Submit the HHS Prequalification (PQL) Application

The Health and Human Service (HHS) Prequalification (PQL) Application is required to compete for Human/Client Service funding. **Organizations must have an Approved HHS PQL Application to respond to human/client service solicitations released in PASSPort.**

The HHS PQL Application collects information to verify each organization's ability to establish or maintain a business relationship with the City.

HHS PQL 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 whenever your organization's required prequalification documentation expires, whichever occurs first**.

Important: Nonprofits that are required to submit their annual NYS Charities Bureau Filings **must update their HHS PQL application annually** in PASSPort to maintain prequalification. Only HHS prequalified providers are eligible to respond to Human/Client Service **Requests For Proposals** (RFPs) and compete for funding from City Agencies.

Before We Begin

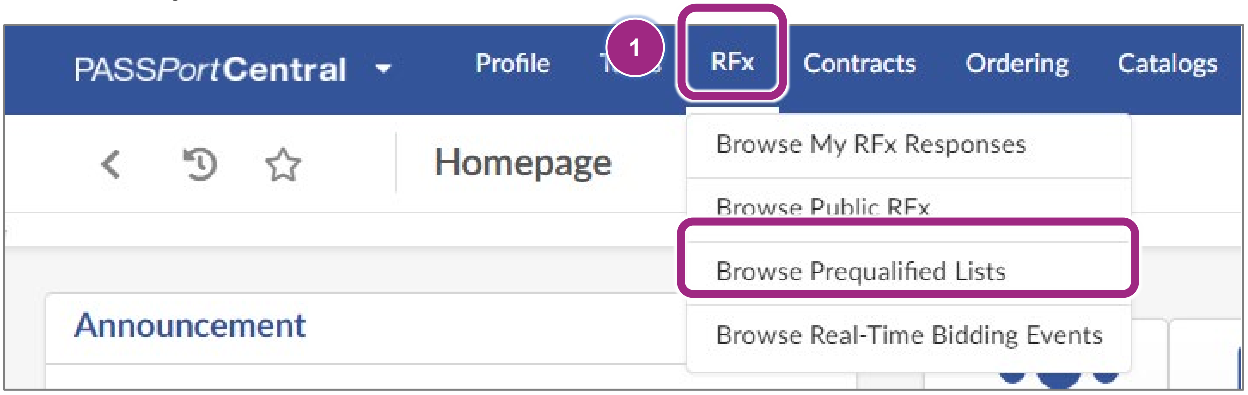
The steps below can be completed by users provisioned with the roles:

- **Vendor Admin**
- **Vendor Procurement L1**
- **Vendor Procurement L2**

Find the HHS Prequalification List

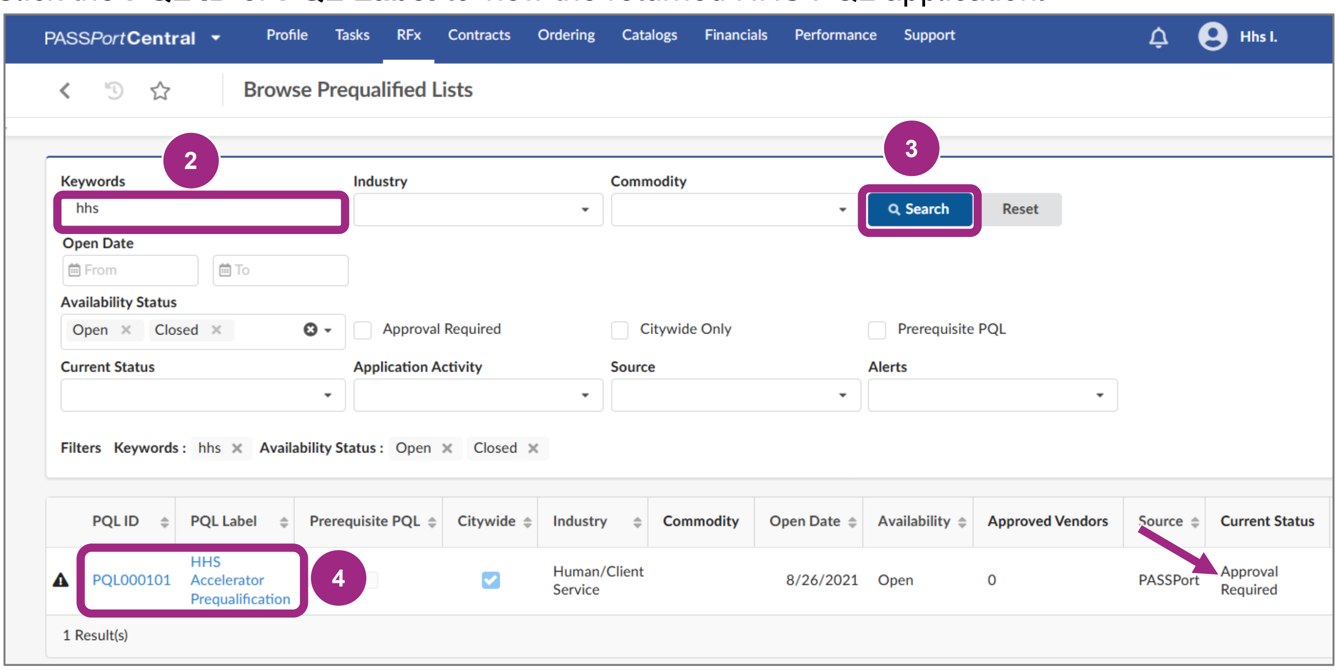
All prequalified lists in PASSPort are accessible from the same central location in PASSPort, including the HHS Prequalification list. Follow the steps below to find and view the HHS Prequalification list.

1. From the PASSPort Homepage, or anywhere in PASSPort Central, click (or hover over) **RFx** in the top navigation and select **Browse Prequalified Lists** from the drop-down menu.



   The Browse Prequalified Lists page displays with all open and closed prequalified lists.

2. To search for the HHS Accelerator Prequalification list, type "101" or "hhs" in the **Keywords** field.
3. Click the **Search** button and the list will display in the table below the search parameters.
4. Click the **PQL ID** or **PQL Label** to view the returned HHS PQL application.



   The HHS PQL Application appears showing the Overview tab. The Current Status column refers to your organization's status in relation to the PQL.

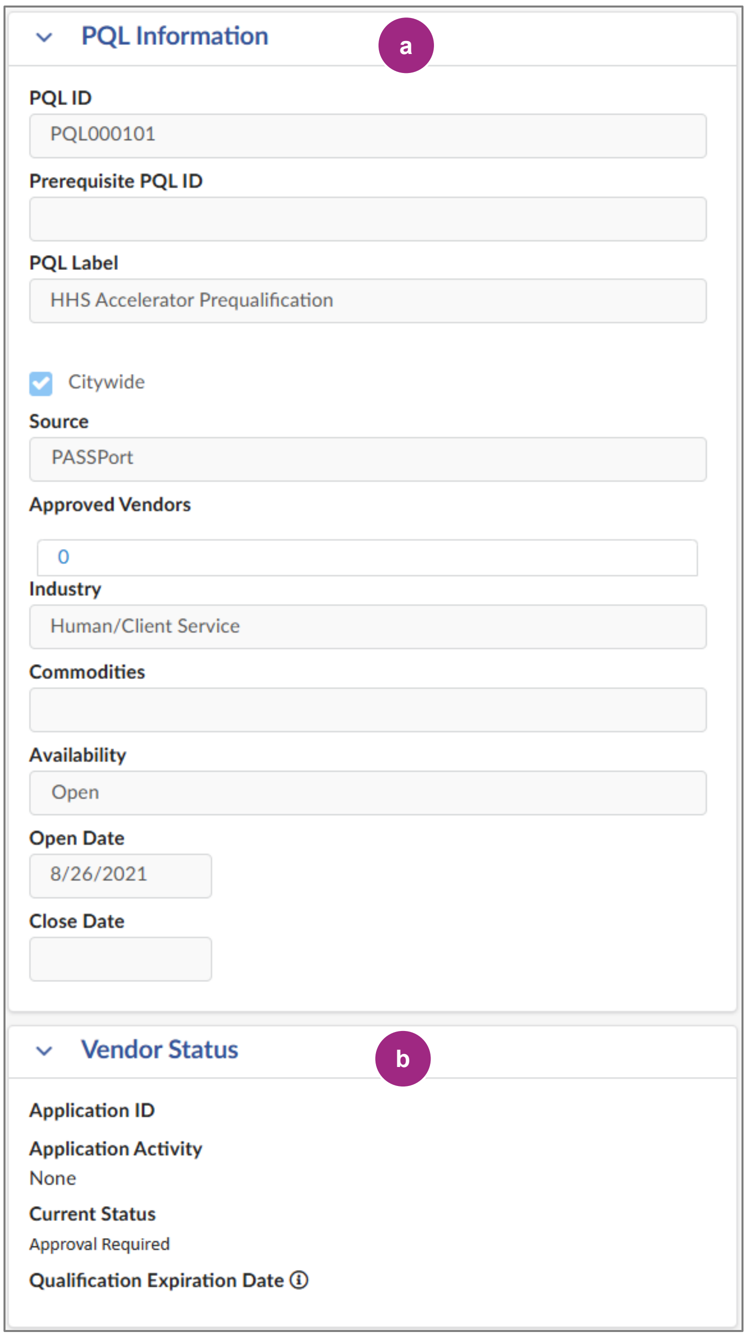
NYC Mayor's Office of Contract Services

The **Overview** tab contains information related to the prequalified list and where your organization stands in relation to the list.

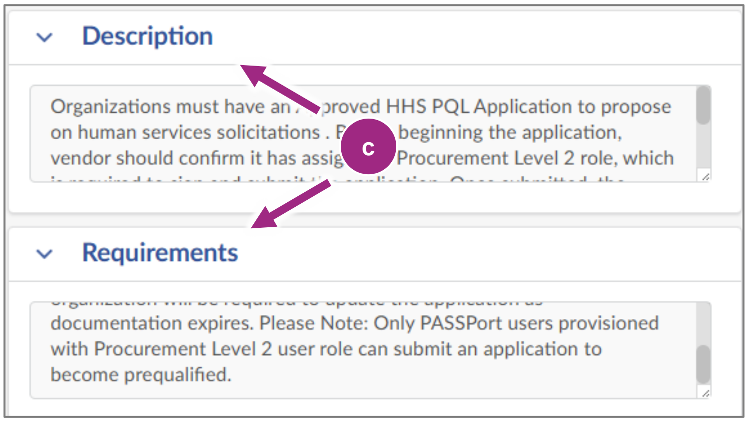
a) The **PQL Information** section provides key information about the PQL, including the PQL ID, PQL Label, the Managing Agency, Industry and more.

b) The **Vendor Status** section contains information specific to your organization related to the PQL such as the Application ID (a unique identifier related to your organization's PQL application), Application Activity status, your Current Status and the Qualification Expiration Date. Prior to starting any HHS Prequalification action, your organization's Application Activity will show None and the Current Status will be Approval Required.

Note: The Qualification Expiration Date is driven by the Validity End Date of Required Documents submitted in the Documents tab. The document's Validity End Date signifies the expiration of prequalification.



c) The **Description** and **Requirements** sections provide a brief description of the PQL and any instructions or requirements that apply to the PQL.



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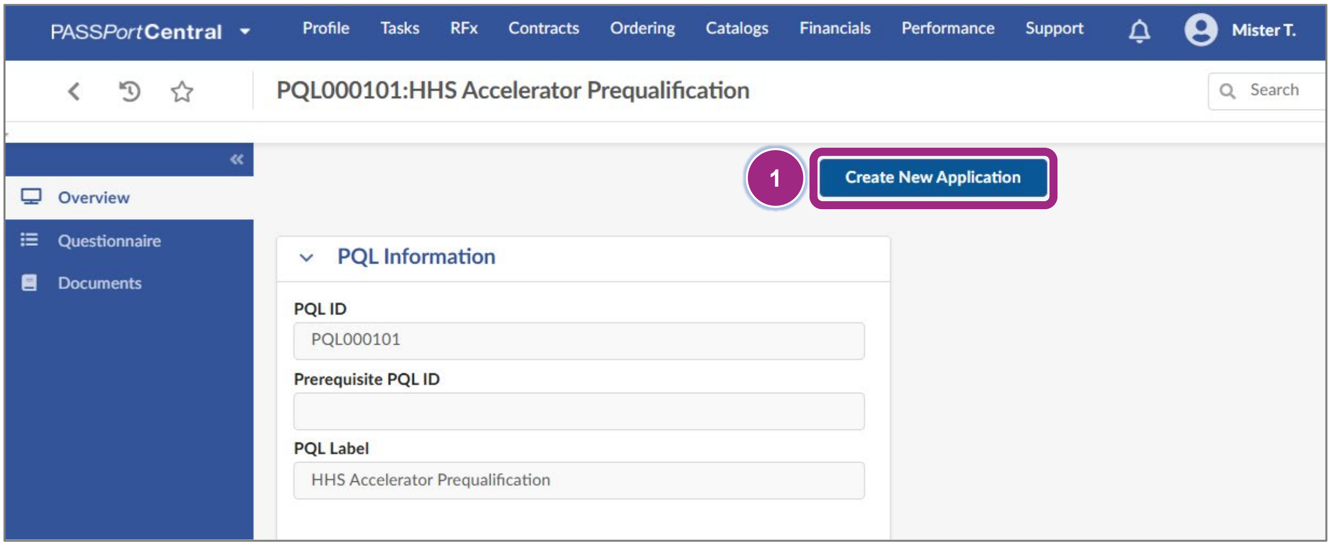
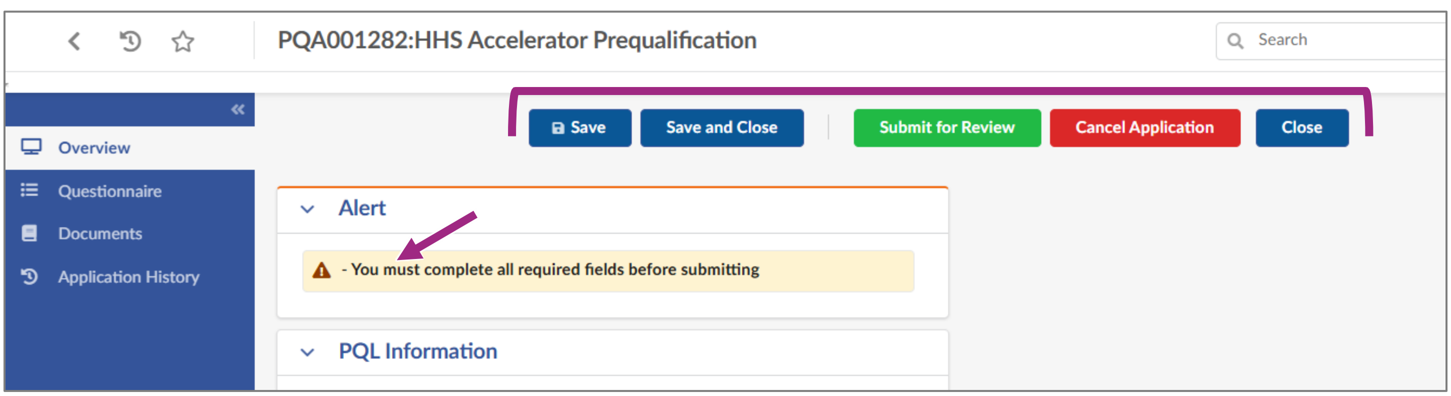
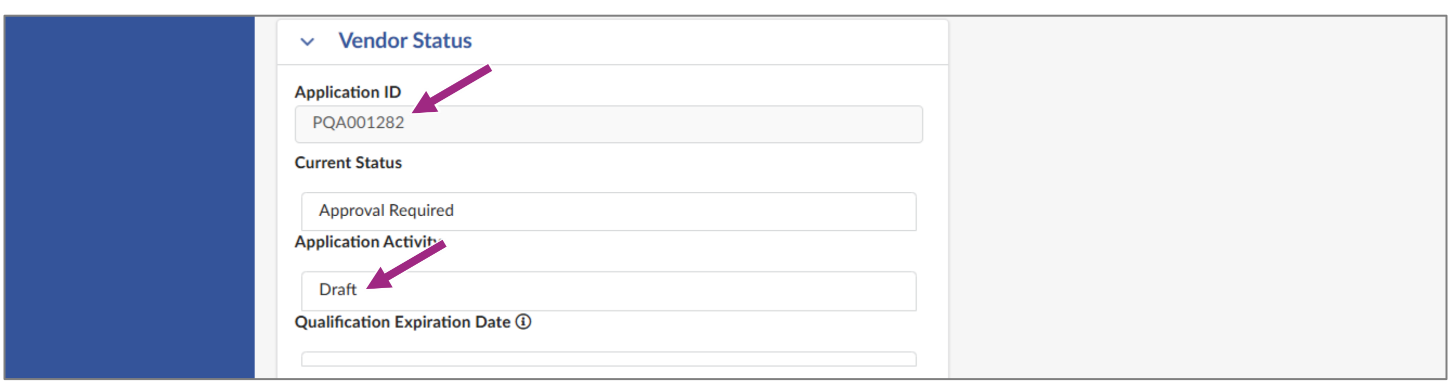
Start a New HHS PQL Application

1. In the Overview tab, click the **Create New Application** button located at the top of the page.



2. The page refreshes creating the Draft application and changes to some sections of the Overview tab and to the PQL:
   - New buttons appear at the top of the PQL: Save, Save and Close, Submit for Review, Cancel Application and Close.
   - In the Overview tab, a new Alert section will appear before the PQL Information section.
   - In the Vendor Status section, the Application ID will show the unique identifier of the application that was created, and Application Activity will update to Draft status.





