



Doing Business with the Department of Social Services, Human Resources Administration, and the Department of Homeless Services

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About the Department of Social Services



- DSS provides temporary assistance to individuals and families with social service and economic needs.
- DSS is comprised of the Human Resources Administration (HRA) and the Department of Homeless Services (DHS). Through integrated management, client services can be provided more seamlessly and effectively.
- Within DSS, the Office of Contracts - led by our Agency Chief Contracting Officer (ACCO) Vincent Pullo - oversees the procurement efforts of all internal divisions of HRA and DHS.

About the Human Resources Administration

- Founded in 1966, HRA provides temporary assistance to NYC's most vulnerable residents – seniors, survivors of domestic violence, immigrants and people living with HIV/AIDS.
- With an annual budget of over \$12 billion, we provide a range of services to over 3 million children and adults.
- HRA is dedicated to alleviating poverty and income inequality through the implementation of initiatives such as the Supplemental Nutrition Assistance Program (SNAP), Child Support Services, Adult Protective Services, Emergency Rental Assistance, Career Services, and Cash Assistance.
- To support agency goals, HRA procures a wide range of goods and non-client services.



Child Support Services

Help kids get support from both parents. Apply for services. Sign up for job training.



Food Assistance

Learn how to get help buying healthy foods for your family.



HIV/AIDS Services

Helping people living with HIV/AIDS to live independent, healthy lives.

To learn more about HRA Programs, visit:
<https://www1.nyc.gov/site/hra/help/i-need-help.page>

About the Department of Homeless Services

- DHS is one of the largest organizations of its kind committed to addressing homelessness in New York City. With an annual operating budget of \$2 billion, DHS employs a variety of innovative strategies to help families and individuals successfully exit shelters and return to self-sufficiency as quickly as possible.
- DHS collaborates with other public agencies and nonprofit partners to prevent homelessness and assist New Yorkers transitioning from shelters to permanent housing.
- To support agency goals, DHS procures shelter services, street solutions, as well as all other ancillary services (such as food and security) either directly or through subcontracts to provide coordinated, compassionate, high-quality services and support.



Permanency

We help New Yorkers to return quickly to their communities and to permanent housing.



HOME-STAT Street Outreach

HOME-STAT teams work 24-7 in all 5 boroughs to engage street homeless New Yorkers to come indoors.



Homelessness Prevention Administration

Assisting New Yorkers in need to maintain stable, affordable housing in their communities.

To learn more about DHS Programs, visit:
<https://www1.nyc.gov/site/dhs/index.page>

DSS/HRA/DHS – What We Buy

Breakdown of Professional Services Solicitations from FY18 to Present

Professional Administrative Temporary Personnel (Employment Services / Staffing) RFP	Legal Services Housing, Citizenship program, Immigration etc.	On-Call Architectural & Engineering Design Services at Shelters, Citywide	Advertising Services	Audit and Consulting Services
Transportation Services	Human Services and Social Worker Training Services (HASA)			

DSS/HRA/DHS – What We Buy

Goods and Standard Services

Micro purchase	Small Purchase	M/WBE Non-Competitive Small Purchase Method	Large Procurements
<ul style="list-style-type: none"> • Mailroom equipment • Print-shop equipment • Software licenses • Hardware • Vehicle/Fleet supplies • Storehouse needs (for repairs and construction) • IT supplies and peripherals • Non-catalog office supplies 	<ul style="list-style-type: none"> • Software licenses • IT hardware • Elevator repair and maintenance services • IT consultant services • Snow removal services • Fire/burglar alarm monitoring and maintenance • Training services • Appliances 	<ul style="list-style-type: none"> • Residential Heavy-Duty Cleaning Services • Community Engagement Strategy consulting and training • Interpretation services • Computer Hardware • Consulting Services • Project Management • Clothing and Equipment 	<ul style="list-style-type: none"> • IT Cloud services • Process Server services • Mailing services • Moving and Storage services • Access control • In-person interpretation services • HVAC maintenance and repair

DSS/HRA/DHS – What We Buy

M/WBE Non-Competitive Small Purchase Method Spend

Breakdown of M/WBE Non-Competitive Small Purchase Method Spending FY18 to FY22.

