



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.



The screenshot shows the NYC HHS Accelerator Provider Homepage. The navigation bar includes links for Organization Information, Document Vault, Applications, Procurements, and Financials. The main content area is divided into several sections:

- Application:** Shows current organization status as 'Approved' and business application status as 'Approved'. It also indicates 0 pending and 2 approved service applications.
- Filings:** Shows current filings status, fiscal period, next CHAR500 due date, registration type, and upload/approval dates.
- Procurements:** Contains a table with RFP counts and refresh buttons. A red circle with the number '1' highlights a refresh button. A red circle with the number '2' highlights a blue hyperlink with the number '4' next to 'RFPs you're eligible for will be released within 30 days'.
- Financials:** Lists various financial items like budgets, modifications, and invoices, each with a refresh button.
- Documents Shared with your Organization:** A section for shared documents.
- NYC.ID Account Management:** A section for user account management with links to update name, password, and security questions.

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.

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"/>	Universal Pre-K	DOE	Released	Selections Made	05/14/2016	06/14/2016	07/01/2017
<input type="checkbox"/>	Procurement DYCD_CT2	DYCD	Released	Selections Made	03/14/2016	05/14/2016	07/01/2017

- 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 Exit Procurement

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

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.
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus posuere, dolor in vulputate lacinia, nunc risus consequat orci, ac pellentesque nulla est ac urna. Praesent ut venenatis lacus. Cras semper elit vitae pellentesque facilisis. Sed sollicitudin, urna et feugiat ultricies, lectus enim sagittis libero, id euismod justo lacus ac felis. Sed et ullamcorper elit, in semper enim. Integer mattis neque ornare, auctor ipsum dapibus, sagittis diam. Vestibulum aliquam leo at felis feugiat, sed ultrices enim rutrum. Phasellus eget convallis eros. Integer arcu turpis, fringilla sit amet mollis sit amet, dapibus in metus. Fusce rhoncus sem vitae mi imperdiet, eu suscipit purus bibendum.
 Mauris nec posuere nibh. Donec vitae turpis eu ante consequat mattis. Vivamus in vestibulum sem. Nulla facilisi. Nulla pharetra lacinia fermentum. Suspendisse malesuada nunc augue, consequat mollis nulla feugiat vel. Quisque tempus tellus id elementum ornare. Aenean interdum in felis eget hendrerit. In quis velit vel risus lobortis facilisis a id ligula. Etiam et rutrum odio, ut luctus dui. Pellentesque facilisis scelerisque interdum. Suspendisse dapibus tempor nunc in sodales.

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

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

You will be taken to the Selection Details Summary Page.

Procurement: Universal Pre-K [Exit Procurement](#)

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

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) 5	Pending	Pending	100,000	Pending E-PIN

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

Procurement: Universal Prep-K [Exit Procurement](#)

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

Selection Details Selection Details Summary ?

Proposal Selected

Congratulations! One or more of your Proposals have been determined eligible for award. Awards are subject to timely completion of contract negotiation, responsibility determination, and contract registration.

You may visit the [Proposal Summary](#) page to see your full list of Proposals with scoring and rank information.

Please carefully review the information below and follow instructions to continue the award selection process and upload required documentation.

Award Details

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

Award Documents

Please click the links below to view the documents the Agency has attached to guide you through the next steps in the award selection process.

Document Name	Document Type	Last Modified
Award Notification 6	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... ▼

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... ▼

7

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.