HHS ACCELERATOR

Overview

Office of the Deputy Mayor for Health & Human Services

SPEEDING
PROCUREMENT
& INNOVATION

NYC
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 will now publish all Request for Proposals (RFP) Documents in the HHS Accelerator System.
- Prequalified providers approved for relevant Services are “Eligible to Propose” and can submit proposals after procurements are released.
- Providers must submit proposals through the HHS Accelerator System by the proposal due date and time.

HHS Accelerator System Overview:
Background – NYC Agencies and Providers

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**

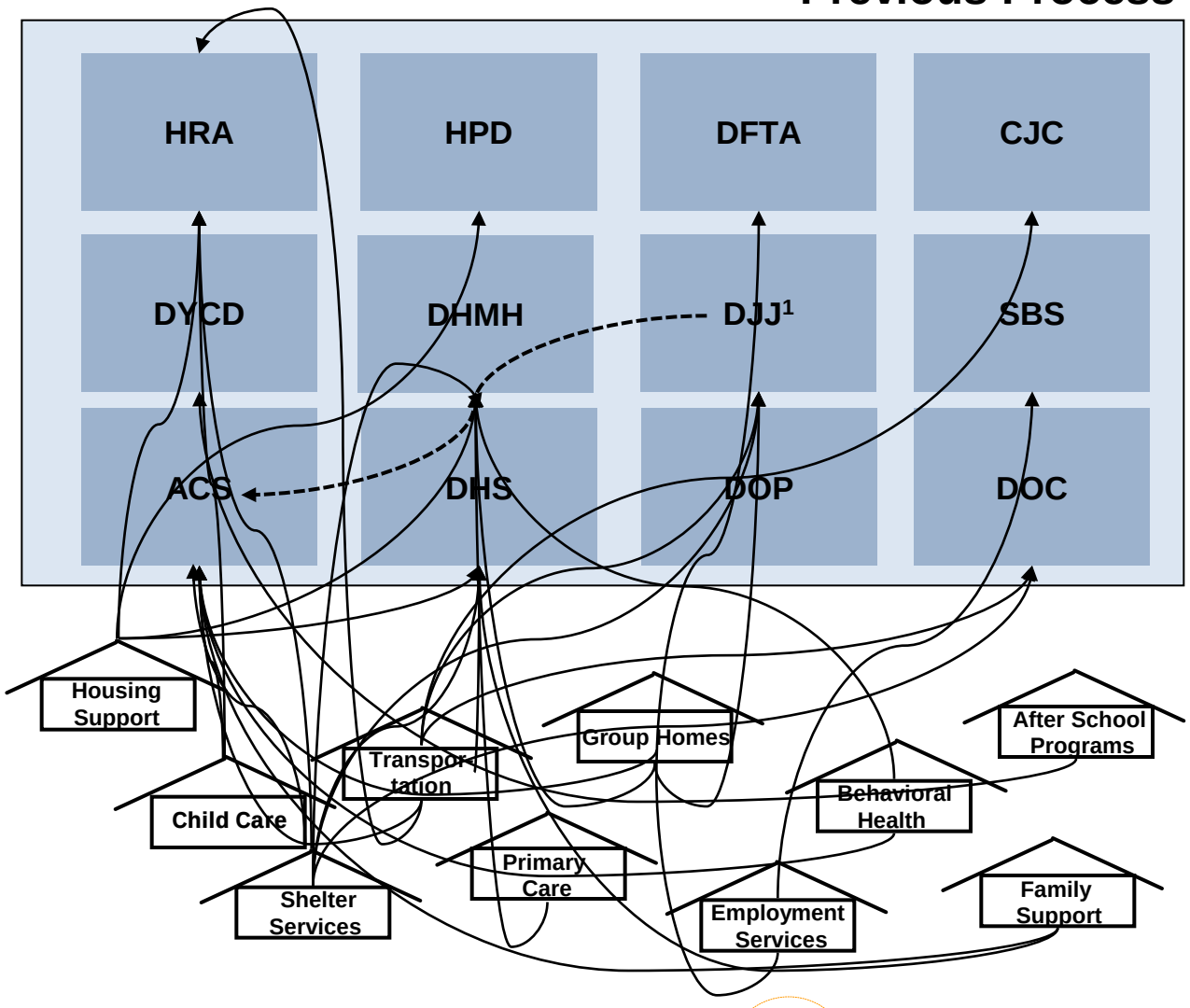
Source: Mayors Office of Contract Services, Annual Procurement Indicators, 2013 publication.

