# Finding and Responding to RFx for Vendors

#### Roles Involved:
- Vendor Admin
- Vendor Procurement L1 & L2

#### Summary:
Step-by-step instructions on identifying and responding to contracting opportunities and requests for information in PASSPort.

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About PASSPort

PASSPort, the City of New York’s Procurement and Sourcing Solutions Portal, facilitates an end-to-end digital procurement process that is transparent and easy to access. Designed with and for vendors, PASSPort leverages technology to address long-standing procurement issues, establish a timelier procurement process and make it easier to do business with the City of New York. PASSPort allows for online solicitations and awards, as well as contract execution, registration, and management.

Accessing PASSPort

To access PASSPort and log in, go to: www.nyc.gov/passport

Adjusting Font Size. While navigating PASSPort, you can easily increase its font size to improve readability. To increase the font size, zoom in by holding down the “Ctrl” key while pressing the plus (“+”) key (press it as often as needed) on your keyboard. To zoom out, hold down the “Ctrl” key while pressing the minus (“-”) key. To reset to the default fonts size, hold “Ctrl” and press zero (“0”). Mac users want to use “Command” instead of “Ctrl.”

Tool Tips. There are tool tips available throughout PASSPort that provide quick and helpful information relevant to specific fields. Tool tips can be accessed by hovering over the Information  icon.

Required Fields. Some information fields are required in PASSPort. These are indicated by a red bar. A user will receive a blocking alert (indicated by a red border on the required or invalid field) if attempting to save or submit incomplete information. Users will complete these fields. When all required information is entered, the blocking alert will clear (i.e., no longer be displayed) and the user will be able to submit successfully to proceed.
1. Finding and Responding to RFx Overview

This user manual provides you with step-by-step instructions for finding and responding to RFx in PASSPort.

RFx is a PASSPort term that represents the range of City solicitations, including Requests for Information, Requests for Proposals, and Invitations to Bid. PASSPort provides a digital repository of all RFx, searchable by keyword, commodity, agency, program, industry, and more. PASSPort also enables the electronic submission of responses to RFx through simplified digital questionnaires.

Note:

City Record Online (CROL): Key information about upcoming RFx in PASSPort will be published in CROL. Vendors signed up to receive notifications in CROL will continue to receive notifications through CROL.

Health and Human Services (HHS) Providers:

As the City moves towards greater centralization of procurement processes through the expansion of PASSPort, The HHS Prequalification (PQL) Application has moved from the HHS Accelerator platform to PASSPort. The application process is streamlined and easier than ever to complete! Organizations must have an Approved HHS PQL Application to propose on human services solicitations. For more information and instructions on completing the HHS PQL Application in PASSPort, visit the Learning to Use PASSPort page at nyc.gov/passport.

Health and Human Services (HHS) Requests for Proposals (RFPs) are released through PASSPort. Providers should always check the PASSPort Procurement Navigator to maintain awareness of all upcoming HHS RFPs.

To respond to HHS RFPs in PASSPort, providers must:

1. Have a PASSPort account. To create a PASSPort account, click here.

2. Be prequalified in PASSPort. To determine your organization's prequalification status or to become prequalified in PASSPort, please reference the HHS Prequalification in PASSPort User Manual.
2. Accessing the Procurement Navigator

The PASSPort Procurement Navigator provides the general public with a complete list of all RFx publicly available in PASSPort across Mayoral agencies and some procurements issued by the Department of Education. The Procurement Navigator, like the City Record Online (CROL), is accessible to any individual with an internet connection; you do not need to have a PASSPort account to be able to access the Procurement Navigator. All vendors may access the Procurement Navigator to view published RFx, however, vendors must have a PASSPort account to begin an RFx response. If you do not currently have a PASSPort account, please go to our PASSPort website at www.nyc.gov/passport for more information on creating an account.

The Procurement Navigator is available via PASSPort Login page on the MOCS website or by the following link: passport.cityofnewyork.us. Please follow the steps below to access and navigate the Procurement Navigator.

In this example, we will access the Procurement Navigator through the PASSPort login homepage at passport.cityofnewyork.us.

