



NEW YORK CITY COMPTROLLER  
**BRAD LANDER**

# A Guide to Contract Submissions

**Bureau of Contract Administration**

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# Contents

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1. Methods for Contract Submission (Slides 3-8)
2. Important Last-Minute Checks (Slide 9-11)
3. FMS Codes (Slides 12-17)
4. Agency Request Portal (Slides 18-21)
5. Helpful Links and Resources (Slide 22-25)



An aerial photograph of the New York City skyline, featuring prominent skyscrapers like the Chrysler Building and the Empire State Building. The image is overlaid with a semi-transparent blue filter. A dark blue rounded rectangle with a thin white border is centered in the middle of the image, containing the title text in white.

# Methods for Contract Submission

# Contract Submissions

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- There are several ways 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.)
  3. Digital File Drop (link required)
- **\*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

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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

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- **Hours:** 9am-5pm (for same day processing)
- **Reminders:**
  - Direct Interface submissions after these hours will not be considered received until the following business day for the purposes of the Comptroller's 30-day review.
  - Direct Interface made via PASSPort or a similar system 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](mailto:helpdesk@comptroller.nyc.gov).



# Alternative Digital File Drop Submissions

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When agencies can't submit a contract through an electronic system like PASSPort, or via hard copy, Citrix Sharefile and Microsoft Sharepoint allow them to transmit a contract via a single PDF file. Agency staff use these platforms to deposit a contract file in a shared-folder accessible by the Comptroller's office.

- **Requirements:**
  - Email [ocamailbox@comptroller.nyc.gov](mailto:ocamailbox@comptroller.nyc.gov) and [ClFrequeest@comptroller.nyc.gov](mailto:ClFrequeest@comptroller.nyc.gov) to request a link
  - Ensure the Contract #, OCA #, EPIN, and Vendor information are consistent across all contract documents. These values must match what is in FMS.
  - Contracts can only be submitted as a single PDF



# Contract Submission Portal (CSP)

- The CSP is a Comptroller-operated contract submission application (housed in Citrix).
- Unlike with Sharefile, agency staff can use the CSP to label individual contract documents.
- Submissions are automatically routed to BCA.
- Interested in signing up?  
Email [ocamailbox@comptroller.nyc.gov](mailto:ocamailbox@comptroller.nyc.gov)

The screenshot displays the OAISIS Contract Submission Portal interface. At the top, there is a header bar with the title "OAISIS Contract Submission Portal" and a search bar. Below the header, there are several dropdown menus and input fields for contract details, including "Transaction Code" (CT1), "Contract Number" (07 LESSEE NEGOTIATION), "Contract Number" (20251412526), "OCR Number" (1016532186), "Vendor Number" (V500066459), and "Contract Number" (10220252024271). The main area of the portal is organized into a grid of document upload sections, each with a "Choose File" button and a "No file chosen" status. The sections include: "Advice of Award" (with a file named "aoa.pdf"), "Agency Memo" (with a file named "agm.pdf"), "Agreement" (with a file named "lease.pdf"), "Bid Tabulation", "Budget Detail" (with a file named "agmemo.pdf"), "Contract Cover Sheet" (with a file named "cics.pdf"), "DOI Vendor Name Check Memo", "Emergency Declaration", "Insurance Certificate", "Late Registration Memo", "Miscellaneous", "OMB Approval", "Pre-Solicitation Review Report", "Proposal/Bid", "Recommendation For Award", "Recommendation for Renewal", "Responsibility Determination" (with a file named "w9.pdf"), and "RFP/IFB". Each section also has an "Add" button next to the "Choose File" button.



An aerial photograph of the New York City skyline, featuring the Chrysler Building and the Manhattan Bridge. The image is overlaid with a semi-transparent blue filter. A dark blue rounded rectangle with a white border is centered in the middle of the image, containing the text "Important Last-Minute Checks" in white.

# Important Last-Minute Checks

# Mandatory Documents

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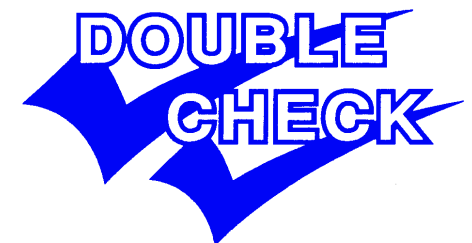
- Each Contract Package must include the following documents:
  - Completed CIF Cover Sheet
  - Final Advice of Award
  - All other appropriate and required documentation pursuant to PPB Section 2-12, or other applicable guidelines.
- For modifications, use the New Document Name Field or the Modification 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

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- 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.



An aerial photograph of the New York City skyline, featuring prominent skyscrapers like the Chrysler Building and the Empire State Building. The image is overlaid with a semi-transparent blue filter. A dark blue rounded rectangle with a white border is centered in the lower half of the image, containing the text 'FMS Codes' in white.

# FMS Codes

# FMS Data Codes and Descriptions

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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

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- “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

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- “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

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- 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

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- “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](#)



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# Agency Request Portal

# Agency Request Portal

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- The Agency Request Portal (ARP) allows agency staff to flag needed corrections to pending contract, or to modify details in a registered contract. Once 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

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- 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: [Agency Request Portal \(comptrollernyc.com\)](https://comptrollernyc.com)

- 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.



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# Helpful Links and Resources

# Useful Links

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- [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

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

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- 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](mailto:ocamailbox@comptroller.nyc.gov)

