PASSPort
Procurement and Sourcing Solutions Portal

HHS Prequalification

Roles Involved:	Summary:
• Vendor Procurement Level 1 • Vendor Procurement Level 2 • Vendor Admin	Step-by-step instructions on creating, submitting and updating an HHS PQL Application in PASSPort.

Last Updated: May 12, 2023

NYC
Mayor's Office of
Contract Services

Table of Contents

Accessing PASSPort

To access PASSPort and log in to your account, go to: www.nyc.gov/passport.

Adjusting Font Size. While navigating PASSPort, you can easily increase its font size to improve readability. To increase the font size, zoom in by holding down the "Ctrl" key while pressing the plus ("+") key (press it as often as needed) on your keyboard. To zoom out, hold down the "Ctrl" key while pressing the minus ("-") key. To reset to the default fonts size, hold "Ctrl" and press zero ("0"). Mac users want to use "Command" instead of "Ctrl."

Tool Tips. There are tool tips available throughout PASSPort that provide quick and helpful information relevant to specific fields. Tool tips can be accessed by hovering over the Information ⓘ icon.

Required Fields. Some information fields are required in PASSPort. These are indicated by a red bar. A user will receive a blocking alert (indicated by a red border on the required or invalid field) if attempting to save or submit incomplete information. Users will complete these fields. When all required information is entered, the blocking alert will clear (i.e., no longer be displayed) and the user will be able to submit successfully to proceed.

1. HHS Prequalification in PASSPort Overview

PASSPort, the City of New York's Procurement and Sourcing Solutions Portal, facilitates an end-to-end digital procurement process that is transparent and easy to access. Designed with and for vendors, PASSPort leverages technology to address long-standing procurement issues, establish a timelier procurement process and make it easier to do business with the City of New York. PASSPort allows for online solicitations and awards, as well as contract execution, registration and management.

The Health and Human Service (HHS) Prequalification (PQL) Application is required to compete for HHS funding. Organizations must have an Approved HHS PQL Application to respond to human services solicitations in PASSPort. The HHS PQL Application collects information to verify each organization's ability to establish or maintain a business relationship with the City. The applications are reviewed by the Mayor's Office of Contract Services (MOCS), and once your organization is approved you are prequalified for 3 years, or when your organization's required prequalification documentation expires, whichever occurs first. Nonprofits that are required to submit their annual NYS Charities Filings must update their HHS PQL application annually to maintain prequalification. Only prequalified providers are eligible to respond to HHS Requests For Proposals (RFPs) and compete for funding from City Agencies.

The HHS PQL Application has moved from the HHS Accelerator platform to PASSPort. The application process will now take place in PASSPort and is streamlined and easier than ever to complete! Vendor Procurement Level 1, Vendor Procurement Level 2 and Vendor Admin PASSPort user roles can complete an HHS PQL Application. However, only PASSPort users provisioned with Procurement Level 2 or Vendor Admin user roles can sign and submit an application for review.

Demonstrating service capability by submitting a service application is no longer required to become prequalified on the HHS PQL. You may choose to enroll in commodities in PASSPort if you wish to be considered for targeted outreach related to enrolled services. For instructions on how to enroll in commodities, visit Section 4 of the Vendor Account Management User Guide. To find Citywide HHS contracting opportunities, visit the PASSPort Procurement Navigator at passport.cityofnewyork.us.

For more information and resources, visit the Learning to Use PASSPort Webpage. For support, visit www.nyc.gov/mocshelp.

2. Create a PASSPort Account

A PASSPort vendor account is required to submit an HHS Prequalification Application in PASSPort **and** respond to human services solicitations. If your organization does not already have an account in PASSPort, creating a PASSPort account is a simple, two-step process:

1. Establish a NYC.ID here. If your organization already has an HHS Accelerator account, your NYC.ID is your email login.

2. Once a NYC.ID is created, use it to log in and request a PASSPort account here.

For step-by-step guidance, refer to the Requesting a Vendor PASSPort Account guide.

3. Find the HHS Prequalified List

Once logged into your PASSPort account, follow the instructions below to begin the HHS Prequalification Application process in PASSPort:

1. Navigate to the **RFx** menu from the top of the PASSPort Homepage and select **Browse Prequalified Lists** from the drop-down menu.
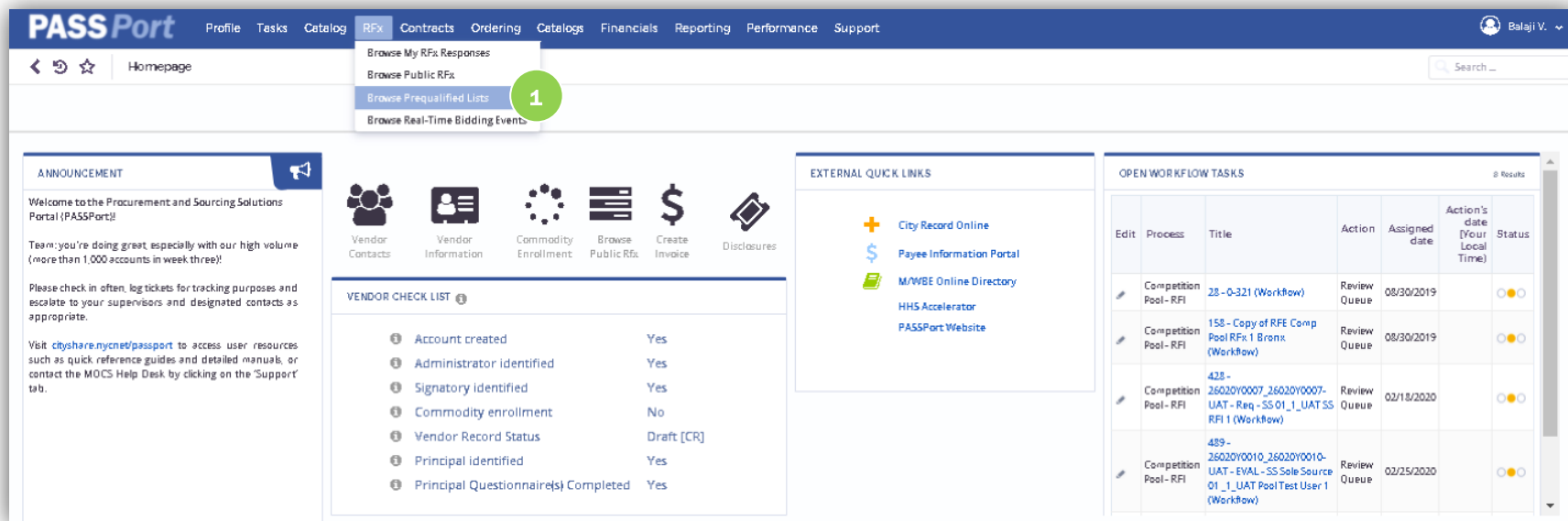
2. All Prequalified Lists will display. Search for the "**HHS Accelerator Prequalification**" by entering it in the **Keywords:** text box to filter the results on the page and find the HHS Accelerator Prequalification list.

The information displayed in the table includes the **PQL Label, ID, Managing Agency, Industry, Open Date, Availability,** number of **Approved Vendors** on the PQL and more. Your Organization's **Current Status** on the PQL, **Application Activity** and **Qualification Expiration Date** will display as well. If you have not submitted an application, the **Current Status** will display as *Approval Required* and the **Application Activity** will display as *None*.