1. Click the “Procurement Navigator” icon.
The Procurement Navigator is searchable by Keywords, Industry, Agency, Main Commodity, Program, RFx Status, and more.

2. Once you input search criteria, click the “Search” button. The results of your search will appear.

3. To view information or learn more about a specific RFx, click the pencil icon to open the View RFx screen.
The View RFx screen provides details on the RFx, including Summary, Description and Key Dates associated with the RFx. These fields will help you learn more about this procurement.

4. The Summary tile provides key agency and procurement details including Agency information and Contact, RFx Title and RFx Status.

5. The Description tile provides an overview of the procurement, as provided by the agency.

6. The Key Dates tile provides details on the Anticipated Contract Start and End Dates, Release Date and Due Date.
7. The Bid Opening Location tile provides details pertaining to the Bid Opening, including Bid Opening Location, if the procurement requires a Bid Opening.

8. The Documents tile in the RFx screen houses supplemental material provided by the contracting agency for additional context for the RFx. These documents are an opportunity for contracting agencies to elaborate beyond the high-level overview provided in the View RFx sections.

Note: To submit a response to an RFx, a Vendor must have a PASSPort account and log in to its PASSPort account. Please visit our PASSPort website at www.nyc.gov/passport for more information on creating a PASSPort account for your organization.
3. Browse Your RFx and Responses

The Browse Your RFx and Responses screen displays all active RFx your organization is working on. This includes RFx for which your organization has started a response and RFx to which an Agency has invited you to respond through a PQL list that your organization is a part of. The section serves as a central repository for your responses for planning and monitoring purposes. You can use this section to resume working on an in-progress response or reference an existing response. The steps outlined in this section provide guidance on accessing your RFx responses.
The steps below outline the process for browsing your RFx and Responses in PASSPort:

1. From any page in PASSPort, click the “RFx” menu option at the top of the page.

2. Select “Browse Your RFx and Responses” from the drop-down menu.
A list of all RFx will appear for which your organization has started a response and/or RFx to which an Agency has invited your organization to respond.

In this example, the search results were filtered for “Released” status RFx. Other filters include “Selections Made”, “Responses Received”, “Closed”, and “Canceled”.

<table>
<thead>
<tr>
<th>Program</th>
<th>Industry</th>
<th>EPIN</th>
<th>Agency</th>
<th>Procurement Name</th>
<th>Procurement Method</th>
<th>RFx Status</th>
<th>RFx Open Date (Your Local Time)</th>
<th>RFx Close Date (Your Local Time)</th>
<th>Remaining Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAT Program</td>
<td>Construction</td>
<td>8512080274</td>
<td>PUBLIC BUILDINGS</td>
<td>UAT CIB Sourcing Template - Sealed Subcontractor List</td>
<td>Competitive Sealed Bid</td>
<td>Released</td>
<td>05/11/2020 00:00:00</td>
<td>05/28/2020 15:00:00</td>
<td>3d 17h 23min 35s</td>
</tr>
<tr>
<td>UAT Program</td>
<td>Construction</td>
<td>8512080273</td>
<td>PUBLIC BUILDINGS</td>
<td>8512080273 - Reconstruction of Sidewalks in Bronx and Manhattan</td>
<td>Competitive Sealed Bid</td>
<td>Released</td>
<td>05/07/2020 00:00:00</td>
<td>05/28/2020 15:00:00</td>
<td>3d 17h 23min 35s</td>
</tr>
<tr>
<td>UAT Program</td>
<td>Professional Services</td>
<td>8162000017</td>
<td>ADMINISTRATION</td>
<td>8162000017-Management Consulting Services</td>
<td>Competitive Sealed Proposal</td>
<td>Released</td>
<td>05/07/2020 00:00:00</td>
<td>05/29/2020 00:00:00</td>
<td>3d 02h 23min 35s</td>
</tr>
<tr>
<td>UAT Program</td>
<td>Professional Services</td>
<td>8162000011</td>
<td>DISEASE CONTROL</td>
<td>8162000011-Technical Assistance Nonprofit Management Consultant Services RFX Demo</td>
<td>Competitive Sealed Proposal</td>
<td>Released</td>
<td>05/06/2020 00:00:00</td>
<td>05/29/2020 00:00:00</td>
<td>3d 02h 23min 35s</td>
</tr>
<tr>
<td>UAT Program</td>
<td>Human/Client Service</td>
<td>0662080053</td>
<td>CHILD WELFARE PROGRAMS</td>
<td>0662080053-Req, 04/05/2020 UAT_OMB_Pause_Reume,&lt;100000_2R</td>
<td>Competitive Sealed Bid</td>
<td>Released</td>
<td>04/28/2020 00:00:00</td>
<td>05/05/2020 00:00:00</td>
<td>5d 02h 23min 35s</td>
</tr>
<tr>
<td>UAT Program</td>
<td>Goods</td>
<td>0662000032</td>
<td>OFFICE OF THE COMMISSIONER</td>
<td>0662000032-Karl Thukker</td>
<td>Competitive Sealed Proposal</td>
<td>Released</td>
<td>04/21/2020 00:00:00</td>
<td>05/06/2020 00:00:00</td>
<td>12d 02h 23min 35s</td>
</tr>
<tr>
<td>UAT Program</td>
<td>Goods</td>
<td>8562000020</td>
<td>CHEF OF STAFF</td>
<td>8562000020-HP UAT CIB Req. 02/20/2020</td>
<td>Competitive Sealed Bid</td>
<td>Released</td>
<td>03/04/2020 21:00:00</td>
<td>04/04/2020 03:15:00</td>
<td>Bid due date has passed</td>
</tr>
</tbody>
</table>
4. Browse All RFx in PASSPort

