



August 13, 2021

ADDENDUM #2

RE: Stabilization Beds Open-Ended Request for Proposals

EPIN: 07121P0124

Pursuant to Sections 3-02 (i) and 3-16 (o) (2) of the Procurement Policy Board (PPB) Rules, the Department of Homeless Services is issuing **Addendum #2** to the Stabilization Beds Open-Ended Request for Proposals (RFP), EPIN 07121P0124.

- I. **Revisions to the Scope of Work**
- II. **Questions and Answers**
- III. **Presentation Materials from the Pre-Proposal Conference**

I. REVISIONS TO THE SCOPE OF WORK
EPIN: 07121P0124

Please be advised that the subject Scope of Work is revised as described below. All new language is **bolded and underlined**. Language that is crossed out is being deleted from the Request for Proposals.

Page 2 of the Scope of Work, Proposal Documents; Required Documents is revised as follows:

Proposal Documents		
Required Documents	Document Type	Description
	Key Staff Resumes	Key Staff Resumes and/or Job Descriptions
	Organizational Chart	Program Organizational Chart
	Budget	Proposal Budget summary, including Start-up budget (if applicable)
	Property Management Plan	Completed Property Management Plan Narrative
	IRS Determination Letter [501(c)3]	IRS 501c3 Determination Letter
	Letters of Reference	Three (3) Letters of Reference from non-governmental entities
	Annual Report	Financial Audit Report or Certified Financial Statement or letter explaining why no financial statement is currently available
	<u>Site Control</u>	<u>Deed, purchase and sale agreement executed long term or site control letter of intent from property owner or landlord, site control letter for a city-owned facility, other proof of ownership or site control for each site</u>

Page 14 of the Scope of Work, G. Budget Management, 1. Program Expectations, is revised as follows:

m. Attach your most recent Financial Audit Report or Certified Financial Statement; or a letter stating why no report or financial statement is currently available.

n. DHS has adopted the Health and Human Services Cost Policies and Procedures Manual (Cost Manual) to provide uniform cost rate guidance to health and human service contracts. You can access the HHS Cost Policies and Procedures manual here: <https://www1.nyc.gov/assets/hra/downloads/pdf/NYC-HHS-Cost-Policies-and-Procedures-Manual.pdf>. Refer to this document for guidance on calculating and budgeting overhead costs. All price and budget proposals should be prepared in accordance with The City of New York's Health and Human Service Cost Policy and Procedures Manual (Cost Manual). The City is currently implementing the Indirect Cost Rate Funding Initiative. For the purpose of responding to this solicitation, proposers should include an Indirect Cost Rate of 10%.

II. Questions and Answers

EPIN: 07121P0124

- 1. Question: We received an invitation to respond to PASSPort Notification: Invitation to respond 07121P0124 -Stabilization Beds Open-Ended RFP. We would like to begin working on it. What is the due date for this request and when will awards be announced?**

Answer: This is an open-ended RFP; therefore, proposals would be accepted and reviewed on an ongoing basis until the number of units necessary for the program have been met. Vendors that have existing emergency contracts for Stabilization Beds should propose in a timely manner so that long-term contracts may start on January 1, 2022. If you are submitting a new proposal that is not currently under contract, you may propose at any time but the site should be available for immediate use.

- 2. Question: Approximately how many contracts will be awarded?**

Answer: This is a new program and there is currently a substantial need. At this time, DHS does not have the exact number of contracts to be awarded from this solicitation.

- 3. Question: Are there preferred locations and/or size of programs, i.e., number of beds?**

Answer: Preferred locations are where street homeless clients frequent. This would include near end-of-line stations or neighborhoods with a large street homeless presence. There is no limitation on the number of beds that can be proposed. Last year under the emergency program, the smallest program DHS opened had approximately 15 beds and the largest had upwards of 250 beds. DHS would be open to programs of various sizes, provided that the proposed rent is appropriate.

- 4. Question: Is Long Island City appropriate?**

Answer: Any site submitted must go through a review process to see if the location meets the needs of DHS and is appropriate for use. Please see Question 2 for further information on preferred locations.

- 5. Question: Are hotels appropriate sites?**

Answer: Hotels are acceptable for the Stabilization Bed program. However, every proposed site must undergo an analysis to ensure that the location fits the needs of DHS. Sites that vendors propose should be eligible and appropriate for use and must have the required Department of Building certifications.

- 6. Question: If this is hotel capacity that we want to convert to Stabilization Beds, do we need kitchens, or is a microwave and refrigerator sufficient?**

Answer: Kitchens are not required for Stabilization Bed programs. Some stabilization bed programs do have microwaves and mini refrigerators for clients to heat up food supplied by providers.