3. To access the HHS Prequalification list and begin the application process, click the **PQL Label** or **PQL ID**.

4. The **Overview** tab of the Prequalified List will appear with additional information including the Vendor Status as it relates to this prequalification.
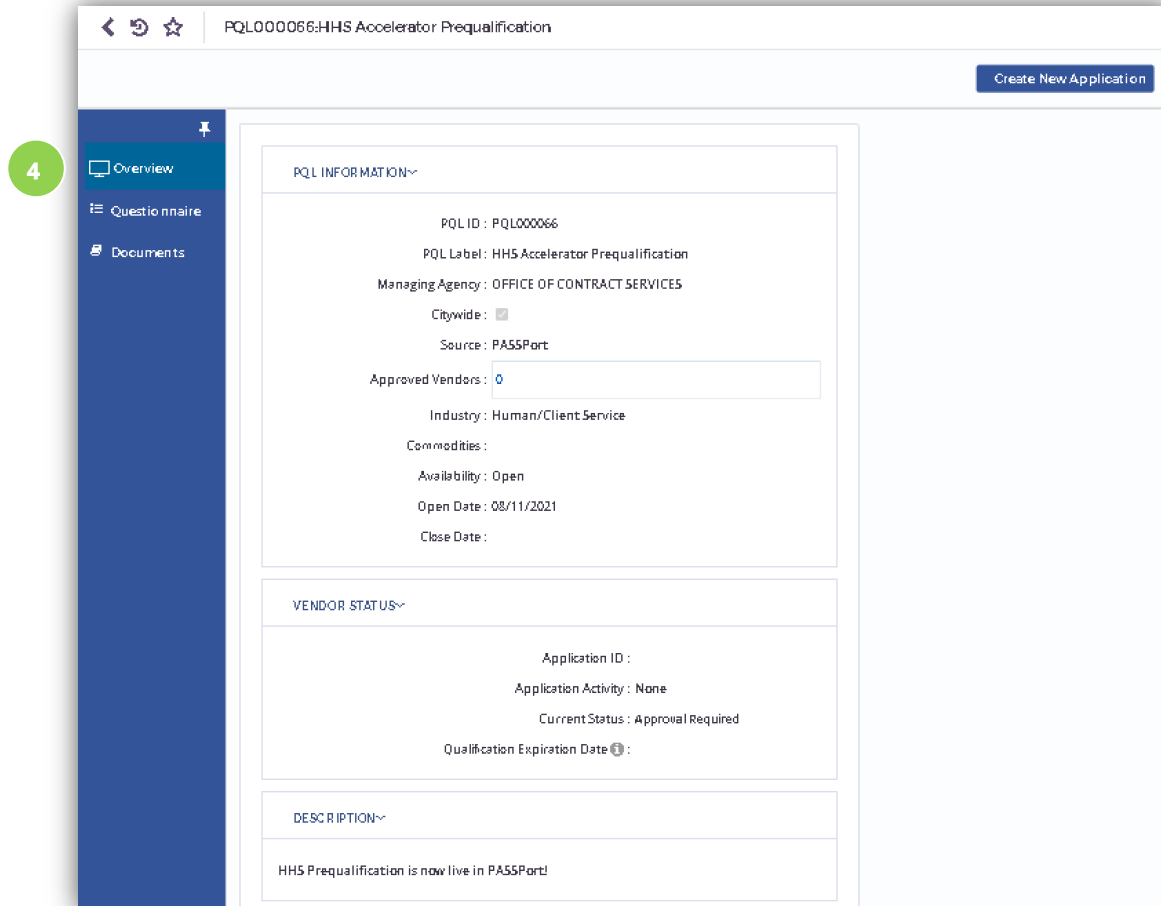
The **PQL Information** tile provides key information pertaining to the PQL, including **PQL Label** and **PQL ID**, **Managing Agency**, **Industry**, **Availability**, **Application Open Date** and more. The **Vendor Status** tile includes information specific to your organization, related to the PQL, such as **Application ID** (a unique identifier related to your organization's PQL application), **Application Activity** status, PQL **Current Status** and PQL **Qualification**