Advertising \$233K	Appliances \$85K	Associations \$65K	Bedding \$1M	Building Construction \$25K
Carpet Cleaning \$248K	Clothing \$250K	Consulting and Professional Services \$1.4M	IT Hardware, Software, Telecom and Support Services \$4.2M	Cooling Tower Controls \$100K
Courier \$100K	Duffle and Tote Bags \$81K	Guard and Security Services \$150K	Personal Protective Gear \$144K	Housing Services \$500K
Instructors \$100K	Interpreters \$300K	Janitorial Services \$1.1M	Operating/Examining Apparel \$199K	Plexiglass \$89K
Professional Journal Subscriptions \$199K	Research and Evaluation \$150K	Sanitizing and Disinfecting Supplies \$94K	Snow and Ice Removal \$300K	Souvenirs \$51K
Tapes and Tape Cartridges \$56K	Thermometers \$76K	Transportation Services \$148K	Video Production \$116K	Welding \$143K

Getting Found

1. Email us at mwbe@dss.nyc.gov or visit our M/WBE Resource Page at <https://www1.nyc.gov/site/hra/business/mwbef.page> for a list of procurement staff and Human Service Providers who are eager to meet and help you position for contract opportunities. Be sure to include a copy of your Capability Sheet. Customize your Capability Sheet; be specific.
2. Monitor our PASSPort page and the City Record for contracts, with or without goals, you can support.
3. Come to pre-bid meetings or ask us for a list of bidders. Introduce yourself!
4. Monitor your email for outreach from us, as well as PASSPort invitations, and respond!

Getting Found

Specific Codes and Keywords We Look For via PASSPort and the Online Certification Directory

375 - FOODS: BAKERY PRODUCTS (FRESH)	90568 - SECURITY SCREENING SERVICES, PERSONNEL	91880 - PERSONNEL / EMPLOYMENT CONSULTING	90962 - MAINTENANCE AND REPAIR, RESIDENTIAL BUILDINGS (INCL. SINGLE)
380 - FOODS: DAIRY PRODUCTS (FRESH)	91890 - SECURITY/SAFETY CONSULTING	96269 - PERSONNEL SERVICES, TEMPORARY	91006 - CARPENTRY MAINTENANCE AND REPAIR SERVICES
385 - FOODS, FROZEN	99046 - GUARD AND SECURITY SERVICES		91054 - PAINTING, MAINTENANCE AND REPAIR SERVICES (INCLUDING CAULKING)
390 - FOODS: PERISHABLE	99067 - PATROL SERVICES		91060 - PLUMBING MAINTENANCE AND REPAIR (INCLUDES PRESSURE TAPPING)
393 - FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS	99080 - SURVEILLANCE SERVICES		
95243 - FOOD BANKS/DELIVERY, DELIVERED/PREPARED MEAL			

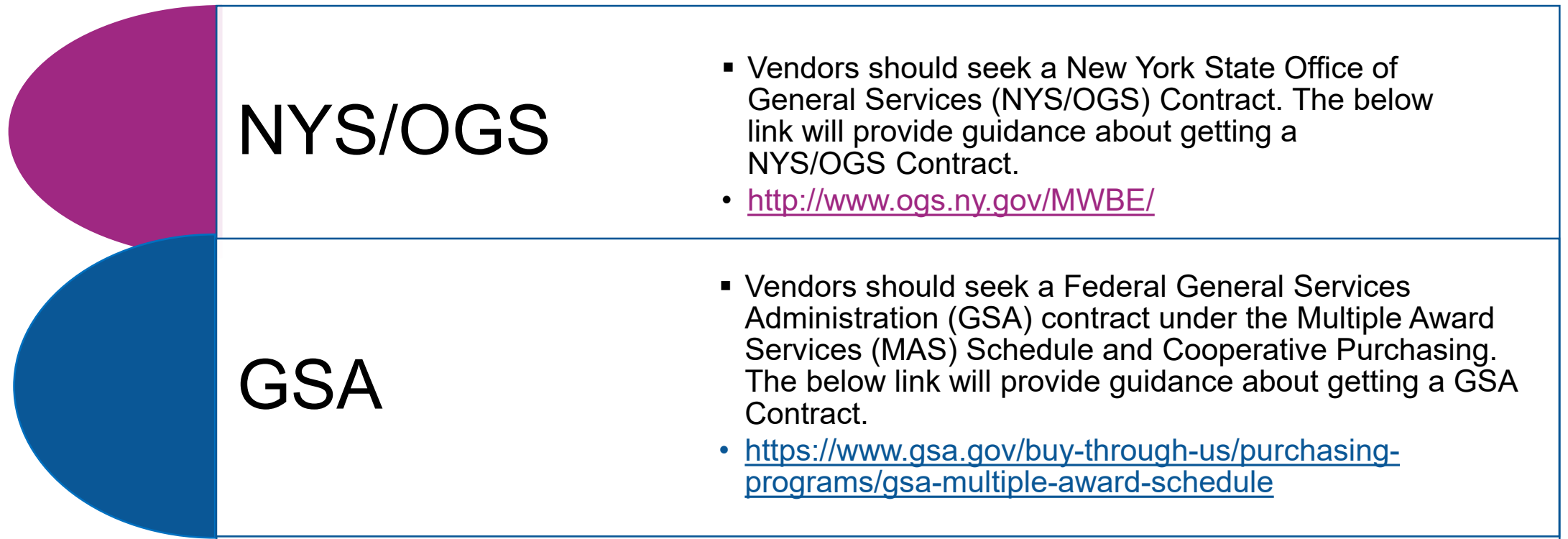
95405 - LAUNDRY AND LINEN SERVICE 95420 - DRY CLEANING SERVICE 91039 - JANITORIAL/CUSTODIAL SERVICES	95227 - COURT ASSISTANCE 95262 - LEGAL SERVICES TO CLIENTS 96141 - LEGAL SERVICES, ATTORNEYS Yes 96142 - LEGAL SERVICES INCLUDING DEPOSITIONS AND EXPERT WITNESS TEST	91013 - ELEVATOR INSTALLATION, MAINTENANCE AND REPAIR	95211 - CASE MANAGEMENT
95242 - FINANCIAL MANAGEMENT FOR CLIENTS 95201 - ADVOCACY FOR FINANCIAL, HOUSING, LEGAL, SOCIAL SERVICES 94648 - FINANCIAL ADVISOR 94649 - FINANCIAL SERVICES	91059 - PEST CONTROL (INCL. TERMITE INSPECTION AND CONTROL) 98872 - PEST CONTROL (OTHER THAN BUILDINGS) (INCLUDES SPRAYING OF TREES)	99042 - FIRE AND SAFETY SERVICES	For IT Consulting opportunities, please register under Code 351 in PASSPort.