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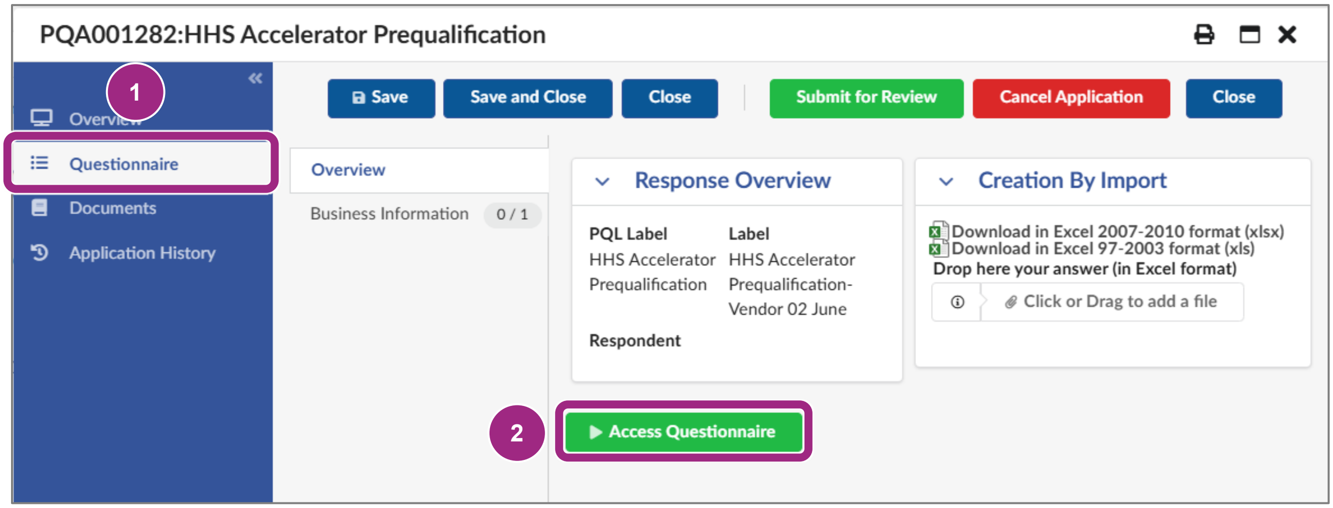
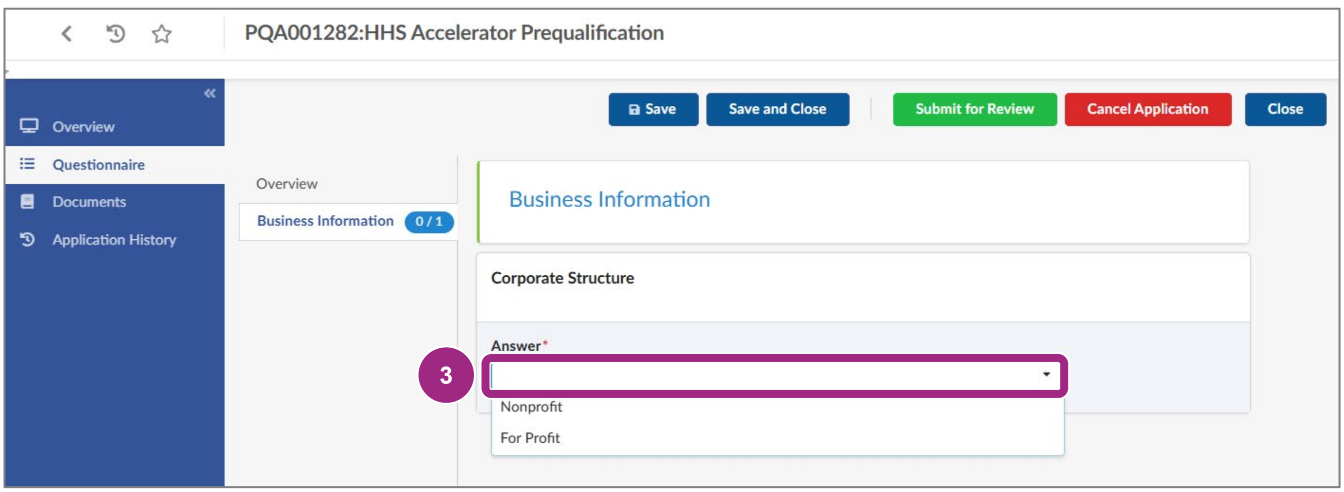
Complete the Questionnaire

1. In the HHS PQL, go to the **Questionnaire** tab.
2. In the Questionnaire tab's Overview, click the green **Access Questionnaire** button to view the initial prompt in the Questionnaire's Business Information section.



3. The Business Information displays with the prompt to identify your organization's Corporate Structure. Click the **Answer** drop-down and select Nonprofit or For Profit.



The rest of the Questionnaire will display based on the Corporate Structure selected. Proceed to the relevant section in this guide: Nonprofit Questionnaire or For Profit Questionnaire.

The Nonprofit Questionnaire

Vendors will be required to upload the current versions of key **business documents**, describe how their organization performs financial controls, and certify they will submit a specific Financial Statement or Report in the Documents tab.

Required business documents for nonprofit organizations in the HHS PQL Questionnaire:

a. **Certificate of Incorporation** or Equivalent
b. **Board of Directors List** or Equivalent

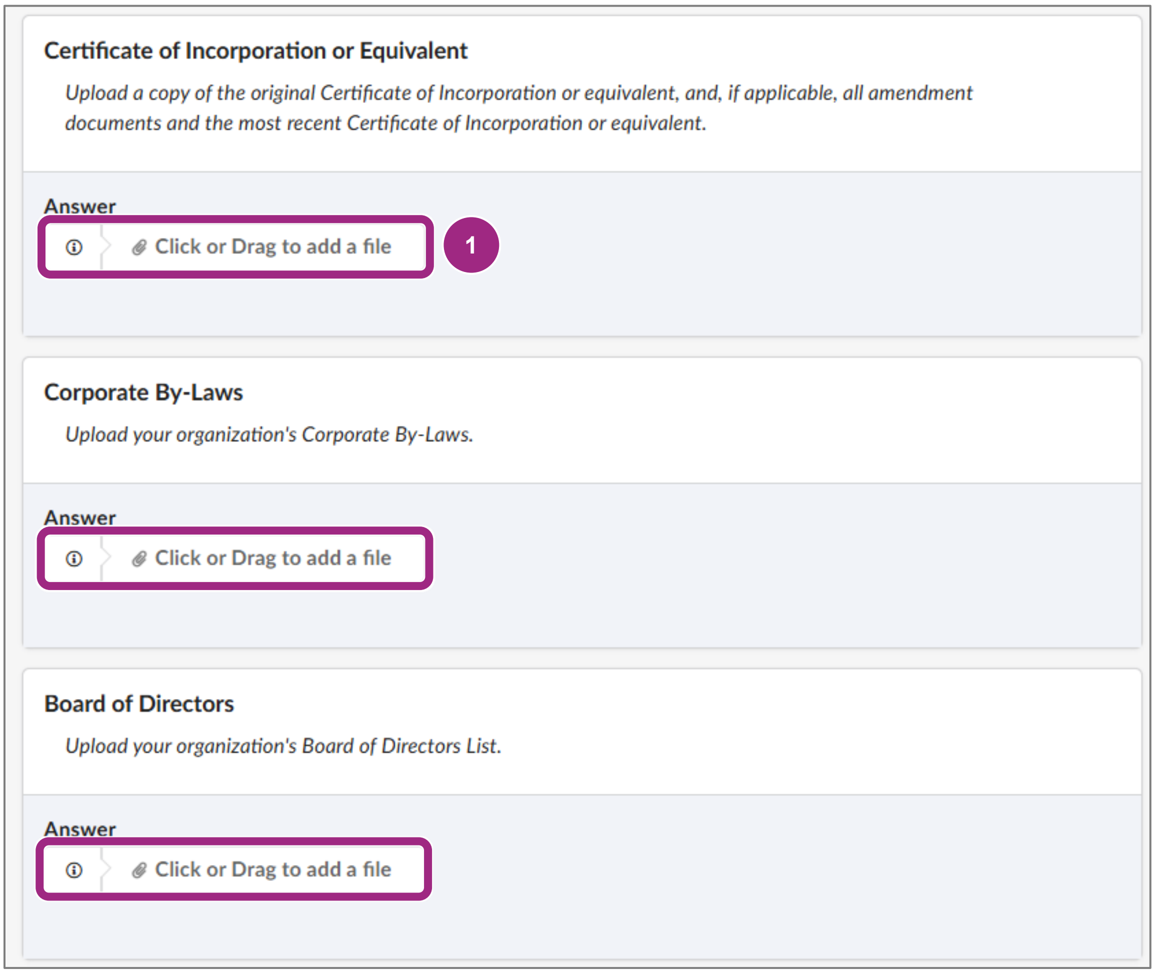
c. **Corporate By-Laws** or Equivalent

d. **IRS Determination Letter** [e.g., 501(c)3], if the answer is Yes to Tax Filing question.

e. **Conflict of Interest Policy and/or Board Conflict of Interest Policy**. Nonprofits are required to have this policy per the Nonprofit Revitalization Act and will certify they have and will upload the document.

f. **Whistleblower Policy.** Nonprofits are required to have this policy for HHS prequalification and will certify they have and will upload the document.

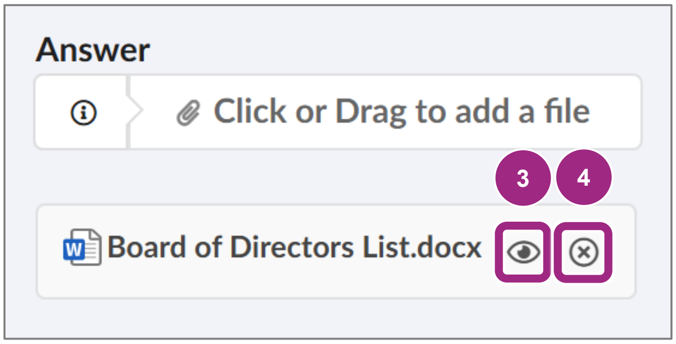
1. To upload the business documents (a, b and c), click the **Click or Drag to add a file** buttons by each business document listed, locate the file on your computer and select it.



2. Each uploaded file will appear beneath the Click or Drag to add a file button.

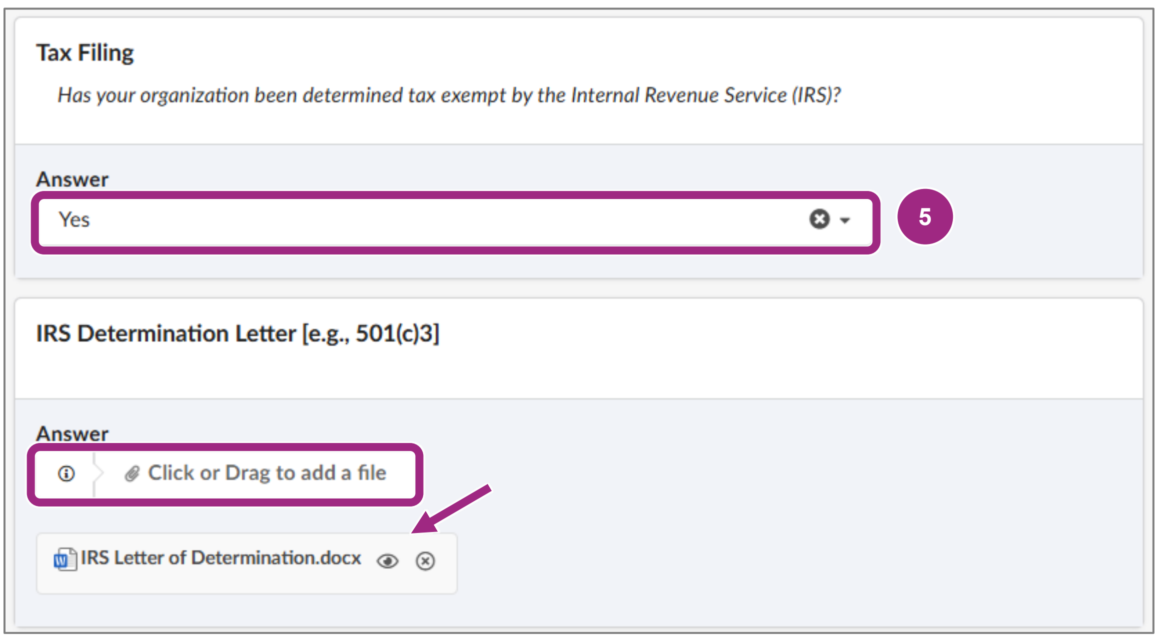
3. Click the **preview** icon to the right of the file name to preview and verify the correct file was uploaded.

4. If the wrong file is uploaded, click the encircled **X** to the right of the preview icon to remove it from the PQL application. Upload the correct file.



5. Respond to the Tax Filing question: Has your organization been determined tax exempt by the Internal Revenue Service (IRS)?
If Yes is selected from the Answer drop-down, a new prompt to upload the IRS Determination Letter 501(c)3 appears. For tax exempt organizations, click the **Click or Drag to add a file** button to locate the 501(c)3 on your local computer and select it. The document will appear below.

   Note: Tax exemption applies to all nonprofit organizations and, therefore, nonprofits should select Yes and submit their 501(c)3.



6. Read the Conflict of Interest Policy instructions.

7. To certify, click the **Answer** drop-down and select from the drop-down **I certify that my organization has a Conflict of Interest Policy and/or a Board Conflict of Interest Policy, and I am uploading a copy of the policy(ies)**. If you do not, select **I do not certify [Please explain]**.
Note: All nonprofit organizations must have an internal Conflict of Interest Policy as it is required to get HHS prequalified.

8. Enter a **Comment** to explain your response. If **I do not certify** was selected, then the comment is required.

9. Click the **Click or Drag to add a files** button to locate the policy on your local computer and select it. The document will appear below.