- 7. Question: Will a structured proposal document be released?**

Answer: Structured Proposal Forms are no longer required. It is strongly recommended that proposers who have not submitted a proposal in PASSPort read Section III of this document, Presentation Materials from the Pre-Proposal Conference.

- 8. Question: Can [an organization] apply for multiple sites as alternates if the proposer only [seeks] to operate one site?**

Answer: DHS does not recommend organizations propose alternate sites if an organization only seeks to operate one location. All proposed sites must be available for immediate use.

- 9. Question: What is the rent range?**

Answer: There is no specific rent range. DHS considers the overall size of the proposed building(s) and how many beds will fit into a location to help determine what the rent per diem should be. All proposed rents, like the rest of the budget, must go through the negotiation process and OMB approval.

- 10. Question: Can you please provide more information or a range on the anticipated per diem rate?**

Answer: There is no standard per diem rate for this RFP. However, the proposed rent should not be over market. DHS compares what is in the market, looks at similar contracts, and performs a rigorous step-by-step analysis. All budgets will be reviewed and negotiated to ensure services and the program model are upheld. Per diem rates will be determined based on the final approved budget to ensure adequate services are provided.

- 11. Question: Just want to verify the contract term – this is a 5-year contract with 4-year renewal option after?**

Answer: Yes, the contract term is five (5) years with a four (4) year renewal option.

12. Question: Can the designated site house other program uses? If so, what is the maximum allowable homeless population relative to the facility['s] full population?

Answer: DHS does not typically house multiple programs within one location. For this solicitation, the proposal must be strictly a Stabilization Bed program. DHS would consider a Drop-in Center with a Stabilization Bed program. However, proposers would need to apply to the Drop-in Center Open-Ended RFP in order to be considered.

13. Question: From page 11, number vii [of the RFP], can [regular maintenance] be performed by the building owner subject to a lease or separate maintenance agreement?

Answer: As a policy, DHS has required that all subcontract agreements (such as maintenance) are bid out separately. If the building owner has a separate maintenance company, the company may bid but must follow the competitive process that is outlined in the DHS Fiscal Manual.

14. Question: On page 11, number ix [of the RFP], what type of site control evidence, if any, must be submitted with the response?

Answer: As with all DHS Requests for Proposals, a signed lease is not required. However, a letter of intent should be provided. The submitted letter of intent must be from the property owner or landlord of the property. Other forms of site control would include a deed, an executed contract of sale, a site control letter for a City-owned property, and/or an executed long-term lease. The submitted document should have enough specificity to allow DHS to determine that the site will be available for use, if awarded a contract.

15. Question: Regarding the budget, what is the maximum allowable administrative rate?

Answer: Not-for-Profits would need a CPA attested indirect rate or a Federal NICRA. DHS seeks to incorporate the approved indirect rate into the proposed budget. For guidance on provider ICR rates, please refer to the MOCS Indirect Implementation website via the following link: <https://www1.nyc.gov/site/nonprofits/funded-providers/indirect-implementation.page>

- 16. Question: Regarding the budget, what is the maximum allowable administrative rate? And is [the] rent due to the landlord included as part of the overall budget and calculated as part of admin?**

Answer: The minimum administrative rate allowed is 10%. The maximum allowable administrative rate will be based on the federal NICRA or a CPA attested rate. Please see Question 15 for additional information, and may be subject to negotiation

- 17. Question: Is [the] building rent due to the landlord included as [a] part of the overall budget and calculated as part of [administrative overhead]?**

Answer: The proposed building's rent should be included in the proposal budget. However, it should not be included within administrative overhead.

- 18. Question: Can you please describe [the] allowable lease terms for [a] site. [For example,] are traditional triple net lease terms allowable?**

Answer: The proposed site's landlord is responsible for all base real estate taxes and major repairs and/or replacements. Leases are negotiated between the not for profit provider and the landlord. DHS is not a party to the lease. DHS will review the lease and provide comments on the lease regarding whether the lease matches DHS expectations set out in the shelter service contract, the DHS Maintenance Policy and the Fiscal Manual. All budgets and rents are approved through a model budget process, and costs associated with building occupancy are negotiated then. Typically and in accordance with the Maintenance Policy and Fiscal Manual, the landlord pays the base real estate taxes, covers the major building upkeep, which includes exterior and structural maintenance, repairs and replacements, pays their building insurance and bears responsibility of complying with all the laws and codes as it pertains to the building, unless specific to the provider's use of premises. The provider pays base rent, increases to the real estate taxes above the base and utilities based on the approved operating budget and is responsible for the day-to-day maintenance and non-structural repairs of the premises.