Human Service Contract Funding Requirements

- Most Human Service agencies receive a combination of City, State, and Federal funding.
- Our funding includes requirements impacting how we can procure and what diversity goals may apply. Although we work with primes and providers to set elective goals on contracts that are not eligible for formal M/WBE participation goals programs, [consider cross-certifying to make the most of your M/WBE status across a range of contracts.](#)
- We are limited in our ability to utilize the M/WBE Non-Competitive Small Purchase Method on federally funded contracts. We can only use the Method on solicitations up to \$250K.

IT Contract Requirements – NYS/OGS and Federal GSA Contracts

Most IT Procurements are solicited through NYS/OGS and Federal GSA Contracts.



Open Procurement Opportunities- CSBs and RFX

Browse competitive bid solicitations, respond to RFX and manage the contract award process all in one place!

PASSPort is searchable by keyword, commodity, agency, program and industry and accessible to any individual with an internet connection. PASSPort establishes a complete, digital end-to-end process that is transparent, easy to access, paperless and timely.

PASSPort

Prequalified Lists

Keywords: Main Commodity:

Industry: Agency:

RFX Status:

Publish Date: Round: Additional Commodities: RFX allowing subcontractors:

Program	Industry	ID	Procurement Name	Agency	RFX Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
HIV/AIDS Services Administration (HASA)	Human/Client Service	06921P0334	06921P0334-HASA Scatter Site RFP	DEPARTMENT OF SOCIAL SERVICES	Released	Competitive Sealed Proposal	07/02/2021 15:00:00	12/31/2021 14:00:00	60d 00h 33min 18s	Housing Services
HIV/AIDS Services Administration (HASA)	Human/Client Service	06921P0332	06921P0332-HASA NYNYIII Scatter Site RFP	DEPARTMENT OF SOCIAL SERVICES	Released	Competitive Sealed Proposal	07/02/2021 15:00:00	12/31/2021 14:00:00	60d 00h 33min 18s	Housing Services
Stand Alone Transitional Residence for Families with Children	Human/Client Service	07122P0006	07122P0006-Flatlands Families with Children Shelter	DEPARTMENT OF HOMELESS SERVICES	Released	Competitive Sealed Proposal	09/23/2021 00:00:00	11/04/2021 14:00:00	02d 23h 33min 18s	Shelter and Homelessness Prevention

[Browse Public RFX: PASSPort \(cityofnewyork.us\)](https://cityofnewyork.us)

How to Connect

How Best to Reach Us

Meeting with Agency M/WBE Officer

- Contact our M/WBE Officer, Lisa Morris, for support with Schedule B Waiver Requests or M/WBE Late Payment, M/WBE Contract Compliance, and follow-up on any other M/WBE-specific matters. morrisli@dss.nyc.gov

1 x 1 Meetings with ACCO or Procurement Officer

- Contact our ACCO
 - Vincent Pullo: pullovd@dss.nyc.gov

M/WBE-Related Questions

- For support with M/WBE related matters contact the M/WBE Unit by emailing mwbe@dss.nyc.gov



The Department of Social Services, Human Resources Administration, and Department of Homeless Services are committed to working with M/WBEs to serve New Yorkers across the City with care and compassion. Please visit our M/WBE Resource Page to learn more about how to partner in providing billions of dollars in goods and services to the people of NYC.

<https://www1.nyc.gov/site/hra/business/mwbepage>



Become Our Success Story!

Reach out to us and let us know about your success!



Please let us know if:

- you win a contract with us or a subcontract with one of our Providers or Prime contractors.
- you have secured contracts with our Providers or Prime contractor on non-City contracts.
- if the number and/or size of your contracts with us has grown over the years.

We can be reached at mwbe@dss.nyc.gov. We look forward to hearing from you!