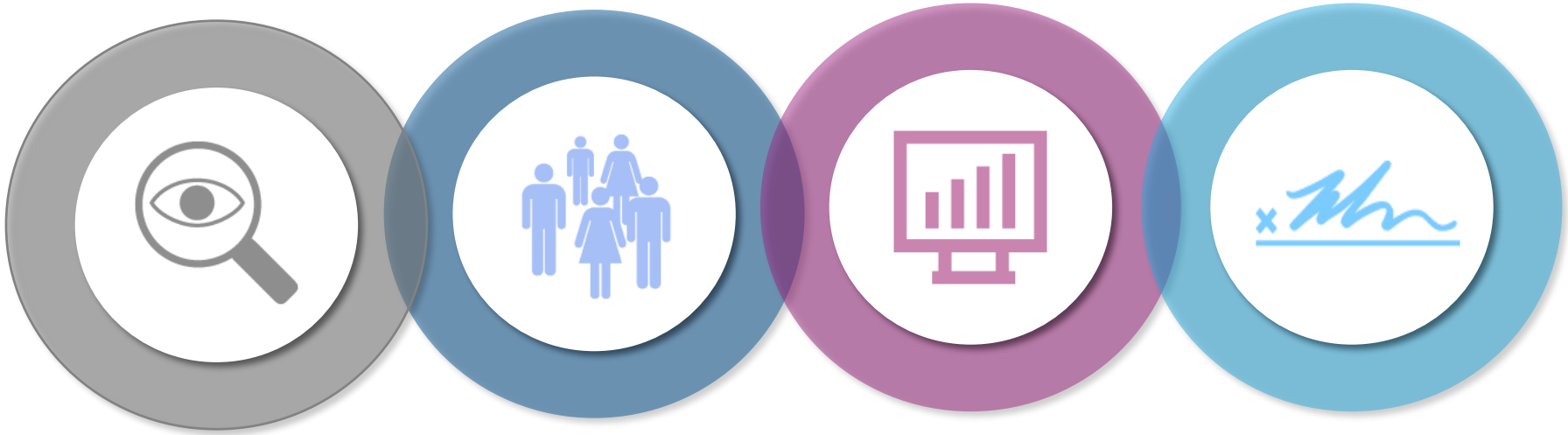
PASSPort: Finding and Responding to HHS RFPs

Mayor's Office of Contract Services

PASSPort Streamlines Citywide Procurement



View Citywide Contracting Opportunities

Respond to Citywide Contracting Opportunities

Real-Time Tracking of Submissions, Awards & Contracts

Digital Signatures

Steps to Respond



Create
an account in **PASSPort**

Complete
HHS Prequalification
Application in **PASSPort**



RFP Released in **PASSPort** through the Procurement Navigator & Browse Public 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; if not, you can go to nyc.gov/PASSPort to register for one*

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

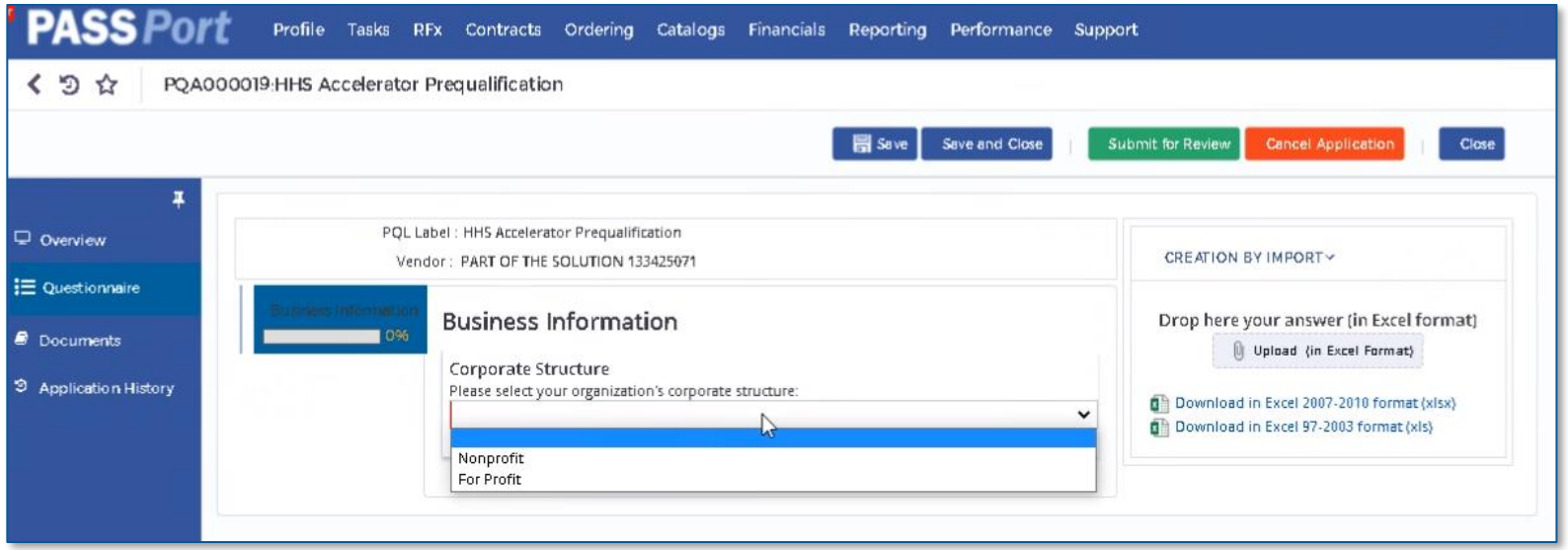
*Note: Providers **will** need to complete and file vendor disclosures in PASSPort if the awards received during a 12-month period **exceed $250,000***