- 19. Question: Is DHS going to assign an outreach team to the provider and can you describe the requirements around that collaboration?**

Answer: During intake, outreach teams, where available, should provide the stabilization bed staff with as much relevant information available on the client's history, barriers to permanent housing, and medical and mental health needs, as well as preferred name, gender pronouns, and language. Due to the urgency of allowing a client in as soon as they agree, DHS does not require documentation for intake and may place individuals who are not currently connected with an outreach team. DHS will then assign an outreach team to assist the client in this transition and work with the stabilization bed staff regarding case management, permanent housing placement or transfers, when appropriate.

20. Question: What is the client to staff ratio and recommendation regarding licensed professionals (i.e. licensed social worker, nurses)?

Answer: There is not a standard client to staff ratio for stabilization beds. However, proposers should recommend a ratio that will ensure the necessary level of services will be provided.

III. Presentation Materials from the Pre-Proposal Conference
EPIN: 07121P0124

How to Respond to DHS Stabilization Beds Open-Ended RFP in PASSPort

MOCS and NYC Procurement



Compliance,
Advisory &
Partnerships



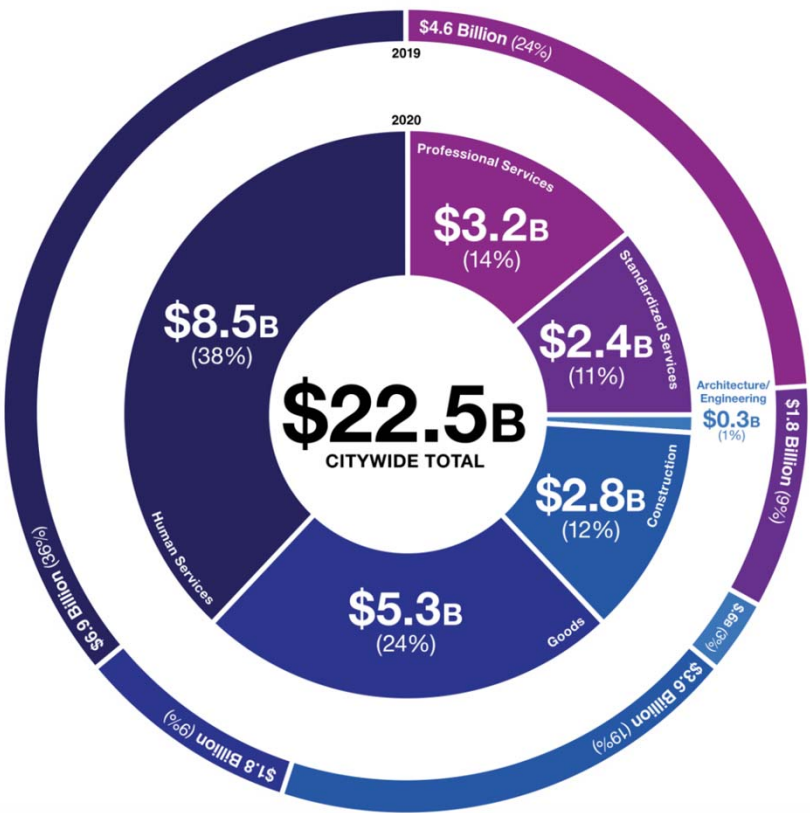
Technology
Solutions



Transparency
& Reporting



Learning
Management &
Support



41

City Agencies

114,000+

Procurement
Actions in FY 20

26,000+

Vendors in PASSPort

6,000+

NYC Procurement Staff



Mayor's Office
of Contract Services

Question? help@mocs.nyc.gov

PASSPort Streamlines Citywide Procurement



**View Citywide
Contracting
Opportunities**

**Respond to
Citywide
Contracting
Opportunities**

**Real-Time Tracking
of Submissions,
Awards &
Contracts**

**Digital
Signatures**

Requirements for Response

From HHS Accelerator to PASSPort



Complete
Prequalification Application
in **HHS Accelerator**

Create
an account in **PASSPort**



RFP Released in **PASSPort**
through Public Portal &
Browse All RFx



Complete & submit your
responses in **PASSPort**

Steps to Create a PASSPort Account

1.

Establish a NYC.ID

Note: If you use HHS Accelerator, you already have a NYC.ID

2.

Submit an Account Request with Your NYC.ID

Note: It can take 1-2 business days for approval

3.

