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 blue hyperlink “Number” next to RFPs with proposal determined eligible for award.

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

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

You will be taken to the Selection Details Summary Page.
5. Click the “Competition Pool” hyperlink to access the Selection Details screen.

6. Review all listed 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.

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 columns.