



Provider Guide to Submitting Award Documents

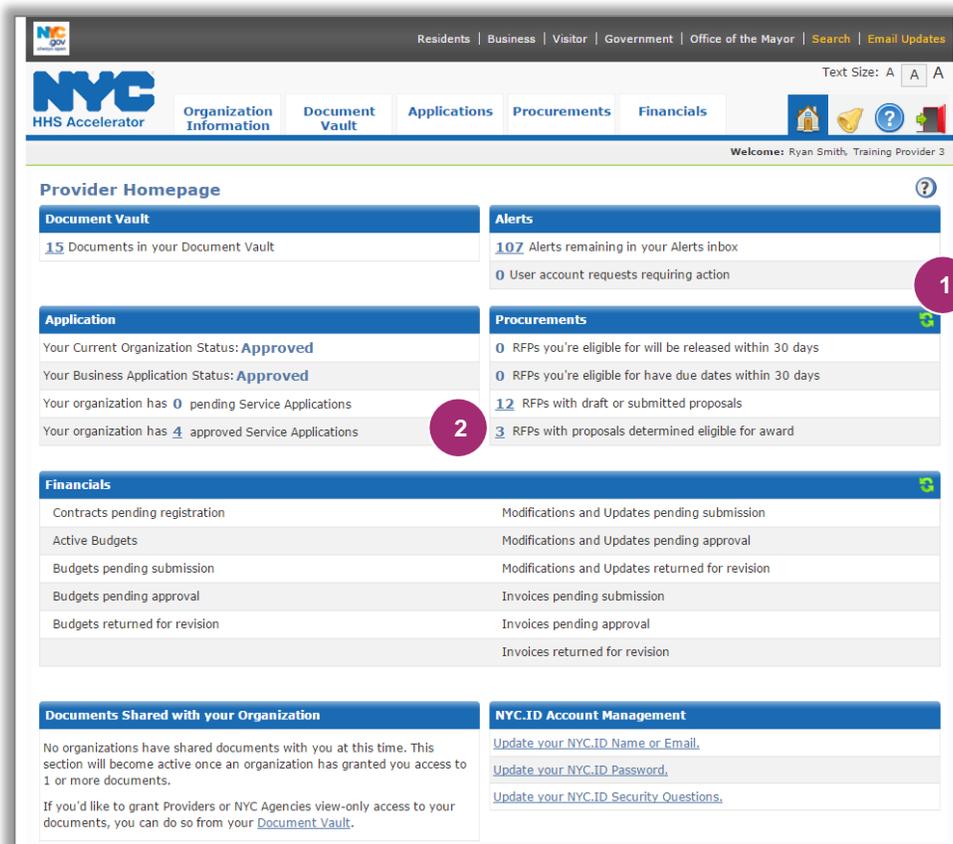
Award Notification

Congratulations on being deemed eligible for award! Your organization will now work with Agency staff to ensure readiness for program launch. As a part of this process you must submit documentation to assist the Agency in its final organization review and contract development.

Required documents must be submitted through HHS Accelerator, and an Agency award notification document is available in the Selection Details tab of the system to provide you with guidance. Any clarifying questions should be directed to your designated Agency contact(s).

View Selection Details

Details about your selection will be found in the Selection Details tab of the Procurement and competition pool to which you responded. There are a few ways to access this screen, including by clicking blue links generated in your email notification or in the alert located in the system, or from the HHS Accelerator Homepage. Take the following steps to access selection details from the Homepage.



1. Click the green “Refresh button” in the Procurements section of the homepage to display proposals which were deemed eligible for award.
2. Click the number next to “RFPs with proposal determined eligible for award.”

Clicking the number will take you to a filtered view of the Procurement Roadmap.

Procurement Roadmap

The Procurement Roadmap displays the status of NYC Client and Community Services Procurements and allows you to filter on details such as your status, Agency and planned RFP release dates. You may also sort the list by each column.

Saved Provider Favorites are shared across your organization. You can update your organization's favorite Procurements by checking and unchecking Provider Favorites checkboxes and clicking the 'Save Updates to Provider Favorites' button.

Filter Items Procurements: 3

Provider Favorites	Procurement Title	Agency	Procurement Status	Provider Status	Release Date	Proposal Due Date	Contract Date
<input type="checkbox"/>	Universal Pre-K	DOE	Selections Made	Selected	11/07/2014	12/19/2014	07/01/2015
<input type="checkbox"/>	Social Services RFP	HRA	Selections Made	Selected	05/14/2014	05/14/2014	07/01/2014
<input type="checkbox"/>	After School RFP	DYCD	Selections Made	Selected	05/14/2014	05/14/2014	07/01/2014

Procurements: 3

- Click the **“Procurement Title”** hyperlink and you will be directed to the Procurement Summary page.

Note: A Provider Status of Selected indicates one or more proposals were deemed eligible for award by the Agency.

Procurement: Universal Pre-K

Procurement Status: Selections Made
Provider Status: Selected

Procurement Summary

Basic Information

Procurement Title: Universal Pre-K
Agency: DOE - Department of Education
Program Name: Prekindergarten
Agency Email Contact: RFPQuestions@schools.nyc.gov

Procurement Description: A few paragraph description of the Procurement Opportunity would be listed here.

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* Is this an open-ended RFP?: No
Estimated No. of Contracts: 3
Estimated Procurement Value (\$): 2,000,000.00
Link to Concept Report:

Procurement Dates:

- Once there, go to the **“Selection Details”** tab.

You will be taken to the Selection Details Summary Page.

Procurement: Universal Pre-K

Selection Details Summary

Select an award from the list below to view more details.

Competition Pool	Award E-PIN	CT#	Amount (\$)	Contract Status
District 25 (Queens)	Pending	Pending	100,000	Pending E-PIN

5. Click the **“Competition Pool”** hyperlink to access the Selection Details screen.

Procurement: Universal Prep-K

Selection Details

Proposal Selected

Award Details

Competition Pool:	District 25 (Queens)
Award Amount (\$):	1,000,000.00
Award EPIN:	
CT #:	
Contract Status:	Pending E-PIN

Award Documents

Document Name	Document Type	Last Modified
Award Notification	Award Notification	03/13/2015

Required Documentation

Document Name	Document Type	Last Modified	Last Modified By	Actions
	Broker Certification			I need to...
	Budget			I need to...
DOHMH License	Certificate of Insurance	03/17/2015	Ryan Smith	I need to...
	Certificate of Insurance			I need to...
	Doing Business Data Form			I need to...
	Licenses/Certifications/Permits			I need to...
	Non-Discrimination/Equal Employment Opportunity (EEO) Policy			I need to...
	Proposal			I need to...
	VENDEX Certification of No Change			I need to...
	W9			I need to... Upload Document Select Document from Vault

Optional Documentation

Document Name	Document Type	Last Modified	Last Modified By	Actions
	Other			I need to...
	Other			I need to...
	Other			I need to...
	Other			I need to...
	Other			I need to...

6. Review **“Award Documents”** issued by the Agency for guidance regarding completion of documents.

7. Upload all documents specified by the Agency in the Required and Optional Documentation tables.

To add documents to this screen, use the Actions dropdown menu. You may upload documents directly by selecting Upload Document. If a document is already located in your Document Vault, choose Select Document from Vault.

8. Once a document is added to this screen it is immediately available for view by Agency staff.

Last modified details are indicated in the Last Modified and Last Modified By tables.