Once logged into your PASSPort account, you can browse all RFx publicly available in PASSPort through the Browse All RFx screen. This page contains a similar structure to the Procurement Navigator, but now that you are logged into your PASSPort account, you will be able to respond to RFx by starting here.

A Weekly Digest email is being sent to all active PASSPort account holders providing key details for new RFx available in PASSPort. This Weekly Digest is a key resource for you to keep informed of new solicitations that are available within the Browse All RFx section.

Note:

City Record Online (CROL): Key information about upcoming RFx for most procurement methods valued at or over $100,000 will be published in CROL. Vendors will continue to receive notifications through CROL if signed up for email notifications in CROL.
The steps below outline the process of browsing all RFx in PASSPort:

1. From any page in PASSPort, click the “RFx” menu option at the top of the page.

2. Select “Browse All RFx” from the drop-down menu.
3. Utilize the search fields to find your desired opportunity.

4. Click the “Search” button to see the search results.

5. Click the pencil icon to open the View RFX screen.

Note: Vendors can only submit a response to an RFx that is listed in “RFX Released” status (see RFx Status column).
5. Viewing RFx Information

Once you have navigated to the Browse All RFx screen and accessed an RFx by using the pencil icon, key information about the RFx displays in the View RFx tab. You may use this information to learn more about the RFx and to help you make an informed decision about whether your organization wishes to respond to this RFx. If you decide to submit a response, this information will provide high-level information to help guide your response.

As a reminder, vendors must have a PASSPort account to begin an RFx response. If you do not currently have a PASSPort account, please go to our PASSPort website at www.nyc.gov/passport to create an account.
The steps below outline the content that can be found in the View RFx tab in PASSPort:

The View RFx screen displays Bid Opening Location, associated Documents, and information about competition pools, which are a way an agency can split a solicitation into multiple sections for vendors to provide responses.

1. The Summary tile provides key agency and procurement details, including Agency Information and Contact, RFx Title and Status.
2. The Key Dates tile includes details on Anticipated Contract Start and End Dates, Release Date and Due Date.

3. The Documents tile houses supplemental material uploaded by the contracting agency to provide additional context for the RFx.

   Note: If an agency issues an addendum, a summary document will be available in the Document section outlining the changes. All team members for this RFx will also receive an email notification that an addendum has been issued.

4. If the RFx requires a Nondisclosure Agreement (NDA), a tile will appear at the bottom of the screen to complete.

   Note: not all RFx require an NDA.
6. Responding to RFx

After you have reviewed the RFx information, determined that the RFx is of interest to your organization, and wish to submit a response, you may proceed by following the steps outlined in this section. While the screenshots show a Competitive Sealed Bid response in PASSPort, the tabs on the left-hand navigation menu and the general process and information requested will remain unchanged for responses to other procurement methods such as a Competitive Sealed Proposal (CSP) and Request for Proposal (RFP).