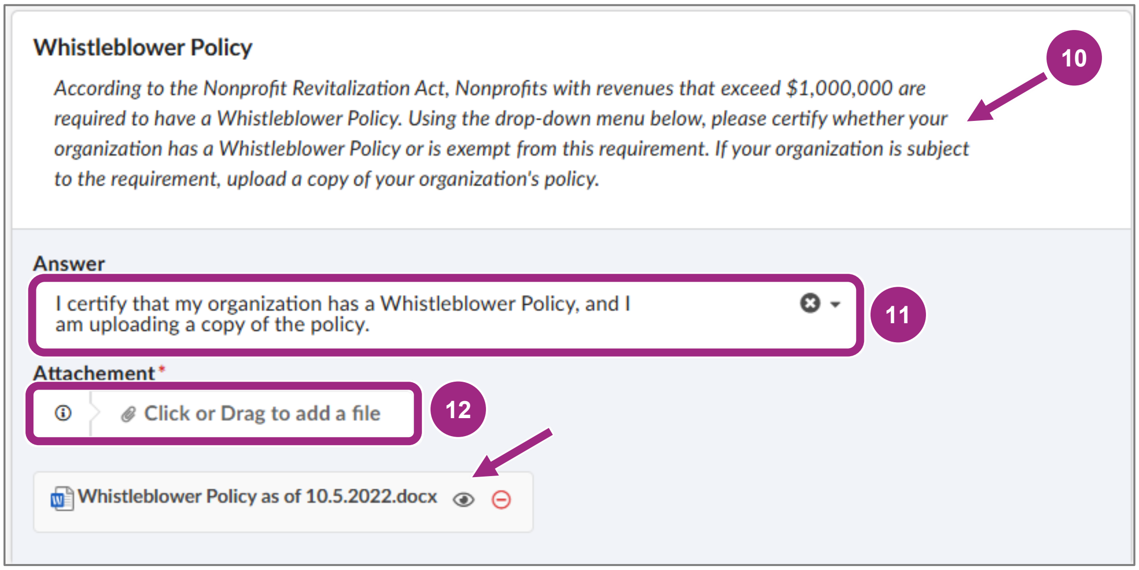
In the scenario above, the wrong document was uploaded and will have to be replaced with the organization's policy document as one file.

Note: This document cannot be deleted in the same way as the previous documents via the X icon which is unavailable here. In this case, and for the Whistleblower Policy, the way to remove it and add a new policy document is to replace it via the **Click or Drag to add a file** button and select a new file to replace it.

10. Read the Whistleblower Policy instructions.

11. To certify, click the **Answer** drop-down and select from the drop-down **I certify that my organization has a Whistleblower Policy, and I am uploading a copy of the policy** OR **I certify that my organization's revenue does not exceed $1,000,000 and is exempt from having a Whistleblower Policy.** If certifying that your organization is exempt, the Attachment is not required.

12. Click the **Click or Drag to add a file** button to locate the policy on your local computer and select it. The document will appear below.



If the wrong file was uploaded, replace it by uploading a new one via the **Click or Drag to add a file** button.

13. To answer the **Financial Controls Part 1** and **Part 2** questions, click the **Answer** drop-down and make the selection that matches your organization's financial practice. In some cases, providing a **Comment** is required. Required Comments will have a red asterisk *.

    a. **Part 1:** Does your organization require two individuals to sign each check?

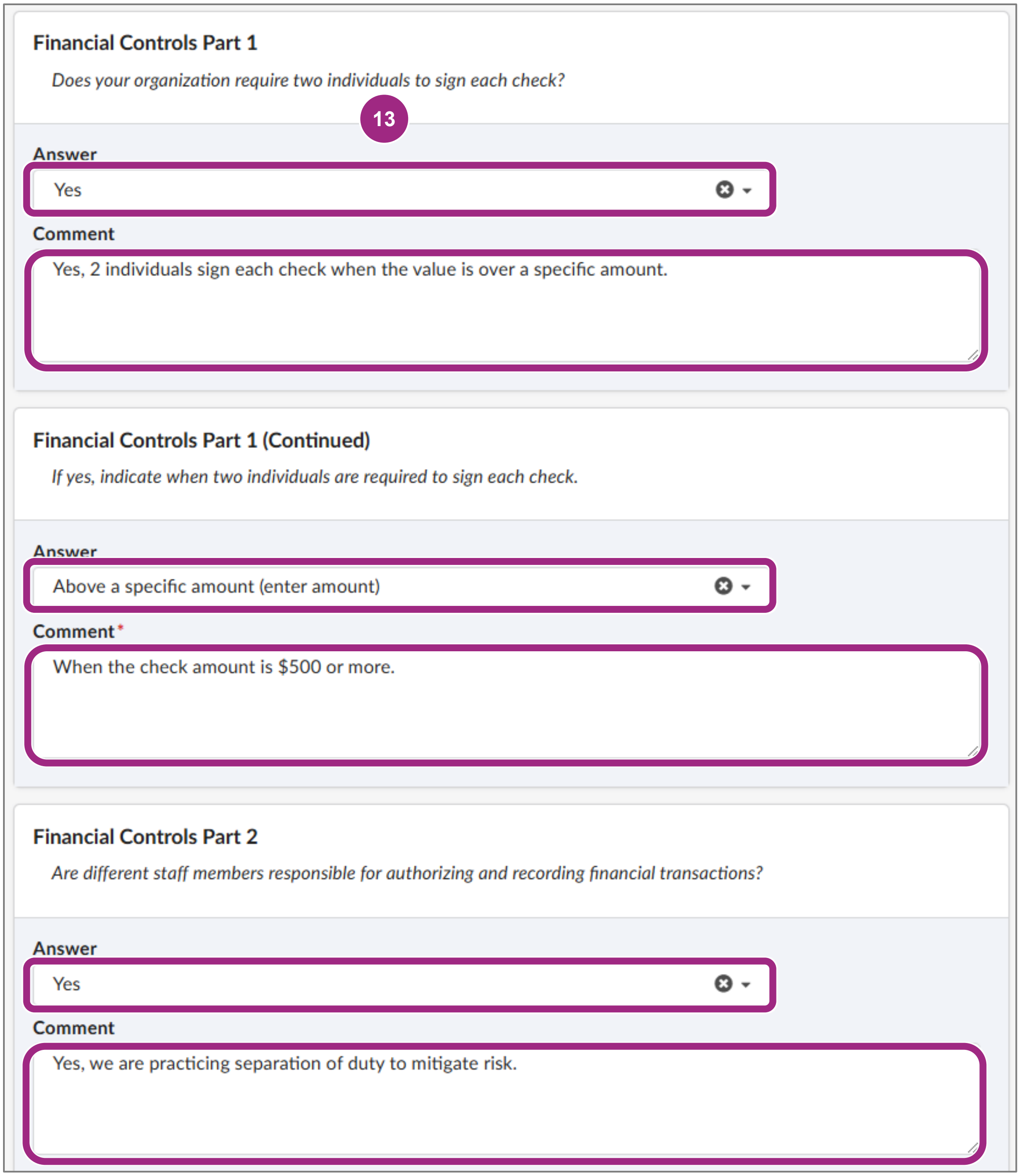
    - Select **Yes** if this is the case and add an optional **Comment** for clarification. Or,
    - Select **No [Please explain]** and then add a required **Comment** to explain why your organization does not have this financial control.

    b. **Part 1 (Continued): If yes**, indicate when two individuals are required to sign each check.

    - Select **All Checks** and add an optional **Comment** for clarification. Or,
    - Select **Above a specific amount (enter amount)** and enter the amount in the required **Comment** field.

    c. **Part 2**: Are different staff members responsible for authorizing and recording financial transactions?

    - Select **Yes** if this is the case and add an optional **Comment** for clarification. Or,
    - Select **No [Please explain]** and then add a required **Comment** to explain why your organization does not have this financial control.


Financial Controls Part 1

Does your organization require two individuals to sign each check?

13

Answer

Yes

Comment

Yes, 2 individuals sign each check when the value is over a specific amount.

Financial Controls Part 1 (Continued)

If yes, indicate when two individuals are required to sign each check.

Answer

Above a specific amount (enter amount)

Comment*

When the check amount is $500 or more.

Financial Controls Part 2

Are different staff members responsible for authorizing and recording financial transactions?

Answer

Yes

Comment

Yes, we are practicing separation of duty to mitigate risk.

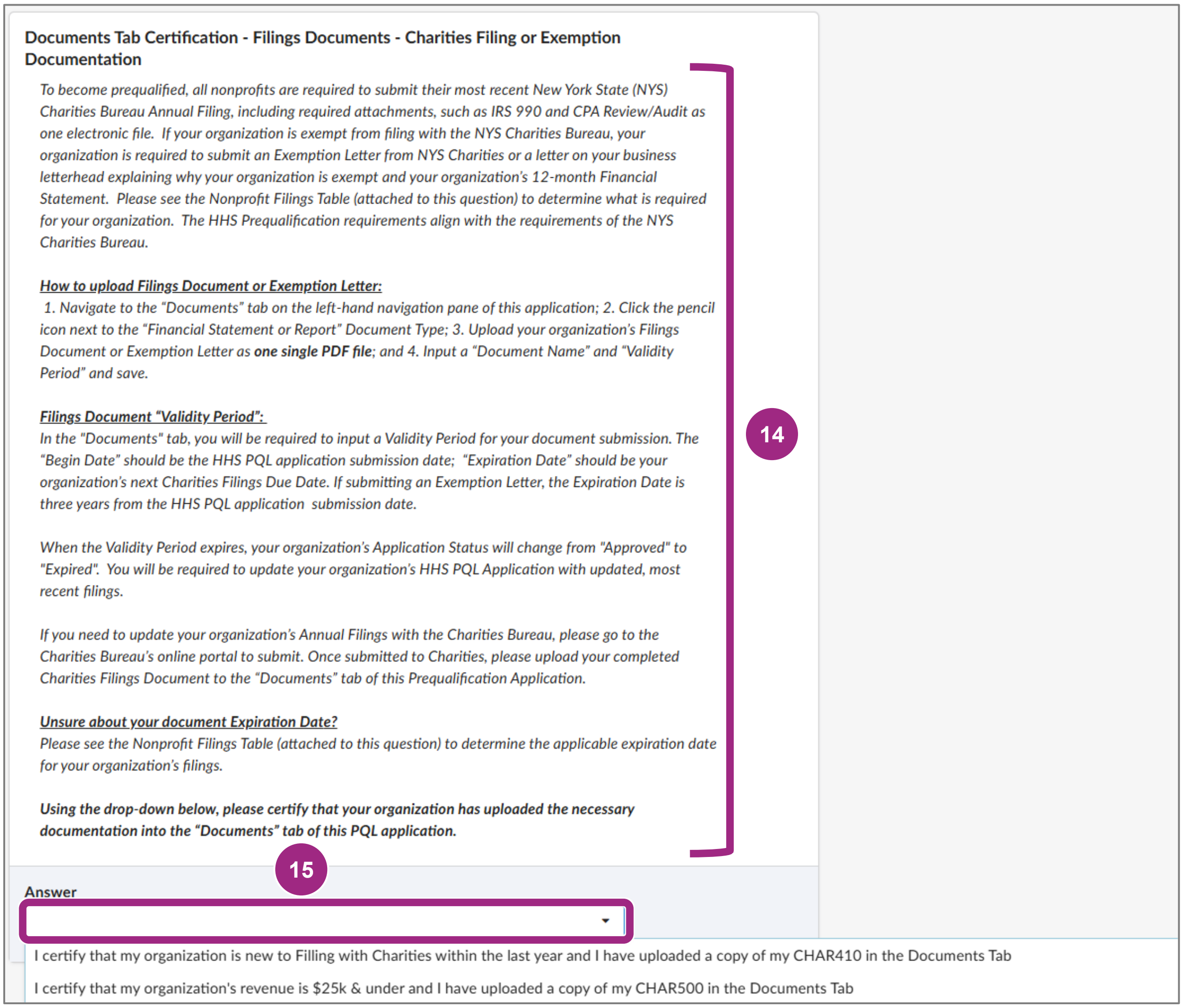
14. Read the instructions under the Documents Tab Certification – Filings Documents – Charities Filing or Exemption Documentation. This final prompt in the Questionnaire will be to certify that your organization, as a nonprofit, has uploaded the **most recent Charities Bureau Annual Filing or supporting documentation for filing exemption** into the Documents tab of this PQL application. It's common for organizations to submit the wrong or incomplete documentation which will result in a returned application requiring revisions.

    At this point, you may skip to the Add a Required Document section in this guide, **then return to complete the final step in the Questionnaire** to certify you uploaded the Charities Filing or Exemption per the instructions provided.

15. To certify, click the **Answer** drop-down and select **one of six available options** based on whether your organization is new to filing, exempt from filing, or the amount of revenue your organization annually makes.

    Note: Your selection determines the financial document(s) to be added in the Documents tab.

    For example, if an organization is **brand new to filing** with the Charities Bureau they should select **I certify that my organization is new to Filing with Charities within the last year and I have uploaded a copy of my CHAR410**.



Documents Tab Certification - Filings Documents - Charities Filing or Exemption Documentation

To become prequalified, all nonprofits are required to submit their most recent New York State (NYS) Charities Bureau Annual Filing, including required attachments, such as IRS 990 and CPA Review/Audit as one electronic file. If your organization is exempt from filing with the NYS Charities Bureau, your organization is required to submit an Exemption Letter from NYS Charities or a letter on your business letterhead explaining why your organization is exempt and your organization's 12-month Financial Statement. Please see the Nonprofit Filings Table (attached to this question) to determine what is required for your organization. The HHS Prequalification requirements align with the requirements of the NYS Charities Bureau.

How to upload Filings Document or Exemption Letter:
1. Navigate to the "Documents" tab on the left-hand navigation pane of this application; 2. Click the pencil icon next to the "Financial Statement or Report" Document Type; 3. Upload your organization's Filings Document or Exemption Letter as ***one single PDF file****; and 4. Input a "Document Name" and "Validity Period" and save.*

Filings Document "Validity Period":
In the "Documents" tab, you will be required to input a Validity Period for your document submission. The "Begin Date" should be the HHS PQL application submission date; "Expiration Date" should be your organization's next Charities Filings Due Date. If submitting an Exemption Letter, the Expiration Date is three years from the HHS PQL application submission date.

When the Validity Period expires, your organization's Application Status will change from "Approved" to "Expired". You will be required to update your organization's HHS PQL Application with updated, most recent filings.

If you need to update your organization's Annual Filings with the Charities Bureau, please go to the Charities Bureau's online portal to submit. Once submitted to Charities, please upload your completed Charities Filings Document to the "Documents" tab of this Prequalification Application.

Unsure about your document Expiration Date?
Please see the Nonprofit Filings Table (attached to this question) to determine the applicable expiration date for your organization's filings.

Using the drop-down below, please certify that your organization has uploaded the necessary documentation into the "Documents" tab of this PQL application.