Expiration Date. The **Description** and **Requirements** tiles provide a brief description of the PQL and any instructions or requirements that apply to the PQL.

Note: The **Qualification Expiration Date** will be driven by the expiration date of your PQL application, <u>or</u> the validity expiration date of any required documents submitted in connection with the application within the **Documents** tab, whichever date is earliest.

4. Creating and Submitting the HHS Prequalification Application

To create and submit a PQL Application, users must be provisioned with at least the Procurement Level 2 or Vendor Admin user roles. Procurement Level 1 users can also complete an application, but cannot sign and submit the application for review. For step-by-step guidance on user role assignment, please see our Guide to Adding Vendor Users and Assigning Roles.

1. To begin the application process, click the **Create New Application** button located at the top of the screen.

2. The new application draft will generate and the **Overview** screen will display an alert at the top of the screen reminding the user to complete all required fields in order to submit the application. An **Application ID** will now be displayed under the **Vendor Status** tile. Your application's **Current Status** will also now appear as *Approval Required* and the **Application Activity** will display as *Draft*. The Navigation pane on the left-hand side will now contain the **Questionnaire, Documents** and **Application History** tabs.
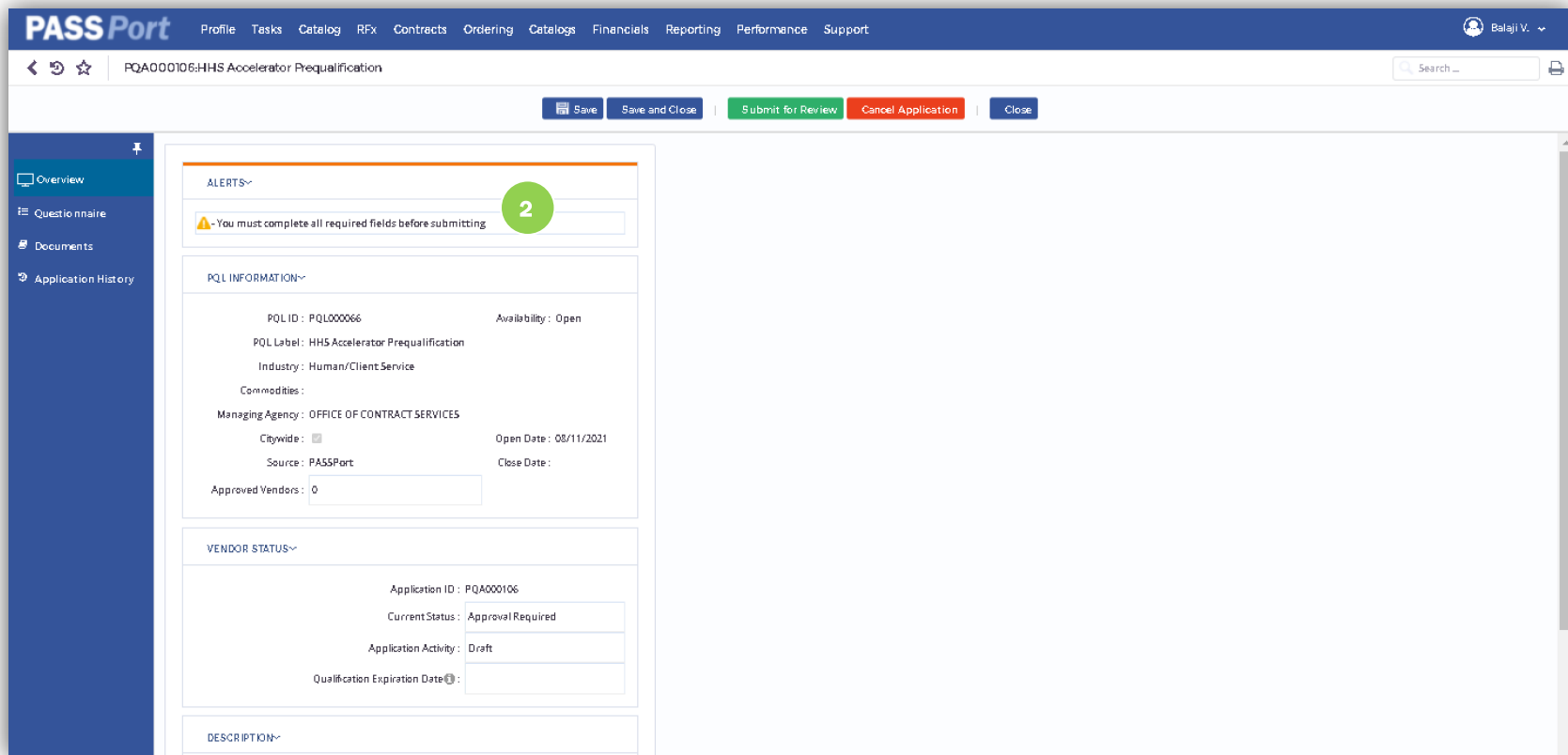
3. To complete the Questionnaire, click the **Questionnaire** Tab in the left-hand navigation pane.

4. The Questionnaire consists of one section, the **Business Information** section. To begin filling out the application, select your organization's **Corporate Structure** (*For Profit* or *Nonprofit*) from the drop-down.

Based on the **Corporate Structure** selection, a list of questions, specific to your organization's corporate structure will appear on the screen that you are required to fill out.

If you select *Nonprofit* you will be asked a series of questions and upload documentation related to your structure: Certification of incorporation or equivalent, Corporate by-laws, Board of directors, Tax filing/ IRS determination letter, Conflict of interest policy, and or Board conflict of interest policy, Whistleblower policy, Financial Controls part 1, Financial Controls part 2, and Charities filings.

If you select *For Profit*, you will be asked to upload your Articles of Organization or equivalent, Board of Directors list or equivalent, Corporate by-laws or equivalent, Financial Controls part 1, Financial Controls part 2, and Financial Statements.

Note: A Progress Bar on the left-hand side will display your questionnaire Application progress as you complete the application.

Business Information 100%
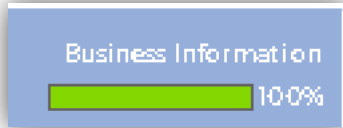
5. Navigate to the **Documents** Tab to upload any required documentation in connection with your application. The **Documents** Tab displays the list of required documents needed to successfully submit your PQL Application.

6. Only one Document Type is listed: **Financial Statement or Report**. Instructions on what documentation specifically applies to your organization and is required to be uploaded here are included in the Questionnaire. To add a document, click on the **pencil icon**.

4.1 Guidance on What Documents to Submit:

For Profits: All For Profit organizations are required to submit a 12 month Financial Statement or Profit & Loss Statement.

Nonprofits: Required documentation depends on the nonprofit organization's revenue, among other factors. Please see the table below, or refer to the Charities Bureau's *Annual Filings* and *Registry Search* tool to help determine your nonprofit organization's structure. For specific questions related to your organization, please directly reach out to the *Charities Bureau*.

Determining HHS Prequalification Application Filing Documents

The Table below provides guidance on the required Filing Documents for nonprofit organizations. Identify the Type of Nonprofit Organization that applies to your organization to see which Filing Documents are required for submission with your organization's HHS Prequalification (PQL) Application. If your organization is required to submit multiple documents, combine into a single document and upload to your HHS PQL Application through the Documents Tab.