As a reminder, vendors must have a PASSPort account to begin an RFx response. If you do not currently have a PASSPort account, please go to our PASSPort website at www.nyc.gov/passport to create an account.

Note: Vendors can only submit a response to an RFx that is listed in “RFX Released” status (see RFx Status column).
6.1 Respond to an RFx

Once you have found an opportunity you wish to respond to, and you are logged into your PASSPort account, navigate to the View RFx tab by following the steps outlined in the Browse RFx sections of this user manual. As a reminder, you cannot respond to opportunities from the Procurement Navigator.

Can’t find an RFx in PASSPort? Make sure you try several keywords to locate the RFx, including select words contained in the RFx title. Still unable to locate the RFx? Reach out directly to the City agency that issued the RFx. You may use the Discussion Forum tab (Discussion With Buyer) to communicate with the agency.
The following steps outline the process for responding to an RFx.

Note: Vendors can only submit a response to an RFx if the RFx is listed in “RFX Released” status (see RFx Status column).

1. Click the “Participate in RFx” button located in the View RFx tab.
A countdown timer displays the Remaining time to respond to an RFx.

Clicking the “Other Actions” button will display the following options:

- Download all contents related to this RFP. This option allows you to download a copy of the RFx so you can work on the RFx outside of the PASSPort system.

- Recover my last offer. This option allows you to retrieve a previous offer, if one exists.

- Duplicate Response. This option allows you to clone your response to an RFx for purposes of creating an additional RFx response for subsequent competition pools, or submit information related to an RFx addendum.
6.2 RFx Acknowledgement

Some RFx require acknowledgement of receipt and intent to respond before a response can be started. In these instances, you are required to follow the steps listed below prior to being able to move forward with your response.

If an RFx requires acknowledgement of receipt of the RFx and/or intent to respond, an Acknowledgement section will display in the Acknowledgement tab. Note: Not all RFx require Acknowledgements.

2. Click the “I acknowledge receipt of this RFx” button.
Note: In order to complete an RFx acknowledgement, a user must have been a vendor contact prior to the RFx release in PASSPort and have either a Vendor Admin and/or Procurement role. Vendor contacts added to the account after the RFx was release will not be able to do so. They can, however, be added by a Vendor Admin to the Setup Team tab of the RFx in order to work on the vendor response for their organization.

3. Click the checkbox to the left of “WILL RESPOND: our intent is to respond to this RFx.”

4. Click the “Valid” button.

After your acknowledgement is completed, a draft response is automatically created by the system for you to begin working on.

Before the steps of creating your response are covered, this guide will provide an overview of the Discussion with buyer (agency) and Setup Team tabs which will assist you in completing your response.
6.3 Discussion with Buyer (Agency)

If you have a question about the RFx, you can initiate a conversation with the contracting agency using the Discussion with buyer (agency) forum. This feature will consolidate communication in PASSPort and save time from having conversations outside of the system (i.e., via email).

The Discussion with buyer tab is a forum to communicate directly in PASSPort with the RFx contracting agency after you have decided to respond to the RFx (i.e. clicked “Participate in RFx” button).

PASSPort maintains and can display a record of all interactions between you and the agency.

1. To draft a message, click the “Compose” button.
2. Indicate the Type of message you would like to send by selecting a category from the drop-down.

3. Add a Subject line.

4. Indicate the agency contact To whom you are sending this message by selecting from the drop-down menu.

5. Compose your message in the textbox.

6. Click the “Send” button to submit your message.

Note: You can attach files to your correspondence by clicking the “Click or Drag to add files” gray button.
6.4 Setup Team

When a draft RFx response is created, only the user who initiated the proposal through clicking on the “Participate in RFx” button and completing the acknowledgement (if applicable) will be part of the RFx team. As a result, they will be the only one who can work on the RFx. If this initial user wants to add further individuals from their organization to contribute to the response, the Setup Team tab provides the ability for this user to add team members to this RFx.