14

15

Answer

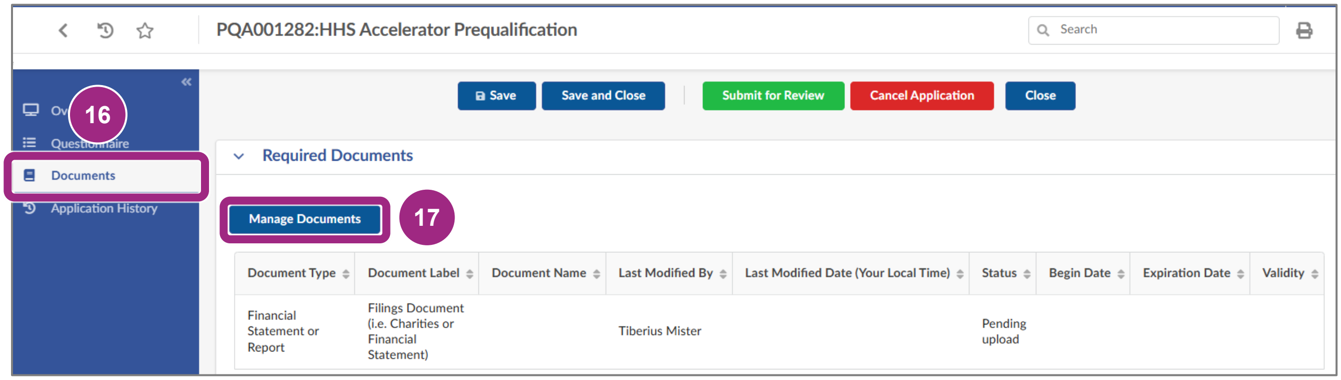
I certify that my organization is new to Filling with Charities within the last year and I have uploaded a copy of my CHAR410 in the Documents Tab

I certify that my organization's revenue is $25k & under and I have uploaded a copy of my CHAR500 in the Documents Tab

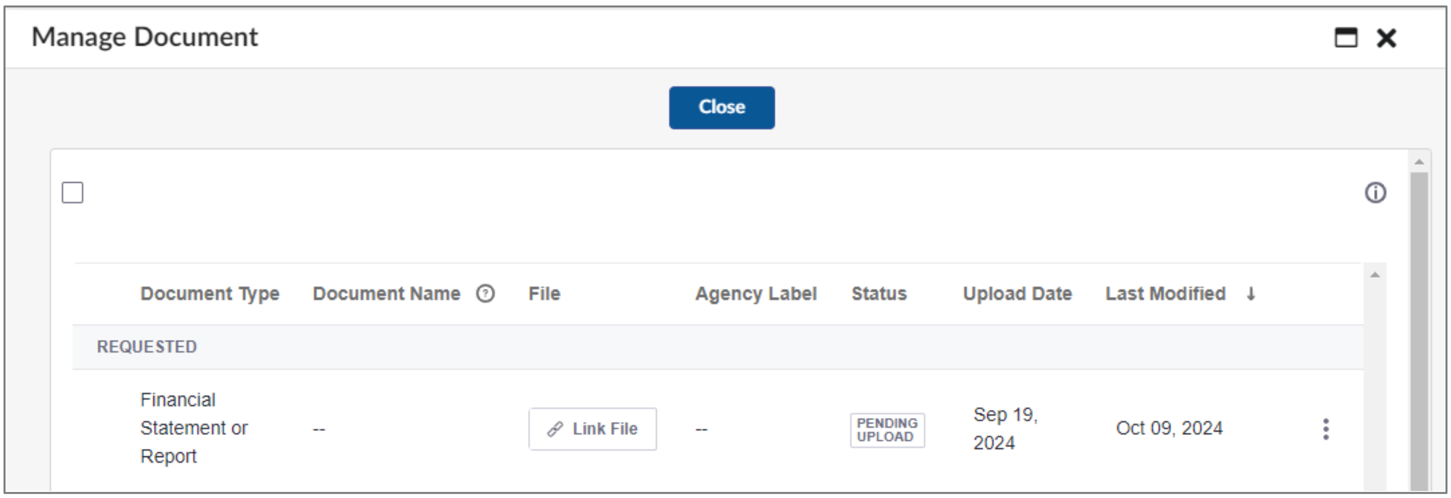
16. Click the **Documents** tab in the left navigation to view the Required Documents section. The Required Documents table displays with the Document Type, its Document Label and the Status which is currently Pending Upload.

Mayor's Office of Contract Services

17. Click the **Manage Documents** button to edit the Required Document in this PQL application.



18. The Manage Document window opens. Here you will be able to **link to an existing file in the Vault** or **upload a file from your computer** to the application.



Go to the Add a Required Document section to proceed.

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The For Profit Questionnaire

Vendors will be required to upload the current versions of key **business documents**, describe how their organization performs **financials controls**, and **certify** that they will submit a Financial Statement or Report in the Documents tab.

Required business documents for For Profit organizations in the HHS PQL Questionnaire:

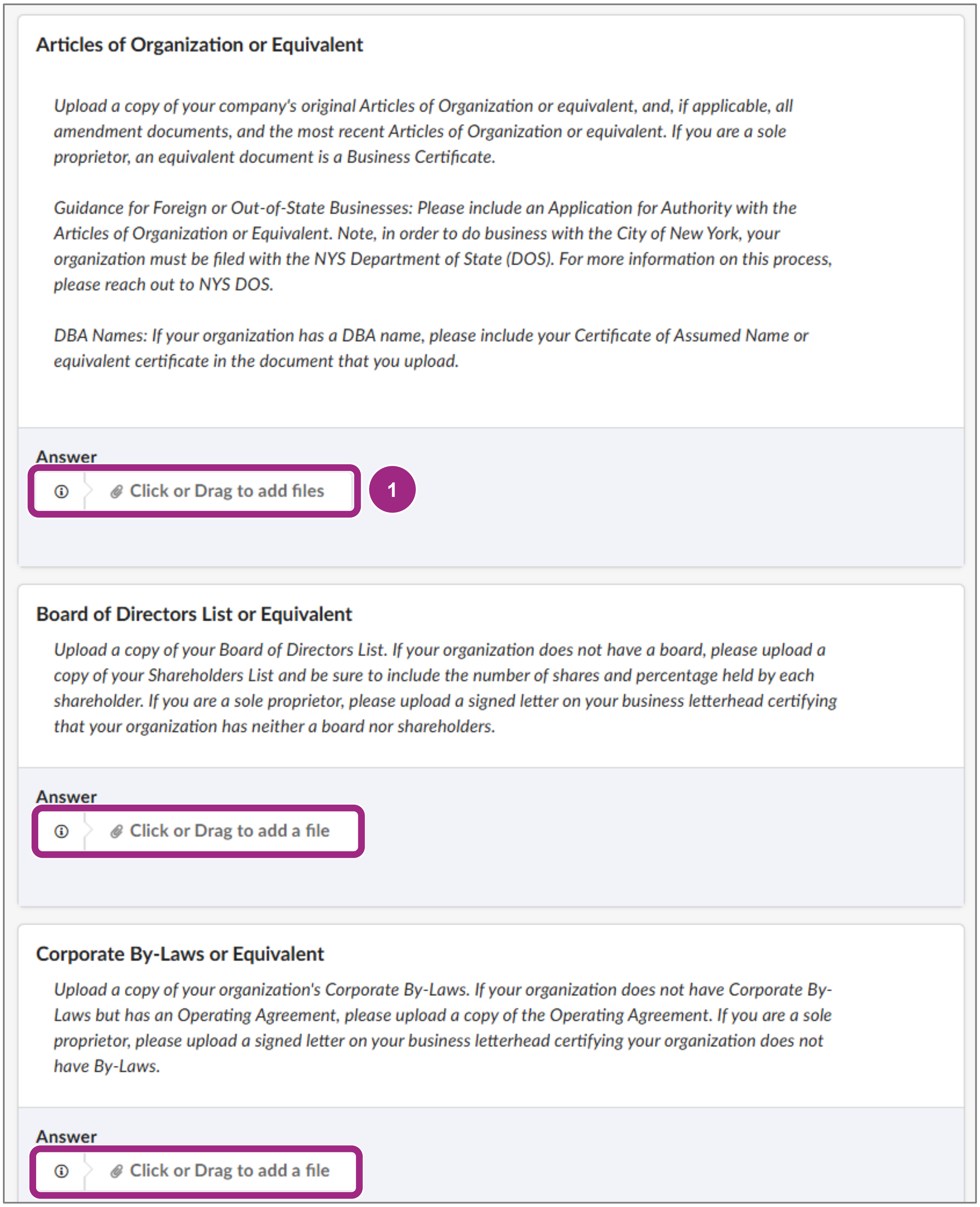
a. **Articles of Organization** or Equivalent

b. **Board of Directors List** or Equivalent

c. **Corporate By-Laws** or Equivalent

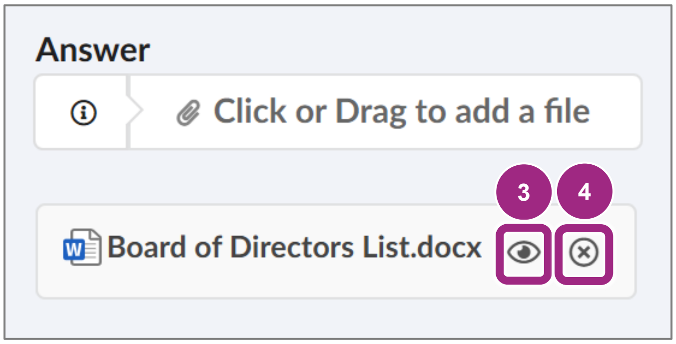
Important: Each organization is different based on the type of organization and how it operates. Your organization may follow the special scenario guidance provided below each document prompt. For example, if your organization has had amendments to your Articles of Organization, the upload must include all amendments with the article in one file.

1. To upload the business documents, click the **Click or Drag to add a file** button by each business document listed, locate the file on your local computer and select it.

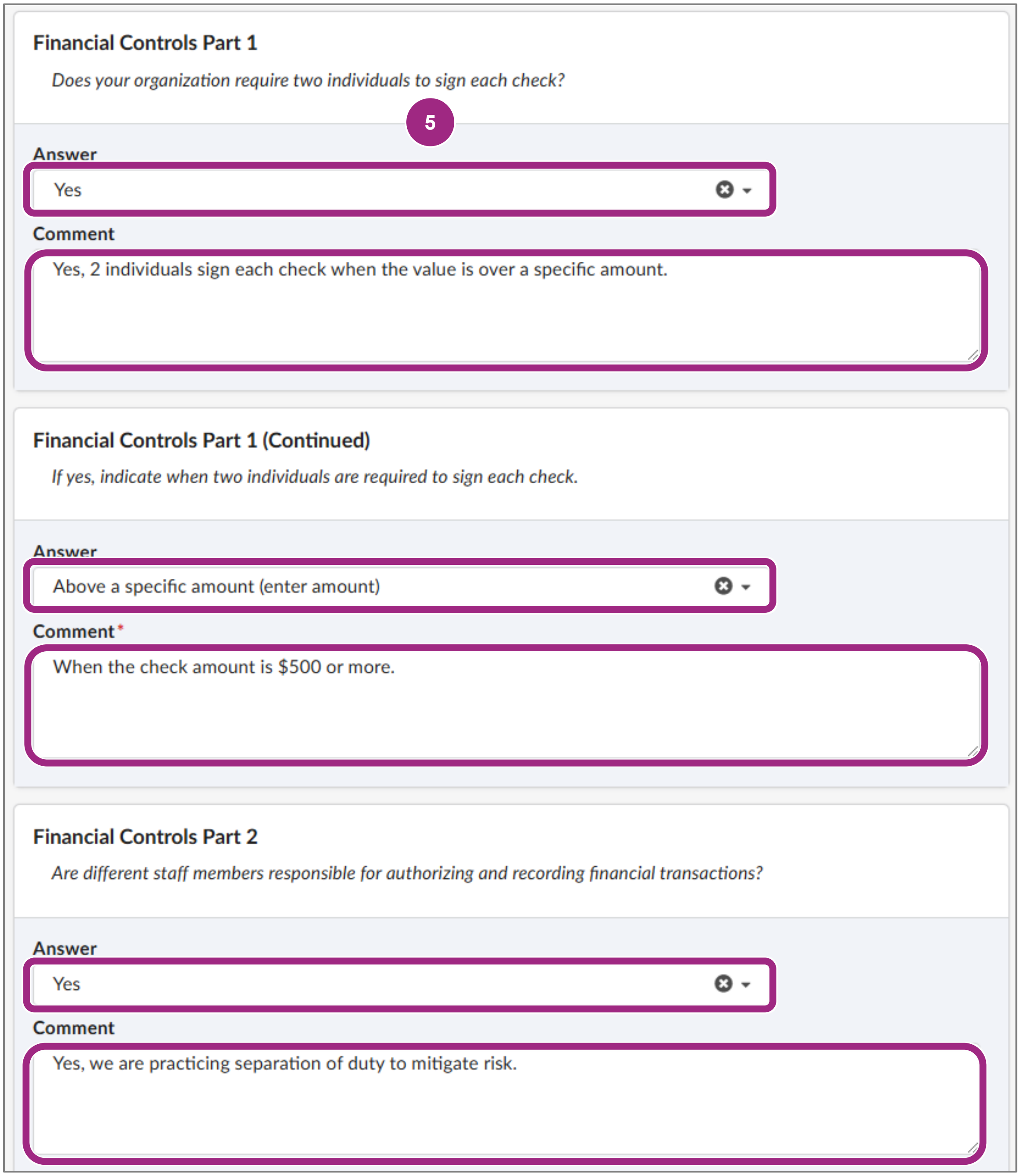


2. Each uploaded file will appear beneath the Click or Drag to add files button.

3. Click the **preview** icon to the right of the file name to preview and verify the correct file was uploaded.
4. If the wrong file is uploaded, click the encircled **X** to the right of the preview icon to remove it from the PQL application. Upload the correct file.



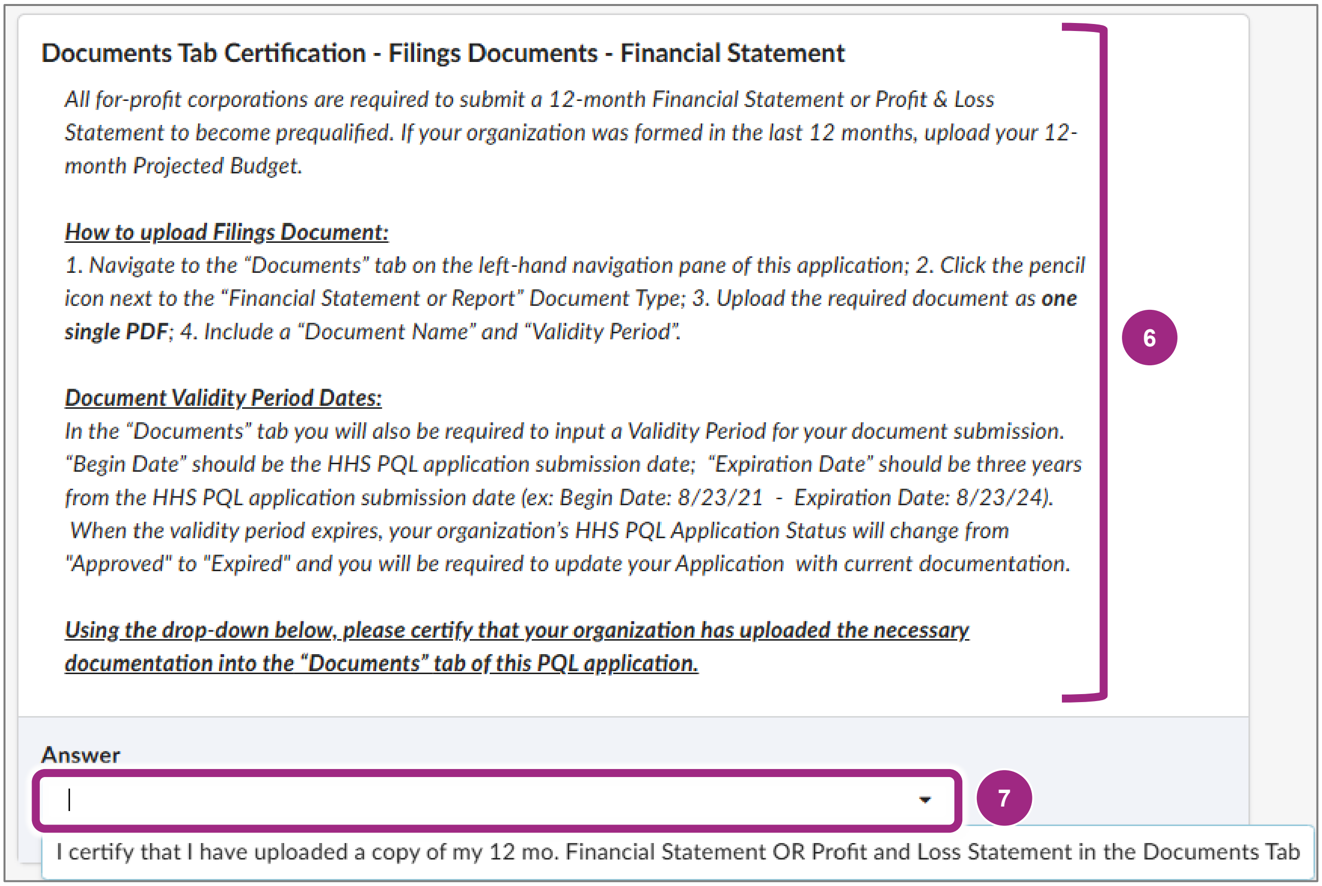
5. To answer the **Financial Controls Part 1** and **Part 2** questions, click the **Answer** drop-down and make the selection that matches your organization's financial practice. In some cases, providing a **Comment** is required. Required Comments will have a red asterisk *.
    a. **Part 1:** Does your organization require two individuals to sign each check?
        - Select **Yes** if this is the case and add an optional **Comment** for clarification. Or,
        - Select **No [Please explain]** and then add a required **Comment** to explain why your organization does not have this financial control.
    b. **Part 1 (Continued):** If yes, indicate when two individuals are required to sign each check.
        - Select **All Checks** and add an optional **Comment** for clarification. Or,
        - Select **Above a specific amount (enter amount)** and enter the amount in the required **Comment** field.
    c. **Part 2**: Are different staff members responsible for authorizing and recording financial transactions?
        - Select **Yes** if this is the case and add an optional **Comment** for clarification. Or,
        - Select **No [Please explain]** and then add a required **Comment** to explain why your organization does not have this financial control.



