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There are two ways for agency personnel to submit contract actions to the comptroller for registration.

*Physical Hand-Delivery*

*Comptroller APT Interface*
Physical Hand-Delivery

Unless otherwise stated, With the exception of those contracts submitted through the Comptroller APT Interface, agency personnel are required to hand-deliver individual contract registration packages to the Comptroller’s Central Imaging Facility (CIF). Contact information for CIF is listed below:

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

Each Contract Package must include the following documents:

- Completed CIF Cover Sheet
- Final Advice of Award
- All Other Appropriate and Required Documentation

Note: CIF will not accept any Contract Package without a completed CIF Cover Sheet and a Final Advice of Award.
Contract Registration Submission

Comptroller APT Interface

As of 2013, City Agencies are required to submit certain contracts packages for registration through the APT Comptroller Interface. However, agencies that use the APT Comptroller Interface are still required to hand-deliver the following documents to the CIF:

- Completed CIF Cover Sheet
- Final Signed Advice of Award
- Original (“Wet”) signatures for the Agreement / Contract Action
- Partial Registration Memo, if applicable
- Late Registration Memo, if applicable
STANDARD REGISTRATION SUBMISSIONS TO CIF

- What you need to submit to the Comptroller’s Office:
  - Completed CIF Cover Sheet. The CIF Cover Sheet (Central Imaging Facility) is submitted along with the contract registration package as part of the registration process. BCA will contact the agency if it determines that the agency has supplied incorrect information or is missing documentation.
    - Note: There are two CIF Cover Sheet Versions
      - (1) Standard
      - (2) Electronic
  - FINAL Signed Advice of Award. Note that registration submission packages submitted with Draft Advice of Awards will not be accepted by CIF).
  - Appropriate Supporting Documentation. Supporting documentation includes, but is not limited to: contracts, agreements, change orders, amendments, justifications, approvals, determinations, solicitations, bids, proposals, etc
## Standard CIF Cover Sheet

### Controller's Office
**Contract Registration Cover Sheet**

**Submiting Agency Code:**

**Contract Number:**

**MOD Number Ext (5 digits):**

**OCA Number:**

**Vendor No. (10 digits):**

**Agency Contact Person:**

**Address:**

**Telephone:**

**Fax:**

Please indicate your reason for submitting the attached documents by filling out the form below:

**A. New Submission:** (Check off only one box each for FMS Contract Code and Contract Class)

<table>
<thead>
<tr>
<th>FMS/3 Contract Code</th>
<th>FMS/3 Contract Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT1</td>
<td>GENERAL CONTRACT</td>
</tr>
<tr>
<td>RCT1</td>
<td>REVENUE CONTRACT</td>
</tr>
<tr>
<td>CTR</td>
<td>CONTRACT REVISION</td>
</tr>
<tr>
<td>MA1</td>
<td>MASTER AGREEMENT</td>
</tr>
<tr>
<td>MM1</td>
<td>MULTIPLE AWARD MASTER</td>
</tr>
<tr>
<td>CT1A</td>
<td>MULTIPLE AWARD CONTRACT</td>
</tr>
<tr>
<td>FMS/3 Contract Class</td>
<td></td>
</tr>
<tr>
<td>CT1</td>
<td>G EXPENSE</td>
</tr>
<tr>
<td>RCT1</td>
<td>C CAPITAL</td>
</tr>
<tr>
<td>CTR</td>
<td>X MIXED/SPLIT FUNDING</td>
</tr>
<tr>
<td>MA1</td>
<td>V REVENUE</td>
</tr>
<tr>
<td>MM1</td>
<td>EN MASTER AGREEMENT</td>
</tr>
<tr>
<td>CT1A</td>
<td>RC REQUIREMENTS EXPENSE</td>
</tr>
<tr>
<td></td>
<td>RB REQUIREMENTS MIXED FUNDING</td>
</tr>
</tbody>
</table>

**B. Is this a submission of a Contract Package which has been previously rejected or withdrawn?**

Yes ______ No ______

**OR:**

**C. Additional Item for a Contract Package still under review by the Controller (CIF Fax # 212-813-8780).**

Was item requested by Comptroller staff?

