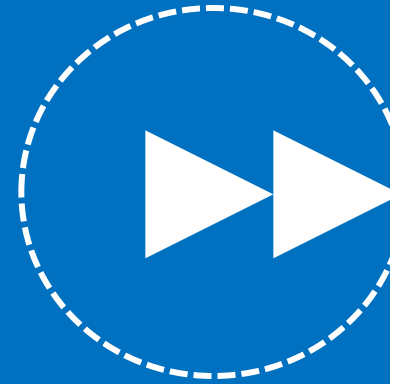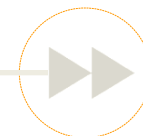# HHS ACCELERATOR

Overview

Office of the Mayor

SPEEDING
PROCUREMENT
& INNOVATION

HHS Accelerator

HHS Accelerator System Overview: Introduction

- The HHS Accelerator System was launched to simplify and improve the competitive contract process for health and human services providers.

- Agencies publish all Request for Proposals (RFPs) in the HHS Accelerator System.

- Prequalified providers approved for relevant Services are "Eligible to Propose" and submit proposals through the HHS Accelerator System after procurements are released.

- Agencies receive and evaluate proposals in Accelerator then award Contracts through the System.

- Accelerator Financials is being phased in and will enable Agencies and vendors to manage budgets, invoices and payments.

SPEEDING PROCUREMENT & INNOVATION

85% of NYC's Client and Community Services are delivered by Providers selected through the competitive procurement process

Client and Community Services								
Agency	**Fiscal 2013**		**Fiscal 2012**		**Fiscal 2011**		**Fiscal 2010**	
	Count	**Value**	**Count**	**Value**	**Count**	**Value**	**Count**	**Value**
ACS	414	$2,266,525,254	623	$483,726,079	1,060	$3,731,400,966	1,284	$1,593,021,645
CJC	106	$143,129,042	106	$213,827,659	77	$325,202,166	132	$247,731,473
DFTA	1,495	$489,533,776	1,533	$257,728,261	1,484	$168,830,926	1,714	$322,686,771
DHS	164	$787,779,445	147	$1,165,011,650	164	$997,711,759	180	$478,700,446
DJJ							19	$12,705,654
DOC	14	$12,127,625	11	$3,776,910	17	$4,349,348	29	$4,251,219
DOHMH	442	$754,851,869	522	$303,212,866	687	$914,729,427	1,282	$345,836,552
DOP	20	$10,886,095	22	$16,748,392	5	$3,911,663	3	$502,306
DSBS	107	$18,386,216	120	$48,418,596	141	$73,626,525	157	$36,026,344
DYCD	2,572	$433,541,864	2,780	$194,590,520	2,182	$228,514,357	2,690	$226,370,751
HPD	44	$6,814,473	137	$11,001,447	104	$6,428,305	186	$68,607,845
HRA	176	$550,192,666	212	$259,593,228	328	$700,053,359	153	$387,510,552
Total	**5,610**	**$5,477,207,457**	**6,213**	**$2,957,635,609**	**6,249**	**$7,154,758,800**	**7,831**	**$3,725,016,658**
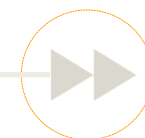
SPEEDING PROCUREMENT & INNOVATION

| Chair	Voting Members	Advisors	Partners	Project Leaders
Mayor's Office Leadership	ACS DOP CJC DYCD DFTA HPD DHS HRA DOC SBS DOHMH	MOCS Law Department	OMB DOITT	HHS Accelerator Team

City Agency Leadership:
Each Commissioner has designated a senior official from procurement and fiscal to participate. These liaisons meet at least monthly. They guide, provide feedback and prepare their Commissioners for the bi-monthly Executive Steering Committee meetings.