Activate Your Account Once Your Request is Approved

*Note: Providers **will** need to complete and file vendor disclosures in PASSPort if the awards received during a 12-month period **exceed \$250,000***

Find and Respond to the RFP in PASSPort

Search for Funding Opportunities

NYC Mayor's Office of Contract Services311 Search all NYC.gov websites

NYC Mayor's Office of Contract Services

繁體中文 Translate Text-Size

Home About Systems Legal & Forms Reporting Partners Contact

Search

System Login PASSPort HHS Accelerator

Share Print

PASSPort

PASSPort Login

Search Funding Opportunities in PASSPort

The Procurement and Sourcing Solutions Portal (PASSPort) is the City's new, user-friendly, online procurement portal which allows vendors to submit disclosure information required for contracting and access performance evaluations.

HHS Accelerator

HHS Accelerator Login

HHS Accelerator streamlines and enhances the management of the procurement and financial processes for providers delivering direct services to clients and communities.

Login

PASSPort

Procurement and Sourcing Solutions Portal

RELATED LINKS

- City Record Online
- Payee Information Portal
- M/WBE Online Directory
- HHS Accelerator
- Public Portal

PASSPort makes it easier to complete procurement tasks and will improve your experience of competing for contracts. Manage your online profile by keeping information updated and filing critical disclosure forms which are required to do business with the City.

Need help? The Mayor's Office of Contract Services (MOCS) is happy to assist you. MOCS can be contacted by email at help@mocs.nyc.gov.

Thank you for partnering with us to deliver vital goods and services to New Yorkers.

NYC Mayor's Office of Contract Services

nyc.gov/passport



Find the RFP on the Public Portal

PASSPort

Keywords :

Main Commodity :

Rfx Status :

Program :

Industry :

Agency :

Round :

Additional Commodities :

Rfx allowing subcontractors : ☐

Program	Industry	EPIN	Procurement Name	Agency	Rfx Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
OCF Food Procurements	Goods	85721B0048	85721B0048 - Baby Food	DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	02/18/2021 00:00:00	03/03/2021 10:00:00	07d 17h 38min 46s	Perishable Foods
OCF Food Procurements	Goods	85721B0049	85721B0049 - DOC - Baking Products and Baked Goods	DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	02/18/2021 00:00:00	03/02/2021 10:00:00	06d 17h 38min 46s	Perishable Foods
Beacon Community Centers	Human/Client Service	26021P0054	Beacon - Truman High School RFP Reissue (2021)	DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT	Released	Competitive Sealed Proposal	02/18/2021 11:00:00	03/19/2021 14:00:00	23d 20h 38min 46s	Community Enrichment Services
Emergency Intervention Services	Standard Services	06921P0330	06921P0330 - Municipal Cemetery Burial Operations	DEPARTMENT OF SOCIAL SERVICES	Released	Competitive Sealed Proposal	02/11/2021 00:00:00	03/05/2021 14:00:00	09d 21h 38min 46s	Parks and Site Work Landscaping and Grounds Services
Emergency Intervention Services	Standard Services	06921P0330	06921P0330 - Municipal Cemetery Burial Operations	DEPARTMENT OF SOCIAL SERVICES	Canceled	Competitive Sealed Proposal				
Job Plus	Professional Services	06921P0327	06921P0327-Jobs Plus Technical Assistance & Training	DEPARTMENT OF SOCIAL SERVICES	Released	Competitive Sealed Proposal				
	Standard Services	82621Y0041	82621Y0041-BPS Helicopter Floats & Reservoir Assembly PIN: 1801015X	DEPARTMENT OF ENVIRONMENTAL PROTECTION	Released	RFI				
Vision Zero	Professional Services	84121P0002	84121P0002-84121MBAD428 Services Related to Public Safety and Sustainable Transportation Education and Media Campaigns	DEPARTMENT OF TRANSPORTATION	Responses Received	Competitive Sealed Proposal				
DCMB	Goods - IT Related	85821Y0015	85821Y0015-CITYWIDE AIRTABLE ENTERPRISE PURCHASING CONTRACT	DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS	Canceled	RFI				

PASSPort

Keywords :

Main Commodity :

Rfx Status :

Industry :

Agency :

Round :

Additional Commodities :

Rfx allowing subcontractors : ☐

Program	Industry	EPIN	Procurement Name	Agency	Rfx Status	Procurement Method	Remaining time	Main Commodity
Street Homelessness Solutions	Human/Client Service	07121P0124	07121P0124-Stabilization Beds Open-Ended RFP	DEPARTMENT OF HOMELESS SERVICES	Released	Competitive Sealed Proposal		Shelter and Homelessness Prevention

The PASSPort Public Portal provides the general public with a complete list of all Rfx opportunities available in PASSPort.