When considering designating a team member to assist in a response(s) to RFx in PASSPort, it is important to understand how user roles are structured. The table below outlines the core attributes of each user profile in PASSPort:

<table>
<thead>
<tr>
<th>Profile</th>
<th>Release 1</th>
<th>Release 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Admin</td>
<td>Create Account Assign roles</td>
<td>• Receive RFx notification emails from Agencies.</td>
</tr>
<tr>
<td></td>
<td>User can add and save information to the account, vendor questionnaire and principal questionnaire.</td>
<td>• View PQL lists, complete and sign and submit PQL applications</td>
</tr>
<tr>
<td></td>
<td>Authorized user who can sign and submit account for filing.</td>
<td>• View and Edit Responses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Set up team for responses</td>
</tr>
<tr>
<td>Procurement L1</td>
<td>No authorizations</td>
<td>• Receive RFx notification emails from Agencies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• View PQL lists, complete draft PQL applications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Set up team for responses</td>
</tr>
<tr>
<td>Procurement L2</td>
<td>No authorizations</td>
<td>• Receive RFx notification emails from Agencies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• View PQL lists, complete and sign and submit PQL applications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• View and Edit Responses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Set up team for responses</td>
</tr>
</tbody>
</table>
The Setup Team tab is where you can designate additional staff from your organization to work on the response.

1. To select an existing PASSPort contact, select their name from the Choose a contact drop-down.
2. To add an individual from your organization to respond to the RFx, click the “Create a new contact” button.

Note: only users with the following roles can add new contacts:
- Vendor Admin
- Vendor Procurement Level 1
- Vendor Procurement Level 2
When creating a new contact, the Contact Management window will appear. Here you will enter the relevant information for the contact. Complete the required fields. Required fields have a red marker.

3. Add the contact First Name.
4. Add the contact Last Name.
5. Add the contact Email address.

Click the “Save” button.

Note: the new contact’s business address will auto-populate the form with your company’s current business address. You can edit this default address by clicking into the corresponding boxes.
6.5 Manage Responses

The Manage Responses tab is where you will see all your RFx responses. Your initial response will appear here after deciding to participate in an RFx. This section of the guide will provide step-by-step guidance for accessing, completing, submitting your response.

![Image of PASSPort interface]

The Manage Responses tab is a repository of all of your current and past responses to RFx.

1. Click the pencil icon to open and view more detail about a response. This will open a new screen, Your Proposal Info.

You may also search by Status or Competition Pool. All RFx have at least one competition pool. An agency may choose to segment a procurement into multiple competition pools based on the procurement’s specifications.
The action buttons at the top of the page allow you to Save progress, Cancel this Response (if necessary), Check Progress to view a list of remaining steps and Duplicate Response, if desired.

2. To proceed with your response, either type in the competition pool or click on the ellipsis to search for the competition pool you wish to submit a response for.

3. Click the “Save” button.

Note: You may submit additional responses after your first response is complete. This will only be available after the first response has been submitted. A “Create New Response” button will be available for you to initiate the new proposal.
6.6 Questionnaire

The Questionnaire tab is where you answer the questions configured by the agency for evaluation in connection with the RFx.

The Questionnaire tab displays questions the agency wants you to respond to as part of the RFx.

The questions are written by the agency and will be used to evaluate your bid/proposal during the Evaluation and Award phase.

Depending on the procurement method and the agency’s questions, there may be more than one Questionnaire tab, and questions may be scored or used for informational and/or responsiveness purposes.
A questionnaire may include one or more sections. The questionnaire will default to the first section, Provider Experience. You may navigate between sections at any time.

A progress bar will display the percentage of questions completed for your reference.

4(a) The Questionnaire tab offers a wide range of customization for agencies to create questions.

In this example, the agency provides free text boxes for you to submit your response. Also note the progress bar update as responses are saved. This section has been completed at 50%.
4 (b) Agencies may also structure questions in the form of requests for documents.

In this example, providing an attachment will successfully complete the response. The progress bar will update after each document is uploaded. Note that the Provider Experience section progress bar now displays in green, indicating that section has been completed.
Agencies may also request affirmations within the Questionnaire tab. The progress bar will update after each affirmation is completed and saved.
PASSPort enables you to download an Excel workbook to complete outside of the system or to share with a team member without a PASSPort account. After the questions are answered, upload the form (in Excel format). Your answers will automatically populate in PASSPort.
6.7 Subcontractors and Joint Ventures

The Subcontractors and Joint Ventures tab is where you identify any applicable joint ventures or subcontractors in connection with the RFx and enter corresponding information, if applicable.

