PASSPort
Procurement and Sourcing Solutions Portal

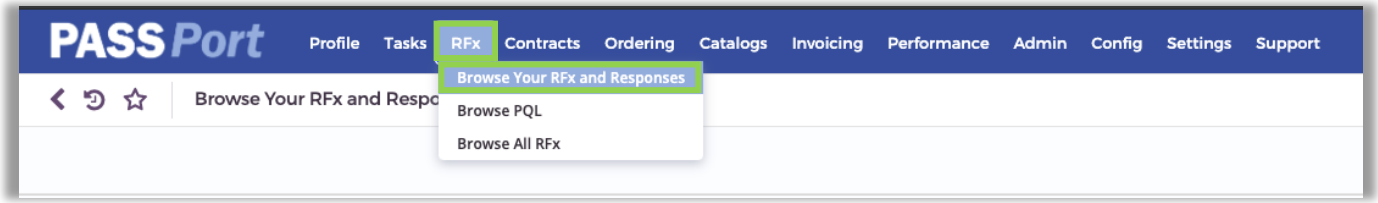
Transferring Data Between Rounds of an RFX

To support a fair and transparent procurement process, substantial changes to an RFx (i.e., changes to the Questionnaire or Item Grid) will initiate a new "Round" addendum that closes the previous round, or version, of an RFx in PASSPort. Addenda that include nominal changes to an RFx, such as a due date extension or revising a document, will not result in a new round. **This job aid is intended for vendors navigating new round addenda only.**

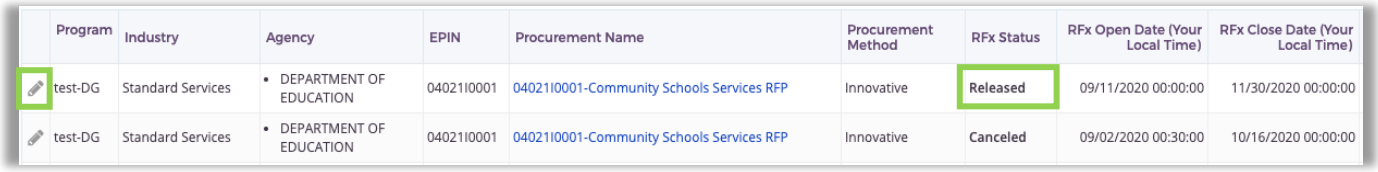
Please note, information entered in a previous round is not automatically carried over into a new round. **If your organization submitted or drafted an RFx response to a previous round, you must duplicate your response and copy forward your work into the new round by completing the steps outlined below.** *To respond to the RFx, you must re-submit/submit your proposal in the new round. Any responses only submitted in a preceding round will not be accepted.*

Follow the steps below to duplicate and copy forward your response into a new round in PASSPort:

1. Log into PASSPort. Click "**RFx**" and select "**Browse Your RFx and Responses**" from the drop down.

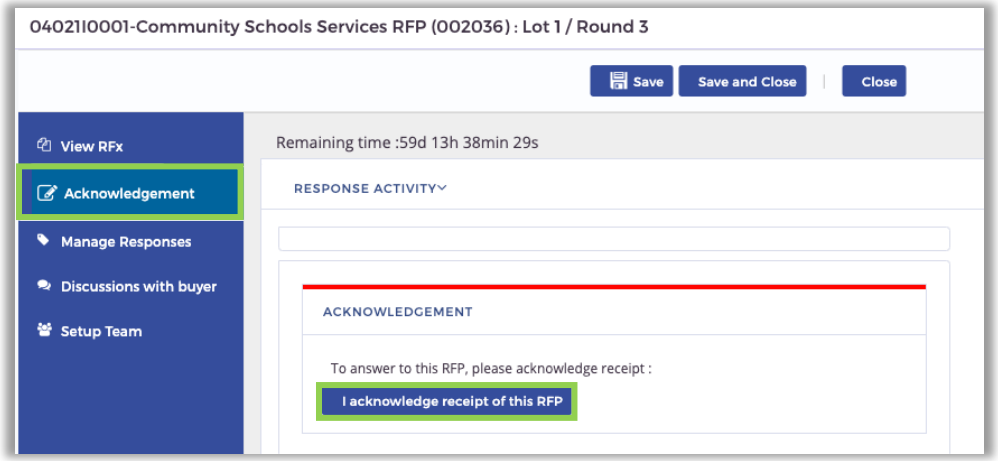


2. Click on the **pencil icon** to access the **new round** (indicated by the "Released" RFx status).

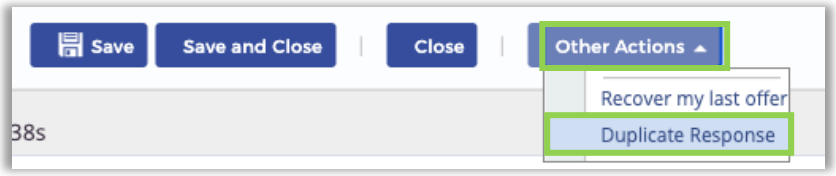


Program	Industry	Agency	EPIN	Procurement Name	Procurement Method	RFx Status	RFx Open Date (Your Local Time)	RFx Close Date (Your Local Time)
test-DG	Standard Services	• DEPARTMENT OF EDUCATION	04021I0001	04021I0001-Community Schools Services RFP	Innovative	Released	09/11/2020 00:00:00	11/30/2020 00:00:00
test-DG	Standard Services	• DEPARTMENT OF EDUCATION	04021I0001	04021I0001-Community Schools Services RFP	Innovative	Canceled	09/02/2020 00:30:00	10/16/2020 00:00:00