HHS Prequalification in PASSPort



Mayor's Office of Contract Services

HHS PQL Application in PASSPort



- Questionnaire with 10 business questions
- HHS RFPs released to full HHS PQL

User Roles

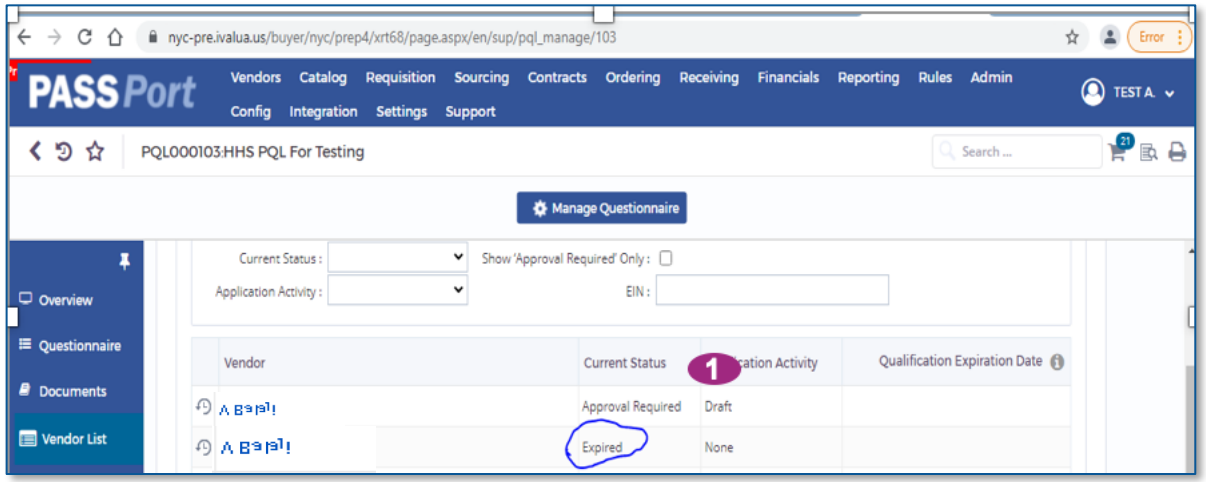
Vendor Procurement Level 1

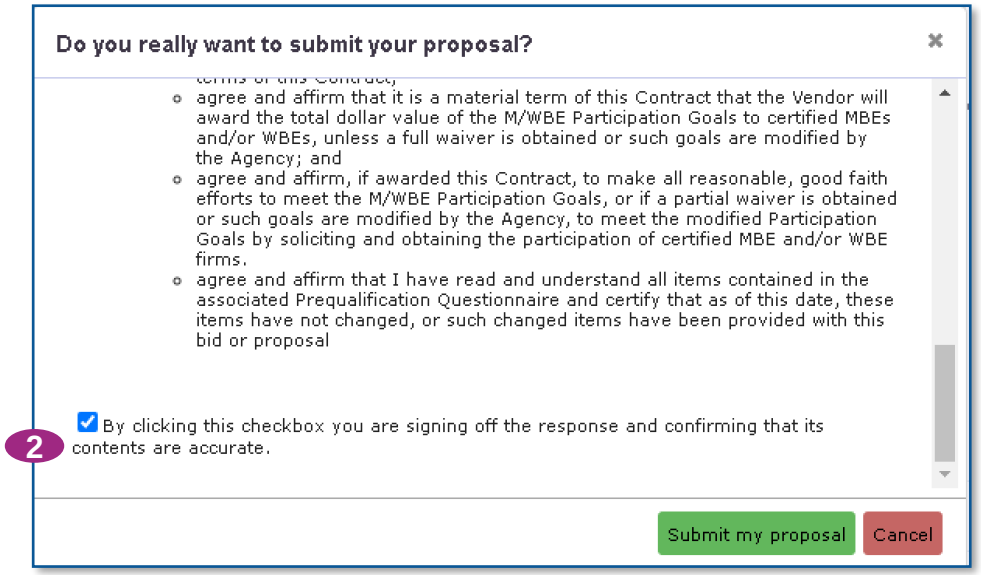
Vendor Procurement Level 2*

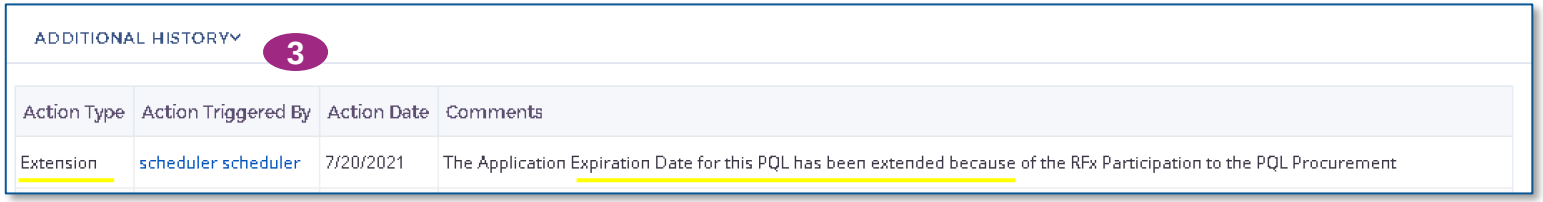
Vendor Admin*

- ❑ Corporate Structure (Nonprofit/For Profit)
- ❑ Certificate of Incorporation or Equivalent
- ❑ By-Laws
- ❑ Board of Directors
- ❑ Tax Filings
- ❑ IRS Determination Letter
- ❑ Charities Filings/Exemption Letter/Financial Statement
- ❑ Conflict of Interest Policy
- ❑ Whistleblower Policy
- ❑ Articles of Organization
- ❑ Financial Controls Part 1 & 2 (# of individuals required to sign checks, amounts, staff financial authorizations)

Prequalification Renewals/Expirations







1 PQL Applications are valid for 3 years or until Documentation expires, whichever occurs first.

If Documentation expires, PQL status changes from **Approved** to **Expired.**

2 As providers submit proposals to RFx in PASSPort they will be asked to **validate** and **confirm** that PQL information is current.

This restarts the clock on Approved status, moving **Expiration Date** to 3 years after proposal submission date.

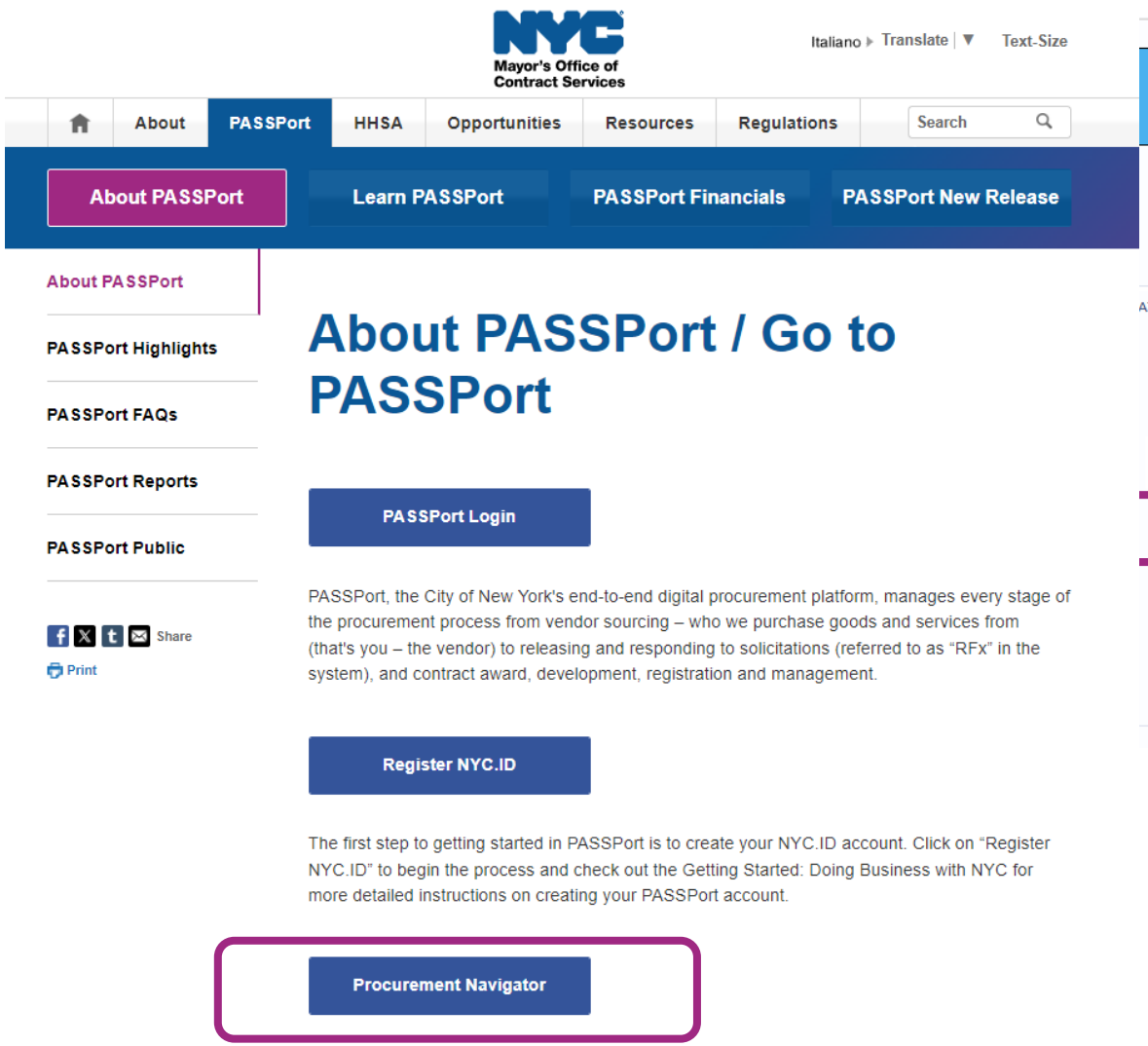
3 Users can find current PQL status in the Additional History section of their application under the **Application History** tab.