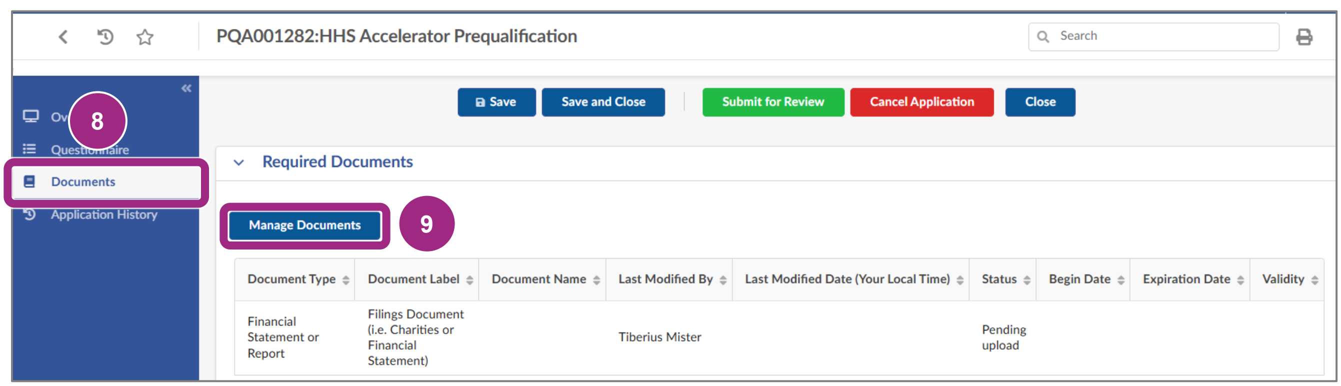
6. Read the instructions under the Documents Tab Certification – Filings Documents – Financial Statement. This final prompt in the Questionnaire will be to certify that your organization has uploaded the necessary documentation into the Documents tab of this PQL application.

   At this point, you may skip to the Add a Required Document section in this guide, **then return to complete the final step in the Questionnaire** to certify you uploaded the Financial Statement per the instructions provided.

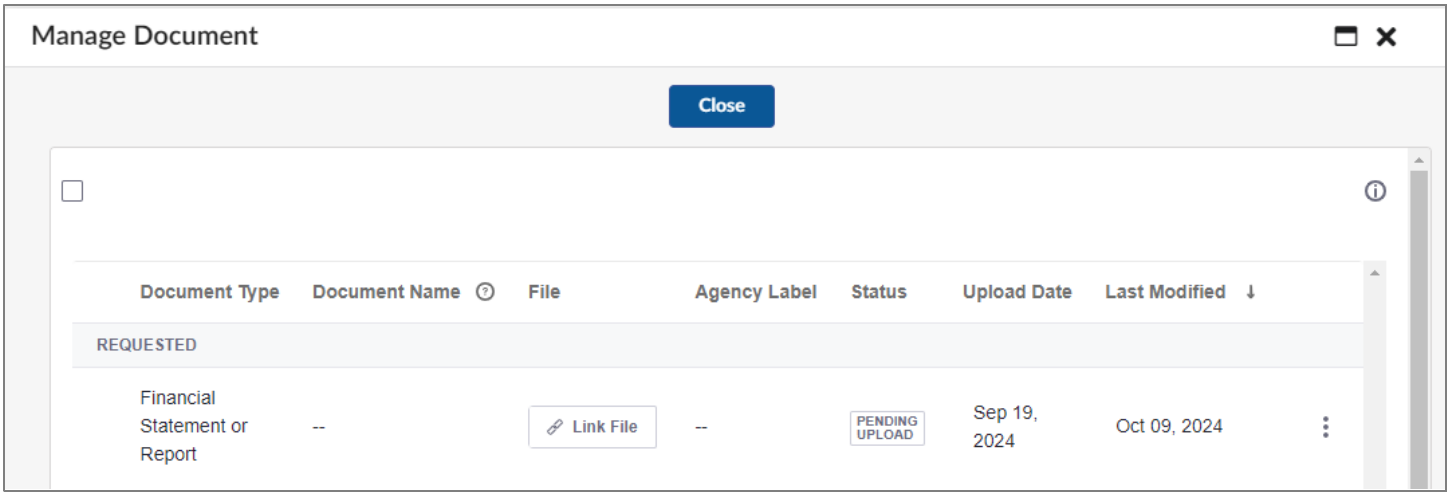
7. To certify, click the **Answer** drop-down and select the only available option, **I certify that I have uploaded a copy of my 12 mo. Financial Statement OR Profit and Loss Statement in the Documents Tab**.



8. Click the **Documents** tab in the left navigation to view the Required Documents section. The Required Documents table displays with the Document Type, its Document Label and the Status which is currently Pending Upload.
9. Click the **Manage Documents** button to edit the Required Document in this PQL application.



10. The Manage Document window opens. Here you will be able to **link to an existing file in the Vault** or **upload a file from your computer** to the application.



Go to the Add a Required Document section to proceed.

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Add a Required Document

At this point, your organization completed all except the last prompt in the HHS PQL Questionnaire and now must add the specific Financial Statement or Report document in the Documents tab. Adding this document can be done in one of two ways:
Option 1: Link a document via the Vault or
Option 2: Upload a document from your computer.

Important: Before proceeding, ensure the document's **Validity** (Start and End Dates) meets the criteria specified in the final prompt of the Questionnaire.

The Start Date must be the date of HHS PQL application submission.

The End Date must be:

a) For NYS Charities filers: Enter the **deadline for the next** fiscal year filing.
b) For everyone else: Enter the date 3 years out from HHS PQL submission (Start Date).

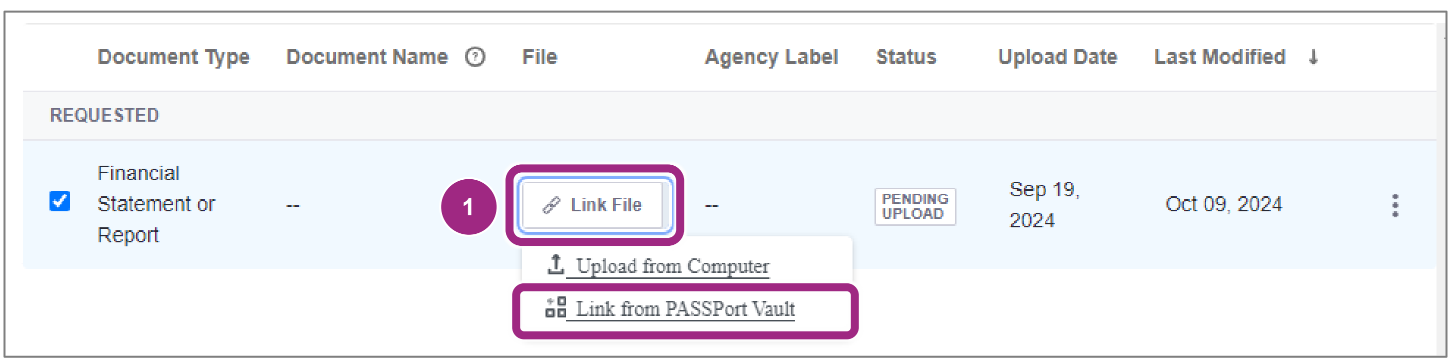
Option 1: Link a Document Via the Vault

Choose this option when you have the latest Financial Statement or Report already in your organization's PASSPort Vault and have **confirmed the Validity (Start and End Dates) meet the instructions for HHS PQL submission**. If the document in the Vault **does not have the proper Validity**, follow the steps in the Change Document Start and End Dates section of this guide.

Note: Changes to a document's Validity must be made in the Vault **before linking the document to the application**.

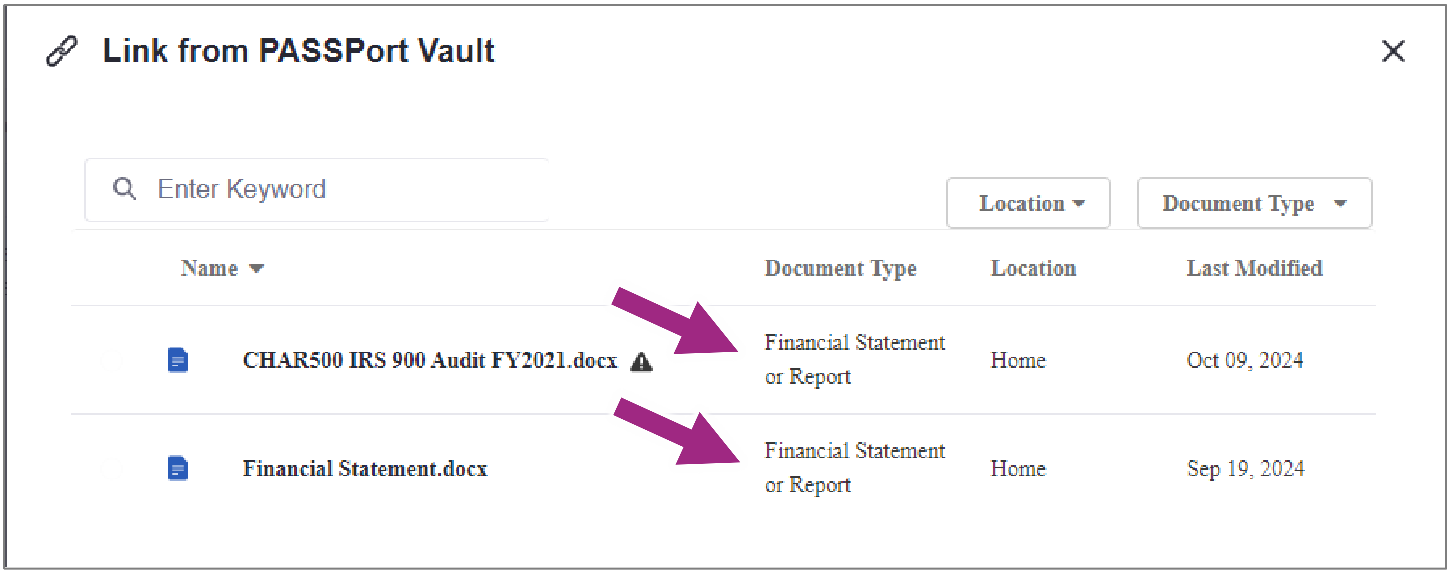
Follow the instructions below to link that document to your PQL Application.

1. Click the **Link File** button, then select **Link from PASSPort Vault** from the drop-down menu.



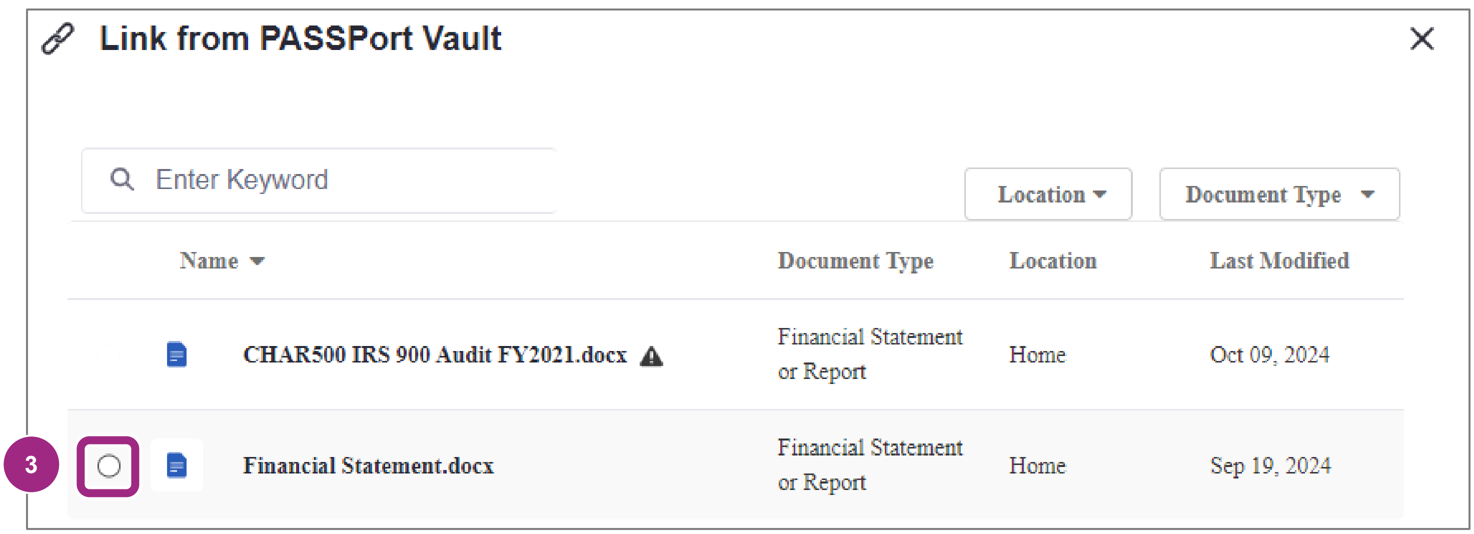
The Link from PASSPort Vault window appears.

2. The documents available for linking from the PASSPort Vault will be **limited by the document type**, in this case Financial Statement or Report. The image below shows there are only 2 documents in the Vault with this document type.

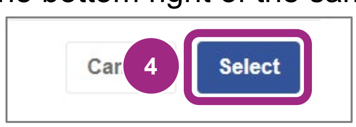


3. Move your mouse over the document you want to link. A radio button will appear to the left of the document's icon and Name. Click the **radio** button to select the document.

Tip: The radio button displays only when the mouse moves over **the area to the left of the file icon**. Once it becomes visible it can be clicked.

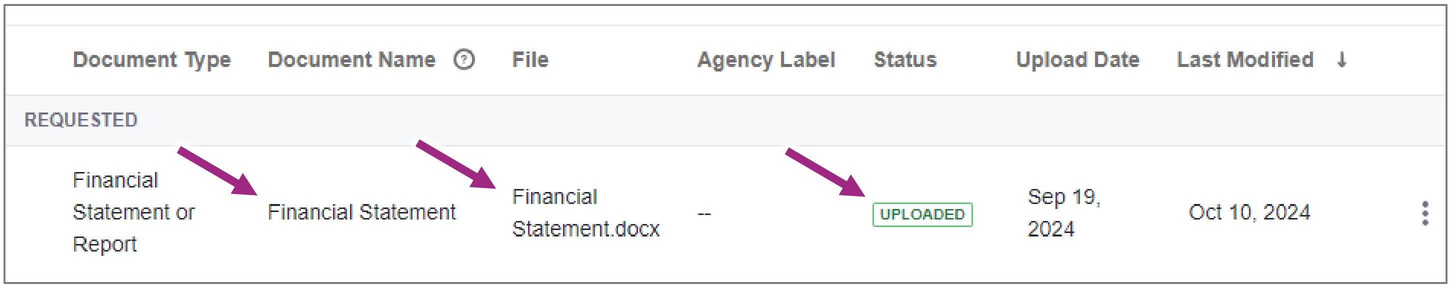


4. Click the **Select** button located to the bottom right of the same window.



The page refreshes and returns to the main Manage Document window.