Type of Nonprofit Organization	Filings Documents Required by Charities & HHS Prequalification Application					Exempt from Annual Filings Documents:
	Char410	Char500	IRS 990 form	CPA Reviewed Report	CPA Reviewed Audit	Exemption Letter & 12-month Financial Statement
Nonprofit Corp. **new to Filing w/ Charities**** (within the last year)	✓•					
Nonprofit Corp. **Revenue $25K & under***[+]		✓•				
Nonprofit Corp. **Revenue over $25K to $250K***[+]		✓•	✓•			
Nonprofit Corp. **Revenue over $250 to $1M***[+]		✓•	✓•	✓•		
Nonprofit Corp. **Revenue over $1M***[+]		✓•	✓•		✓•	
Nonprofit Corp. **Exempt from Filing w/ Charities** (determined by the Charities Bureau)[+]						✓•

*Required documents are typically based on your organization's revenue. Please research and review the Nonprofit Revitalization Act/New York State Regulations.

[+] **For specific questions related to your Charities Filings that are unique to your organization:** Please reach out, directly, to the Charities Bureau.

**New to Registering with the Charities Bureau? Register via their online portal today and upload the completed Char410 form to your Prequalification application.

7. Upon clicking the pencil icon, a pop-up window will appear. The **Document Version** will default to 1 if this is your first time submitting an application in PASSPort. Input a unique **Document Name** describing your document. Input a **Validity** period associated with the submitted documents. The **Begin Date** will be the HHS PQL submission date. The **Expiration Date** will be based on your organization's required documentation, and additional information on what to include as the **Validity** period can be found in the Questionnaire. Click on the **paperclip icon** next to **Upload a Document** to upload the document. All documents must be submitted as a single file.

Note: When the **Expiration Date** has passed, your **Application Status** will change from *Approved* to *Expired* and you will be required to update your application to include new versions of your documentation to update your prequalification status.

8. Click **Save** and then **Save and Close** to submit your documentation.

After you submit the required documentation, you will see the appropriate information reflected in **Required Documents** table in the **Documents** Tab. The submitted **Document Name** will now appear in the table, along with the **Modification Date, Time,** and **User**, and the Document **Status** will change to *Uploaded* and the **Validity** column will turn green if the validity period has not expired.

9. Next, click on the **Submit for Review button** located at the top of the page.

Once submitted for review, The **Current Status** in the **Vendor Status** tile of the **Overview** tab will change to *Approval Required* and **Application Activity** will display as *Draft*. A user at your organization with the Vendor Procurement Level 2 or Vendor Admin user role will review the submitted PQL Application.

10. After the user clicks the **Submit for Review** button, users with the role Vendor Procurement Level 2 or Vendor Admin will see three buttons located at the top of the screen:
   a. To edit the application, click the **Return to Vendor L1 Draft** button to make any changes.
   b. To submit for review, click the **Sign and Submit Application** button.
   c. To cancel the application and start a new application record, select the **Cancel Application** button.
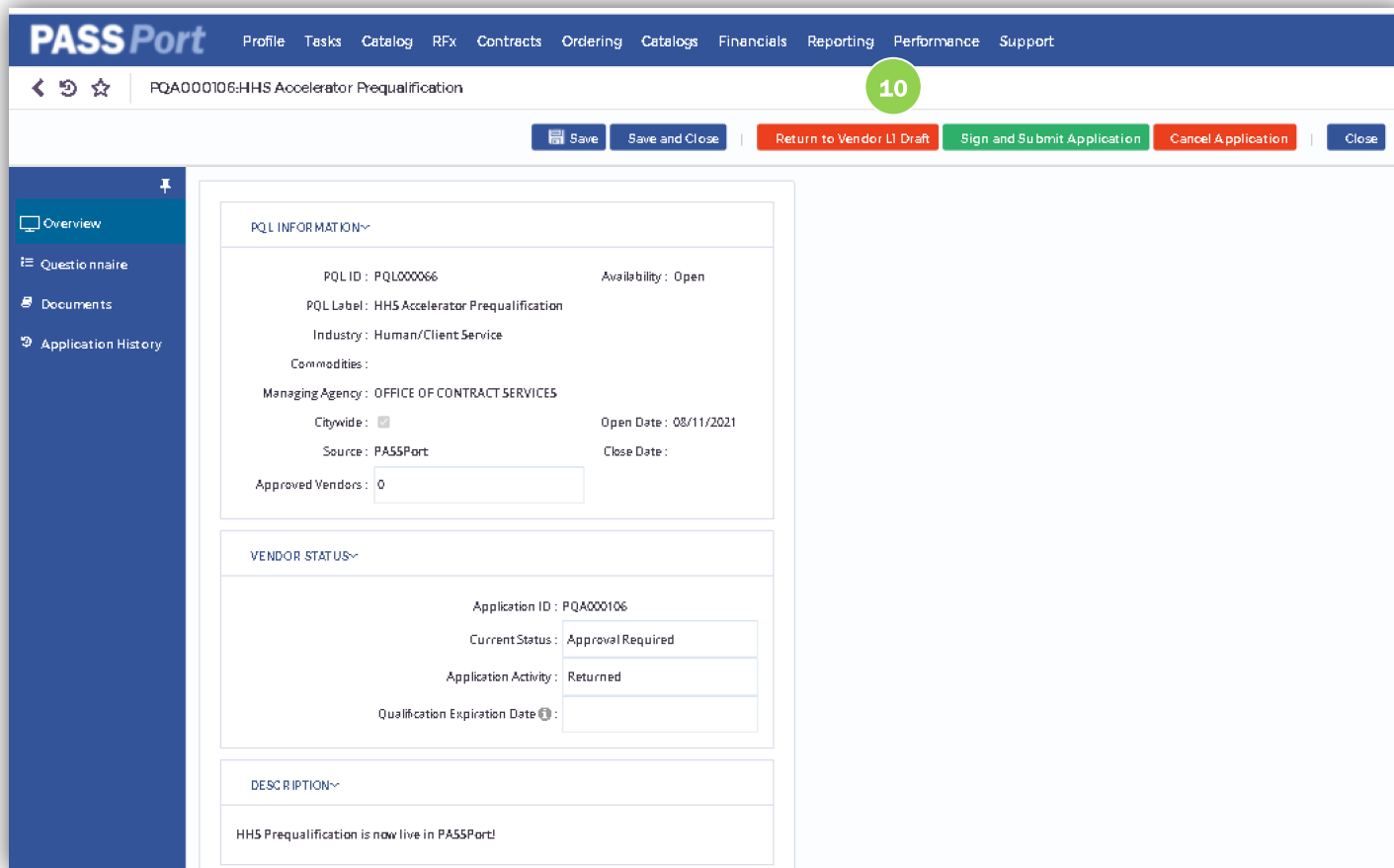
11. Click the **Sign and Submit** button to submit the application. A pop-up window will appear requiring you to certify the information within the application. Click the *I certify all of the above* checkbox and click the green **Sign** button. Once signed, the window will close and you will have successfully submitted your application.