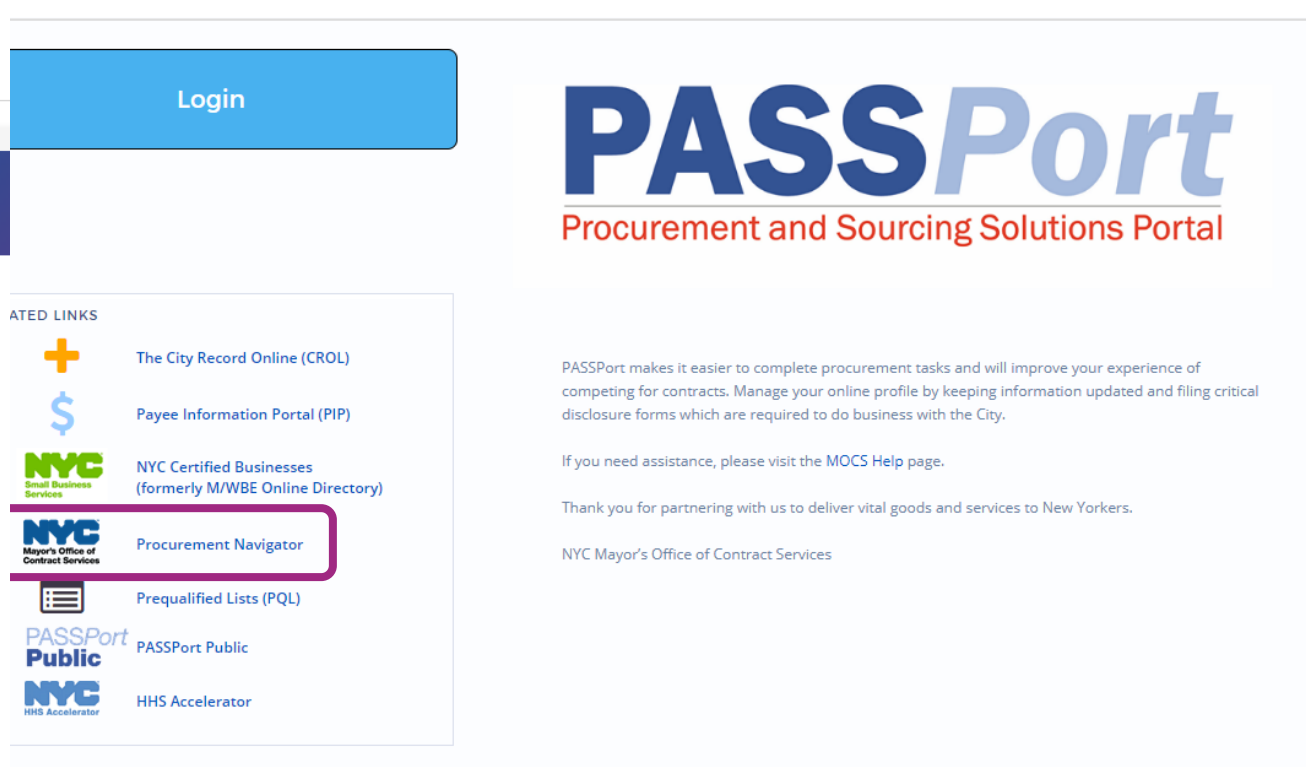
How to Find and Respond to the RFP in PASSPort