Yes ______ No ______

If yes, indicate requestor's name:

[]

**OR:**

**D. Additional Document(s) to a Registered Contract for filing purposes only. Registration is not necessary.**

**OR:**

**E. Document(s) Supporting the Registration of Multiple Contracts.**
Electronic CIF Cover Sheet

**ELECTRONIC SUBMISSION** - NO

**COMPTROLLER’S OFFICE**
**CONTRACT REGISTRATION COVER SHEET**

**EPN:**

**DATE:** __/__/__

**SUBMITTING AGENCY CODE:**

**CONTRACT NUMBER:**

**OCA NUMBER:**

**AGENCY CONTACT PERSON:**

**AGENCY CONTACT EMAIL:**

**ADDRESS:**

**TELEPHONE:**

**FAX:**

*Those fields will be read only (grayed out) when a contract is sent to the Comptroller if you need to change any of these fields, recall the package or withdraw the package from the Comptroller.

Please indicate your reason for submitting the attached documents by filling out the form below.

<table>
<thead>
<tr>
<th><strong>A. NEW SUBMISSION</strong> (check off only one box for each FMID Contract Code and Contract Class)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FMID CONTRACT CODE</strong></td>
</tr>
<tr>
<td>CT1</td>
</tr>
<tr>
<td>RGT1</td>
</tr>
<tr>
<td>CTR</td>
</tr>
<tr>
<td>MA1</td>
</tr>
<tr>
<td>MA2</td>
</tr>
<tr>
<td>MBA1</td>
</tr>
<tr>
<td>CTA1</td>
</tr>
<tr>
<td>CTA11</td>
</tr>
<tr>
<td>CTA12</td>
</tr>
<tr>
<td>CTA13</td>
</tr>
</tbody>
</table>

**B.** __ IS THIS SUBMISSION OF A CONTRACT PACKAGE WHICH HAS BEEN PREVIOUSLY REJECTED OR WITHDRAWN? __ YES __ NO __

**C.** __ ADDITIONAL ITEMS FOR A CONTRACT PACKAGE STILL UNDER REVIEW BY THE COMPTROLLER (CIF ref # 2121) __ YES __ NO __

Was item requested (by Comptroller staff)? __ YES __ NO __

If yes, indicate recipient’s name:

**D.** __ ADDITIONAL DOCUMENT(S) TO A REGISTERED CONTRACT FOR FILING PURPOSES ONLY. REGISTRATION IS NOT NECESSARY. __

**E.** __ DOCUMENT(S) SUPPORTING THE REGISTRATION OF MULTIPLE CONTRACTS. __
# FMS CROSSWALK

## Contracts

<table>
<thead>
<tr>
<th>FMS 2 Document Code</th>
<th>FMS Accounting (FMS 3) Document Code</th>
<th>FMS Accounting Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT/CTC</td>
<td>CT1</td>
<td>General Contract</td>
<td>Used for both expense contracts capital contracts.</td>
</tr>
<tr>
<td>CT</td>
<td>CTR</td>
<td>Contract Revision</td>
<td>Contract Revision (CT1 and CTA1 documents can only be modified with a CTR document)</td>
</tr>
<tr>
<td>CT</td>
<td>RCT1</td>
<td>Revenue Contract</td>
<td>Revenue Contract</td>
</tr>
<tr>
<td>CE</td>
<td>MA1</td>
<td>Master Agreement</td>
<td>Master Agreement (MA1) documents are referenced by DO1 documents.</td>
</tr>
<tr>
<td>CE</td>
<td>MAR</td>
<td>Master Agreement Revision</td>
<td>Master Agreement Revision (MA1, MMA1, and RCT1 documents can only be modified with an MAR document)</td>
</tr>
<tr>
<td>PG / PGC</td>
<td>DO1</td>
<td>Delivery Order</td>
<td>Delivery Order</td>
</tr>
</tbody>
</table>

## Master Agreements/Release Orders

<table>
<thead>
<tr>
<th>FMS 2 Document Code</th>
<th>FMS Accounting (FMS 3) Document Code</th>
<th>FMS Accounting Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT</td>
<td>RCT1</td>
<td>Revenue Contract</td>
<td>Revenue Contract</td>
</tr>
<tr>
<td>CE</td>
<td>MA1</td>
<td>Master Agreement</td>
<td>Master Agreement (MA1) documents are referenced by DO1 documents.</td>
</tr>
<tr>
<td>CE</td>
<td>MAR</td>
<td>Master Agreement Revision</td>
<td>Master Agreement Revision (MA1, MMA1, and RCT1 documents can only be modified with an MAR document)</td>
</tr>
<tr>
<td>PG / PGC</td>
<td>DO1</td>
<td>Delivery Order</td>
<td>Delivery Order</td>
</tr>
</tbody>
</table>

