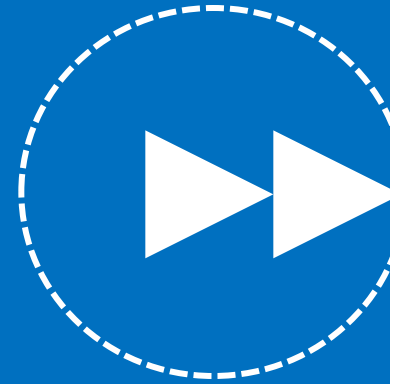


HHS ACCELERATOR

Introduction and Overview

Mayors Office of Operations

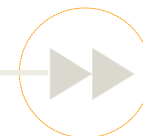


**SPEEDING
PROCUREMENT
& INNOVATION**

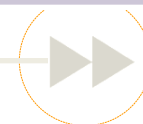
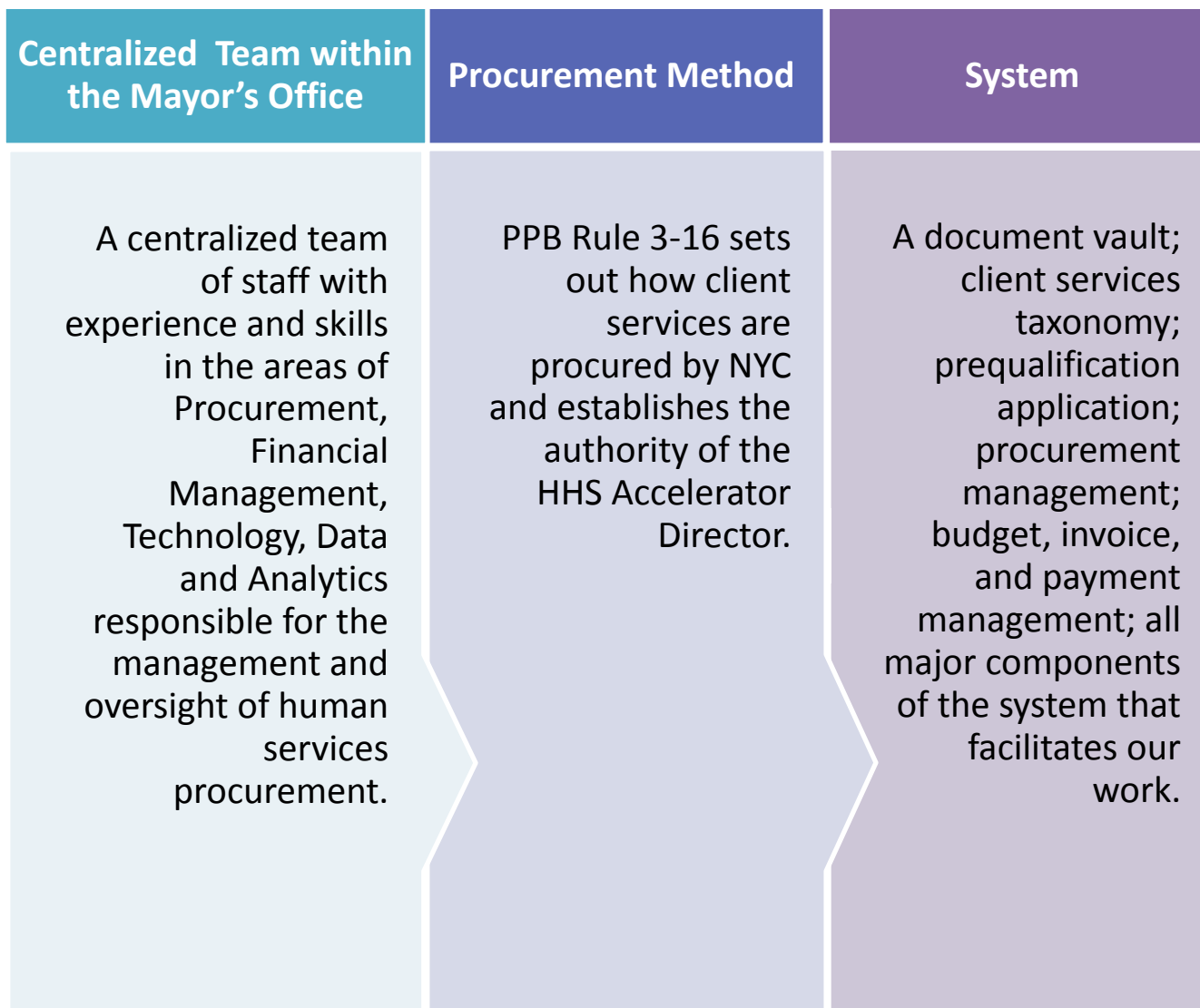
NYC
HHS Accelerator