Mayor's Office of Contract Services

Search for Funding Opportunities

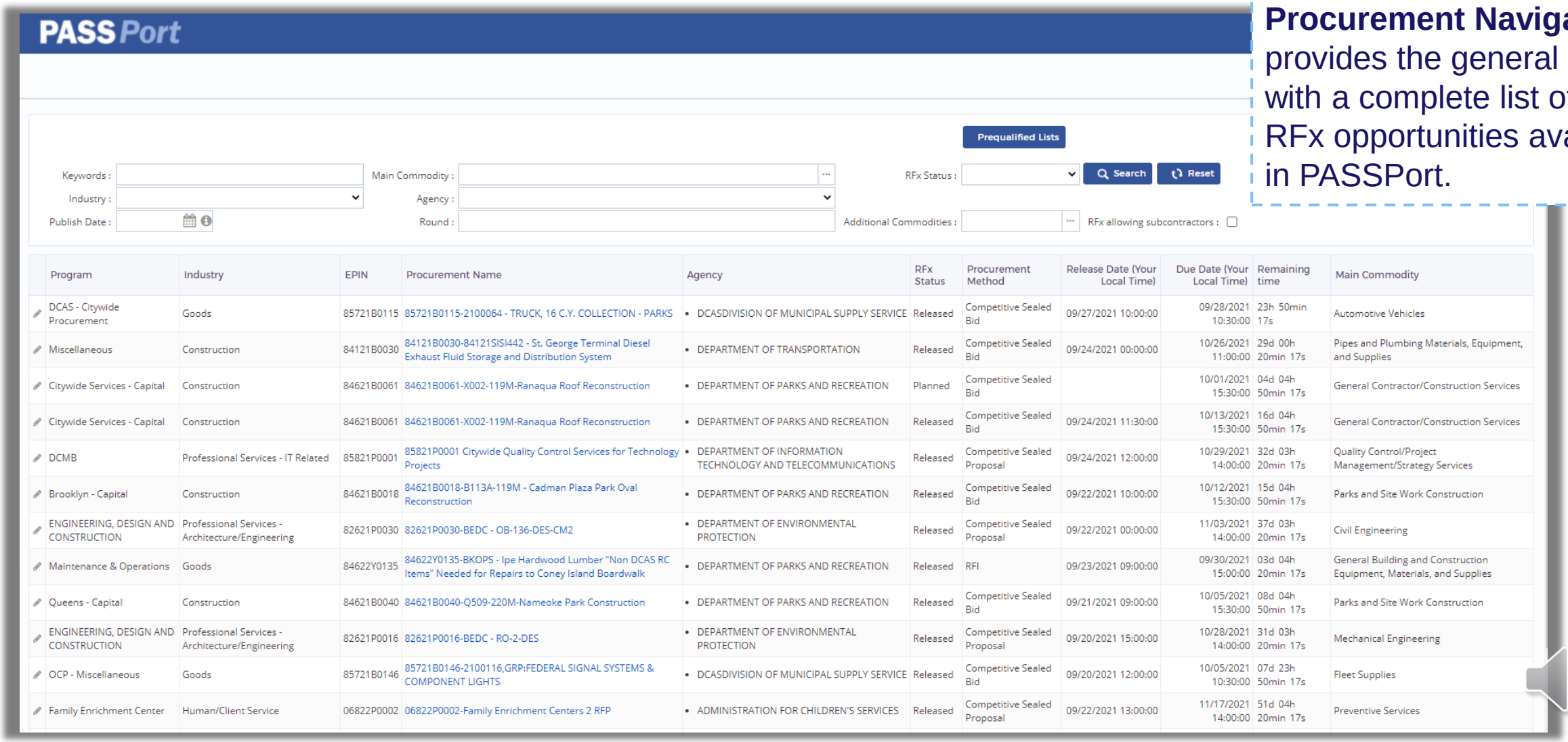




nyc.gov/passport

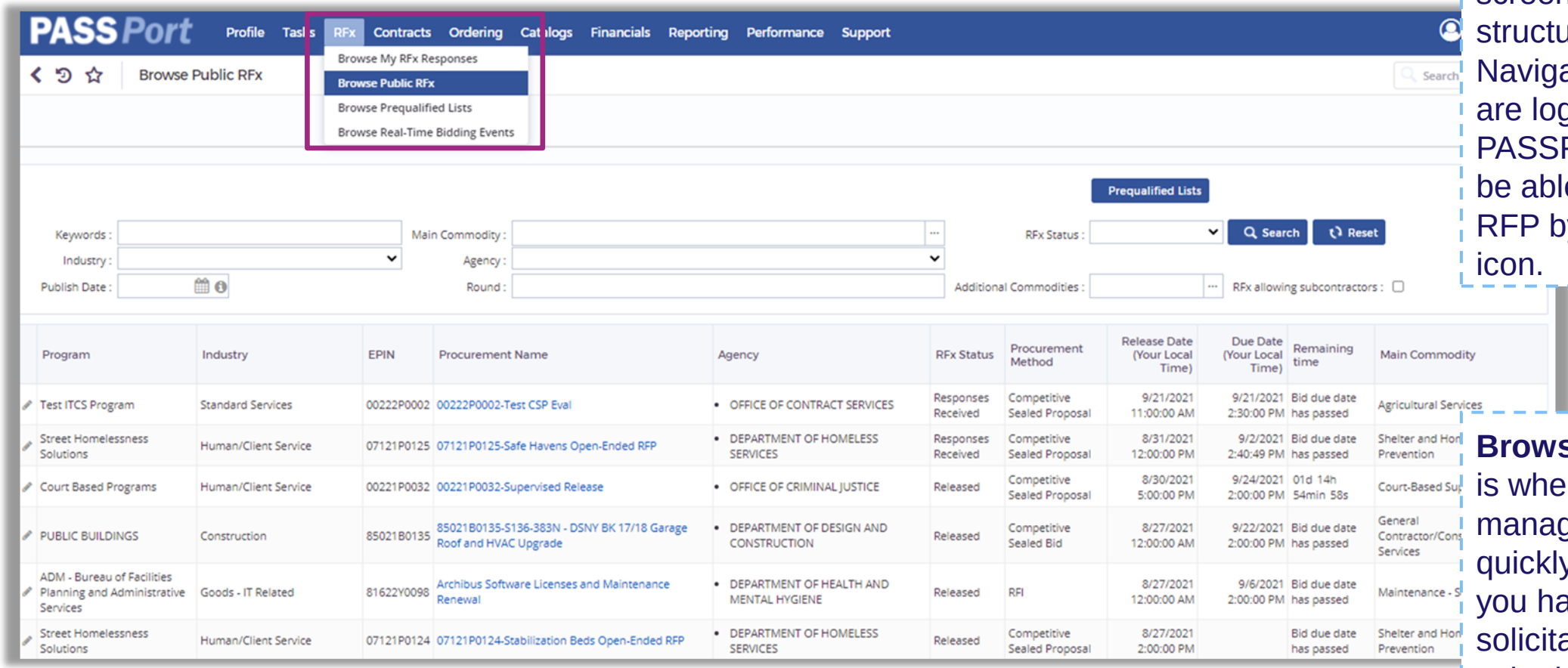
Find the RFP on Procurement Navigator

The PASSPort **Procurement Navigator** provides the general public with a complete list of all RFx opportunities available in PASSPort.



Program	Industry	EPIN	Procurement Name	Agency	RFx Status	Procurement Method	Release Date (Your Local Time)	Due Date (Your Local Time)	Remaining time	Main Commodity
DCAS - Citywide Procurement	Goods	85721B0115	85721B0115-2100064 - TRUCK, 16 C.Y. COLLECTION - PARKS	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	09/27/2021 10:00:00	09/28/2021 10:30:00	23h 50min 17s	Automotive Vehicles
Miscellaneous	Construction	84121B0030	84121B0030-84121SISI442 - St. George Terminal Diesel Exhaust Fluid Storage and Distribution System	• DEPARTMENT OF TRANSPORTATION	Released	Competitive Sealed Bid	09/24/2021 00:00:00	10/26/2021 11:00:00	29d 00h 20min 17s	Pipes and Plumbing Materials, Equipment, and Supplies
Citywide Services - Capital	Construction	84621B0061	84621B0061-X002-119M-Ranaqua Roof Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Planned	Competitive Sealed Bid		10/01/2021 15:30:00	04d 04h 50min 17s	General Contractor/Construction Services
Citywide Services - Capital	Construction	84621B0061	84621B0061-X002-119M-Ranaqua Roof Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/24/2021 11:30:00	10/13/2021 15:30:00	16d 04h 50min 17s	General Contractor/Construction Services
DCMB	Professional Services - IT Related	85821P0001	85821P0001 Citywide Quality Control Services for Technology Projects	• DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS	Released	Competitive Sealed Proposal	09/24/2021 12:00:00	10/29/2021 14:00:00	32d 03h 20min 17s	Quality Control/Project Management/Strategy Services
Brooklyn - Capital	Construction	84621B0018	84621B0018-B113A-119M - Cadman Plaza Park Oval Reconstruction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/22/2021 10:00:00	10/12/2021 15:30:00	15d 04h 50min 17s	Parks and Site Work Construction
ENGINEERING, DESIGN AND CONSTRUCTION	Professional Services - Architecture/Engineering	82621P0030	82621P0030-BEDC - OB-136-DES-CM2	• DEPARTMENT OF ENVIRONMENTAL PROTECTION	Released	Competitive Sealed Proposal	09/22/2021 00:00:00	11/03/2021 14:00:00	37d 03h 20min 17s	Civil Engineering
Maintenance & Operations	Goods	84622Y0135	84622Y0135-BKOPS - Ipe Hardwood Lumber "Non DCAS RC Items" Needed for Repairs to Coney Island Boardwalk	• DEPARTMENT OF PARKS AND RECREATION	Released	RFI	09/23/2021 09:00:00	09/30/2021 15:00:00	03d 04h 20min 17s	General Building and Construction Equipment, Materials, and Supplies
Queens - Capital	Construction	84621B0040	84621B0040-Q509-220M-Nameoke Park Construction	• DEPARTMENT OF PARKS AND RECREATION	Released	Competitive Sealed Bid	09/21/2021 09:00:00	10/05/2021 15:30:00	08d 04h 50min 17s	Parks and Site Work Construction
ENGINEERING, DESIGN AND CONSTRUCTION	Professional Services - Architecture/Engineering	82621P0016	82621P0016-BEDC - RO-2-DES	• DEPARTMENT OF ENVIRONMENTAL PROTECTION	Released	Competitive Sealed Proposal	09/20/2021 15:00:00	10/28/2021 14:00:00	31d 03h 20min 17s	Mechanical Engineering
OCP - Miscellaneous	Goods	85721B0146	85721B0146-2100116,GRP:FEDERAL SIGNAL SYSTEMS & COMPONENT LIGHTS	• DCASDIVISION OF MUNICIPAL SUPPLY SERVICE	Released	Competitive Sealed Bid	09/20/2021 12:00:00	10/05/2021 10:30:00	07d 23h 50min 17s	Fleet Supplies
Family Enrichment Center	Human/Client Service	06822P0002	06822P0002-Family Enrichment Centers 2 RFP	• ADMINISTRATION FOR CHILDREN'S SERVICES	Released	Competitive Sealed Proposal	09/22/2021 13:00:00	11/17/2021 14:00:00	51d 04h 20min 17s	Preventive Services