12. After you submit the application by clicking the **Sign** button, a message will appear on the top of the screen in the **Overview** tab, stating your application is currently *In Review.* Your **Current Status** will remain as *Approval Required* and your **Application Activity** will change to *In Review.*

5. Approved Application

1. If your organization's HHS PQL Application is *Approved* by MOCS, users with Procurement Level 1, Level 2 and Vendor Admin user roles will receive an email from PASSPort notifying them that their application has been *Approved*, with a brief message.

1	Subject	PASSPort Notification: Your Prequalified Application PQA000106 Has Been Approved
	Message	Dear Balaji V,
		The Prequalified Application PQA000106 you submitted for PQL000066 HHS Accelerator Prequalification has been Approved with the following comments: Your application has been approved.
		To view the PQL Application, click this link: HHS Accelerator Prequalification
		Please contact OFFICE OF CONTRACT SERVICES directly if you have any questions.
		Regards,
		The PASSPort Team Mayor's Office of Contract Services (MOCS)
		If you have any questions or need assistance, please reach out to MOCS at help@mocs.nyc.gov. Unsubscribe This is an automatically generated e-mail, please do not reply

2. If your organization's HHS PQL Application is *Approved*, the **Application Status** will change to *Approved* in the **Application History** tab.
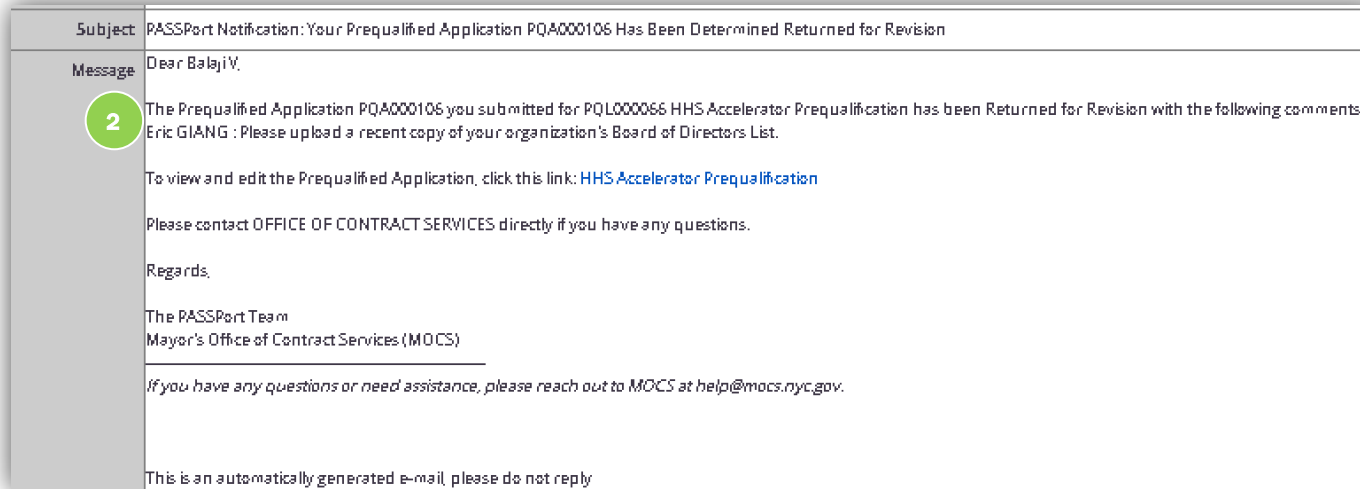
6. Revising a Returned Application