5. Review and verify the Document Name, File (displaying file name and extension) and new Status (now Uploaded). Reconfirm that the new document addressed all concerns raised by your MOCS reviewer.



At this point, you can complete the final prompt in the Questionnaire and then [submit your HHS PQL application to MOCS for review].

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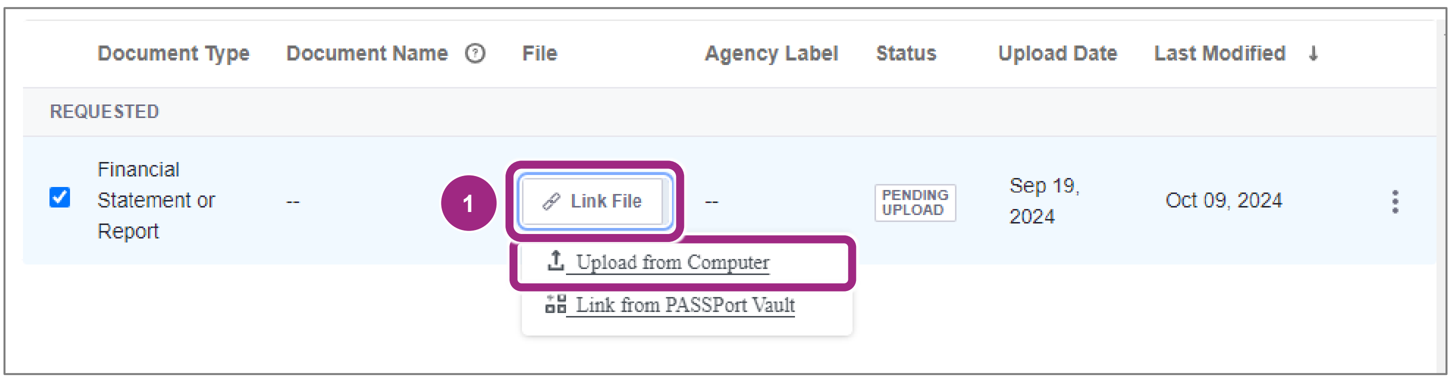
Option 2: Upload a Document From Your Computer

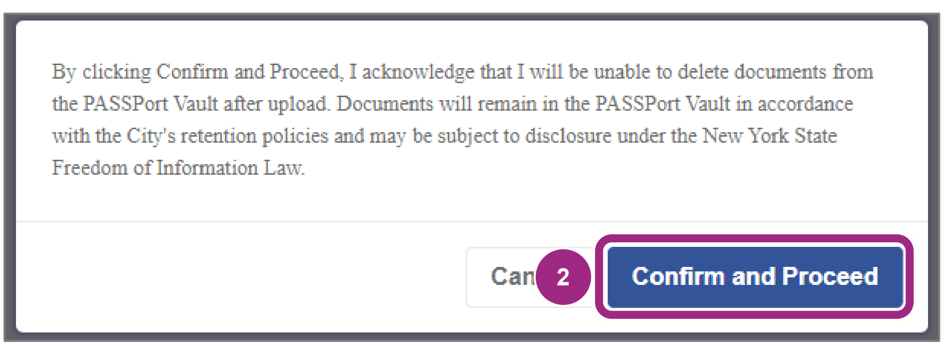
Choose this option if you need to upload the Financial Statement or Report from your computer. Follow the instructions below to attach it to your PQL application.

1. Click the **Link File** button, then select **Upload from Computer** from the drop-down menu.



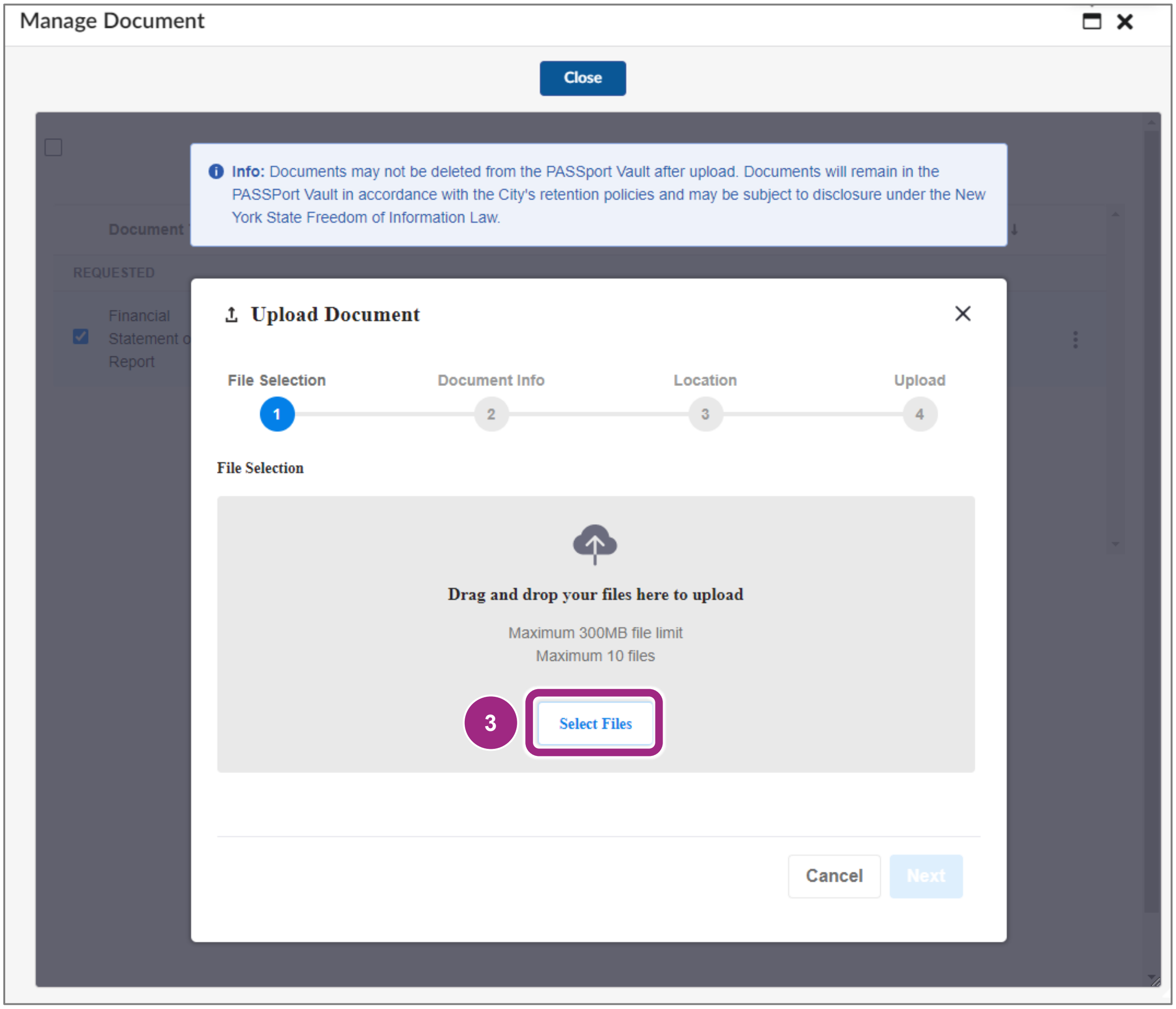
A window with a message appears. Confirm you understand that any files uploaded to the Vault cannot be deleted after upload in accordance with City record retention policies and may be subject to FOIL.

2. Read the message and click the **Confirm and Proceed** button to continue.



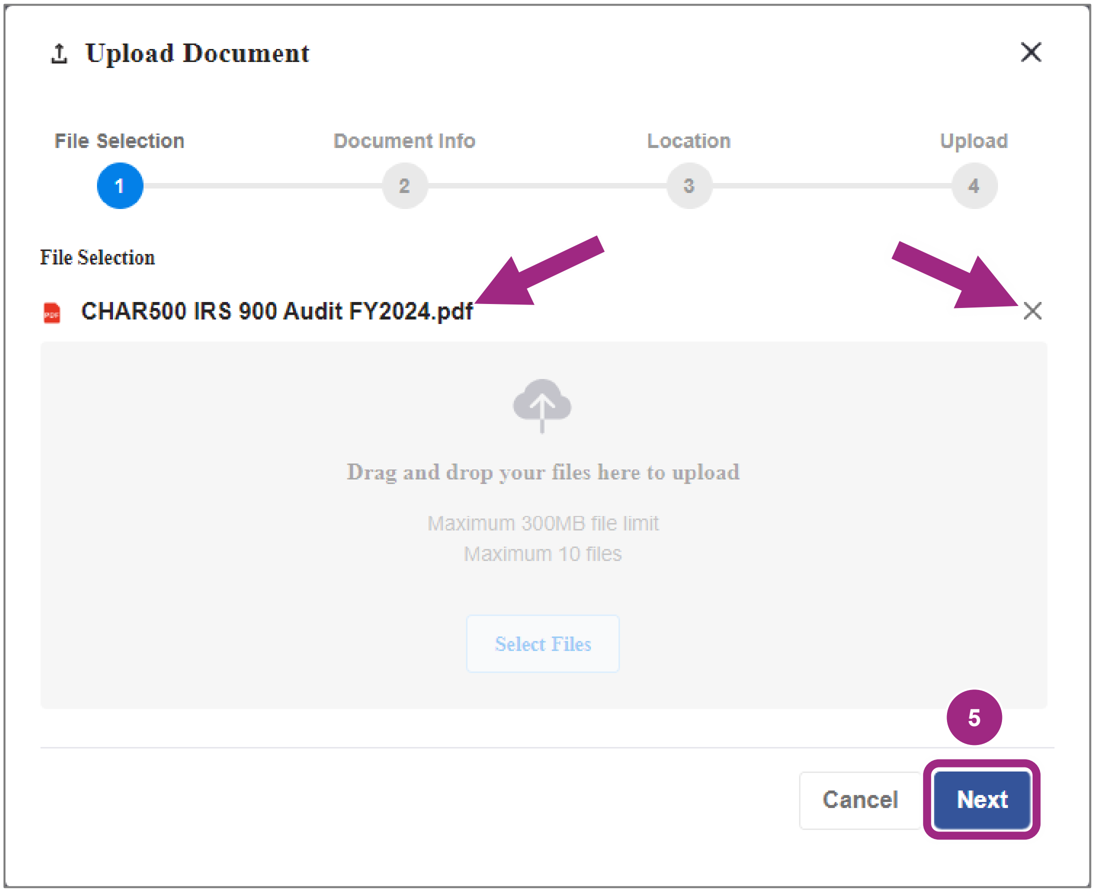
The Upload Document window displays.

3. Click the **Select Files** button to find and select the document on your computer.

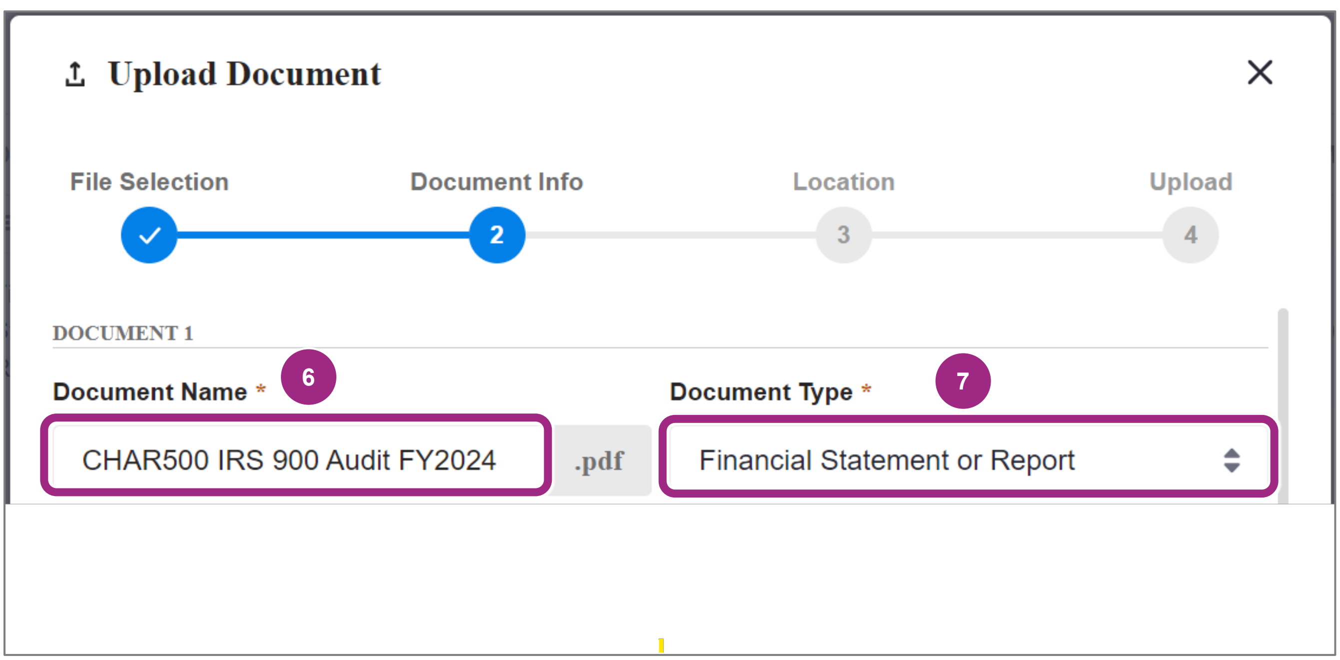


4. After a file is selected from your computer, the name will display in the File Selection section. If the wrong file was selected, click the **X** to the right of the file listed and repeat step 3.

5. Click the **Next** button to continue to the next Upload Document screen, Document Info.



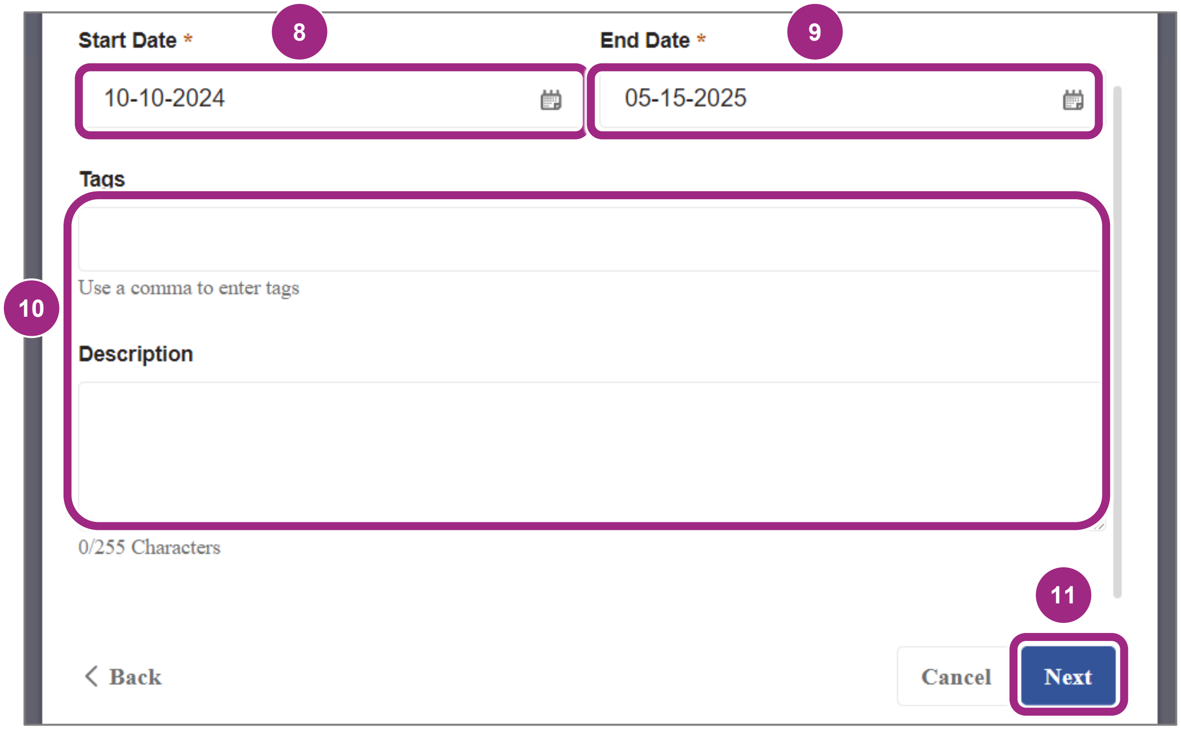
6. Optional: In Document Info, edit the **Document Name** by typing a new name in the text field.
7. Click the **Document Type** drop-down and select **Financial Statement or Report** from the list.