The Subcontractors and Joint Ventures tab is available to capture this information for your response, if required.

1. If Wick’s Law is applicable, you can upload the Sealed Subcontractor List by uploading the file directly by clicking “Click or Drag to add a file.” Upload the file.
If Wick’s Law is not applicable, click the Subcontractors and Joint Ventures subtab.

2. Click the “Add Subcontractor” button to add any subcontractor information not already in PASSPort.

An Add Subcontract window will appear.
3. In the Add Subcontract window, complete the required fields. Required fields have a red marker.

4. If the Subcontractor exists in PASSPort, you may search for them in the Vendor Information section.

PASSPort will automatically populate their EIN, M/WBE Certification, Vendor Name and Contract Participation fields.

If a vendor is not found because they do not have a PASSPort account, the vendor may obtain guidance on how to create an account by accessing the Vendor Account Creation Job Aid.

If you have not identified your subcontractor yet, you may select the checkbox by the field Vendor Not yet identified. You will make an M/WBE selection based on the anticipated M/WBE certification of the subcontractor. If selected, you will be able to inform the agency the subcontractor information when the group is identified.

5. Click the “Save” and then the “Close” button.
6. If applicable, click the “Add Joint Venture” button.
Upon clicking the “Add Joint Venture” button, a Joint Venture window will appear.

7. Click on the ellipsis to select PASSPort vendor.
8. Upon clicking the ellipsis, a new window will appear for you to identify the joint venture. Enter in a keyword to search for a specific vendor, then click the “Search” button.

Note: the search results list is in alphabetical order. You can also manually search by using the numbers or arrows at the bottom of the list to navigate.

9. Click the checkbox to select the vendor related to your joint venture.
10. Click the “Save” button to save your selection.

Upon saving, the Ownership % field will become available to edit.
10. Enter in the Ownership percentage for this vendor’s role in the joint venture.

11. Click the “Save and Close” button.

NOTE: Repeat Steps 7 through 11 for each vendor that is part of the joint venture.
6.8 Item

The Item tab is where the agency identifies the required items for the contract.

The Item tab may be completed directly in the system or you may download, complete and upload a quotation form (in Excel format) for PASSPort to automatically populate the responses you provided.

1. Enter the Unit Price per listed Required Item.
2. Click the “Save” button.
Note: clicking the “Save” button will update the total price in the Total per currency box.

3. Upon saving your prices, a green “Validate & Submit” button will appear. Click this button to submit your response.
6.9 LL34 Compliance

The LL34 Compliance tab allows you to complete all Doing Business Data information within PASSPort. Local Law 34 of 2007 (LL 34) is New York City’s campaign finance law that limits municipal campaign contributions from principal officers, owners, and senior managers of entities doing business with the City.

An organization is required to submit the information requested on this tab each time it enters into a transaction considered a business dealing with the City, regardless of whether the organization or the people associated with it make or intend to make campaign contributions.
The LL34 Compliance tab effectively replaces the Doing Business Data Form; this subtab lists Principal Officers and Principal Owners.

Check the box to affirm the statement. In the following tiles below, select your organization’s Principal Officers, Principal and Organization Owners, and Senior Managers.

If the CEO, CFO, COO or Senior Managers are not found by clicking the ellipsis (three dots) to the right of “Add Existing Contact,” the Vendor Admin must click the LL34 Contact Setup button to open a popup to the Vendor profile.
The Add Contact window will appear. Within the Add Contact window, PASSPort users will be listed, along with the positions they have in system.

2. Select the relevant contact by clicking the checkbox.

3. Click the “Close” button.

If new contacts need to be added, click the “Add a new Contact” button in the LL34 Compliance tile. Refer to page 49 for details.
Within the Principal Owners tile, identify all of your organization’s principal owners. Here’s how:

To add an Organization, click the “Add an Organization” button to submit an Organization Owner. A popup will appear to enter the Organization name and click “Submit.”

