with 6,300 miles of streets and highways, over 12,000 miles of sidewalk, and nearly 800 bridges and tunnels, including the iconic East River bridges. We install and maintain over one million street signs, 13,250 signalized intersections, over 315,000 streetlights, and over 350 million linear feet of markings.



1. Payment Information Portal (PIP)

- A PIP vendor account is needed to receive payments from the City of New York. In PIP, vendors can register for Electronic Funds Transfers/Director Deposit, view payments, and register subcontractors. A PIP account should be created prior to setting up a PASSPort account. See also the Guides listed on the PIP website:
<https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>





2. PassPort

- **Step 1: Register an NYC.ID.** An NYC.ID (often referred to as “Nice-ID”) is a secure, single sign-on that provides access to online services at multiple NYC government agency websites, including PASSPort; registering an NYC.ID essentially means registering a vendor contact’s work email address and creating a password that becomes the vendor contact’s login credentials to access PASSPort. For instructions on how to register an NYC.ID, see the [Vendor Account Creation Guide](#).
- **Step 2: Submit a PASSPort Account Request.** Use the same email address that was entered when registering the NYC.ID to submit a PASSPort account request. For instructions, see the [Vendor Account Creation Guide](#). MOCS will send an email once the account request has been approved. You may now log in to PASSPort using your NYC.ID credentials to access your organization’s PASSPort account.
- **Step 3: Complete the PASSPort Enrollment.** For City Agencies to be able to initiate any contracting action with a vendor in PASSPort, vendors need to be **enrolled** in PASSPort. Enrolling in PASSPort, or sometimes also referred to as “completing the Enrollment Package in PASSPort”, means that vendors need to log in to PASSPort and complete Business Information, Vendor Questionnaires, Principal Questionnaires, Parent/Controlling Entities Identifications (if applicable), submit a Certificate of Incorporation (or equivalent), and an authorized representative’s signature. For instructions, see the [Vendor Enrollment Guide](#).

EXPOSURE

HOW TO BE KNOWN & FOUND

A. Enrolling in the right commodities in PassPort. The commodity codes are the way vendors identify the goods/services they provide. City Agencies leverage what the vendors disclosed as their commodity codes when soliciting procurements.

B. Attend Pre-Bid/ Proposal meetings to hear about the projects, meet the potential prime contractors/consultants, and agency Project Managers/ACCO staff.

C. Networking and building rapport with ACCO Small Purchase staff, fiscal officers, and MWBE Officers.



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PASSPort Updates

PASSPort Public ^{DETA}

[Home](#) [Browse Vendors](#) [Browse Solicitations](#) [Browse Contracts](#) [Data Info](#)

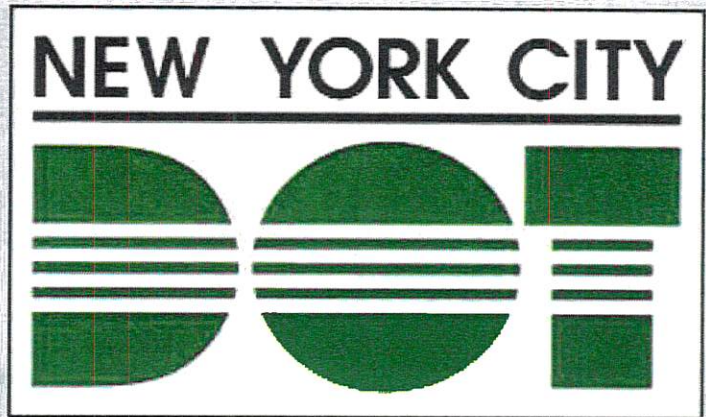


Number of Filed M/WBE Certified Vendors

Corporate Structure

- MOCS launches a PASSPort Public- data and transparency tool intended to provide insight into the City procurement system. Please visit: <http://nyc.gov/passportpublic>

Q&A Session

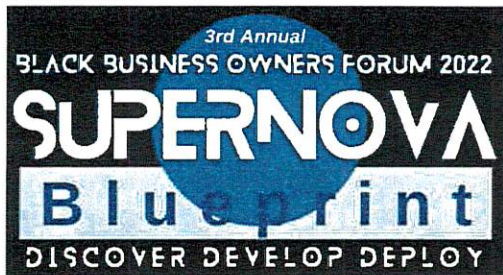


EXPLORING

FINDING CONTRACTING OPPORTUNITIES



1. **Browse opportunities in PASSPort.** Once logged into PASSPort, click the "RFx" tab to browse opportunities. RFx can be filtered by City Agency, Industry, status, and more
2. **Sign up to receive The City Record Online email notifications.** City business opportunities valued at or above \$100,000 can not only be found in PASSPort but they also get published on The City Record Online (CROL). Vendors can sign up to receive email notifications to learn about new solicitations in their field(s) of interest.
3. **View upcoming Procurement plans by City Agency:**
 - a. Under Local Law 1, City Agencies are required to publish anticipated procurements:
<https://www1.nyc.gov/site/mocs/reporting/local-law-1-procurements.page>
 - b. Under Local Law 63, agencies publish anticipated standard and professional service contracts:
<https://www1.nyc.gov/site/mocs/reporting/local-law-63-procurements.page>
4. **Check City Agencies' websites.**



3. Certifications

- **Federally-funded** contracts are subject to DBE subcontracting requirements (49 CFR 26)
- **State-funded** contracts are subject to MWBE subcontracting requirements (Article 15-A)
- **City-funded** contracts are subject to the MWBE subcontracting requirements (LL1)



PASSPort

Procurement and Sourcing Solutions Portal

The Role of PASSPort in NYC Contracting

All contracting activities with the City of New York take place in one centralized procurement system: **PASSPort**, the City's digital Procurement and Sourcing Solutions Portal.

Developed and maintained by the Mayor's Office of Contract Services (MOCS), **PASSPort** has grown into a **seamless end-to-end procurement system** since its launch in 2017 and now facilitates every step of the procurement process between City Agencies, oversight agencies and vendors.

ENROLLMENT

KEY PORTALS & CERTIFICATIONS

- To do business with the City of New York (NYC), organizations want to create two vendor accounts:

(1) Create a **PIP account** (to get paid)

(2) Create a **PASSPort** account and complete the PASSPort Enrollment (for all other contracting actions, including finding and responding to contracting opportunities, completing contracting actions upon contract award, and much more.)



AGENDA

- **ENROLLMENT: KEY PORTALS & CERTIFICATIONS**
- **EXPOSURE: HOW TO BE KNOWN & FOUND**
- **EXPLORING: FINDING CONTRACT OPPORTUNITIES**

Your Path to Contracting with the City

This isn't just a pretty picture!
Click this picture to view the steps to contracting with the City, including links to the learning resources!