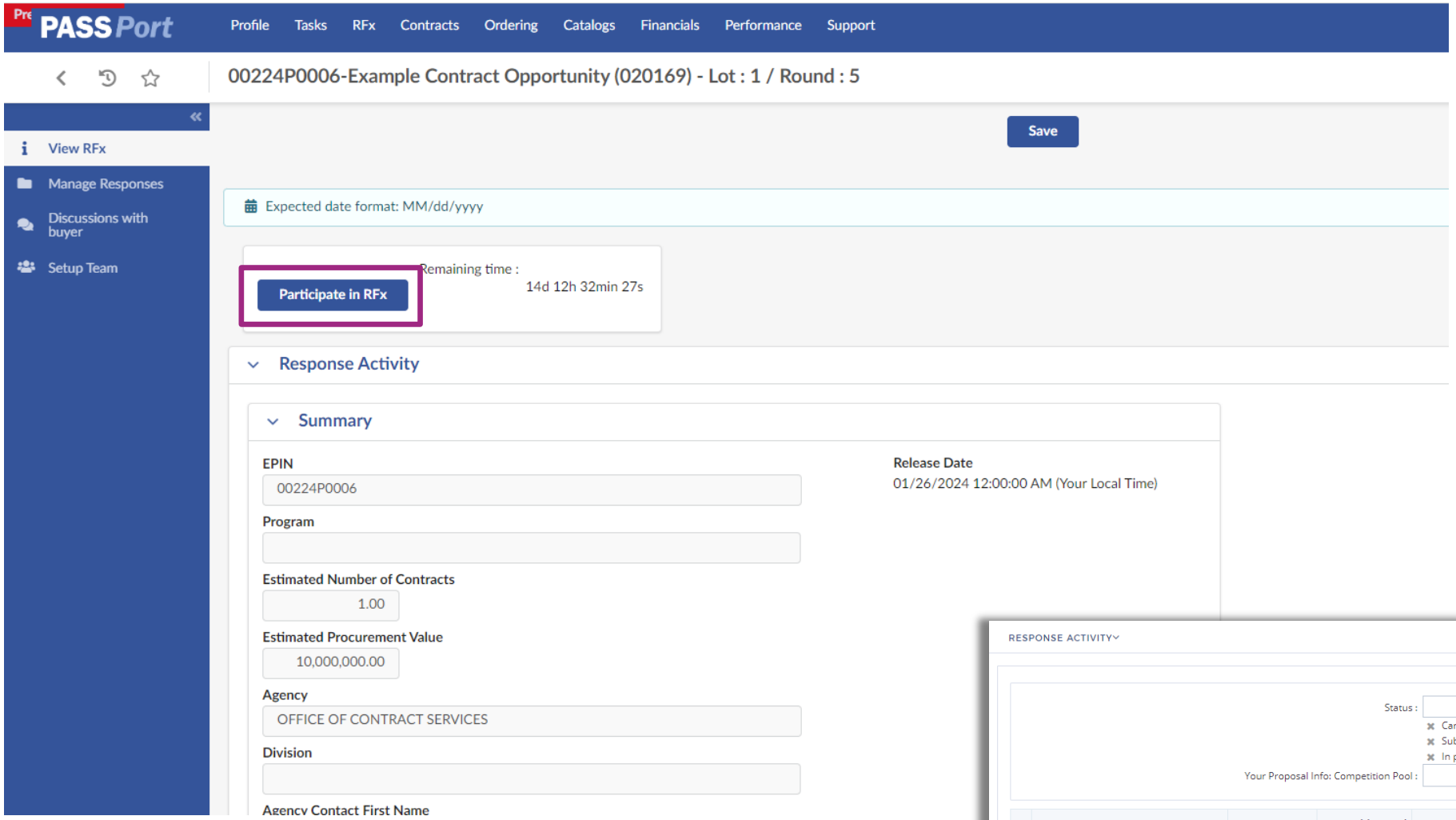
Find the RFP through “Browse Public RFx” and “Browse My RFx Responses”



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

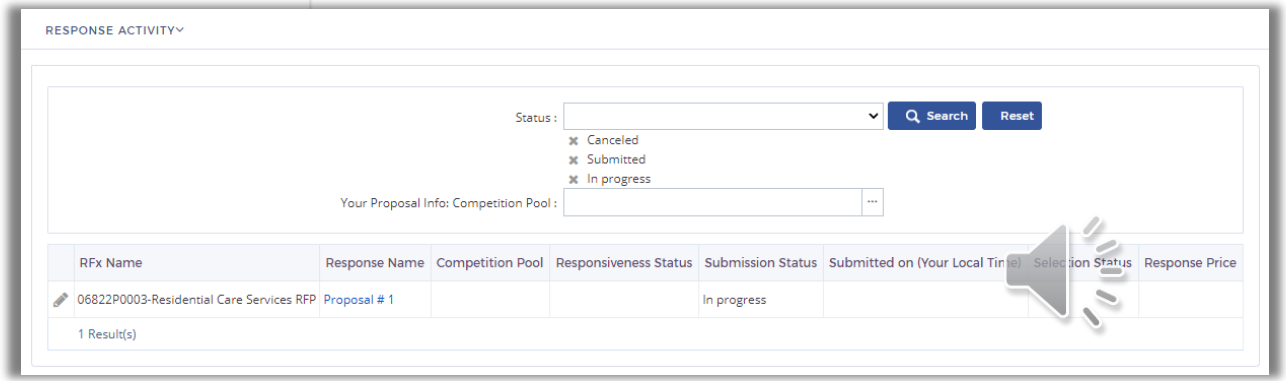
Browse My RFx Responses is where you will be able to manage your responses and quickly locate solicitations you have begun work on and solicitations you have submitted responses to.

Respond in PASSPort

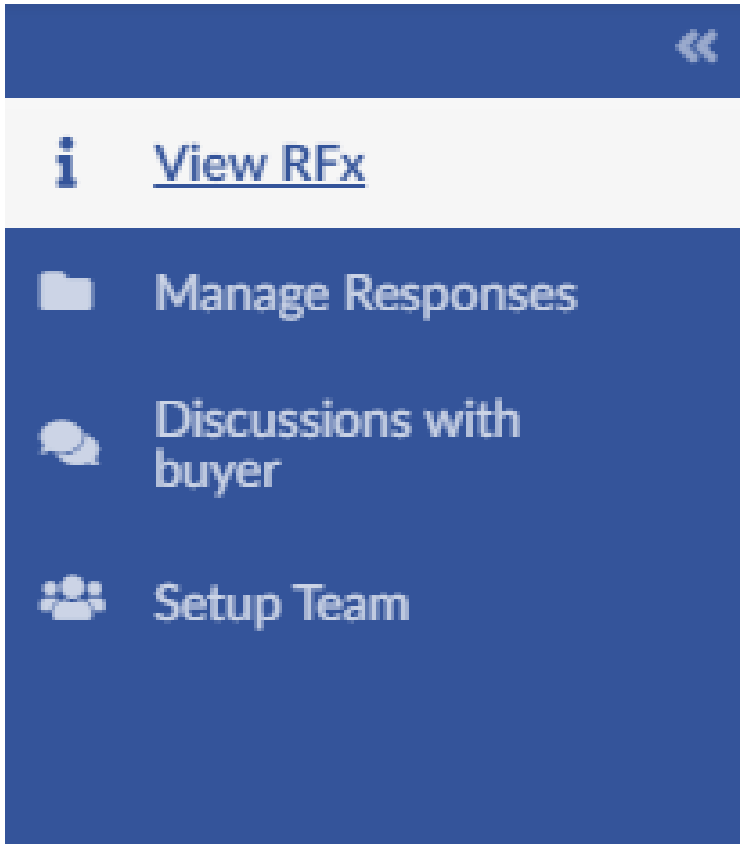


The **View RFx** screen displays an overview of the RFP, including a Summary, Description, Key Dates, associated Documents and Pre-Proposal Information.