Nonprofit Leadership via the Strengthening Nonprofits Task Force
A taskforce that meets quarterly to address ways to keep NYC's Nonprofit sector strong. Participants include:
Archdiocese of NY*Asian American Federation*Black Equity Alliance*Blue Ridge Foundation*Cases*COFCCA*Community Resource Exchange*FPWA*Hispanic Federation*Hudson Guild*Human Services Council*Mayor's Fund to Advance NYC/Greater NY*NY Immigration Coalition* New York Community Trust*Nonprofit Finance Fund*Non Profit Coordinating Committee*Philanthropy NY*Public Health Solutions*SAYA*SCO Family of Services UJA Federation*United Neighborhood Houses*United Way of NYC
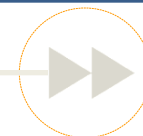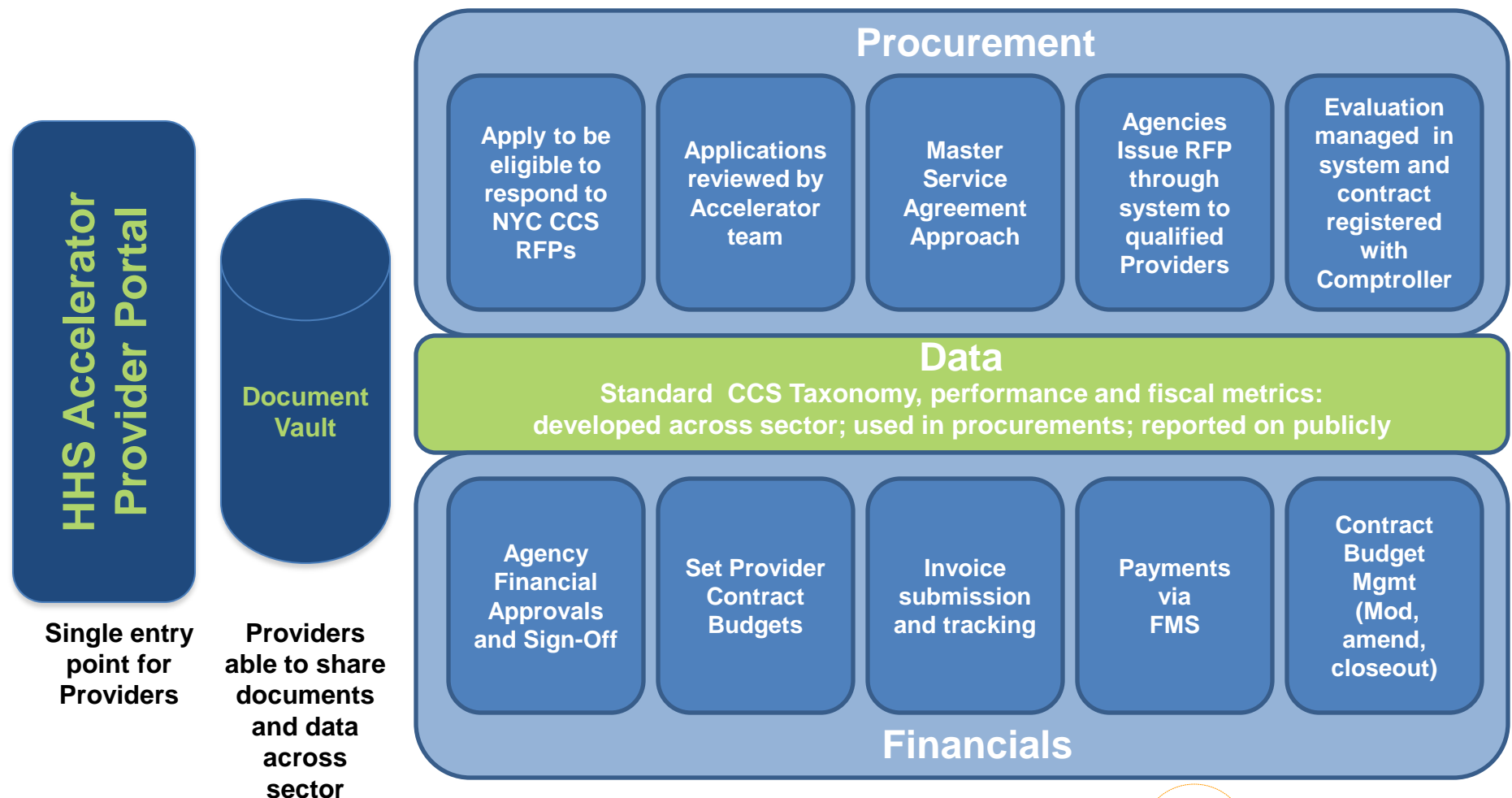
- **Agency Liaisons** help shape approach;
- Contribute nuanced and in-depth knowledge of varied procurement, payment and oversight processes; and
- Advise on content development for the initiative.
- **Providers** help to influence
  - Concepts
  - Content and Approach
  - Usability
  - Taxonomy/CCS Catalog
  - Design
- Ongoing collaboration with **hundreds of organizations.**

