



## **NOTICE OF NEW RFP METHOD: HHS ACCELERATOR!**

To respond to human services Requests for Proposals (RFPs) released Fall 2013 and later, a simple, electronic prequalification application must be submitted using the City's new Health and Human Services (HHS) Accelerator System. The HHS Accelerator System is a web-based system maintained by the City of New York for use by its human services Agencies to manage procurement.

Important information about the new method

- Prequalification applications are required every three years but we strongly recommend that documents be kept current to speed the award process
- Documents related to annual corporate filings must be submitted on an annual basis to remain eligible to compete
- Prequalification applications will be reviewed to ensure timeliness of corporate filings, organizational capacity and relevant service experience
- Approved organizations will be eligible to compete and can submit electronic proposals through the system.

RFPs which will be managed by HHS Accelerator are listed on the NYC Procurement Roadmap located at <http://www.nyc.gov/html/hhsaccelerator/html/roadmap/roadmap.shtml>. All current and prospective vendors should frequently review information listed on roadmap to take full advantage of upcoming opportunities for funding.

To sign up for training on the new system, and for additional information about HHS Accelerator, including background materials, user guides and video tutorials, please visit [www.nyc.gov/hhsaccelerator](http://www.nyc.gov/hhsaccelerator).