Introduction

- The HHS Accelerator System was launched to simplify and improve the competitive contract and financial management processes for health and human services providers.
- Agencies publish all Health and Human Service Request for Proposals (RFPs) through Accelerator.
- Prequalified providers, approved for relevant services, are “Eligible to Propose” and submit proposals through HHS Accelerator when procurements are released.
- Agencies receive and evaluate proposals in Accelerator then award Contracts through the System.
- After award, Accelerator Financials enables Agencies and vendors to manage budgets, invoices and payments through a common interface.



Overview

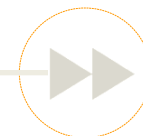


Human Services Contracting





Vast majority of NYC's Human Services are delivered by Providers selected through the competitive procurement process

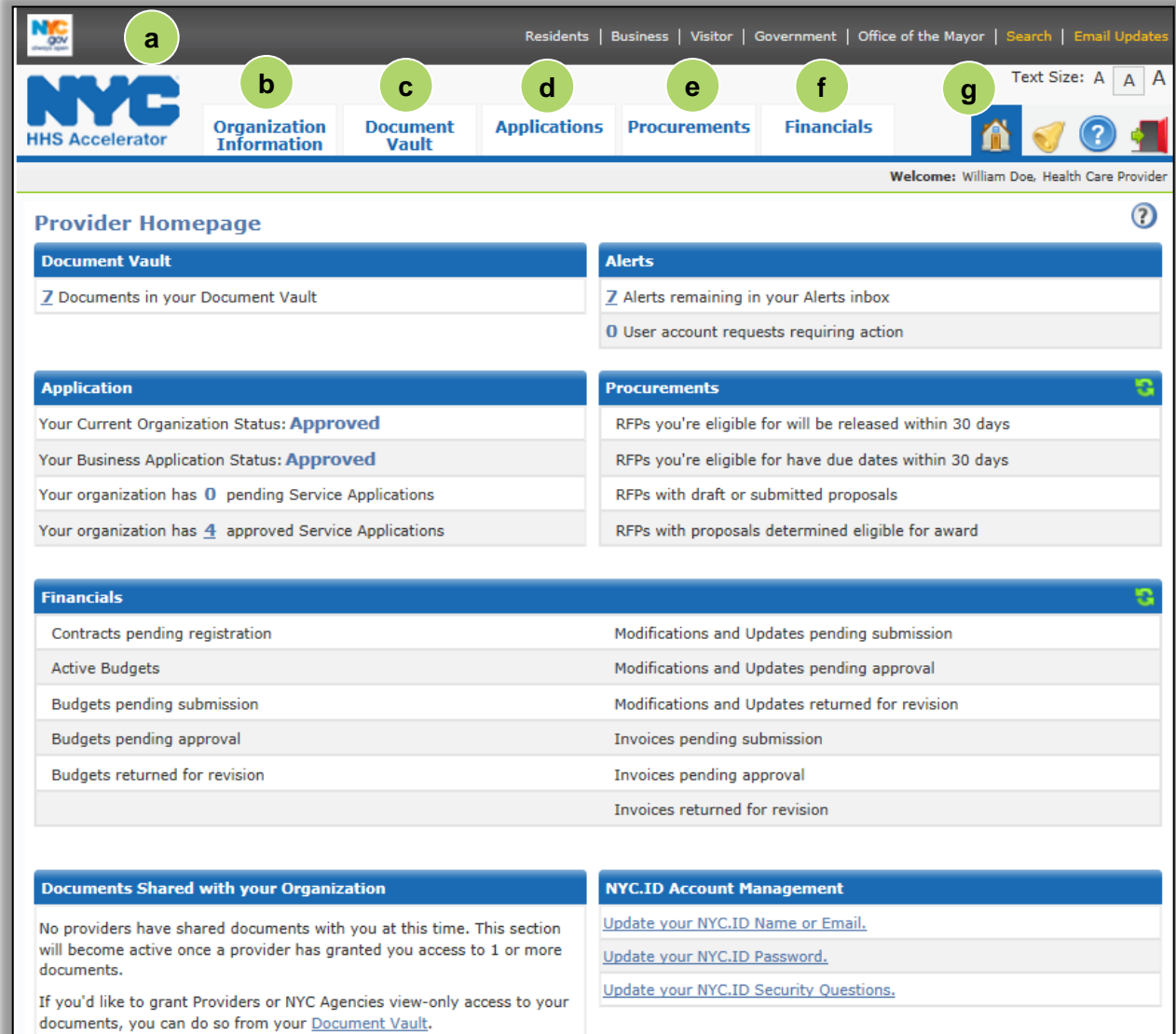
Client and Community Services								
Agency	Fiscal 2014		Fiscal 2013		Fiscal 2012		Fiscal 2011	
	Count	Value	Count	Value	Count	Value	Count	Value
ACS	226	\$669,947,363	414	\$2,266,525,254	623	\$483,726,079	1,060	\$3,731,400,966
MOJC	123	\$409,016,285	106	\$143,129,042	106	\$213,827,659	77	\$325,202,166
DFTA	1,178	\$107,443,468	1,495	\$489,533,776	1,533	\$257,728,261	1,484	\$168,830,926
DHS	158	\$550,144,241	164	\$787,779,445	147	\$1,165,011,650	164	\$997,711,759
DOC	5	\$20,300	14	\$12,127,625	11	\$3,776,910	17	\$4,349,348
DOHMH	656	\$807,221,784	442	\$754,851,869	522	\$303,212,866	687	\$914,729,427
