



**Provider Guide to
Submitting Proposals in HHS Accelerator**



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Overview of Proposal Management

Managing proposals for Requests for Proposals (RFPs) released by the City of New York is now much easier through the HHS Accelerator System. Your organization can add, update and track multiple proposals for one or more RFPs issued by various participating HHS Accelerator Agencies all in one place.

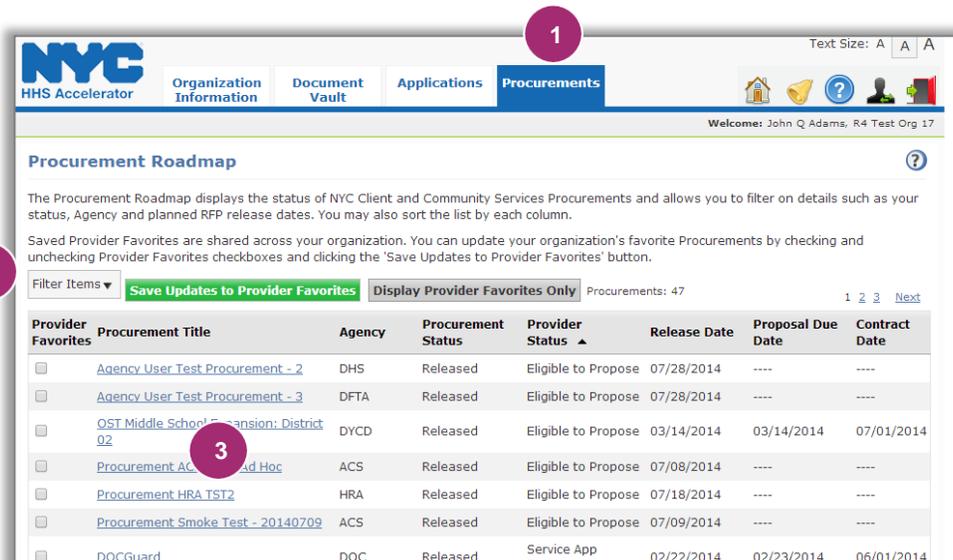
With three simple steps, your organization can compete for funding:

1. Use the Procurement Roadmap to find RFPs.
2. Become eligible to propose.
3. Complete and submit proposals.

Using the Procurement Roadmap to Find RFPs

The Procurement Roadmap shows a list of all competitive health and human services funding opportunities available to providers through participating HHS Accelerator Agencies.

1. Click on the **“Procurements”** tab to navigate to the Procurement Roadmap.
2. Use the **“Filter Items”** button to target your search or the **“Display Provider Favorites Only”** to sort the listing of procurements by clicking on the column header of your choice.
3. Click on the link for the **“Procurement Title”** you are interested in to review details.



Provider Favorites	Procurement Title	Agency	Procurement Status	Provider Status	Release Date	Proposal Due Date	Contract Date
<input type="checkbox"/>	Agency User Test Procurement - 2	DHS	Released	Eligible to Propose	07/28/2014	----	----
<input type="checkbox"/>	Agency User Test Procurement - 3	DFTA	Released	Eligible to Propose	07/28/2014	----	----
<input type="checkbox"/>	OST Middle School Expansion: District 02	DYCD	Released	Eligible to Propose	03/14/2014	03/14/2014	07/01/2014
<input type="checkbox"/>	Procurement ACS Ad Hoc	ACS	Released	Eligible to Propose	07/08/2014	----	----
<input type="checkbox"/>	Procurement HRA TST2	HRA	Released	Eligible to Propose	07/18/2014	----	----
<input type="checkbox"/>	Procurement Smoke Test - 20140709	ACS	Released	Eligible to Propose	07/09/2014	----	----
<input type="checkbox"/>	DOCGuard	DOC	Released	Service App	02/22/2014	02/23/2014	06/01/2014

For a more detailed overview of the NYC Procurement Roadmap, please review the **“Introduction to the New York City Procurement Roadmap”** guide.