Find the RFP through “Browse All RFx” and “Browse Your RFx and Responses”

PASSPort Profile Tasks **RFx** Contracts Ordering Catalogs Invoicing Performance Admin Config Settings Support Vendor A. ▾

◀ ⌂ ☆ Browse All RFx

Browse Your RFx and Responses
Browse PQL
Browse All RFx

Search ...

Keywords : Main Commodity : RfX Status : Search Reset
 Program : Industry : Agency :
 Publish Date : Round : Additional Commodities : RfX allowing subcontractors : ☐

Program	Industry	EPIN	Procurement Name	Agency	Procurement Method	RfX Status	Release Date	Due Date	Remaining time	Main Commodity
UAT Program	Professional Services	06921P0008	06921P0008-Test 9/9/20 vc	• DEPARTMENT OF SOCIAL SERVICES	Competitive Sealed Proposal	Planned	09/09/2020	09/24/2020	13d 13h 01min 31s	Miscellaneous Professional Services
test-DG	Standard Services	04021I0001	04021I0001-Community Schools Services RFP	• DEPARTMENT OF EDUCATION	Innovative	Released	09/02/2020	10/16/2020	35d 13h 01min 31s	Academic Supports
UAT Program	Professional Services - IT Related	06921B0005	06921B0005-CRM Application Developer	• DEPARTMENT OF SOCIAL SERVICES	Competitive Sealed Bid	Responses Received	08/27/2020	08/27/2020	Bid due date has passed	Application Development Services
UAT Program		06921Y0099	06921Y0099-DOC EOI Specialized Consulting Services to Support Cultural Change	• DEPARTMENT OF SOCIAL SERVICES	RFI	Released	08/25/2020	08/28/2020	Bid due date has passed	Business Consulting
UAT Program	Professional Services	06921B0003	06921B0003-Brian and John 8.18 Contract	• DEPARTMENT OF SOCIAL SERVICES	Competitive Sealed Bid	Selections Made	08/18/2020	08/18/2020	Bid due date has passed	Education and Training Services
UAT Program	Professional Services	06921O0001	06921O0001-Conditional Questions, Comp Pools & Eval	• DEPARTMENT OF SOCIAL SERVICES	Intergovernmental OGS	Released	08/17/2020	08/24/2020	Bid due date has passed	Education and Training Services

The **Browse All RFx** screen contains a similar structure to the Public Portal, but now that you are logged into your PASSPort account, you will be able to respond to the RFP by clicking the Pencil icon.

The **Browse Your RFx and Responses** is where you will be able to manage your responses and quickly locate solicitations you have begun work on and solicitations you have submitted responses to.

Respond in PASSPort

PASSPort

ProfileTasksRFxContractsOrderingCatalogsInvoicingPerformanceAdminConfigSettingsSupport

Vendor A

07121P0124-Stabilization Beds Open-Ended RFP (003802) : Lot 1 / Round 2

SaveOther Actions

View RFx

Acknowledgement

Manage Responses

Discussions with buyer

Setup Team

Remaining time :35d 12h 59min 10s

RESPONSE ACTIVITY

SUMMARY

E-PIN : 07121P012407/02/2021 14:00:00

Program : Street Homelessness Solutions

Agency : DEPARTMENT OF HOMELESS SERVICES

Division : (7555)STREET HOMELESSNESS SOLUTIONS

Agency Contact First Name : Cinnamon

Agency Contact Last Name : Warner

Agency Contact Email : ACCOContractPlanning@dss.nyc.gov

Concept Report :

Rfx Title : 07121P0124-Stabilization Beds Open-Ended RFP

Rfx Status : Released

DESCRIPTION

Purpose of the Solicitation

The New York City Department of Homeless Services (DHS) estimates that there are 3,182 homeless adults currently living on the streets, subways or in other public places. Street homeless clients are not coming into traditional shelter for a variety of reasons. DHS provides temporary emergency housing and related services to individuals and families experiencing homelessness in New York City. DHS' Division of Street Homeless Solutions (SHS) employs street outreach to engage individuals who remain unsheltered. For those individuals living outdoors for an extended period who agree to accept services, stabilization beds provide a less restrictive alternative to traditional shelter. In this way, stabilization beds provide shelter to the unsheltered and help facilitate ongoing coordinated services with SHS outreach teams to help individuals who were previously residing in the subway and other public spaces get back on their feet. Contracted outreach teams and the