SPEEDING PROCUREMENT & INNOVATION
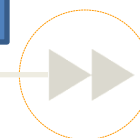
HHS Accelerator System Overview:
Four Major Components, Released in Three Phases

The Document Vault helps to alleviate administrative burdens resulting from document exchange with funders. The HHS Accelerator Application and Procurements management modules help to streamline and modernize the competitive process. Financial components increase efficiency and accuracy.

HHS Accelerator Provider Portal

Single entry point for Providers

Document Vault

Providers able to share documents and data across sector

Procurement

| Apply to be eligible to respond to NYC CCS RFPs | Applications reviewed by Accelerator team | Master Service Agreement Approach | Agencies Issue RFP through system to qualified Providers | Evaluation managed in system and contract registered with Comptroller |

Data
Standard CCS Taxonomy, performance and fiscal metrics: developed across sector; used in procurements; reported on publicly

Financials

| Agency Financial Approvals and Sign-Off | Set Provider Contract Budgets | Invoice submission and tracking | Payments via FMS | Contract Budget Mgmt (Mod, amend, closeout) |

SPEEDING PROCUREMENT & INNOVATION

System Preview:
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 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 –	

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.

Welcome: William Doe, Health Care Provider

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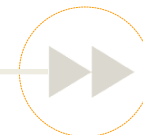
Eligibility to compete determined through a two-part prequalification Application.

Box turns blue to indicate completion

*Indicates required field

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.

There are 3 options to demonstrate service record:
- Contract/Grant
- Key Staff Resume
- Statement
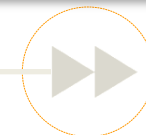
Modify view of Procurements by clicking **Filter Items** button
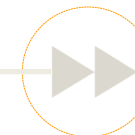

Procurement Roadmap

The Procurement Road map 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.

Filter Items ▼   Procurements: 84

Previous   1 2 3 4 5   Next

Procurement Title ▲	Agency	Procurement Status	Provider Status	Last Published Date	Release Date	Proposal Due Date	Contract Start Date
AG-TST-Family Temporary Relief and Support Program	HPD	Planned	Eligible to Propose	09/16/2013	09/18/2013	10/22/2013	04/01/2014
AG-TST-Food for Seniors	DFTA	Planned	Eligible to Propose	09/16/2013	09/17/2013	11/01/2013	07/01/2014
AG-TST-Food Restaurant and Enterprise Education (FREE) Program	DOC	Proposals Received	Did Not Propose	09/16/2013	09/13/2013	09/16/2013	04/01/2014
AG-TST-HomeBase	DHS	Planned	Eligible to Propose	09/16/2013	09/18/2013	09/28/2013	11/07/2013
AG-TST-Job Ready NY	SBS	Released	Eligible to Propose	09/16/2013	09/13/2013	09/11/2013	09/16/2013
AG-TST-Multi-Service Center Maintenance and Operation	HRA	Released	Eligible to Propose	09/16/2013	09/12/2013	09/11/2013	09/18/2013
AG-TST-NYC Excel	DOP	Released	Eligible to Propose	09/16/2013	09/13/2013	09/13/2013	09/16/2013
AG-TST-Representation and Legal Support for Recently Arrived Immigrants	CJC	Planned	Eligible to Propose	09/12/2013	09/27/2013	11/01/2013	03/01/2014
AG-TST-Rickers Community Building Leaders Program	DOC	Planned	Eligible to Propose	09/16/2013	09/17/2013	09/16/2013	09/17/2013
AG-TST-Safe Connections Housing Program	DHS	Selections Made	Did Not Propose	09/15/2013	09/13/2013	09/13/2013	09/16/2013