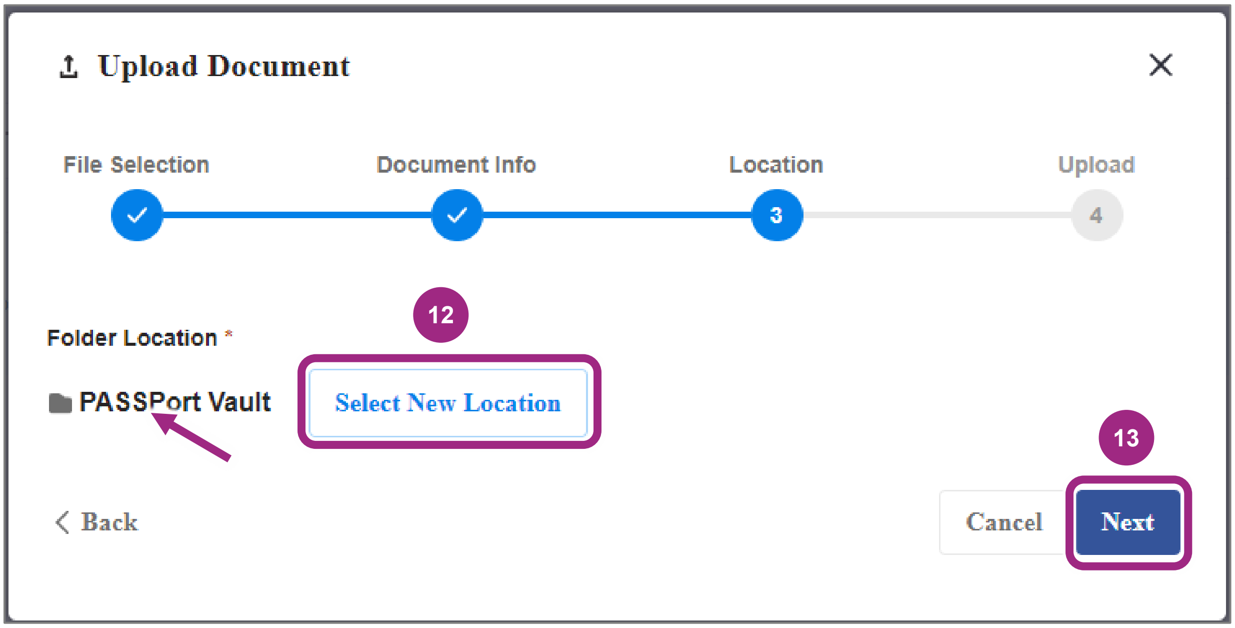
8. Select the **Start Date** which will be the day of HHS PQL application submission.
9. Select the **End Date**.

   Important: Nonprofits should select their **next annual NYS Charities Bureau filing Due Date** (in most cases).
   Nonprofits **exempt** from submitting annual Charities Bureau filings and For Profit entities should choose the date 3 years from the application submission date.

10. Optional: Add tags and a description to help you and your colleagues find this document in the Vault.
11. Click the **Next** button and proceed to the Location step.

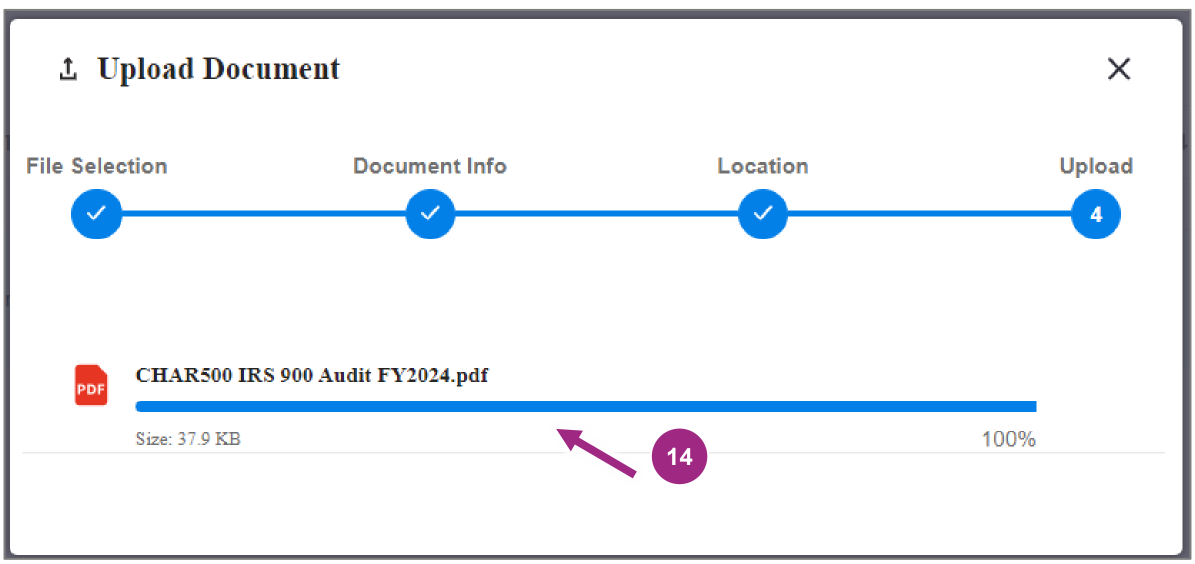


12. In Location, review the Folder Location which defaults to the main PASSPort Vault folder. To change the destination folder, click the **Select New Location** button and choose the new location.
13. Click the **Next** button to proceed to the final Upload step.



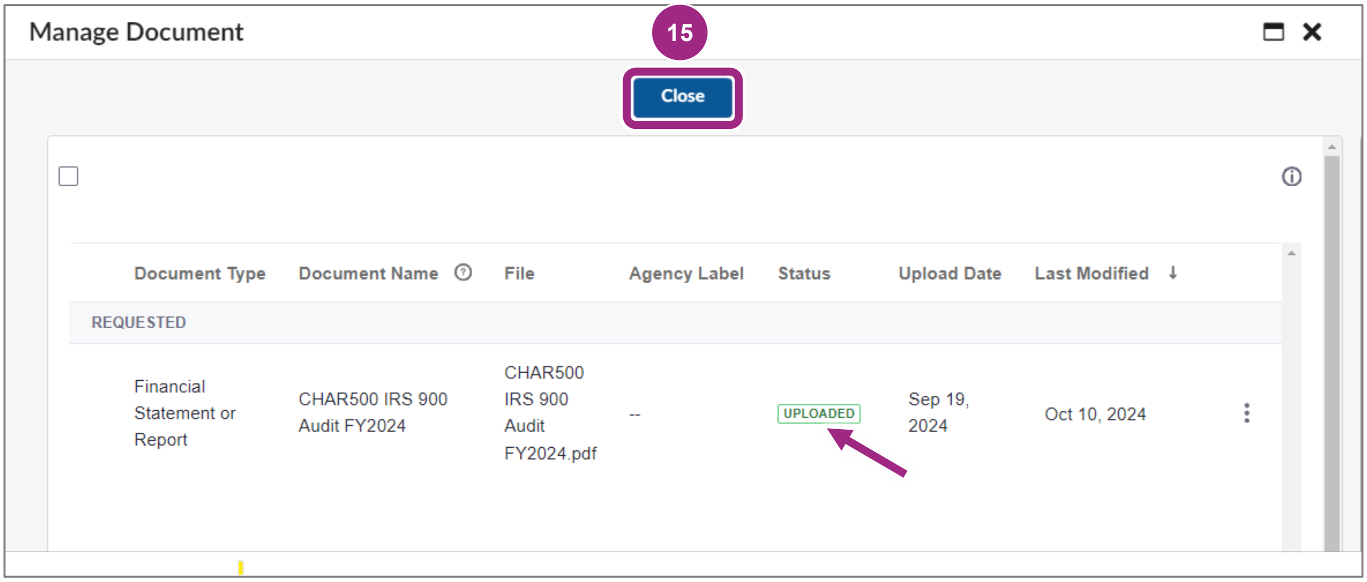
Tip: Refer to the [Vault Best Practices]() guide on organizing documents and folders.

14. In Upload, a progress meter will display as the file uploads.



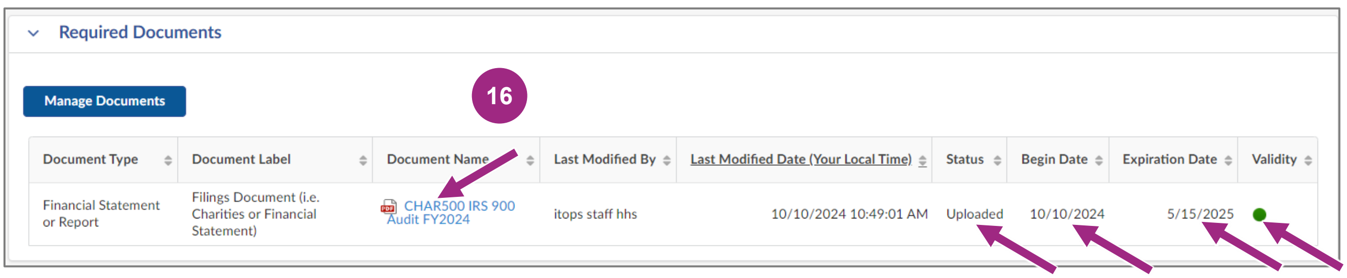
After 100% upload is achieved, you are returned to the Manage Documents window.

15. Review and confirm the correct file is uploaded, then click the **Close** button at the top of the window to return to the Documents tab.



16. In Required Documents, confirm the Document Name shows the uploaded file with the file icon in the table.

Note: The Start and End Dates appear in the table as the Begin and Expiration Dates. When the document expires, the Validity updates from green to red.



At this point, you can complete the final prompt in the Questionnaire and then submit your HHS PQL application to MOCS for review.

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Change the Document Start and End Dates

Before linking the Financial Statement or Report to the HHS PQL application, it is feasible to change the Start and End Dates (also referred to as Validity) of the document directly in the Vault.

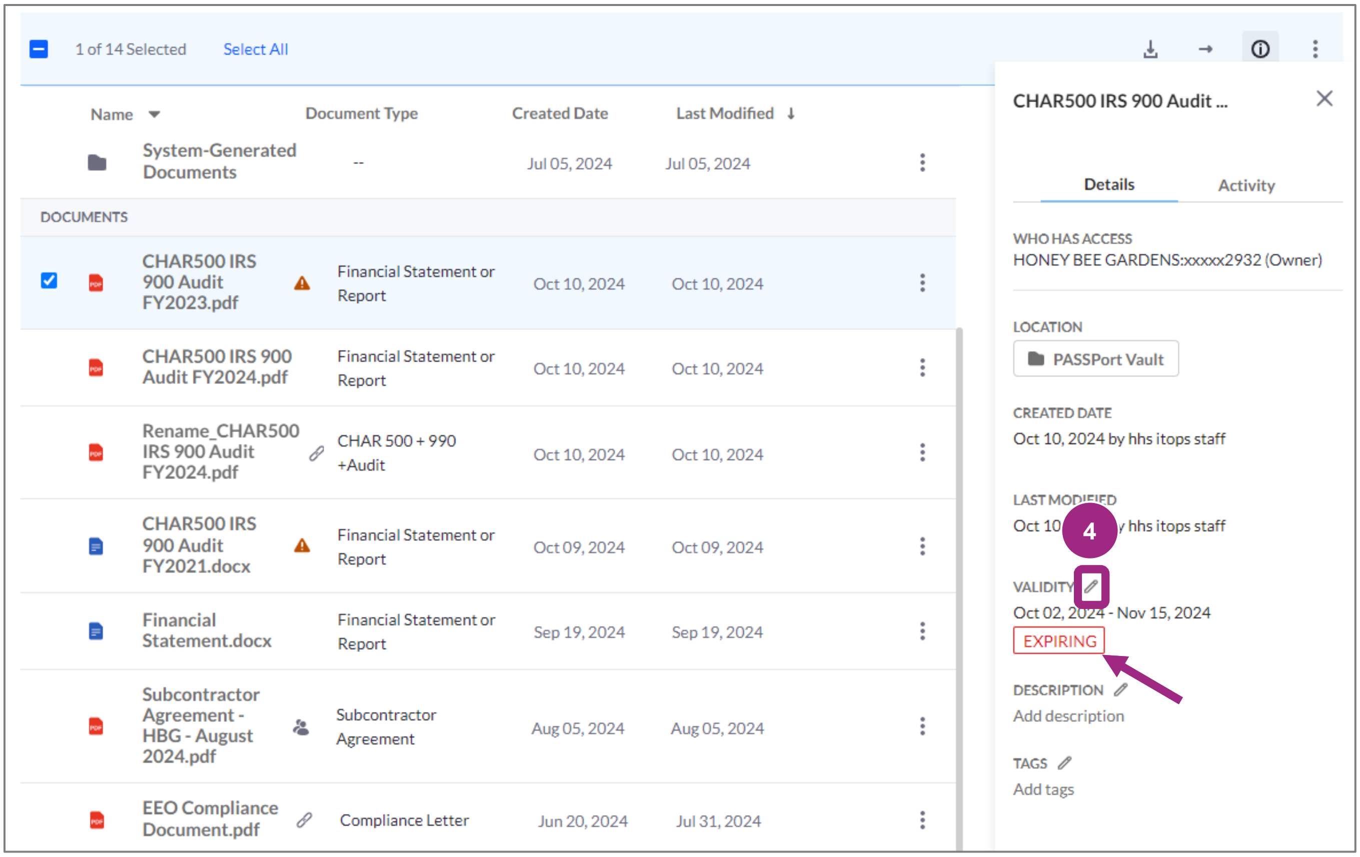
Follow the steps below to change the dates:

1. Go to the PASSPort Vault. For guidance, see the [Access the PASSPort Vault] guide.
2. Find the document in your organization's Vault. Need help finding that document? See the [Search the Vault] guide.
3. Click the **ellipsis** (3 vertical dots) on the right to view the drop-down menu, then select **View Details**.

The Details panel appears on the right of the screen.