DOP	18	\$4,746,321	20	\$10,886,095	22	\$16,748,392	5	\$3,911,663
DSBS	107	\$22,645,953	107	\$18,386,216	120	\$48,418,596	141	\$73,626,525
DYCD	2,774	\$201,780,350	2,572	\$433,541,864	2,780	\$194,590,520	2,182	\$228,514,357
HPD	125	\$16,306,161	44	\$6,814,473	137	\$11,001,447	104	\$6,428,305
HRA	158	\$304,038,497	176	\$550,192,666	212	\$259,593,228	328	\$700,053,359
Total	5,528	\$3,093,310,722	5,554	\$5,473,768,325	6,213	\$2,957,635,609	6,249	\$7,154,758,800

Source: Mayors Office of Contract Services, Annual Procurement Indicators.



System Homepage

a	The NYC.gov ribbon is a standard frame for all New York City websites.
b	The Organization Information tab allows updates and edits to the organization's profile.
c	The Document Vault tab gives access to upload, view or share documents.
d	The Application tab contains the Business Application. Information in this tab will populate in the Organization and Document tabs.
e	The Procurements tab contains the RFPs that organizations can view and compete for, if eligible.
f	The Financials Tab gives access to budgets and invoices.
g	The icons re-directs users to: Home -  Alerts -  Help -  Log Out - 



The screenshot displays the NYC HHS Accelerator Provider Homepage. The top navigation bar includes links for Residents, Business, Visitor, Government, Office of the Mayor, Search, and Email Updates. The main navigation tabs are Organization Information, Document Vault, Applications, Procurements, and Financials. The user is logged in as William Doe, Health Care Provider.