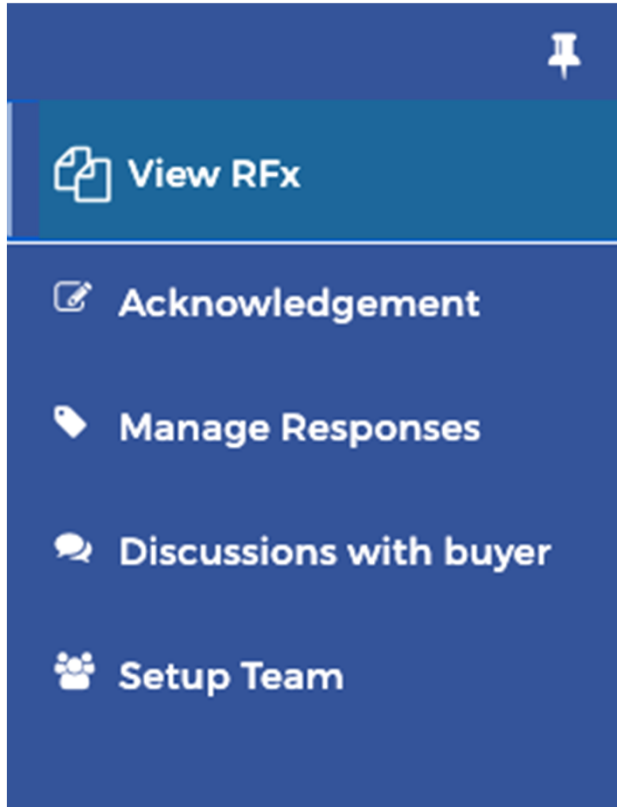
DOCUMENTS

Download	Document Type	Document Name
Addendum #1 to the Stabilization Beds Open-Ended RFP_EPIN 07121P0124.pdf	Addendum Document	Addendum #1
General_Information_and_Regulatory_Requirements.pdf	RFx Document	03 - General Information and Regulatory Requirements
Instructions_for_Responding_to_the_RFP.pdf	RFx Document	02 - Instructions for Responding to the RFP
04_-_Client_Rights_and_Code_of_Conduct.pdf	RFx Document	04 - Client Rights and Code of Conduct
05_-_DHS_Client_Responsibility_Requirements.pdf	RFx Document	05 - DHS Client Responsibility Requirements
06_-_Maintenance_Policy_Manual.pdf	RFx Document	06 - Maintenance Policy Manual
07_-_OTDA_Administrative_Directive.pdf	RFx Document	07 - OTDA Administrative Directive
08_-_DHS_Shelter_Inspection_Policy_and_Procedure.pdf	RFx Document	08 - DHS Shelter Inspection Policy and Procedure
Stabilization_Beds_Open_Ended_RFP.pdf	RFx Document	01 - Stabilization Beds Open Ended RFP

9 Result(s)

The View RFx screen displays an overview of the RFP, including a Summary, Description, Key Dates, associated Documents and Pre-Proposal Information.

RFx Tabs Overview



The **Acknowledgement** tab is where providers acknowledge receipt and intent to respond.

The **Manage Responses** tab is where providers complete the RFP questionnaire and responses, and upload required documentation.

The **Discussion with buyer** tab is a forum to communicate directly in PASSPort with DOE after you have decided to respond to the RFP.

The **Setup Team** tab provides the ability to add team members to assist in the response process.

Setup Team Tab – User Roles

User Roles



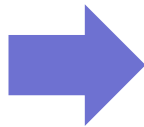
Vendor Admin



**Vendor Procurement
Level 1, Level 2**



**Contributor, Vendor
Financials Level 1,
Level 2**



Vendor Admin

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses
- ✓ Set up team for responses

Vendor Procurement Level 1 & Level 2

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses

Contributor, Vendor Financials Level 1 & Level 2

- ✓ Create/edit responses when added to the RFx team in the Setup Team Tab

Questionnaire

CEI Holding LLC's proposal



[Save](#) [Save and Close](#) [Cancel this response](#) [Close](#) [Check Progress](#) [Duplicate Response](#)

Your Proposal Info

Questionnaire

Subcontractors and Joint Ventures

Item

Campaign : 0-Req. 07/21/2020 A

Supplier : November Vendor

Respondent : Lori LN LoriFN

Agency : DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Commodity : 178 - Academic Supports

CREATION BY IMPORT

[Download in Excel 2007-2010 format \(xlsx\)](#)

[Download in Excel 97-2003 format \(xls\)](#)

Drop here your answer (in Excel format)

[Upload \(in Excel Format\)](#)

Minimum Qualifications

100%

Demonstrated Effectiveness (25%)

100%

Organizational Capacity (25%)

100%

Program Plan (25%)

100%

Accountability (25%)

100%

Affirmations

100%

Minimum Qualifications

Experience

Your organization must have a minimum of ...

I affirm that my organization has at least 5 years of successful experience providing similar s

A progress bar will display the percentage of questions completed for your reference.

Percentages displayed next to section titles will indicate that they will be evaluated and scored.