## Multiple Award

<table>
<thead>
<tr>
<th>FMS 2 Document Code</th>
<th>FMS Accounting (FMS 3) Document Code</th>
<th>FMS Accounting Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td>MMA1</td>
<td>Multiple Award Master Agreement</td>
<td>Used for master agreements where more than one contract will be awarded to a vendor</td>
</tr>
<tr>
<td>--</td>
<td>CTA1</td>
<td>Multiple Award Contract</td>
<td>Awards a contract to a vendor by referencing an MMA1 document</td>
</tr>
</tbody>
</table>

## Consortium

<table>
<thead>
<tr>
<th>FMS 2 Document Code</th>
<th>FMS Accounting (FMS 3) Document Code</th>
<th>FMS Accounting Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td>MAC1</td>
<td>Consortium Master Agreement</td>
<td>Consortium Master Agreement documents are referenced by a CTA2 documents</td>
</tr>
<tr>
<td>--</td>
<td>CTA2</td>
<td>Consortium Contract</td>
<td>Awards a consortium contract to a vendor by referencing an MAC1 document</td>
</tr>
</tbody>
</table>
There are a number of fields in FMS in which agencies input vital details about the contract relating to the procurement method, contract purpose, etc. The primary fields include:

- Contract “Award Method” Codes
- Contract “Type” Codes
- Contract “Category” Codes
- “Award Level” Codes
“Award Method” indicates the type of procurement used in selecting the contractor or vendor. The City uses over 70 award method codes to identify the manner in which a vendor was solicited. The New York City Charter and Procurement Policy Board Rules ("PPB Rules") note that there is a preference for awarding contracts by competitive sealed bidding. As a general matter, there are two types of competitively awarded contracts: (1) competitive bids and (2) request for proposals ("RFPs").

Despite these preferences, agencies may elect to make a "special case" determination by stating that it is not practicable or advantageous to the City to use competitive sealed bidding or proposals.

Award Method Code List (Hyperlink)
FMS DATA CODES AND DESCRIPTIONS

“Contract Type” indicates the purpose or nature of a contract. When submitting contracts for registration, agencies are required to specifically identify the type/purpose of the contract in FMS, in order to better track expenses and revenues.

Contract Type Code List (Hyperlink)
FMS DATA CODES AND DESCRIPTIONS

Contract “Category” Codes
Contracts awarded by the City are identified in a list of Contract Type Codes in FMS that includes detailed information on agreements, contracts for goods and services, leases, franchises and concessions.

Category Codes List (Hyperlink)
Contract “Award Level” codes provide additional detail relating to the method used to award the agreement submitted for registration (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.

[Award Level Code List (Hyperlink)]
FISA CALL CENTER

FISA Call Center: Call the FISA Call Center @ (212) 857–1700 or email them at callcntr@fisa.nyc.gov for assistance with FMS. The Call Center can help you with the following:
  ◦ Identifying your agency’s Security Officer contact
  ◦ Assisting with all FMS related issues and notifies users of changes to FMS by issuing FMS Bulletins

Your FMS Security Officer will:
  ◦ Provide users with an FMS ID & temporary passwords
  ◦ Report security issues to the FISA Call Center
  ◦ Enroll you or your staff in FMS courses
  ◦ Arrange equipment setup to print FMS documents
Unlocking a Contract

When an agency submits a contract to BCA for registration, it manually applies their Level 3 approval in FMS. After concluding its review, BCA will apply its Level 5 approval in FMS. After the Level 5 approval is finalized, no further changes to the contract action can be made by the agency in FMS.

Any contract documents locked under Level 3 approval that require corrections and are awaiting final approval from BCA can only be unlocked by BCA staff. Once the corrections have been made, the agency must submit a new Advice of Award (“AoA”) to the CIF as an addition to their contract package.

To request that a contract be unlocked, agencies must send an email to OCAMailbox@comptroller.nyc.gov.
USEFUL LINKS

To learn more about New York City, New York State, and Federal Procurement Regulations, visit the following links:

New York City
New York City – Doing Business With NYC Agencies – Vendor Disclosure Questionnaires
New York City Procurement Policy Board [PPB] Rules
New York City Procurement Notices
New York City Support for Business
New York City General Information for New Vendors

State and Local Procurement
New York State Office of General Services (OGS)

Federal Government Focus
Federal Acquisition Regulations (Federal Procurement Rules)
Federal Small Business Administration – Procurement and Contracting Links
Federal Small business Administration
Fedworld