

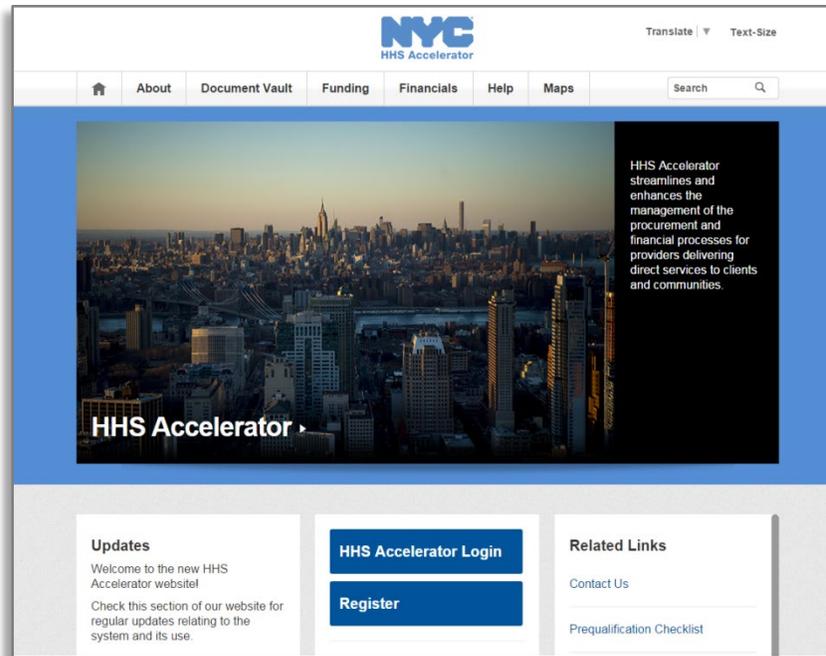


**Mayor's Office of
Contract Services**



HHS ACCELERATOR
Pre-Proposal Conference

The HHS Accelerator System was launched to simplify and improve the competitive contract process for Health and Human Service providers.



- Agencies publish all Request for Proposals (RFP) Documents in the HHS Accelerator System.
- Prequalified providers approved for relevant Services are “Eligible to Propose” and can submit proposal(s) after RFPs are released.
- Providers must submit proposals through the HHS Accelerator System by the proposal due date and time (2 pm).

Need Help?

Contact help@mocs.nyc.gov

Eligibility is determined through a two-part prequalification Application.

Business Application

- Establish corporate identity
- Confirm annual regulatory filings
- Board structure and policies.

The screenshot shows the 'Business Application' form. The 'Filings' tab is highlighted in blue. Below it, the 'Filings Questions' section contains a dropdown menu with 'Yes' selected. The 'Tax Filing' section has several required fields marked with an asterisk (*), each with a 'Select' dropdown menu. A red circle with the number '1' points to the 'Filings' tab, and another red circle with the number '2' points to one of the asterisked fields.

1 Box turns blue to indicate completion.

2 * Indicates required field.

Service Application

- Browse and search the Client and Community Services Catalog to select services
- Establish track record of service delivery.

The screenshot shows the 'Service Application' form. The 'Add Services' section is active, displaying a list of service categories. Each category has a description and an '+ Add' button. A red circle with the number '3' points to the list of services.

3 Options to demonstrate service record:

- Contract/Grant
- Key Staff Resume
- Statement.

Click the “Procurement Title” link to access the Proposal Summary tab.

NYC HHS Accelerator Organization Information Document Vault Applications **Procurements** Financials

Welcome: Alice Smith, Training Provider 16

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 Save Updates to Provider Favorites Display Provider Favorites Only Procurements: 39 1 2 Next

Provider Favorites	Procurement Title	Agency	Procurement Status	Provider Status	Release Date	Proposal Due Date	Contract Date
<input type="checkbox"/>	Test after dbclean 04282014	SBS	Planned	Service App Required	04/29/2016	04/30/2016	04/30/2016
<input type="checkbox"/>	Procurement ACS CT2	ACS	Released	Eligible to Propose	05/14/2016	05/14/2016	07/01/2016
<input type="checkbox"/>	Procurement ACS CT3	ACS	Released	Draft	05/14/2016	05/14/2016	07/01/2016
<input type="checkbox"/>	Procurement DFTA CT2	DFTA	Released	Eligible to Propose	05/14/2016	05/14/2016	07/01/2016
<input type="checkbox"/>	Procurement DHS CT2	DHS	Released	Eligible to Propose	05/14/2016	05/14/2016	07/01/2016
<input type="checkbox"/>	Procurement DYCD CT2	DYCD	Released	Eligible to Propose	05/14/2016	05/14/2016	07/01/2016
<input type="checkbox"/>	Procurement HRA CT5	HRA	Proposals Received	Did Not Propose	05/14/2016	05/14/2016	07/01/2016

Click “Add New Proposal” to begin your response to the RFP.

