

The New York City Department of Transportation
Division of Administration cordially invites your company to submit a proposal for the following

**PIN # 84125P0002 – 84124MBAD654
Event Planning Contract**

Proposal is available and can be accessed by visiting the City Record Website at
<https://a856-cityrecord.nyc.gov/RequestDetail/20241017023>

This Request for Proposal is released through PASSPort, New York City's online procurement portal. Responses to this Proposal must be submitted via PASSPort. To access the Request for Proposal, vendors should visit the PASSPort public portal at <https://www1.nyc.gov/site/mocs/systems/about-go-to-passport.page> and click on the "Search Funding Opportunities in PASSPort". Doing so will take one to the public portal of all procurements in the PASSPort system.

To locate the Request for Proposal, insert the EPIN, 84125P0002, into the keyword search field. In order to respond to the Request for Proposal, vendors must create an account within the PASSPort system if they have not already done so.

Any inquiries concerning this Competitive Sealed Bid should be directed by email, under the subject "Event Planning Contract" to the email address of the Authorized Agency Contact, Kathy Cornwall - Wilson @ kcornwallwilson@dot.nyc.gov@dot.nyc.gov or through the PASSPort Discussion Forum.

Vendor Response Due Date and Time: Friday, November 22, 2024 @ 2:00 PM