Items / Proposal Budget Summary

CEI Holding LLC's proposal

Your Proposal Info

Questionnaire

Subcontractors and Joint Ventures

Item

CREATION BY IMPORT▼

Download in Excel 2007-2010 format (xlsx)

Download in Excel 97-2003 format (xls)

Drop here your quotation form (in Excel format)

Upload (in Excel Format)

Total :

Total per currency

USD 242,400.00

Including options

USD 225,000.00

Currency :

USD

Proposal Amount : 242,400.00

Filter

Keywords :

Not answered items : ☐

Search

Reset

Personnel Services - Full Time

Other Than Personnel Services

Indirect Costs

Items code	Label	Item types	Title ⓘ	# of Staff ⓘ	Salary ⓘ	Total ⓘ
I1_6	SUBTOTAL	Optional Item				225,000.00
I1_1	Full Time Staff 1	Optional Item	Sample Staff Title	2.00	50,000.0	100,000.
I1_2	Full Time Staff 2	Optional Item	Sample Staff Title	1.00	80,000.0	80,000.0
I1_3	Full Time Staff 3	Optional Item	Sample Staff Title	1.00	45,000.0	45,000.0
I1_4	Full Time Staff 4	Optional Item				

The system will automatically calculate the total price for your proposal.

Resources

Provider Resources

MOCS Nonprofit Partners Webpage

NYC
Mayor's Office of
Contract Services

italiano • Translate | Text-Size

AboutSystemsLegal & FormsReportingPartnersContact

Search

NonprofitsM/WBEEPPEvents

Partnering with Nonprofits

Discretionary Award Tracker

Returnable Grant Fund

Communication with the Sector

FacebookTwitterLinkedInSharePrint

Partnering with Nonprofits

Each year, the City of New York awards billions of dollars to nonprofit providers to deliver critical programs and services to over 3 million New Yorkers across the City, including our most vulnerable neighbors. MOCS supports these nonprofit providers by building and managing digital platforms that make it easier for them, especially small community-based organizations, to participate in City contracting and receive timely payment. We design solutions with and for our nonprofit partners and lead Citywide initiatives that further sector-wide goals.

\$6.8B
(33%)
human services

\$2.8B
goods

\$3.1B
construction services

\$3.9B
professional services

\$3.4B
standardized services

\$1.5B
other

Fiscal Year 2019
City Procurement
by Industry

Key Initiatives

NYC
HHS Accelerator

Procurement Technology Innovation

The HHS Accelerator technology platform, managed by MOCS, was designed exclusively for the health and human service (HHS) sector to make it easier to do business with the City. HHS Accelerator streamlines and centralizes the Request For Proposal (RFP) process and invoice payment. Providers are paid within 4 median days of invoice acceptance.
Visit the HHS Accelerator webpage

PASSPort

PASSPort, the City's Procurement and Sourcing Solution Portal, is digitizing the contract registration process - a long-standing goal of the HHS sector. PASSPort is saving providers time and effort by digitizing VENDEX disclosures and centralizing agencies' responsibility determinations. In Spring 2020, PASSPort will allow providers to digitally track their contracts and the steps to registration.
Visit the PASSPort webpage
HHS Accelerator and PASSPort Need to Know

HHS Accelerator

NYC
Mayor's Office of
Contract Services

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AboutSystemsLegal & FormsReportingPartnersContact

Search

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About / Go to HHS Accelerator

HHS Accelerator Training

HHS Accelerator Procurement

HHS Accelerator User Materials

HHS Accelerator FAQ

Contact HHS Accelerator

HHS Accelerator Reporting

FacebookTwitterLinkedInSharePrint

About / Go to HHS Accelerator

HHS Accelerator Login

Create an Account

The City of New York invests billions annually in Client and Community based Services through competitive contracts. These contracts are awarded to providers to deliver a wide range of services such as mental health counseling, workforce training, foster care, after school programs, senior centers, and shelter and housing programs. HHS Accelerator was launched to simplify and speed the contract process for Client and Community based Services providers. Through a deliberate and collaborative multi year planning process with providers, redundant paper based requirements were removed, processes reengineered, and contract documents standardized allowing the City and providers to focus more on mission critical activities.