Provider Homepage

Document Vault

- 7 Documents in your Document Vault

Alerts

- 7 Alerts remaining in your Alerts inbox
- 0 User account requests requiring action

Application

- Your Current Organization Status: **Approved**
- Your Business Application Status: **Approved**
- Your organization has 0 pending Service Applications
- Your organization has 4 approved Service Applications

Procurements

- RFPs you're eligible for will be released within 30 days
- RFPs you're eligible for have due dates within 30 days
- RFPs with draft or submitted proposals
- RFPs with proposals determined eligible for award

Financials

- Contracts pending registration
- Active Budgets
- Budgets pending submission
- Budgets pending approval
- Budgets returned for revision
- Modifications and Updates pending submission
- Modifications and Updates pending approval
- Modifications and Updates returned for revision
- Invoices pending submission
- Invoices pending approval
- Invoices returned for revision

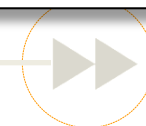
Documents Shared with your Organization

No providers have shared documents with you at this time. This section will become active once a provider has granted you access to 1 or more documents.

If you'd like to grant Providers or NYC Agencies view-only access to your documents, you can do so from your [Document Vault](#).

NYC.ID Account Management

- [Update your NYC.ID Name or Email.](#)
- [Update your NYC.ID Password.](#)
- [Update your NYC.ID Security Questions.](#)



Document Vault

Upload and share documents with other system users, including multiple participating City Agencies, funders and partner organizations.

Types of Documents

Corporate Structure Documents

- Annual Report
- Board List (including length of terms)*
- Certificate of Incorporation*
- Certificate of Insurance Form
- Certificate of Occupancy or Place of Assembly Permit
- Chief Executive Officer (CEO) Resume or equivalent*
- Corporate By-Laws*
- IRS Determination Letter*
- Lease or Rental Agreement
- Organizational Chart*
- Reference Letters
- W9.

Financial Documents

- A-133, OMB Single Audit Report*
- Board Approved Organization Budget
- CHAR500, Annual Filing for Charitable Organizations*
- Independent Audit or Certified Public Account (CPA Review Report)*
- IRS Form 990.

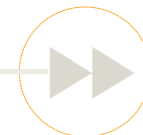
Policy Documents

- Fiscal Manual
- Policy and Procedures Manual
- Human Resources or Personnel Policy Manual.

**Documents required, as applicable, to do business with the City.*

The screenshot displays the NYC HHS Accelerator Document Vault interface. The top navigation bar includes links for Organization Information, Document Vault, Applications, Procurements, and Financials. The Document Vault section is active, showing a table of documents loaded by the organization. The table has columns for Document Name, Document Type, Modified, Shared, and Actions. A dropdown menu is open for the 'Actions' column of the 'IRS Determination Letter' document, showing options: 'I need to...', 'View Document', 'View Document Information', and 'Delete Document'.

Document Name	Document Type	Modified	Shared	Actions
Board List	Board of Directors List or Equivalent	09/08/2013	Not Shared	I need to...
ByLaws	Corporate By-Laws	09/08/2013	Not Shared	I need to...
CEO Resume	Chief Executive Officer (CEO) Resume or Equivalent	09/08/2013	Not Shared	I need to...
IRS Determination Letter	IRS Determination Letter [501(c)3]	09/08/2013	Not Shared	I need to... View Document View Document Information Delete Document



Applications and Prequalification

Eligibility to compete determined through a two-part prequalification Application.

The screenshot shows the 'Business Application' section of the NYC HHS Accelerator portal. The 'Applications' tab is selected. A green box highlights the 'Filings' sub-tab, with an arrow pointing to it and the text 'Box turns blue to indicate completion'. Below this, the 'Filings Questions' section is visible. A green box highlights a required field, with an arrow pointing to it and the text '* Indicates required field'. The form includes sections for 'New York State Attorney General Charities Registration', 'Tax Filing', and 'Financial Statements and Audit', each with several questions and dropdown menus.

Business Application

- Establish corporate identity
- Record annual regulatory filings
- Board structure and policies.

Service Application

- Browse and search the Client and Community Services Catalog to select services
- Establish track record of service delivery.

The screenshot shows the 'Service Application' section of the NYC HHS Accelerator portal. The 'Applications' tab is selected. A green box highlights the 'Add Services' button, with an arrow pointing to it and the text 'There are 3 options to demonstrate service record:'. Below this, the 'Add Services' section is visible, showing a list of services with checkboxes and a 'Select from Full List' button. A green box highlights a required field, with an arrow pointing to it and the text '* Indicates required field'. The form includes sections for 'Interpretation', 'Telecommunication', and 'Translation', each with a description and an 'Add' button.

