

What HHS Providers Need to Know About PASSPort and HHS Accelerator

About PASSPort and HHS Accelerator

About PASSPort

PASSPort is the City of New York's digital procurement system, developed and maintained by the Mayor's Office of Contract Services (MOCS). PASSPort establishes a digital end-to-end process that is transparent, easy to access and paperless. Designed with and for agencies and vendors, including nonprofit providers, PASSPort leverages technology to make it easier to do business with the City.

About HHS Accelerator

Launched in 2013, HHS Accelerator was designed for health and human services procurement activity. As the City moves towards greater centralization of procurement processes through the expansion of PASSPort, HHS Accelerator functionality is limited to document storage through the Document Vault and budget and invoice management through Financials.

Create a PASSPort Account to Prequalify and Respond to HHS RFPs

Create an Account Here

PASSPort Highlights for HHS Providers

Finding HHS Solicitations in PASSPort

HHS Requests for Proposals (RFPs), Requests for Information (RFI) and other HHS solicitations are released through PASSPort. Providers should always check the [PASSPort Public Portal](#) to ensure awareness of all upcoming HHS RFPs.

Prequalification in PASSPort

The HHS Prequalification (PQL) Application is now hosted in PASSPort. The application process is streamlined and easier than ever to complete! Organizations must have an Approved HHS PQL Application to propose on HHS solicitations. To determine your organization's HHS PQL Application status, navigate to the RFX tab on the top banner and select Browse Prequalified Lists from the dropdown. Search for the HHS Accelerator Prequalification application. Your organization's prequalification expiration date will display under the Qualification Expiration Date column. For instructions on completing or updating your organization's HHS PQL Application in PASSPort, visit [Learning to Use PASSPort](#).

Responding to HHS Solicitations in PASSPort

HHS RFPs, RFIs and other solicitations released in PASSPort require providers to submit responses in PASSPort. To submit a proposal to an HHS solicitation in PASSPort, a provider must have (i) a PASSPort account and (ii) Approved HHS PQL Application in PASSPort. More information on how to submit responses in PASSPort can be found on the [Learning to Use PASSPort webpage](#).

HHS Contract Awards and Registration in PASSPort

All HHS RFPs go through the award and contract registration process in PASSPort.

City Council Discretionary Awards

City Council Discretionary Awards cleared at the start of Fiscal Year 2021 will be registered in PASSPort, except for DCLA awards. Every discretionary awardee must have a PASSPort account **and** Approved HHS PQL Application in PASSPort. Visit [nyc.gov/nonprofits](#) for information about the City Council's discretionary process. Please check out the [Nonprofits Partners webpage](#) for more information on Discretionary Awards and the Clearance process.

Learn more about key PASSPort features at a glance [here](#).

Need Help? Have Questions?

PASSPort information and materials are available through videos, user guides and FAQs at

www.nyc.gov/passport
Email help@mocs.nyc.gov for additional support.

HHS Accelerator Functionality

Document Vault in HHS Accelerator

The Document Vault in HHS Accelerator remains accessible to providers and serves as an operational tool for providers to upload, access and share documents with City Agencies and other organizations using HHS Accelerator. Documents managed in your organization's Document Vault cannot synchronize to your PASSPort Vendor Profile, but are available for download.

Managing HHS Contract Budgets and Invoices

Providers continue to use HHS Accelerator Financials to manage budgets and submit invoices on registered contracts.