Add all Principal Owners using the ellipsis (three dots); Or, indicate a reason that there is no listed owner by clicking the checkbox by the most applicable reason from the options listed. If selecting Other, a dialog box will appear, and an explanation needs to be entered.

1. To add a contact and assign a role, click on the ellipsis to open a menu of available contacts.
The Add Contact window will appear. Within the Add Contact window, PASSPort users will be listed, along with the positions they have in system.

2. Select the relevant contact by clicking the checkbox.

3. Click the “Close” button.
To identify an individual as a Senior Manager, click on the ellipsis in Add Existing Contact.

Note: In order to submit a response, at least one Senior Manager must be identified.
The Add Contact window will appear. Select the appropriate contact. You can search by keyword or scroll through the list in the Add Contact window. If the individual is not currently in PASSPort, you may add them as a contact first.

2. Select the relevant contact by clicking the checkbox.

3. Click the “Close” button.
6.10 M/WBE Compliance

This M/WBE Requirements tab is available for all procurements with an M/WBE goal and ensures compliance with M/WBE requirements. This tab displays the goals set for a particular procurement and allows you to see if you are meeting these goals based on your response. The M/WBE participation status will update to meeting M/WBE participation requirements when you have met or exceeded the goal. Once your M/WBE status is confirmed, you will be able to submit your response.

The M/WBE Requirements tile displays the goal set for this procurement.

The Total Amount and Current Total fields updates based on information entered in the Item and Subcontractors and Joint Ventures tabs. If the prime contractor is an M/WBE vendor, the total will automatically update.

The Your M/WBE Participation Status tile provides the current status if your proposal is meeting the procurement’s goal.

The Your M/WBE Subcontracts tile provides a summary of subcontract details.
Displayed is an example of a proposal that is meeting M/WBE participation requirements. Note the green check and status in the Your M/WBE Participation Status tile.

The Total Amount and Current Total fields have been updated based on information provided in the Item and Subcontractor sections.

The Your M/WBE Subcontracts table displays key details for the subcontractor.

You will now be able to submit your RFx response (provided all other sections have been completed.)

Note: If the Percentage listed appears to be incorrect or is not populating, please navigate to the Item tab. Once you fill in the required entry on the Item grid, the M/WBE participation percentage should update accordingly.
6.11 Submitting your response

After you have filled out all the information in the tabs outlined in the previous sections, you are now ready to submit your response. This section provides step-by-step guidance for submitting your response.

1. Once your response is complete, and all required information submitted, the “Validate & Submit” button will appear. Click the button to proceed.
2. Carefully read the disclosure. Click the checkbox to provide sign-off on the accuracy of the response.

3. Click the “Submit my proposal” button. A dialog box will appear asking you to confirm the submission. Scroll to read the disclosure and click the checkbox.

Note: After you submit your proposal, you will not be able to retract or modify your response. Please be sure to review your work carefully before submitting!
You have successfully submitted your response!

You will see a series of notifications with key details regarding your submission.

Within the Manage Responses tab, you will see the Submission Status update in green to Submitted.
7. Identifying and Responding to Requests for Information (RFI)

This section provides step by step instructions on how to find and successfully complete a response to an RFI in PASSPort.

A Request for Information (RFI) is released when agencies would like to request information from Vendors for a variety of reasons, including feedback on Concept Papers for Health and Human Services Competitive Sealed Proposals, quotes for M/WBE Noncompetitive Small Purchases, and Expressions of Interest for Sole Source procurements.

Information on released RFI’s will be available in the Procurement Navigator and also in the Browse All RFx portal in PASSPort. If you are on an Agency’s bidder list for the specific opportunity, you will be notified for upcoming and released RFI through email. You can also browse all RFI’s for which you have been invited by an Agency to respond, by navigating to the Browse My RFx tab in PASSPort.