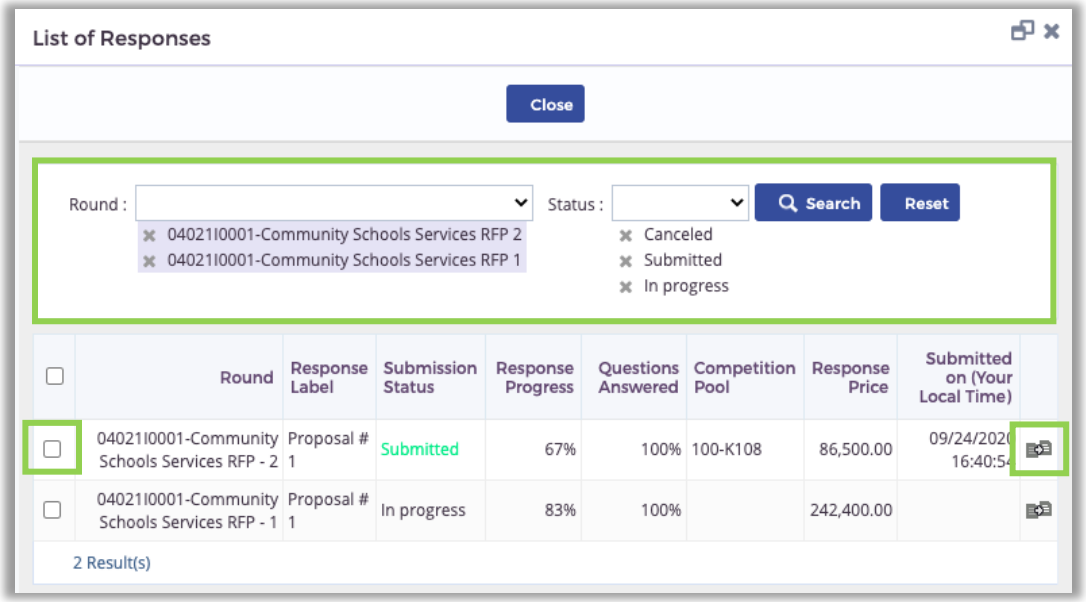
3. You will automatically be brought to the View RFx screen. If the procurement requires acknowledgement, navigate to the **"Acknowledgment" tab** on the left-hand side of the screen and click on "**I acknowledge receipt of this RFP.**" Then select the "**WILL RESPOND**" option and validate your response. If the procurement does not require an acknowledgement, skip to step 4.



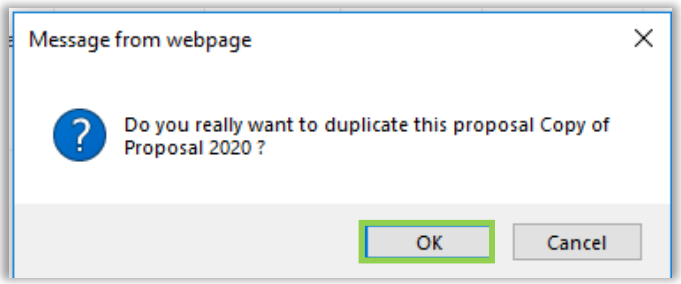
4. An "Other Actions" button will then become accessible. Click on "**Other Actions**" and select "**Duplicate Response**" from the drop-down.



5. A list of your previous responses will pop-up. You can filter by "Round" and proposal status "Canceled," "Submitted," and "In progress." If you are trying to duplicate a proposal that you started but did not yet submit (a draft response) in the previous round, then select "In progress" from the Status search field. After you select the filters, click "Search." Then, select the checkbox on the left-hand side of the proposal you want to duplicate and click on the duplicate icon on the right-hand side.



6. A message will pop-up asking you to confirm that this is the specific proposal you want to duplicate. Select "**OK**" to proceed.



7. You will then be brought back to the View RFx screen. Click on the **"Manage Responses**" tab from the left-hand side of the screen and you will see the copy of the proposal you duplicated. To continue working on and submitting your proposal, click on the **pencil icon** next to the proposal. As a reminder, you must submit your proposal in the new round. Any responses only submitted in a preceding round will **not** be accepted.

If you require technical assistance accessing or duplicating your work from the previous round, please reach out to the MOCS Service Desk at help@mocs.nyc.gov.