After **Acknowledgement**, you may begin your proposal via the **Manage Responses** tab.



RFx Tabs Overview



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

The **Manage Responses** tab is where providers complete the RFP questionnaire, item grid, affirmations, LL34 compliance, and upload required documentation.

The **Discussion with buyer** tab is a forum to communicate directly in PASSPort with the contracting agency 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
- ✓ Create and submit applications to PQLs

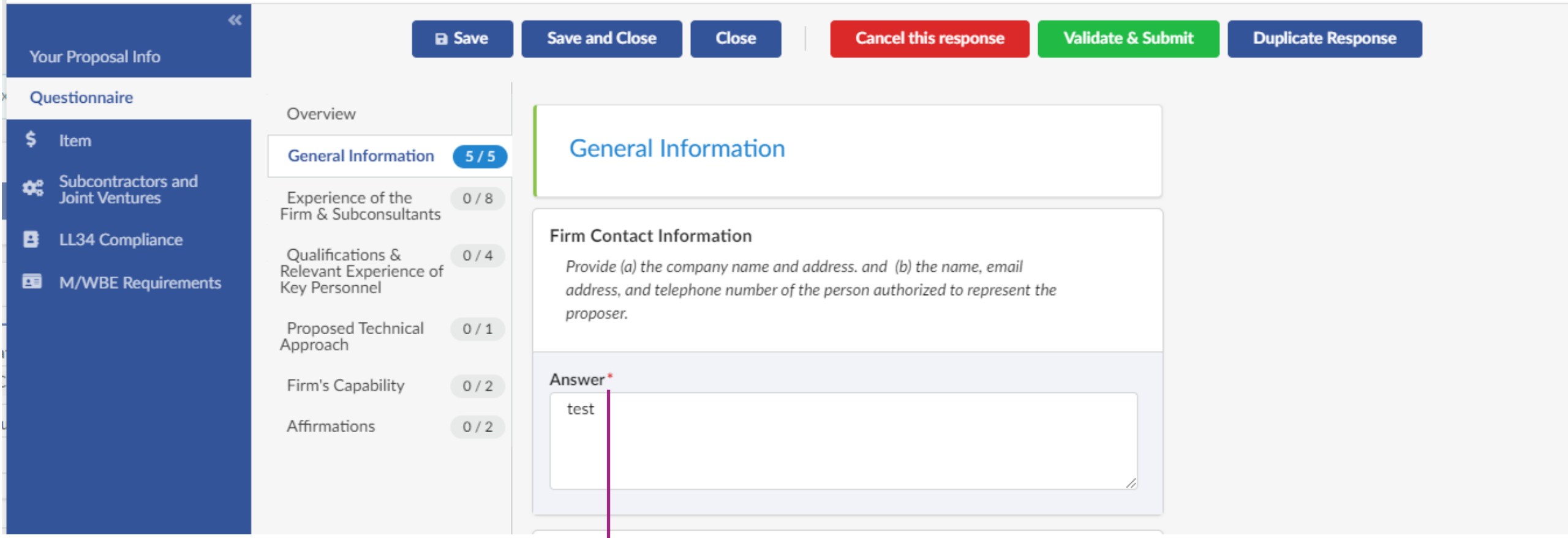
Vendor Procurement Level 1 & Level 2

- ✓ Receive direct invite to participate in RFx
- ✓ Manage and add contacts in Vendor Profile
- ✓ Create responses
- ✓ Create applications to PQLs (*only L2 can submit)

Contributor, Vendor Financials Level 1 & Level 2

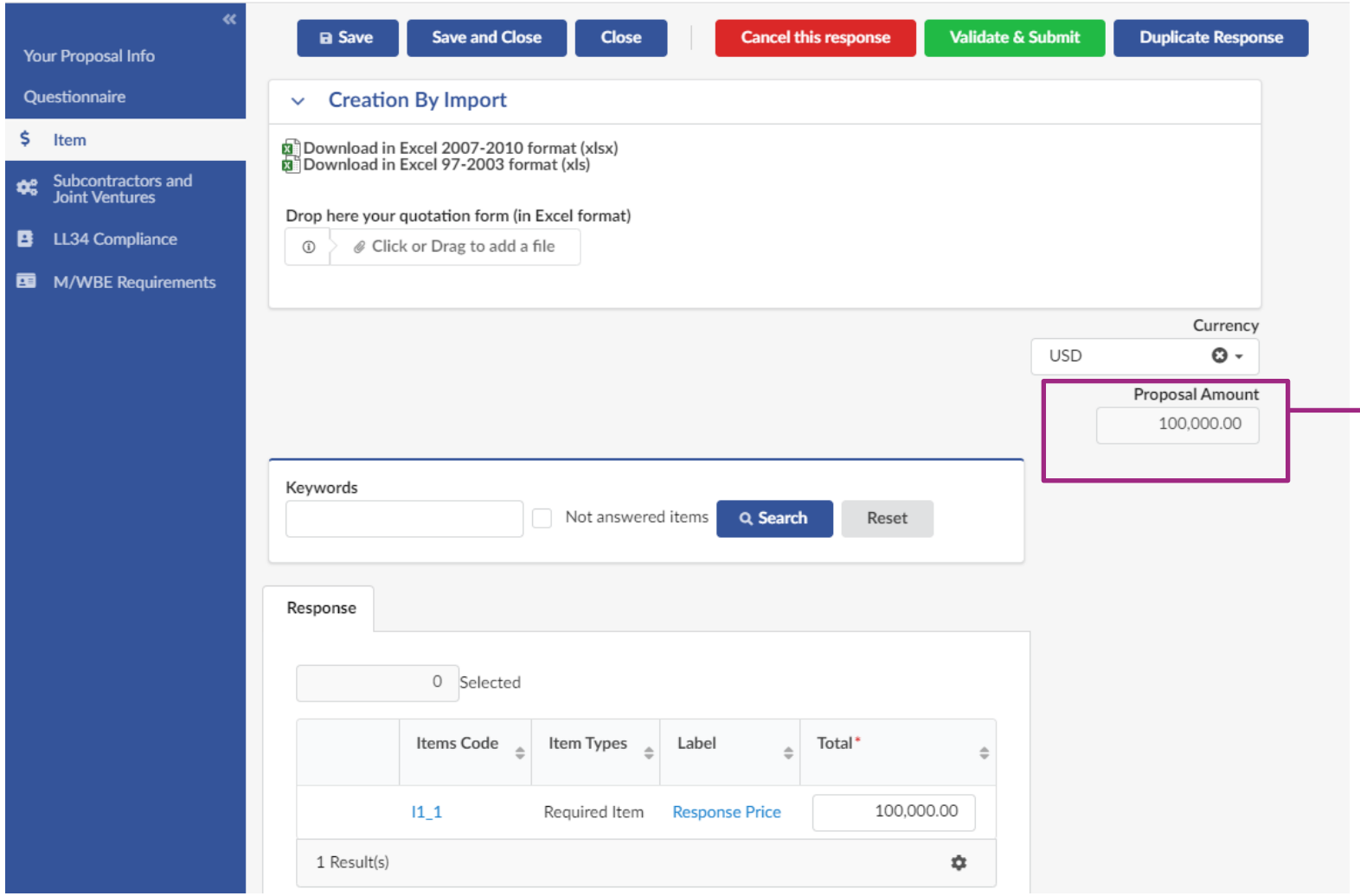
- ✓ Create/edit responses when added to the RFx team in the Setup Team Tab

