

For Subcontractors: Subcontracting in PASSPort

This reference offers **subcontractors** an overview of the subcontracting process in PASSPort. It includes links to PASSPort guides with step-by-step instructions, best practices, and FAQs.

Overview

City vendors may subcontract portions of their work to subcontractors with agency approval.

As of September 2024, PASSPort streamlines all subcontractor management tasks, including subcontractor approvals and subcontractor payment information validations.

Subcontractor Responsibilities

- [Prepare to Become a Subcontractor](#)
- [Communicate Any Necessary Subcontract Updates](#)
- [Validate Payments from Prime Vendor](#)

Viewed in a broader context, these are the responsibilities of all parties involved in the subcontracting processes - prime vendor, subcontractor(s), and agency:

Process	Prime Vendor	Subcontractor	Agency
Subcontractor Approval	Submit Approval Request	(no task)	Approve or Deny Request
Subcontract Modifications	Submit Modification Requests	(no task)	Approve or Deny Request
Recording of Subcontractor Payments	Record Payment Information	Validate Payment Information	Validate Payment Information
M/WBE Utilization Tracking if applicable	Monitor tracker and ensure contract requirements are met	(no task)	Monitor tracker and ensure contract requirements are met
Communications	Communicate with Agency and Subcontractor(s)	Communicate with Prime Vendor	Communicate with Prime Vendor

Prepare to Become a Subcontractor

For prime vendors to obtain agency approval to work with a subcontractor, the subcontractors must meet several requirements.

Here's a checklist on how prepare to become a subcontractor:

- Create a PIP account. To learn more, refer to this page: [Payee Information Portal \(PIP\) | MOCS \(nyc.gov\)](#)
- Ensure your NYC M/WBE certifications are active and not expired, if applicable.
- Create a PASSPort account. To learn more, refer to this guide: [Request a PASSPort account.](#)
- Get Filed in PASSPort. To learn more, refer to this guide: [Complete the PASSPort Vendor Enrollment.](#)
- Assign the necessary user roles in PASSPort:
 - **Vendor Admin**
 - Validate Payments from Prime Vendors
 - Receive Notification of Subcontractor Approval
 - **Vendor Procurement L1 and L2**
 - Receive Notification of Subcontractor Approval
 - **Vendor Financials L1 and L2**
 - Validate Payments from Prime Vendors

To learn more, refer to this guide: [Add Vendor Users and Assign Roles](#)

Communicate Any Necessary Subcontract Updates

If needed, reach out to the prime vendor to communicate any required subcontract updates or inquiries.

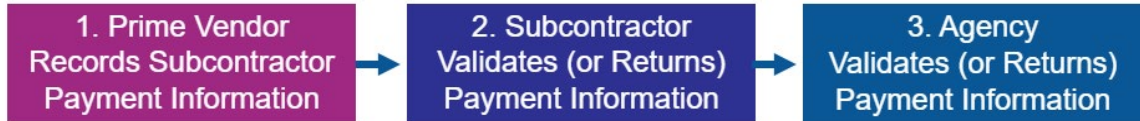
Prime vendors can submit Subcontract Modification Requests to update any of the following subcontract components:

Value	Start Date	End Date
Purpose	M/WBE Certifications	Add Documents

Validate Payments from Prime Vendor

After prime vendors make payments to subcontractors, which continue to be made **outside of PASSPort**, prime vendors must log into PASSPort to record the payment details. Both subcontractors and agencies then confirm (validate) these recordings.

The payment validations process has three main steps:



1. **Prime Vendor Payment Recording:** The prime vendor enters the subcontractor payment information, uploads proof of payment, and submits the information.
2. **Subcontractor Payment Validation:** The Subcontractor reviews the payment information and documentation and either confirms it (validates) or returns it to the prime vendor.

The subcontractor payment validation step advances directly to agency validation if:

- There is no active subcontractor user in PASSPort.
- The subcontractor does not validate the payment within 14 days.

To learn more, refer to this guide: [Confirm a Payment](#)

3. **Agency Payment Validation:** In this final step, the Agency reviews the payment information and documentation and either approves it (validates) or returns it to the prime vendor.

PASSPort sends the subcontractor payment information is sent to the Comptroller's Office website, [Checkbook NYC](#).