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A Guide to Contract Submissions

BUREAU OF CONTRACTS ADMINISTRATION

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Methods for Contract Submission

Contract Submissions

This section covers pathways for agency personnel to submit contract actions to the Comptroller for registration.*

1. Physical Hand-Delivery
2. Direct Interface Platforms (PASSPort, Contract Submission Portal, etc.)

*Note: Agencies may also need to file packages associated with self-registered contracts (e.g. Accelerated Procurements and M/WBE Small Purchase Contracts).

Physical Hand-Delivery

- Hand-delivered submissions can be made to the Central Imaging Facility (CIF):
- Address: 1 Centre, Street, Room No. 1329, New York, NY 10007, 13th Floor
- Phone: (212) 669-3741
- CIF Hours: Monday-Friday, 9am-5pm (closed on City holidays).

Direct Interface Submissions

- **Hours:** 9am-5pm (for same day processing)
- **Reminders:**
 - Direct Interface submissions after these hours will not be considered received by OTC until the following business day for the purposes of the Comptroller's 30-day review.
 - Submissions will be validated to confirm that approved procurement methods were selected, and that documents corresponding to mandatory fields were attached.
 - If your submission is rejected due to a validation issue, follow error messages guidance or contact the Comptroller's Bureau of Information Systems and Technology (BIST) at helpdesk@comptroller.nyc.gov.

Note: Citrix Sharefile Sunsets in FY26

- Citrix Sharefile was retired at the end of FY26.
- The Contract Submission Portal (CSP) is a new alternative for electronically submitting actions that are not supported by PASSPort.
- Email ocamailbox@comptroller.nyc.gov to sign up for the CSP.

The screenshot displays the OASIS Contract Submission Portal interface. At the top, there is a header bar with the title "OASIS Contract Submission Portal" and a search bar. Below the header, there are several input fields for contract details: "Contract Number" (20251412526), "GSA Number" (1016532186), "Vendor Number" (V500066459), and "File Number" (10220252024271). The main body of the page is organized into a grid of document upload sections. Each section has a title, an "Add" button, and a file upload area. The sections include: "Advice of Award" (with files "aoa.pdf" and "AOA UPDATED.pdf"), "Agency Memo" (with file "agm.pdf"), "Agreement" (with file "lease.pdf"), "Bid Tabulation" (with "Choose File" and "No file chosen"), "Budget Detail" (with file "agmemo.pdf"), "Contract Cover Sheet" (with file "cics.pdf"), "DOI Vendor Name Check Memo" (with "Choose File" and "No file chosen"), "Emergency Declaration" (with "Choose File" and "No file chosen"), "Insurance Certificate" (with "Choose File" and "No file chosen"), "Late Registration Memo" (with "Choose File" and "No file chosen"), "Miscellaneous" (with "Choose File" and "No file chosen"), "OMB Approval" (with "Choose File" and "No file chosen"), "Pre-Solicitation Review Report" (with "Choose File" and "No file chosen"), "Proposal/Bid" (with "Choose File" and "No file chosen"), "Recommendation For Award" (with "Choose File" and "No file chosen"), "Recommendation for Renewal" (with "Choose File" and "No file chosen"), "Responsibility Determination" (with file "w9.pdf"), and "RFP/IFB" (with "Choose File" and "No file chosen").

Important Last-Minute Checks

Mandatory Documents

- Each Contract Package must include the following documents:
 - Completed CIF Cover Sheet
 - Final Advice of Award
 - All other appropriate and required documentation pursuant to PPB Section 2-12, or other applicable guidelines.
- For modifications, use the New Document Name Field or the Modification Tab in FMS to enter details about the change.
- Please reach out to the Bureau of Contract Administration if you have any questions about required documentation.

Final Checks Before Submission

- Double check the following before submitting your contract to avoid unnecessary registration delays:
 - ✓ Ensure that award method codes, contract type codes, funding codes, and contract terms are correct.
 - ✓ Contract/Version #s, OCA #s, Vendor Name/Ids, EPIN #s, and insurance information should be consistent across the Cover Sheet, the Advice of Award, and other contract documents.
 - ✓ Direct Interface Platforms: Attachments should be properly labeled and filed under the correct document categories.

FMS Codes

FMS Data Codes and Descriptions

The following identifiers provide important details about a contract and how it was solicited:

- Contract “Award Method” Codes
- Contract “Type” Codes
- Contract “Category” Codes
- Contract “Award Level” Codes

Note: Inputting inaccurate or erroneous codes may result in registration delays.