- There are 3 options to demonstrate service record:
- Contract/Grant
 - Key Staff
 - Resume
 - Statement

Procurements

Modify view of Procurements by clicking **Filter Items** button or on column headers

NYC HHS Accelerator

Organization Information | Document Vault | Applications | **Procurements** | Financials

Welcome: James Polk, R4 Test Org 12

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.

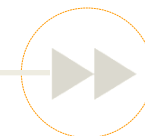
Saved Provider Favorites are shared across your organization. You can update your organization's favorite Procurements by checking and unchecking Provider Favorites checkboxes and clicking the 'Save Updates to Provider Favorites' button.

Filter Items **Save Updates to Provider Favorites** Display Provider Favorites Only Procurements: 95 1 2 3 4 5 Next

Provider Favorites	Procurement Title	Agency	Procurement Status	Provider Status	Release Date	Proposal Due Date	Contract Date
<input checked="" type="checkbox"/>	AGN - HRA Procurement 1	HRA	Planned	Eligible to Propose	10/25/2013	10/24/2013	07/01/2014
<input checked="" type="checkbox"/>	AGN - DHS Procurement 5	DHS	Released	Eligible to Propose	10/28/2013	10/28/2013	01/07/2014
<input checked="" type="checkbox"/>	AGN - DHS Procurement 2	DHS	Planned	Eligible to Propose	10/29/2013	10/29/2013	07/01/2014
<input type="checkbox"/>	SmokeTest Procurement Do Not Delete	DFTA	Planned	Service App Required	12/20/2013	10/24/2013	12/20/2013
<input type="checkbox"/>	16 jan smoke test	ACS	Planned	Service App Required	01/18/2014	01/19/2014	01/17/2014
<input type="checkbox"/>	anish 2.3.0 UAT testing	DOC	Planned	Service App Required	01/30/2014	01/30/2014	01/30/2014
<input checked="" type="checkbox"/>	Proc 1	DOC	Planned	Service App Required	02/21/2014	02/15/2014	02/23/2014
<input checked="" type="checkbox"/>	DOCGuard	DOC	Released	Service App Required	02/22/2014	02/23/2014	06/01/2014
<input type="checkbox"/>	OST Middle School Expansion: District 02	DYCD	Released	Eligible to Propose	03/14/2014	03/14/2014	07/01/2014
<input type="checkbox"/>	AGN - Proc ACS CT 2014	ACS	Planned	Eligible to Propose	03/19/2014	03/19/2014	07/01/2014

Click **Procurement Title** links to display details and access additional screens

- NYC Procurement Roadmap allows Providers to plan for upcoming procurements across multiple Agencies.
- All active Requests for Proposals (RFPs) are listed on the roadmap.
- Proposal documents are submitted to RFPs electronically by prequalified providers.



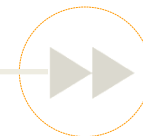
Financials

The screenshot displays the 'Contract Budget' page in the NYC HHS Accelerator system. The page includes a header with the NYC HHS Accelerator logo and navigation tabs for Procurements, Financials, and Agency Settings. The main content area is titled 'Contract Budget' and shows details for a contract with Agency: Administration for Children's Services (ACS), Contract Title: OK test 5346, and Contract Amount: \$100,000.00. Below this, a 'Fiscal Year Budget Information' table shows the start date (05/12/2013), end date (05/30/2014), and budget details. A 'Sub budget 1' section shows a total of \$12,500.00. A 'Budget Summary' table provides a detailed breakdown of the budget, including line items, FY Budget, YTD Invoiced Amount, and Remaining Amount. The table shows a total city funded budget of \$12,500.00, with total direct costs of \$12,500.00 and total indirect costs of \$0.00. The total program budget is \$12,500.00. The interface also includes a 'Comments' section at the bottom for user input.