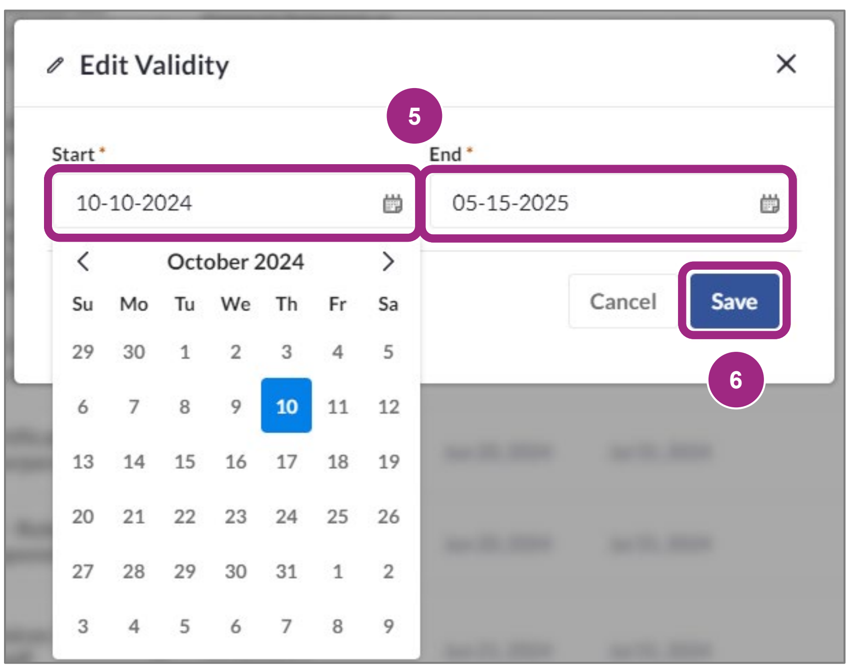
4. The Details tab displays as default. Locate the Validity and click the **pencil** icon next to it.

   In the example below, the Validity is expiring soon, and it's denoted by a red EXPIRING label below the listed Validity date.



The Edit Validity pop-up window opens.

5. Change the Validity dates by clicking the **Start** and **End** date fields.
6. Click the **Save** button and return to the folder in the Vault where the document is located.



7. Repeat step 3 to view and confirm the Validity dates have changed.
8. At this point, you can link the document back to the PQL application by following the instructions to Link a Document Via the Vault earlier in this guide.

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Avoid Common Mistakes in HHS PQL Applications

Review the guidance below to **avoid common mistakes** many vendors make and work towards getting your organization's prequalification approved from the initial submission.

Questionnaire Mistakes

1. **Incomplete** Certificate of Incorporation or Equivalent
   - Be sure to provide a copy of the **complete document** issued by New York State (or state it was incorporated in) including amendments addressing name change, foreign entity registration (with NY), etc.
2. **Incomplete and Outdated** Board of Directors List
   - Be sure to provide the most **current version** including board members' **current** place of employment (if applicable).
3. **Different Entity's** Organization's Policy
   - Be sure to provide **your own organization's** Conflict of Interest Policy. Many applicants **incorrectly** submit the City's policy.

Required Documents Mistakes

1. **Incorrect Start** and/or **End Date** of Financial Statement or Report.
   - Be sure to enter the date of HHS PQL submission as the Start Date. The End Date, depending on your organization, will be **3 years** from submission **or** the deadline of the next fiscal year filing for the NYS Charities Bureau (for filers).

   Note: The End Date determines the expiration of HHS prequalification.
2. **Dates do not align or are incorrect** within the Charities Filing (CHAR500, 990, and Audit).
   - Be sure to submit a **complete copy** of the version accepted by the Charities Bureau.
3. **Date missing** next to signature in Charities Filing (CHAR500).
   - Be sure to submit a **complete copy** of the version accepted by the Charities Bureau.
4. **Date** and **signature missing** in Charities Filing (CHAR500).
   - Be sure to submit a **complete copy** of the version accepted by the Charities Bureau.
5. **For Profits must submit a** 12 Month Financial Statement or 12 Month Profit and Loss Statement.
   - Be sure to submit the **full 12 Month** Financial Statement or Profits and Loss Statement. Only **new For Profit organizations** may submit a **projected 12 month budget**.

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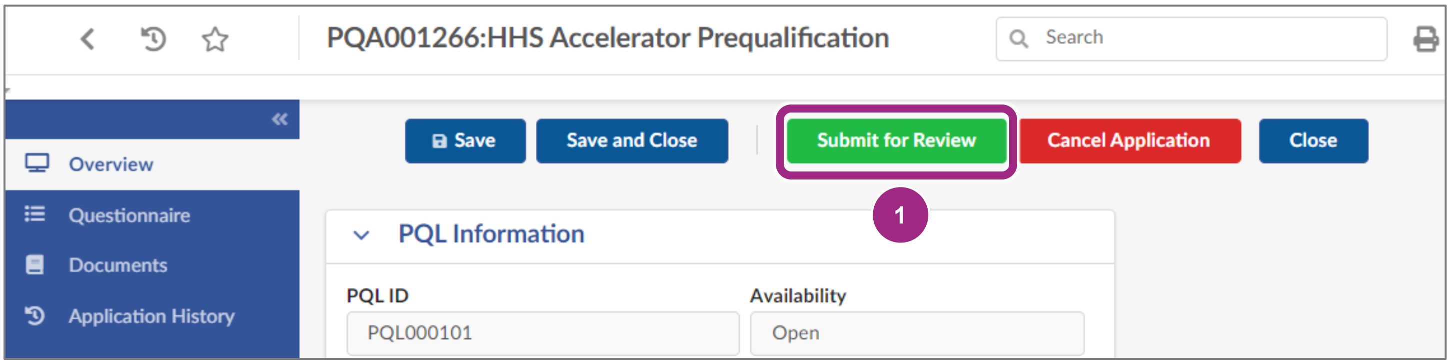
Submit HHS PQL Application to MOCS for Review

After completing the Questionnaire and the Documents tabs, submit the HHS PQL Application to your colleagues (with a Vendor Procurement L2 or Vendor Admin role) who will then submit it to MOCS for review.

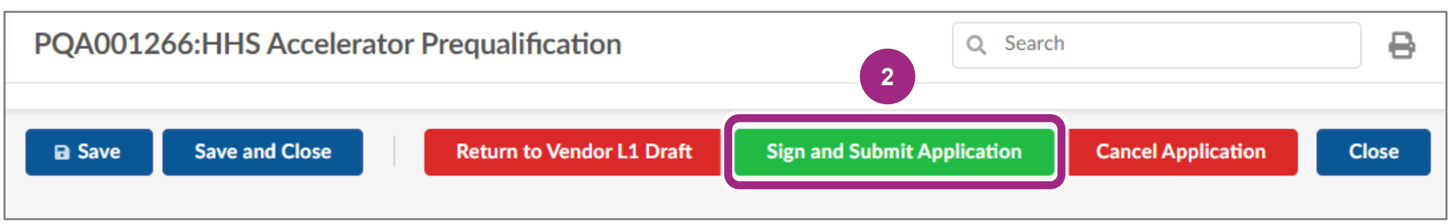
Note: Not all organizations will require 2 individuals (levels) to complete and submit their HHS PQL Application. It's common for organizations to have a user with only the Vendor Procurement L2 or Vendor Admin role complete and submit the application to MOCS without the assistance of a colleague with the Vendor Procurement L1 role.

1. In the HHS PQL Application, click the **Submit for Review** button.



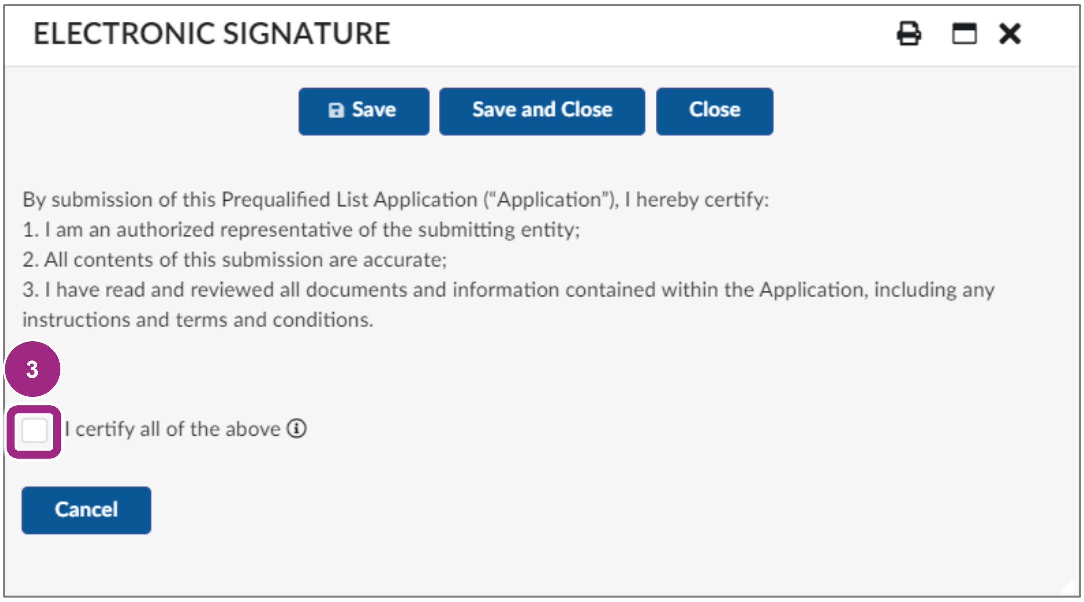
2. Click the **Sign and Submit Application** button to proceed to the Electronic Signature. **Important:** To make any changes to the PQL application **before signing and submitting**, click the **Return to Vendor L1 Draft** button.

   Note: Only users with a Vendor Procurement L2 or Vendor Admin role may complete this and subsequent steps.



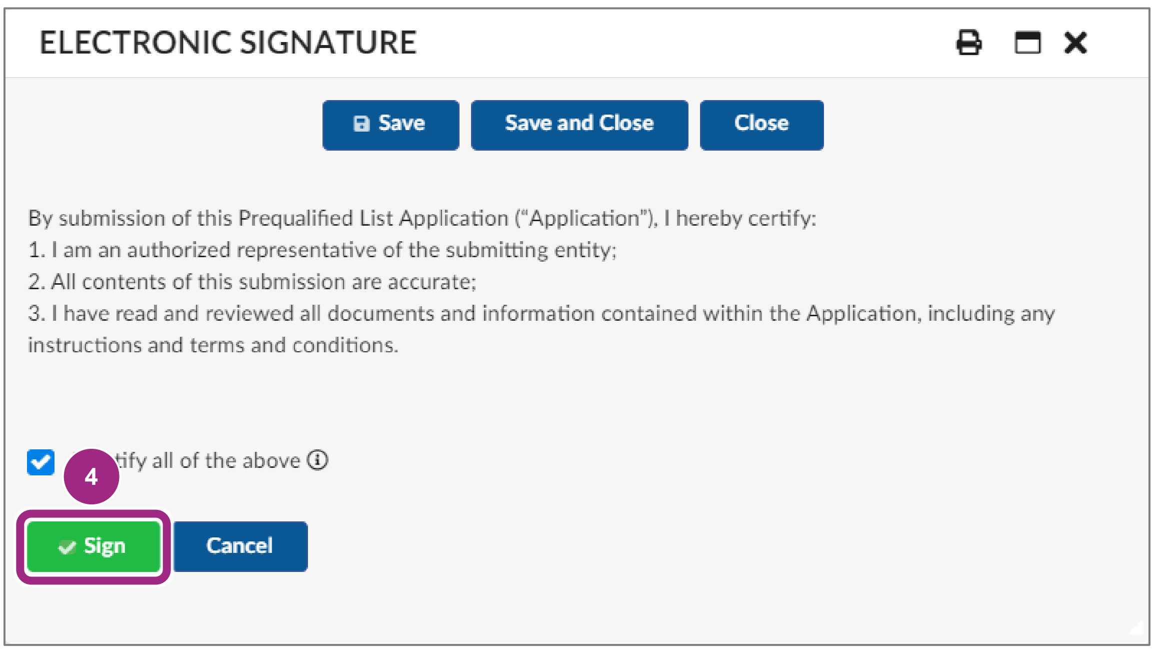
3. Read the statement and click the **I Certify All of the Above** checkbox.

Mayor's Office of Contract Services

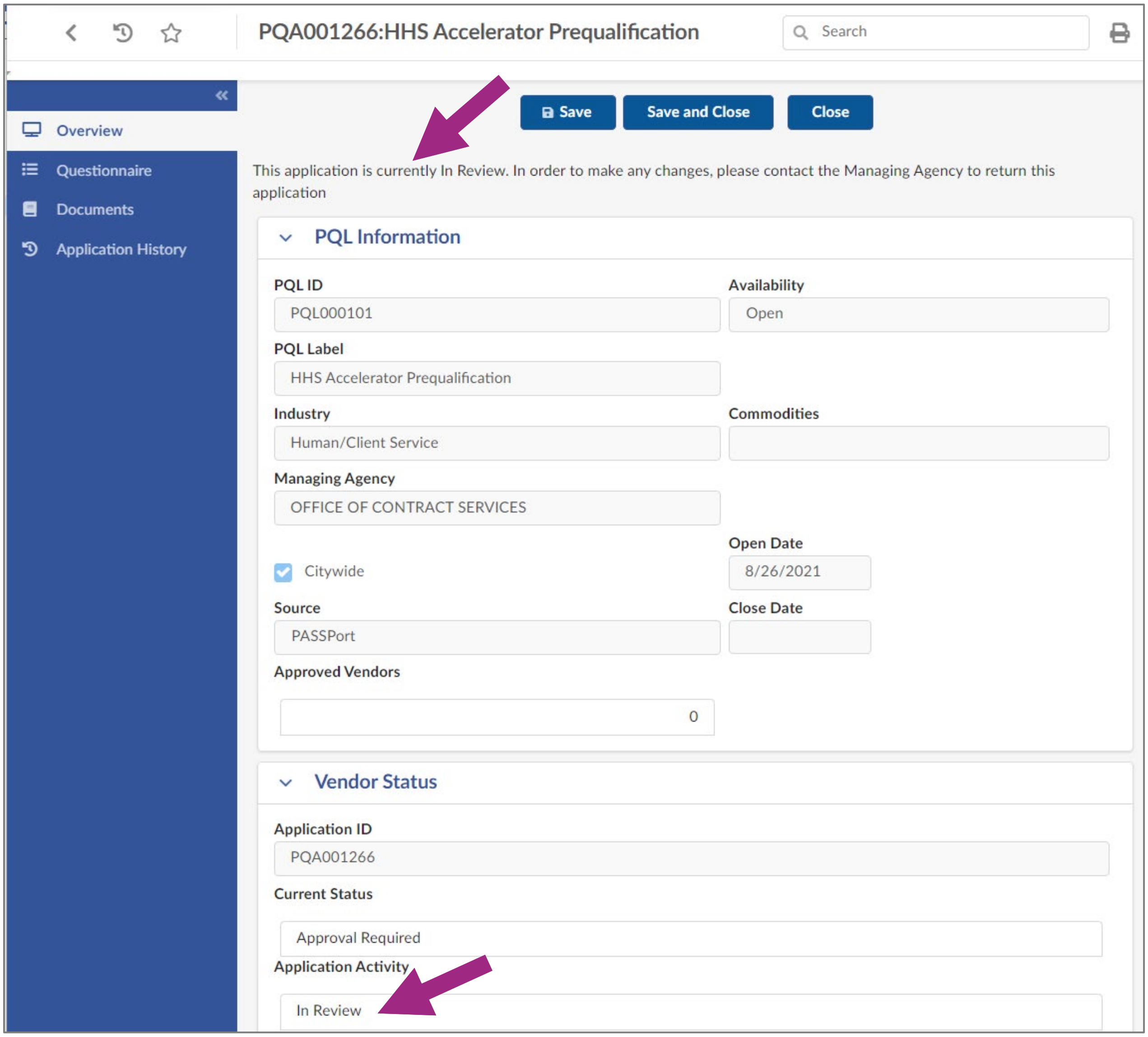


The window refreshes and the Sign button appears to the left of the Cancel button.

4. Click the green **Sign** button.



5. The HHS PQL application is now In Review with MOCS. **Note the message** above the PQL Information section in the Overview tab:
6. This application is currently In Review. To make any changes, please contact the Managing Agency to return this application. In the case of the HHS PQL, the managing Agency is MOCS.
7. In the Vendor Status section, the Application Activity updates to **In Review**.



8. You will be notified by email when a decision is made.

If your organization's HHS PQL Application is Approved by MOCS, the Current Status will reflect Approved. If the application is returned for revisions, you will receive a list of what is needed to be addressed.

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