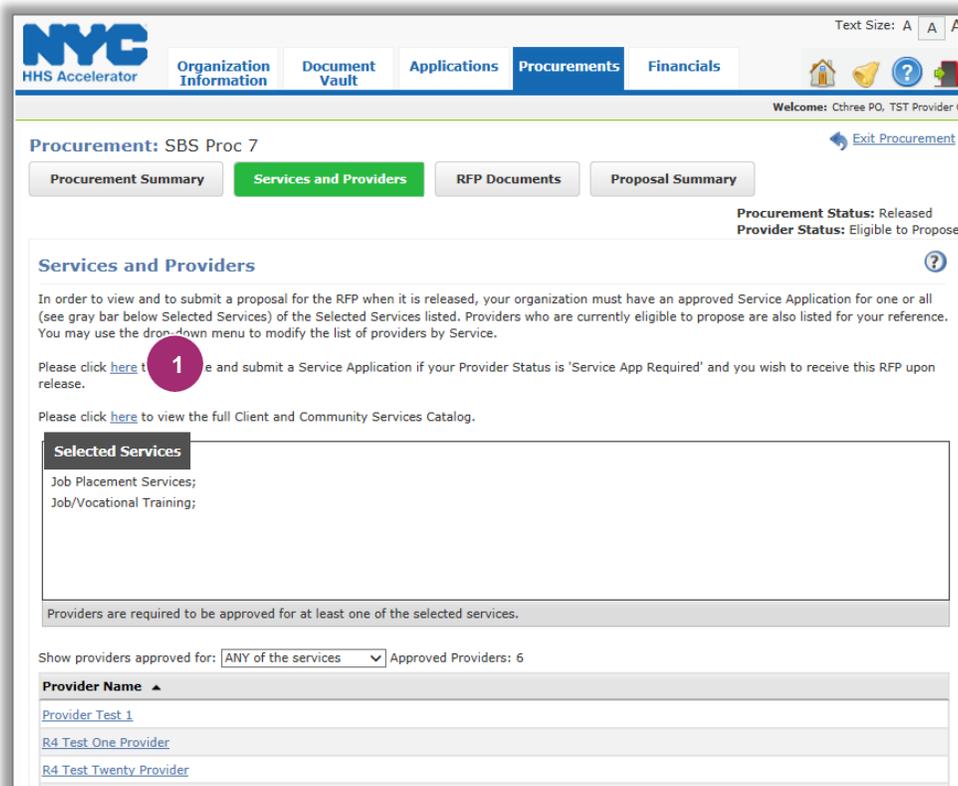
Becoming Eligible to Propose

To become eligible to respond to RFPs, your organization must fully complete all five sections of the HHS Accelerator Application, provide all required documentation, and be approved by the HHS Accelerator Team. Responses and documentation will be reviewed by the HHS Accelerator Team.

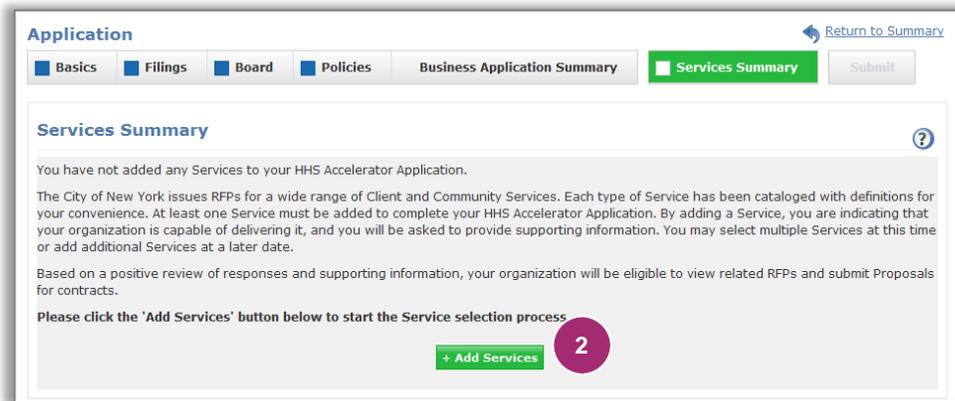
Your organization’s status will be displayed for each procurement. Below are two key statuses that indicate whether you are able to propose.

Provider Status	Definition
Eligible to Propose	Your organization is eligible to submit a proposal. One or more Service Applications have been approved.
Service App Required	A Service Application is required. Submit an application for at least one of the services listed. Your application must be reviewed and approved.

If a Service Application is required, review the list of required services and determine which ones your organization has demonstrated experience to deliver. Take the following steps to complete at least one Service Application.



1. Click the “**here**” hyperlink and you will be directed to the Summary of Applications page.



2. Once there, click the “**Add Services**” button to begin your Service Application.

Note: all sections of the *Business Application* must be completed prior to submitting your *Service Application*.