Procurement: Supportive Employment Shelter [Exit Procurement](#)

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).

Proposal Due Date : 08/28/2013 02:00 PM

Proposal Title	Evaluation Score	Rank	Status	Last Modified	Last Modified By	Actions
No Proposals have been added.						

Review the Proposal Submission Instructions in the RFP for guidance.

Proposal Details

- Enter a “**Provider Contact**” who is responsive.
- Select the correct Competition Pool, where applicable.
- Enter the location where the program will be implemented..

Procurement: SBS Proc 7 [Exit Procurement](#)

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

Proposal Details Proposal Documents Submit Proposal **Proposal Status: Draft**

Proposal Details: Ueber Proposal [Proposal Summary](#) ?

Please enter requested information in the sections below.
* Indicates required fields

Basic Information

* Proposal Title: Ueber Proposal

* Competition Pool: One

Provider Contact

* Select a member from your organization: Cthree PO

Name: Cthree PO

Office Title: Board Chair / President

Email Address: c3po@mailinator.com

Phone: 312-000-5123

Service Unit

* Total Number of Service Units: 15

* Total Funding Request(\$): 2,500,000.00

* Cost per Service Unit(\$/unit): 166,666.67

Questions

* How will you fulfill your plan?: abcdefg

* Why will you succeed?: imoon

Service Site Information

Please enter an address for each site where your organization proposes to deliver services.

Site Name	Address 1	Address 2	City	State	Zip Code	Action
Makizushi	1 Kuromachi		Narashino-shi	NY	11201	I need to... <input type="button" value="I need to..."/>

[+ Add Site](#)

[Save](#) [Save & Next](#)

Proposal Documents

- Upload all the “**Required Documents**” by using the Actions drop-down list.

Procurement: Supportive Employment Shelter [Exit Procurement](#)

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

Proposal Details **Proposal Documents** Submit Proposal **Proposal Status: Draft**

Proposal Documents: Proposal 1 [Proposal Summary](#) ?

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.

Required Documents

Document Name	Document Type	Status	Last Modified	Last Modified By	Actions
N/A	Proposal	Not Started	N/A	N/A	I need to... Upload Document Select Document from Vault
N/A	Certificate of Insurance	Not Started	N/A	N/A	I need to...
N/A	Certificate of Occupancy	Not Started	N/A	N/A	I need to...

Optional Documents

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

[Back](#) [Next](#)

Proposals must be submitted by 2 pm on the due date in the system.

Submit Proposal

- Check off the attestation boxes, enter your “User Name” and “Password” and click the “Submit Proposal” button.

Procurement: SBS Proc 7 [Exit Procurement](#)

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

Proposal Details Proposal Documents **Submit Proposal** Proposal Status: Draft

Submit Proposal: Ueber Proposal [Proposal Summary](#) ?

Please review the terms and conditions and the checkboxes below, and enter your User Name and Password to submit your organization's Proposal.

I have read the Terms and Conditions and have reviewed the [Standard Contract](#) and [Appendix A - General Provisions Contracts for Consultants, Profession, Technical, Human and Client Services](#).

I acknowledge that I have reviewed the documents in the RFP Documents tab, including all Addenda to this Solicitation, if applicable.

Compliance with Iran Divestment Act - Pursuant to General Municipal Law §103-9, which generally prohibits the City from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the proposer submits the following certification: By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

User Name:

Password:

Submit Proposal

Proposal Status

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

Procurement: Procurement ACS CT2 [Exit Procurement](#)

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

Procurement Status: Released Provider Status: Submitted Proposal

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.

Your proposal Untitled Proposal was successfully submitted. [X](#)

[Add New Proposal](#) Proposal Due Date : 05/14/2014 02:00 PM

Proposal Title	Competition Pool	Status	Last Modified	Last Modified By	Actions
Untitled Proposal	Procurement ACS CT2	Submitted	07/29/2015	Ryan Smith	I need to... View Proposal Details View Proposal Documents Retract Proposal