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
05/12/2013	05/30/2014	\$25,000.00	\$0.00	\$25,000.00	\$0.00

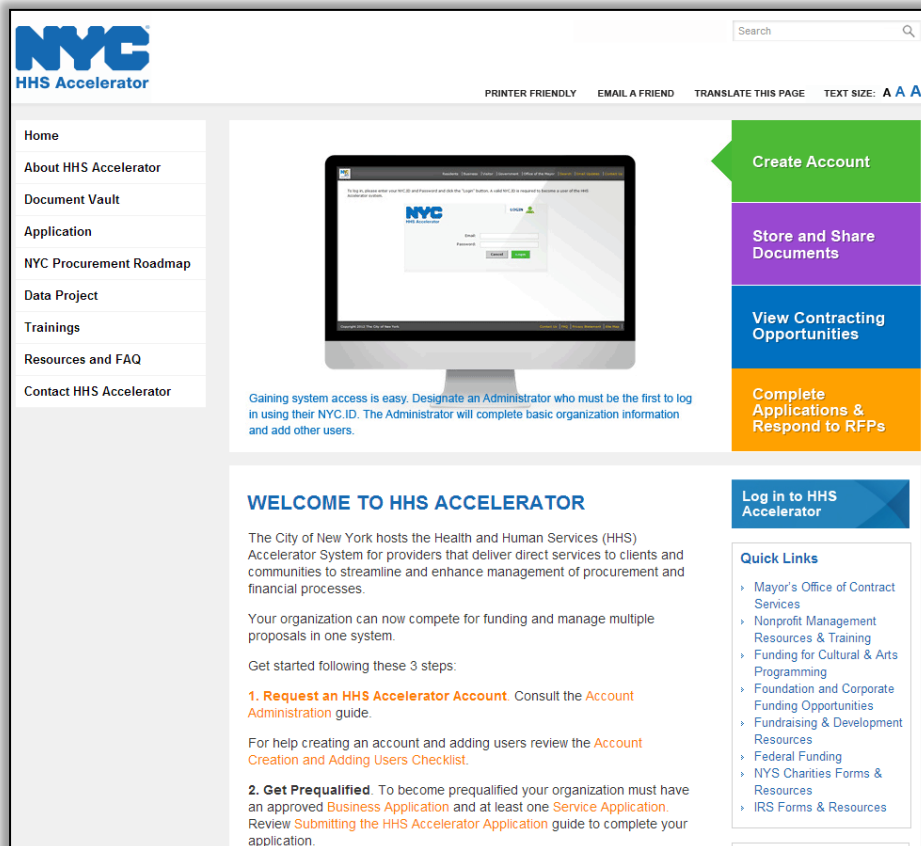
Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
- Total City Funded Budget	\$12,500.00	\$0.00	\$12,500.00
Total Direct Costs	\$12,500.00	\$0.00	\$12,500.00
+ Total Salary and Fringe	\$0.00	\$0.00	\$0.00
+ Total OTPS	\$12,500.00	\$0.00	\$12,500.00
Total Rate Based	\$0.00	\$0.00	\$0.00
Total Milestone Based	\$0.00	\$0.00	\$0.00
Unallocated Funds	\$0.00	\$0.00	\$0.00
Total Indirect Costs	\$0.00	\$0.00	\$0.00
Total Program Income (Excluded from City Funded Budget; Net Invoiced)	\$0.00	\$0.00	\$0.00
Total Program Budget (City Funded Budget + Program Income)	\$12,500.00	\$0.00	\$12,500.00

- **Live and in use for FY15**
 - The City is phasing in use of Financials.
 - Seven agencies using Financials
 - For FY15: nearly \$600 million managed
- **Manage**
 - Budgets
 - Invoices
 - Payments
- **Enables a paperless process and facilitates increased accuracy in accounting**
- **Interface with NYC's financial system of record.**



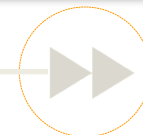
Help: Online and In Person

The HHS Accelerator website hosts user guides and video demonstrations, along with tips for system use and registration links for in-depth training.



All materials can be accessed from the HHS Accelerator Website:

www.nyc.gov/hhsaccelerator



SPEEDING PROCUREMENT & INNOVATION