For a more detailed overview of the HHS Accelerator Application, please review “**Submitting the HHS Accelerator Application.**”

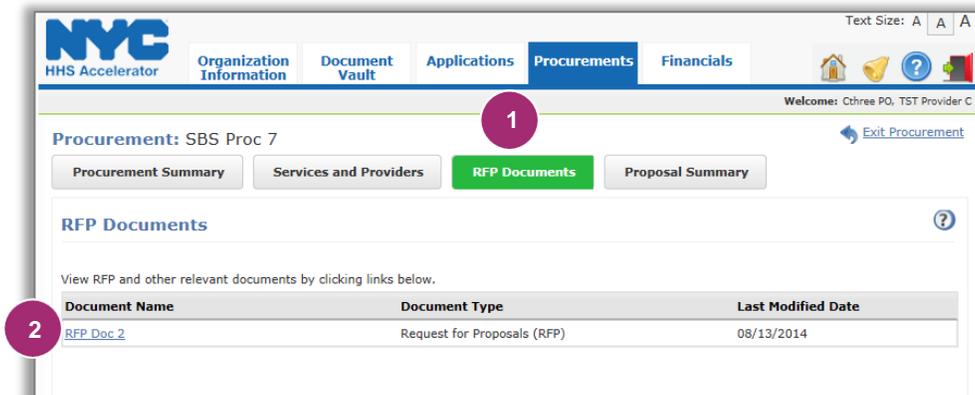
Completing and Submitting Proposals in the System

After a procurement has been released, the content for the RFP Documents and Proposal Summary tabs will become visible for organizations with a status of Eligible to Propose. Take the following steps to review RFP documents and add a proposal.

1. Click the “**RFP Documents**” tab.

The RFP Documents tab displays the RFP and other relevant documents. Details for Pre-Proposal Conferences are available in the “RFP Documents.”

2. To view documents, click the “**Document Name**” hyperlink for the specific Document Name.



Once you have fully reviewed RFP documents, continue to the Proposal Summary tab.

NYC HHS Accelerator

Organization Information Document Vault Applications **Procurements** Financials

Text Size: A A A

Welcome: Chree PO, TST Provider C

Exit Procurement

Procurement: SBS Proc 7

Procurement Summary Services and Providers RFP Documents **Proposal Summary**

Procurement Status: Released
Provider Status: Eligible to Propose

Proposal Summary

Use this section to manage Proposals to this RFP. For each Proposal you submit, your score and rank will be shared with your organization leadership after the Contract Start Date is set and the Procurement status is closed. If you are a user with Level 2 permissions, you will have access to this information.

✓ You're eligible to submit a proposal to this RFP. Use the section below to manage your Proposal(s).

+ Add New Proposal

Proposal Title	Competition Pool	Status	Last Modified	Last Modified By	Actions
No Proposals have been added.					

A green message bar confirms your eligibility with the following message: "You're eligible to submit a proposal to this RFP. Use the section below to manage your Proposal(s)."

3. Click "Add New Proposal" to begin your response to the RFP.

All required fields and documents specified in the Proposal Details and Proposal Documents tabs must be completed in order to submit a proposal.



For RFPs with multiple competition pools, select the one for which you are interested in submitting a proposal. You can switch between competition pools if you plan to submit multiple proposals.

The screenshot shows the 'Proposal Details' form for 'Ueber Proposal'. The form is divided into several sections: Basic Information, Provider Contact, Service Unit, Questions, and Service Site Information. A table at the bottom lists the service sites.

Site Name	Address 1	Address 2	City	State	Zip Code	Action
Makizushi	1 Kuromachi		Narashino-shi	NY	11201	I need to...

1. Click the “**Proposal Details**” tab

The Proposal Details tab displays all information that must be entered, and includes the Basic Information, Provider Contact, Service Units and Questions Sections.

2. Enter information for all required fields.

** Indicates a required field.*

3. Click “**+Add Site**” to enter the location where your program will be implemented. A pop-up window will appear. Complete all fields and save. Multiple sites may be entered.

Once all fields have been completed, click “Save” or “Save and Next.”

The Proposal Documents tab displays Required Documents your organization must upload as a part of your proposal response.

Procurement: SBS Proc 7

Proposal Status: Draft

Proposal Documents: Ueber Proposal

Use this section to upload Proposal documents. You may select documents already stored in your Document Vault or upload new ones. You will not be able to submit your Proposal unless all required documents are uploaded.

Document Name	Document Type	Status	Last Modified	Last Modified By	Actions
	Budget	Not Started			I need to... Upload Document Select Document from Vault
	Proposal	Not Started			

Document Name	Document Type	Status	Last Modified	Last Modified By	Actions
No optional documents were selected for this procurement.					

Optional Documents may also be indicated and can be submitted at your discretion.

Review the list of required documents.