Modify view of Procurements by clicking on column headers to sort

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

- Plan for upcoming procurements, some listed months in advance of anticipated release
- Check organization's status for each procurement
- Manage multiple proposals for one or more procurement(s)
- Submit proposals through the system
- Prioritize work based on key dates.

- **Now live and available for upcoming fiscal year.**
  - The City is phasing in use of this module.
  - Participating organizations will receive notification when it is time to use HHS Accelerator Financials.

- **Manage**
  - Budgets
  - Invoices
  - Payments

- **Enables a paperless process and facilitates increased accuracy in accounting**

- **Interface with NYC's financial system of record.**

SPEEDING PROCUREMENT & INNOVATION
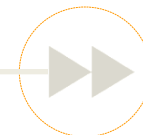
HHS Accelerator Resources:
Public Website for Providers

The HHS Accelerator website hosts user guides and video demonstrations, along with tips for system use and registration links for in-depth training.
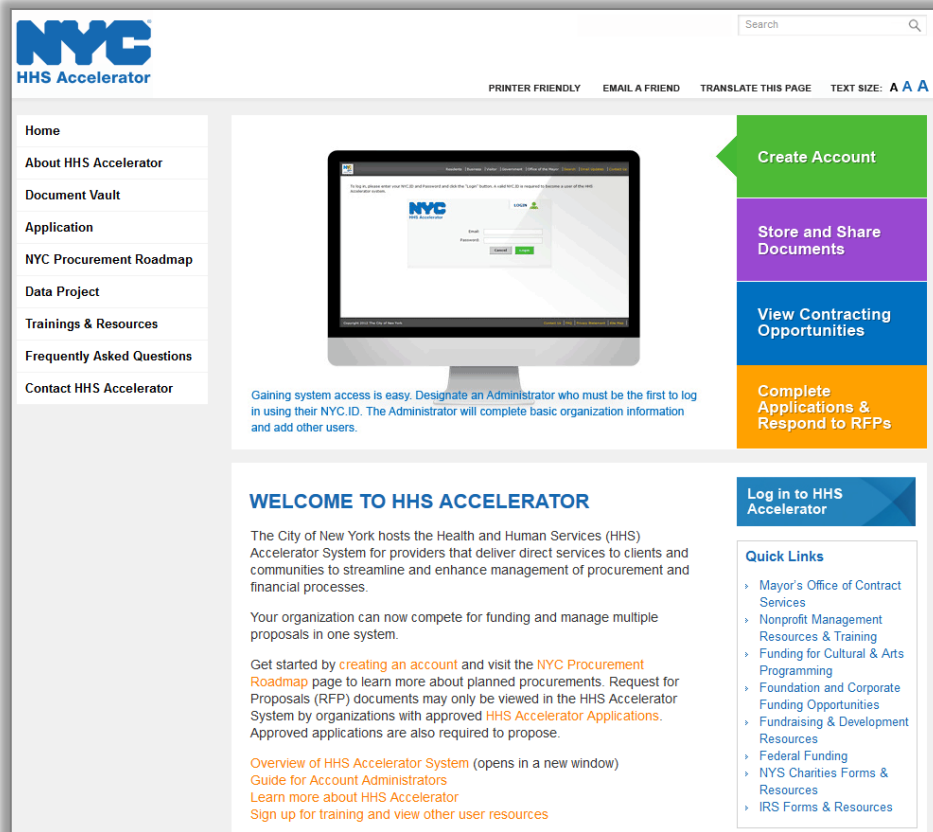
All materials can be accessed from the HHS Accelerator Website:

www.nyc.gov/hhsaccelerator

SPEEDING PROCUREMENT & INNOVATION