FMS Award Methods

- “Award Method” indicates the type of procurement used in selecting the vendor.
- Agencies may only have permission to use certain Award Methods.
- Consult PPB rules or related guidance to verify selected code matches sourcing method.
- [FMS Award Methods](#)

FMS Contract Type

- “Contract Type” indicates the purpose or nature of a contract.
- Agencies are required to identify the contract type in order to enable better tracking of expenses and revenues.
- [FMS Contract Types](#)

FMS Category Codes

- Contract “Category” Codes indicates the classification of the contract.
- These identifiers provide more detailed information about a contract’s function.
- [FMS Award Categories](#)

FMS Award Level Codes

- “Award Level” codes provide additional detail about the basis of the award (e.g. Award Level 7 used on an 01, Competitive Sealed Bid, would indicate that it was a Best Value Bid)
- The city uses 8 Award Level Codes
- [FMS Award Levels](#)

Agency Request Portal

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Agency Request Portal
for Contract Unlocks and Overrides

OverviewSubmit OnlineFAQs

Overview

Welcome to the Comptroller's Agency Request Portal for Contract Unlock and Override Requests or "ARP." Agency staff with valid City government issued email addresses, including quasi-City agencies such as NYCEDC, H+H, NYCHA and CUNY, must use the portal to submit contract unlock and contract override requests to Bureau of Contract Administration (BCA). However, before agency staff can begin submitting requests through ARP using the [Online Request Form](#), they must first complete a quick authentication process to become an authorized Agency User.

Note that a fully completed form is required for each agency contract unlock or contract override request. If you are unable to complete the Online Request Form due to a technical issue, you may [report an error](#).

Continue to the Agency Request Portal

Check Status

Please enter the confirmation number and email address to check on the status of your request.

CFY	Confirmation Number
Email	Email
Submit	

Agency Request Portal

- The Agency Request Portal (ARP) allows agency staff to flag needed corrections to pending contract, or to modify details in a registered contract. One flagged, BCA enables agency staff to make the necessary changes in FMS
- Such requests will only be accepted via the ARP (rather than phone or email).
- Note: Agency staff are encouraged to double check critical contract and vendor details before submission in order to minimize the need for corrections via the ARP.

Unlocks and Overrides

- Agency staff can use the ARP to make unlock or override requests.
- **Unlock Requests:**
 - Enables agencies to modify details such as: contract amount, award method, contract type, accounting lines, etc.
 - Can only be submitted for actions that are pending registration with the Comptroller.

- **Override Requests:**
 - Allows agencies to modify details for a registered contract.
 - A corresponding CTR or MAR document must be created in FMS reflecting the requested change before an override request is submitted.
- **Note:** Changes to a vendor details (e.g. name or address) submitted via the ARP may require additional approval by the Comptroller's Vendor Validation Unit.

Accessing and Navigating ARP

Link to ARP: <https://comptrollernyc.com/OnlineOverride/>

- Complete the email validation process (each user should only be prompted their first time using the ARP).
- Complete all fields in the form.
- Use the justification field to provide important details about your request.
 - **Note:** changes to the award method or fund code may impact the review process. It is critical that such requests be enumerated clearly in the justification section in order to avoid significant registration delays.
 - Users will receive an email with a confirmation number after submitting a request.
- Use the Check Status fields on the home screen to review submitted requests.
 - Users can also cancel a pending request from the check status screen.
 - Users will be automatically emailed when there is a status update.

Helpful Links and Resources

Useful Links

- [Procurement Policy Board Rules](#)
- [NYC Buy Wise](#)
- [NYC PASSPort Website](#)
- [FISA/FMS Trainings](#)
- [Checkbook NYC](#)
- [Comptroller Page for City Agencies](#)
- [Franchises and Concessions Information](#)

FISA Call Center

Contact Via (212)-857-1700 or send a secured message at (callcntr@fisa.nyc.gov)

- The call center can help you with the following:
 - Assisting with FMS related issues
 - Identifying your agency's Security Officer contact
- Your Agency's FMS Security Officer can:
 - Submit requests to FISA to establish new employee profiles in FMS
 - Facilitate password resets for FMS
 - Report security issues to the FISA Call Center

Additional Information

- For any questions regarding CIF hours of operation, please contact CIF at **(212)-669-3140** for assistance.
- For all other contract registration questions, please contact BCA at ocamailbox@comptroller.nyc.gov