Questionnaire



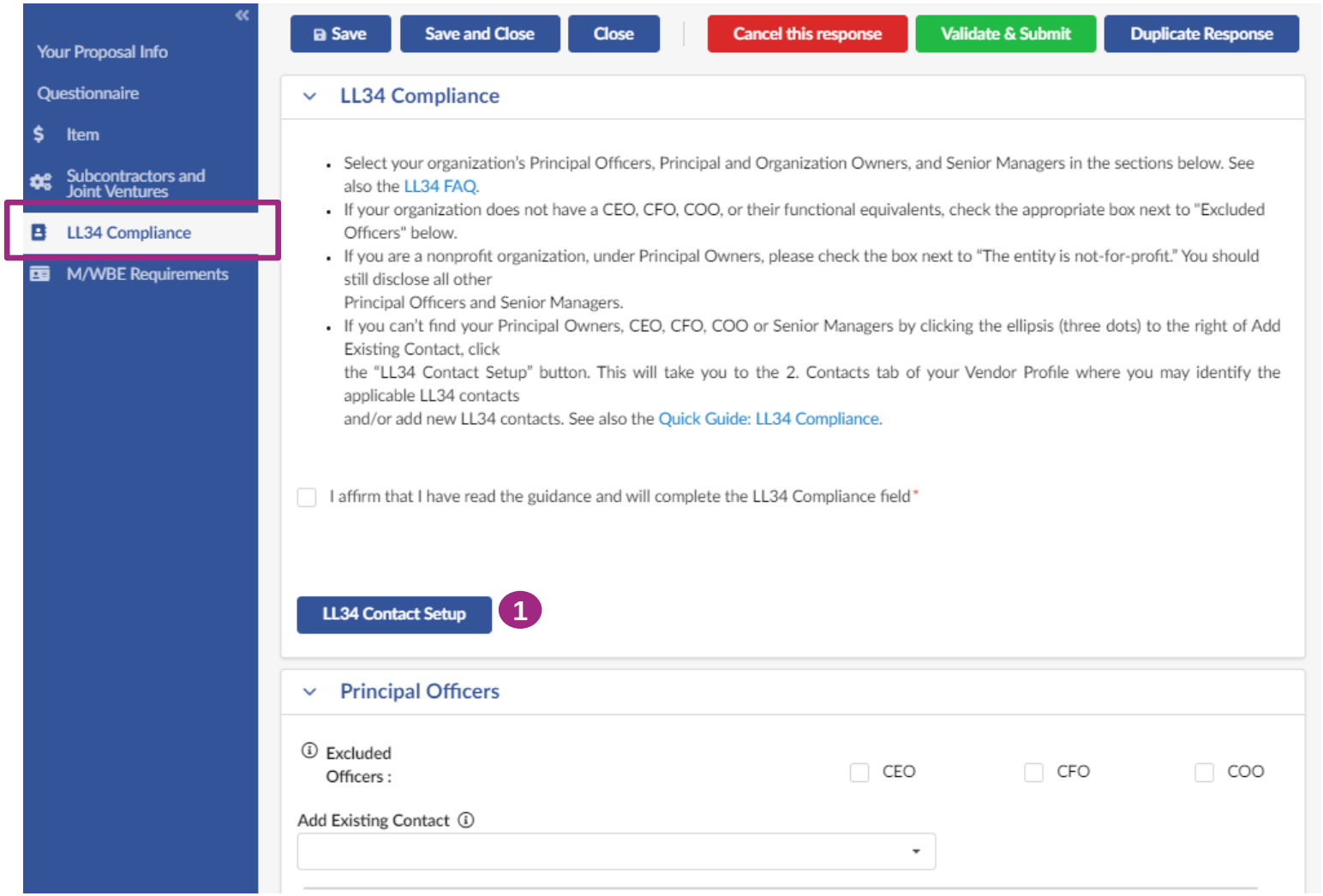
Red asterisk indicates response is required

Items / Proposal Budget Summary



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

LL34 Compliance



The **LL34 Compliance** tab allows you to complete Doing Business Data information in PASSPort.

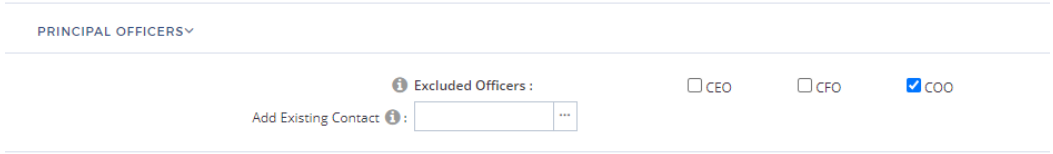
To populate information within the **LL34 Compliance** tab of a proposal, you must first make sure your contacts are updated within the Vendor Profile to include the positions of the Principal Owners, Principal Officers, and Senior Managers and indicate that they are LL34 Contacts.

To Complete the LL34 Compliance Tab and Add Contacts:

1. Click the "LL34 Contact Setup" button in the **LL34 Compliance** tab to navigate directly to the Vendor Profile to add contacts for selection.