1. If MOCS reviewers require revisions to your prequalification application to adjust an error, provide clarification or replace an outdated file, they will *Return* the HHS PQL Application back to the vendor to make revisions. Your organization will receive an email notification from PASSPort with comment from your MOCS reviewer specifying the requested revisions to your application. In this case, the **Application Activity** will display as *Returned* in the **Overview** tab of the application.

2. If your PQL Application is returned, users with Procurement Level 1, Procurement Level 2 and Vendor Admin user roles will receive an email from PASSPort notifying them that the application has been returned, and a brief message informing them of the requested changes.

Subject	PASSPort Notification: Your Prequalified Application PQA000106 Has Been Determined Returned for Revision
Message	Dear Balaji V,
	The Prequalified Application PQA000106 you submitted for PQL000066 HHS Accelerator Prequalification has been Returned for Revision with the following comments: Eric GIANG : Please upload a recent copy of your organization's Board of Directors List.
	To view and edit the Prequalified Application, click this link: HHS Accelerator Prequalification
	Please contact OFFICE OF CONTRACT SERVICES directly if you have any questions.
	Regards,
	The PASSPort Team Mayor's Office of Contract Services (MOCS)
	If you have any questions or need assistance, please reach out to MOCS at help@mocs.nyc.gov.
	This is an automatically generated e-mail, please do not reply

3. Vendors with Procurement Level 2 or Vendor Admin authorization can (i) make revisions to the application content and sign to submit the revised application, or (ii) return the application back to their colleague who is the Procurement Level 1 user to address any concerns before resubmitting to MOCS for review by clicking the **Return to Vendor L1 Draft** button.

7. Making Updates to an Existing Application

1. When prequalification expires, to return to prequalified status, updates to the application or documentation may be required and submitted. To initiate a new application, click the **Update Application Button** located at the top of the screen of the application.
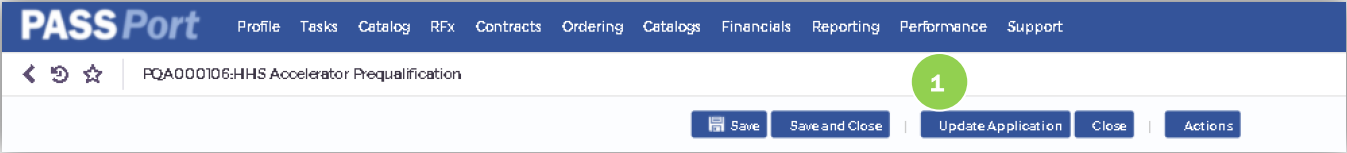
2. A new application will generate with a new, unique **Application ID**. This new application carries over content from the previous HHS PQL Application.

3. To update a document, click the **Documents** Tab.

4. To upload new documentation, click the **Upload New Version** button.

5. The **Version #** changes from 1 to 2 to reflect there is an update to required documentation. Click the **Save** and then **Save and Close** buttons to finish uploading your new document.

6. Once you have finished updating your application, select the **Submit for Review** button.
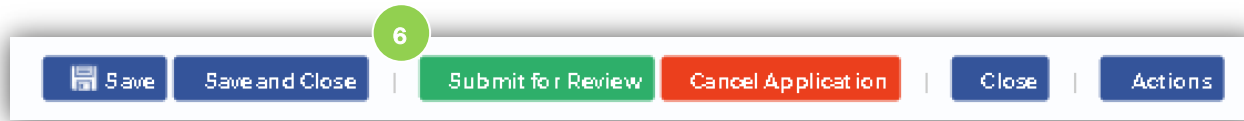
7. After revisions have been submitted for MOCS review, the new application will appear in the **Application History** tab under the Application Status as *In Review*.