How it Works

HHS Accelerator is an online-system designed to improve the City's contracting process. The System provides centralized access to the City's Human Service funding opportunities and the ability to complete financial transactions. There are four major components to HHS Accelerator:
The Document Vault: is a secure, Web-based filing cabinet that enables you to easily store and share documents with the city and other organizations. The Document Vault may be used by any provider of Client and Community-based Services, even those without contracts with the City. Sharing happens within the system and providers control which organizations can see documents and can remove access as necessary.
Prequalification: streamlines the collection of basic documentation into a standard Business and Service application. Prequalification is valid for 3 years.
The Procurement Roadmap: provides a central location where all Health and Human Service RFPs (Request for Proposal) are published. Providers download all documents associated with the RFP, submit proposals, and track award status via the roadmap.
Financials: allows for electronic management of financial transactions. Providers and participating Agencies manage budgets and invoices and track payments in the system. The following New York City Agencies utilize HHS Accelerator to manage contract budgets, invoices, and payments:

- Administration for Children's Services (ACS)
- Department of Citywide Administrative Services (DCAS)
- Department for the Aging (DFTA)
- Department of Education (DOE)
- Department of Health and Mental Hygiene (DOHMH)
- Department of Homeless Services (DHS)
- Department of Probation (DOP)
- Department of Small Business Services (SBS)
- Department of Youth and Community Development (DYCD)
- Housing and Preservation Department (HPD)
- Human Resources Administration (HRA)
- Mayor's Office of Criminal Justice (MOCJ)

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Question? help@mocs.nyc.gov

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PASSPort Resources

 nyc.gov/passport

Create accounts to view and respond to opportunities in the system. Search Funding Opportunities through the Public Portal.

You can also find answers to common questions and submit messages directly to our support team through the PASSPort Service Desk tab.



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Procurement Transformation Underway

Search Funding Opportunities in PASSPort

Click to Create a PASSPort Account

Login to an Existing Account

PASSPort is adding new features

PASSPort, the City's digital Procurement and Sourcing Solutions Portal, is about to roll out new features designed to make the procurement process easier, more transparent and accessible to all businesses.

Developed with and for vendors, along with City agencies, PASSPort leverages technology to address long-standing issues and support faster contract approval, more timely registration, and prompt approval of invoices and payment.

[Learn more about key PASSPort features at a glance here](#)

[PASSPort Vendor Awareness Video](#)

[Award Milestone Tracker One Pager](#)

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Learning to Use PASSPort

Create a PASSPort Account

You must have a PASSPort account to do business with the City of New York. It's a two-step process and easy to complete. Follow these directions:

1. Create NYC.ID [here](#)
 - a. Note: if you are using HHS Accelerator or the Payee Information Portal, you already have a NYC.ID, it's the email you use to log in to these systems
2. Using your NYC.ID, log in to PASSPort [here](#) and submit an account request for your organization

Once your account is approved, complete the vendor enrollment package in PASSPort.

PASSPort User Materials and Videos

PASSPort is the City of New York's end-to-end digital procurement platform, managing every stage of the procurement process from vendor sourcing – who we purchase goods and services from (that's you – the vendor), releasing and responding to solicitations (referred to as "RFx" in the system), and contract award, development, registration and management. Resources provided below are regularly updated and expanded to support your use of PASSPort at every stage. We offer five different types of materials:

- User Manuals: Step-by-step instructions with screen shots that walk a user through PASSPort system features and functions
- Quick Guides: Typically, one-page documents that provide key information for a PASSPort feature or function
- Videos: Recordings of system demonstrations – you are inside the PASSPort system, seeing the screens and functionalities
- E-Learning Courses: Self-paced, digital courses with interactive, multimedia elements
- Webinars: Recordings of online, live training sessions hosted by MOCS for City contractors

You can also contact the MOCS Service Desk at help@mocs.nyc.gov at any time for assistance.

Finding and Responding to RFx (Solicitations)

[User Manual: Finding and Responding to RFx](#)

[E-Course: Finding and Responding to RFx](#)

[Quick Guide: RFx Vendor Response Authorizations](#)

[Quick Guide: Discussion Forum for Vendors](#)

[Quick Guide: Subcontractors and Joint Ventures](#)

[Video: Finding RFx](#)

[For HHS Providers - Webinar: Finding and Responding to RFx for HHS Providers](#)

[For HHS Providers - Quick Guide: HHS Accelerator and PASSPort Need to Know](#)

[For M/WBES - Quick Guide: M/WBE Noncompetitive Small Purchase](#)

Learning to Use PASSPort

Access user guides, videos, one-pagers, HHS Accelerator to PASSPort quick guide, Finding and Responding to RFx e-learning course, Finding and Responding to RFx for HHS Providers recorded training webinar, and more.

Key Steps

1

Complete Prequalification in HHS Accelerator

2

Create a PASSPort Account

3

Read the Finding and Responding to RFx User Guide

4

Watch the Finding and Responding to RFx Webinar

5

Take the Finding and Responding to RFx eLearning Course

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Contact help@mocs.nyc.gov with any questions!