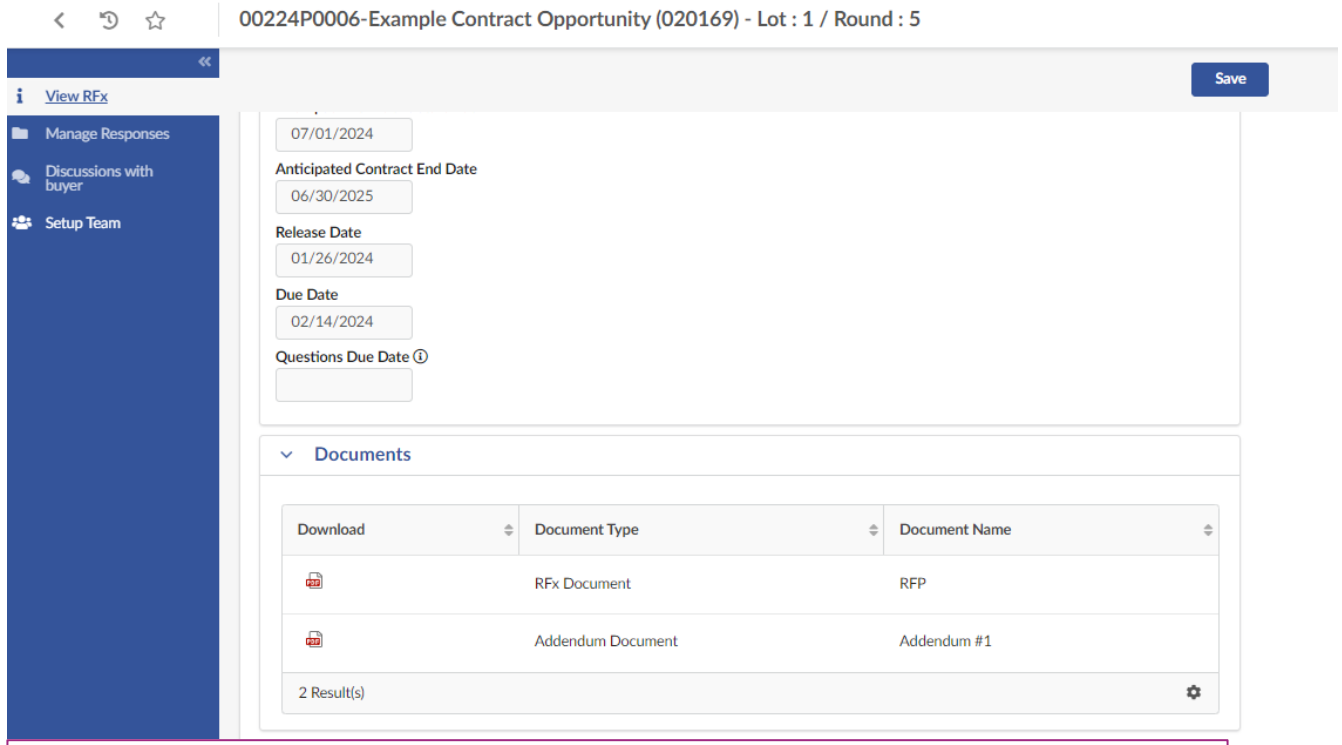
FAQs / Common Issues

Q: My organization does not have one or more principal officers! How do I fill out the LL34 Compliance tab?



A: Check the box next to "Excluded Officers" in the LL34 Compliance tab of your proposal – e.g. if you do not have a COO, check off COO.

Q: Where can I find documents related to this RFP?



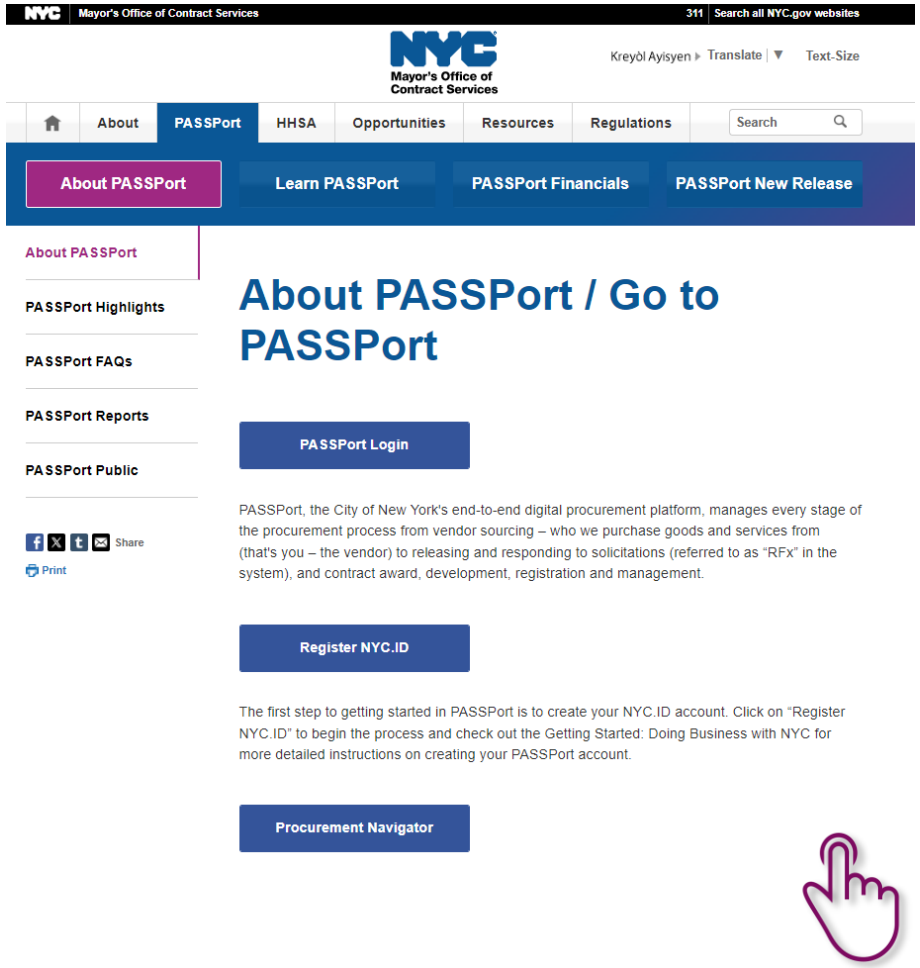
A: Documents for the RFx will be stored in the "Documents" tile on the "View RFx" Tab

Resources

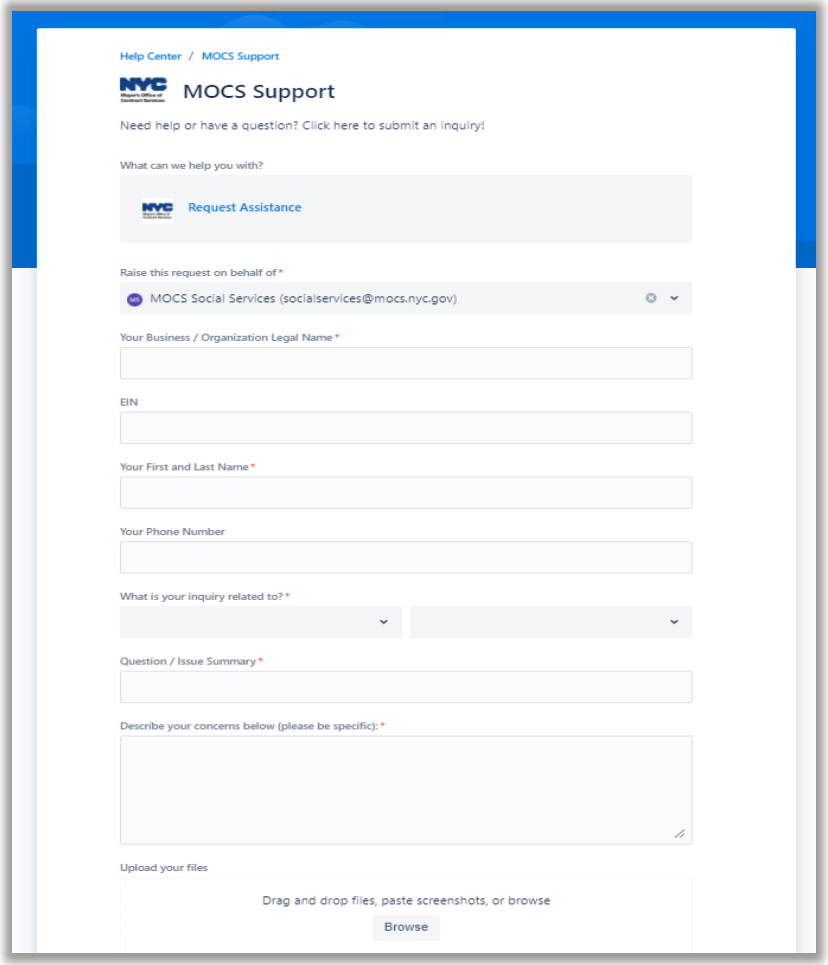


Need help or have a question? Submit an inquiry to www.nyc.gov/mocshelp

nyc.gov/passport



nyc.gov/mocshelp



Key Steps

1. Create a PASSPort Account
2. Complete Prequalification in PASSPort
3. Find RFP while logged into PASSPort, and acknowledge
4. Set up a team for your organization
5. Complete Questionnaire, Item grid, and LL34 Compliance
6. Submit Proposal!

Need help or have a question? Submit an inquiry to **nyc.gov/mocshelp**!

