NEW YORK CITY COMPTROLLER
BRAD LANDER

A Guide to Contract Submissions

Bureau of Contract Administration

Updated: March 2024

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Methods for Contract Submission

Contract Submissions

- There are several ways for agency personnel to submit contract actions to the Comptroller for registration.*

  1. Physical Hand-Delivery

  2. Electronic Submissions (PASSPort, Digital Interfaces, etc.)

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

Physical Hand-Delivery

Hand-delivered submissions can be made to the Central Imaging Facility (CIF):

- **Address**: 1 Centre, Street, Room No. 1225, New York, NY 10007
- **Phone**: (212) 669-3741
- **Fax**: (212) 815-8780

CIF Hours: Monday-Friday, 9am-5pm (closed on City holidays).

Electronic Submissions

- **Hours**: 9am-5pm (for same day processing)

- **Reminders:**
  - Electronic submissions after these hours will not be considered received until the following business day for the purposes of the Comptroller's 30-day review.
  - Electronic submissions 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.

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.

- Note: Non-procurement actions (such as Real Property) or revenue contracts have different documentation requirements. Please reach out to the Bureau of Contract Administration if you have any questions.

Final Checks Before Submission

- Double check the following before submitting your contract to avoid unnecessary registration delays:

  o Ensure that award method codes, contract type codes, funding codes, and contract terms are correct.

  o 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.

  o **Electronic Submissions**: Attachments should be properly labeled and filed under the correct document categories.
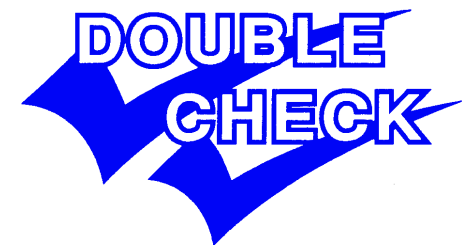
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FMS Codes

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

Agency Request Portal

- The Agency Request Portal (ARP) allows agency staff to request assistance from the Comptroller to correct errors with a pending contract, or to modify details in a registered contract.

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

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-opa.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 FMS IDs
  - 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**