For RFIs used for M/WBE Noncompetitive Small Purchase method, only City-certified M/WBE Vendors with PASSPort accounts can submit a response and be awarded a direct contract. City-certified M/WBE vendors on the Agency’s direct vendor list will be notified when the RFI is released to them in PASSPort. If an agency has identified a potential vendor who may be able to provide the purchasing need but no PASSPort account was found, the Vendor will be notified by the Agency that they need to create an account in PASSPort. Creating a PASSPort account is a simple, two-step process. For additional guidance on how to create an account, please refer to the Vendor Account Creation Job Aid. It may take up to two business days for your account to be approved. Learn more about the M/WBE Small Purchase Method here.

Note: To submit a response to an RFI, a Vendor must have a PASSPort account prior to the RFI release and log in to its PASSPort account to start the process. Please visit our PASSPort website at www.nyc.gov/passport for more information on signing up for an account in PASSPort.
The steps below outline the process for identifying an RFI through the Browse Your RFx section in PASSPort:

1. From any page in PASSPort, click the “RFx” menu option at the top of the page.

2. Select “Browse Your RFx and Responses” from the drop-down menu.
3. In the Browse Your RFx and Responses tab, you can search for all your RFIs by Keywords, Industry, Agency, Procurement Method, and more.

The following steps outline the process for responding to an RFI in PASSPort.

4. Click the pencil icon to open the View RFx screen.

The View RFx tab provides an overview of what the agency intends to procure, key dates (anticipated contract start and end dates, release and due dates) and any relevant documents.

5. From the View RFx tab, view key details for this RFI, including the Remaining Time and Summary details.
If your organization intends to respond to the RFI, click on the “Acknowledgement” tab.

If an agency requires acknowledgement of receipt, an acknowledgement tile will display in the Acknowledgement tab.

6. Click the “I acknowledge receipt of this RFP” button.

Upon clicking a response box will appear to confirm the intend respond to this RFI.
7. To confirm that you intend to respond to this RFI, click the checkbox next to “WILL RESPOND: our intent is to respond to this RFx.” Then click “Valid.”

If your organization does not intend to respond to the RFI, select “WILL NOT RESPOND: our intent is not to respond to this RFI” instead. Selecting this option will prompt a Reason box to appear. Please add a brief explanation of the reason for not responding. Then click “Valid.”

8. Vendors that selected Will Respond may proceed to the “Manage Responses” tab to complete the questionnaire.

9. Click the pencil icon. A popup window will appear.

Note: There are two more tabs on the left-hand navigation pane: Discussion with buyer function allows vendors to communicate directly with an assigned agency contacts. See chapter 7.3 for more information. The Setup Team tab is for adding contacts to support developing the response. See chapter 7.4 for more information.
10. On the first tab of the popup window, Your Proposal Info, complete the Response Label. Note: This field will be pre-populated. To edit, simply overwrite the text.

11. Select the Competition Pool. Click the ellipsis and select the appropriate competition pool. Clicking into the Competition Pool field is another option. Upon clicking the drop-down list all available competition pool names will appear.
12. Click on the Questionnaire tab. This tab displays questions the agency wants you to respond to as part of the RFI and will be used for informational and/or responsiveness purposes. A questionnaire may include one or more sections. By default, the questionnaire will default to the first section. You may navigate between sections at any time. A progress bar will display the percentage of questions completed for your reference. Enter your responses in the available text box(es).

Note: PASSPort enables you to download an Excel workbook to complete outside of the system or to share with a team member without a PASSPort account. After the questions are answered, upload the form (in Excel format). Your answers will automatically populate in PASSPort.
13. The action buttons at the top of the page allow you to Save progress, Cancel this response (if necessary), Check Progress to view a list of remaining steps and Duplicate Response, if desired.
14. Price components for RFIs will be collected within the Item tab. For M/WBE Noncompetitive Small Purchases, the items grid will be the place quotes will be collected.

15. The Item tab may be completed directly in the system or you may download, complete and upload a quotation form (in Excel format) for PASSPort to automatically populate the responses you provided.

16. Click the “Save” button.

Note: Subcontractors and Joint Ventures are not allowed for this procurement method.

This concludes the Finding and Responding RFx User Manual. Please see the Award Activities User Manual for step-by-step guidance on the award phase of the procurement process.
17. Upon saving your prices, a green “Validate & Submit” button will appear. Click this button to submit your response.

Note: After you submit your proposal, you will not be able to retract or modify your response. Please be sure to review your work carefully before submitting!