*Note:* By selecting the Actions button at the top of the page, users with the Vendor Procurement Level 2 or Vendor Admin user roles have the option to **Withdraw** their currently Approved PQL Application, and include any comments attached to the withdrawal. Withdrawn Applications are stored in the Additional History Table under the Application History tab of a Vendor's PQL Application.
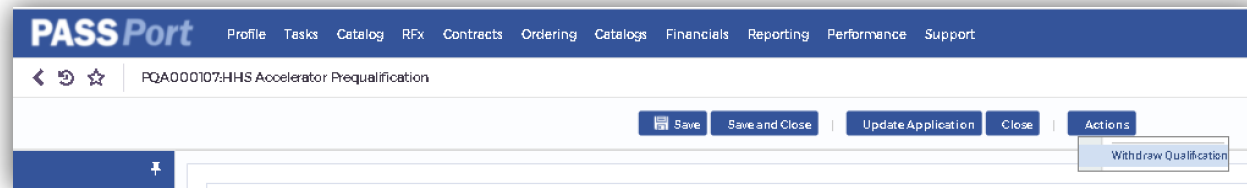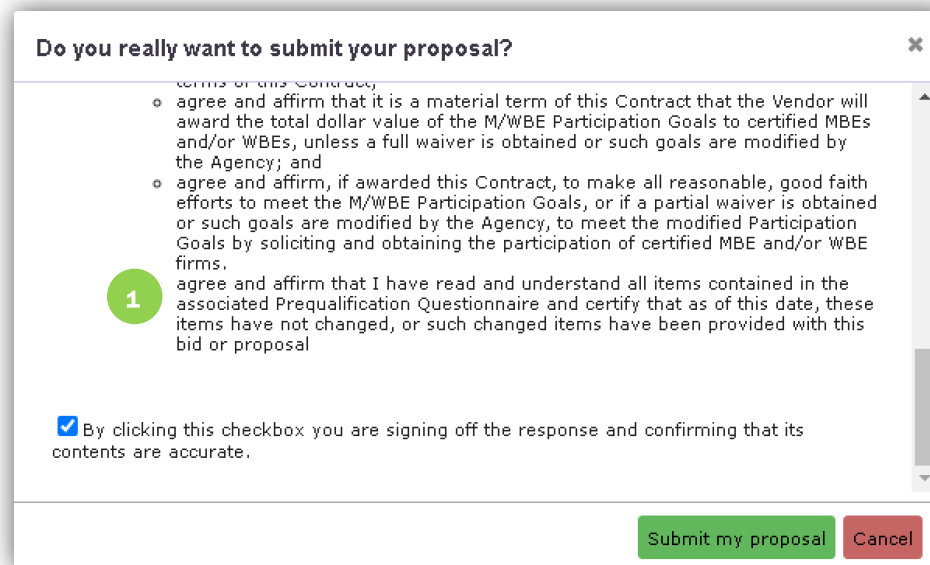
8. Prequalification Extension

When a vendor submits a response to an RFx using a PASSPort managed PQL, the vendor's HHS PQL **Application Expiration Date** will automatically extend by 3 years from the date of the submitted RFx response, or when your organization's required documentation expires, whichever occurs first. Nonprofits that are required to submit their annual NYS Charities Filings must update their HHS PQL application annually to maintain prequalification.

This extension **only** occurs when the vendor's PQL application is currently *Approved*. The extension **does not** apply to vendors who have an updated PQL Application that is currently *Under Review* (i.e. when the **Application Activity** is in *Draft* as reflected in the **Application History** tab).

If the above conditions are not met, a vendor can still submit a response to the RFx, but the **Application Expiration Date** will not be extended.

1. Before submitting your response to the RFx, you must certify that the previously submitted documentation and information in your PQL Application is still current.

Do you really want to submit your proposal?

terms of this Contract;

○ agree and affirm that it is a material term of this Contract that the Vendor will award the total dollar value of the M/WBE Participation Goals to certified MBEs and/or WBEs, unless a full waiver is obtained or such goals are modified by the Agency; and

○ agree and affirm, if awarded this Contract, to make all reasonable, good faith efforts to meet the M/WBE Participation Goals, or if a partial waiver is obtained or such goals are modified by the Agency, to meet the modified Participation Goals by soliciting and obtaining the participation of certified MBE and/or WBE firms.

agree and affirm that I have read and understand all items contained in the associated Prequalification Questionnaire and certify that as of this date, these items have not changed, or such changed items have been provided with this bid or proposal

☑ By clicking this checkbox you are signing off the response and confirming that its contents are accurate.

Submit my proposal   Cancel

Note: Only after certifying the accuracy of the PQL information, will the updated **Application Expiration Date** be reflected in your PQL Application.

Action Type	Action Triggered By	Action Date	Comments
Extension	scheduler scheduler	7/20/2021	The Application Expiration Date for this PQL has been extended because of the RFx Participation to the PQL Procurement

2. Once the **Application Expiration Date** is extended, an extension record will be added to the PQL, accessible under the **Application History** Tab, located in the **Additional History** table, with comments identifying the reason for extension.