- Upload a required document, from the “**Actions**” drop down list by selecting “**Upload Document**” or “**Select Document from Vault.**”

Note: the file size of a document cannot exceed 12MB.

A green message bar will confirm that your document was successfully uploaded.



If you submit a proposal early, be sure to review any Addendum (located in the “RFP Documents” tab) issued by the Agency to determine whether updates are needed to your proposal. If you are eligible to propose, you will receive an automatic notification from the system.

Once you have reviewed all documents and details, you may submit your proposal.

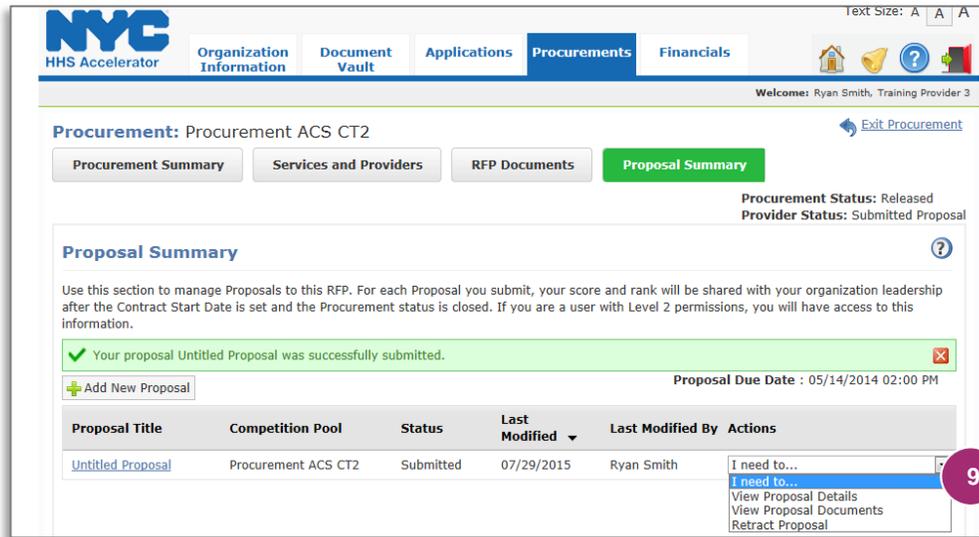
5. Click the “**Submit Proposal**” tab.
6. Select both boxes to indicate that you have reviewed the Terms and Conditions and documents in the RFP Documents tab, including all Addenda.
7. Enter your “**User Name**” and “**Password**” as your signature.
8. Click “**Submit Proposal**” at the bottom of the screen

A green message bar will confirm that your proposal was successfully submitted.

The screenshot shows the NYC HHS Accelerator Procurement system interface. At the top, there are navigation tabs for Organization Information, Document Vault, Applications, Procurements (selected), and Financials. Below the navigation, the page title is 'Procurement: SBS Proc 7'. There are several tabs: Procurement Summary, Services and Providers, RFP Documents, and Proposal Summary (5). The 'Submit Proposal' tab (6) is active, showing a form with the title 'Submit Proposal: Ueber Proposal'. Below the title, there is a text area for the proposal. Underneath, there are three checkboxes with text: 'I have read the Terms and Conditions...', 'I acknowledge that I have reviewed the documents...', and 'Compliance with Iran Divestment Act...'. Below the checkboxes are input fields for 'User Name:' (7) and 'Password:' (8). At the bottom right, there is a green 'Submit Proposal' button (8).



The “Submit Proposal” tab is only visible to Level 2 Procurement and Level 2 Procurement & Financials users in the system. It is very important that a user in one of these roles submit the proposal by the deadline in the system. Proposals in draft status will not be reviewed by the Agency.



After submission, you may use the Actions drop down to view your proposal or make changes.

If you want to make updates to your proposal, you can retract a proposal before the Proposal Due Date.

- Click the “Actions” drop down list and select “View Proposal Details,” “View Proposal Documents” or “Retract Proposal.”

Once your proposal has been submitted, your organization’s status will change from Draft to Submitted Proposal.

At the discretion of the issuing Agency, based on a number of factors, sections of a proposal may be returned for revision. A due date for revisions will be indicated by the Agency and new information/documents must be uploaded before that time to be responsive.

Below is a brief summary of statuses which will be updated as your proposal is reviewed by the City of New York.

Provider Status	Definition
Selected	At least one of your organization’s proposals was selected for award.
Not Selected	None of your organization’s proposals were selected for the specified RFP.

You will also receive notifications and alerts both in the system and in your email inbox as actions are required by your organization.

For a more detailed overview of system alerts and notifications, please review the “Managing Alerts” guide.