HHS Accelerator System Overview

Background – Complexity and Duplication

- 220 programs across 11 Mayoral Agencies[1]
- Similar services purchased in the same neighborhoods
- Average of over 15 months from issuance of RFP to contract registration
- Decentralized, non-standard development of procurements, reimbursement rates, and service area framework
- Low capacity for cross-agency coordination, performance assessment and consistent rate payment

Previous Process



1 DJJ has subsequently merged with ACS

HHS Accelerator System Overview

Background – Collaborative Solution Definition

Chair	Voting Members	Advisors	Partners	Project Leaders
Deputy Mayor Linda I. Gibbs	ACS, CJC, DFTA, DHS, DOC, DOHMH, DOP, DYCD, HPD, HRA, SBS	MOCS Law Department	OMB DOITT	HHS Accelerator Team

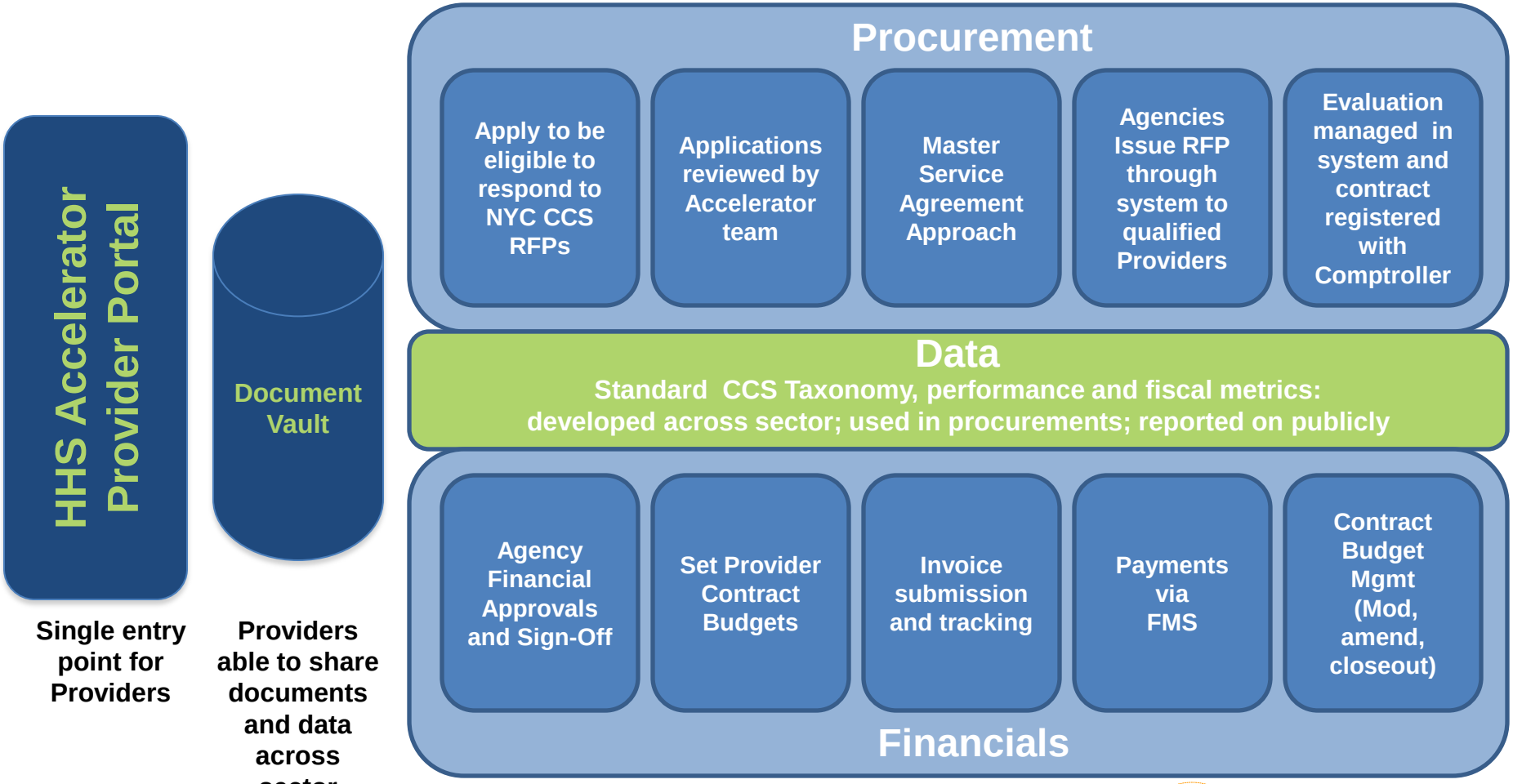
City Agency Leadership:
Each Commissioner has designated a senior official from procurement and fiscal to participate. These liaisons meet at least monthly. They guide, provide feedback and prepare their Commissioners for the bi-monthly Executive Steering Committee meetings.

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.**

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. Financials components increase efficiency and accuracy.

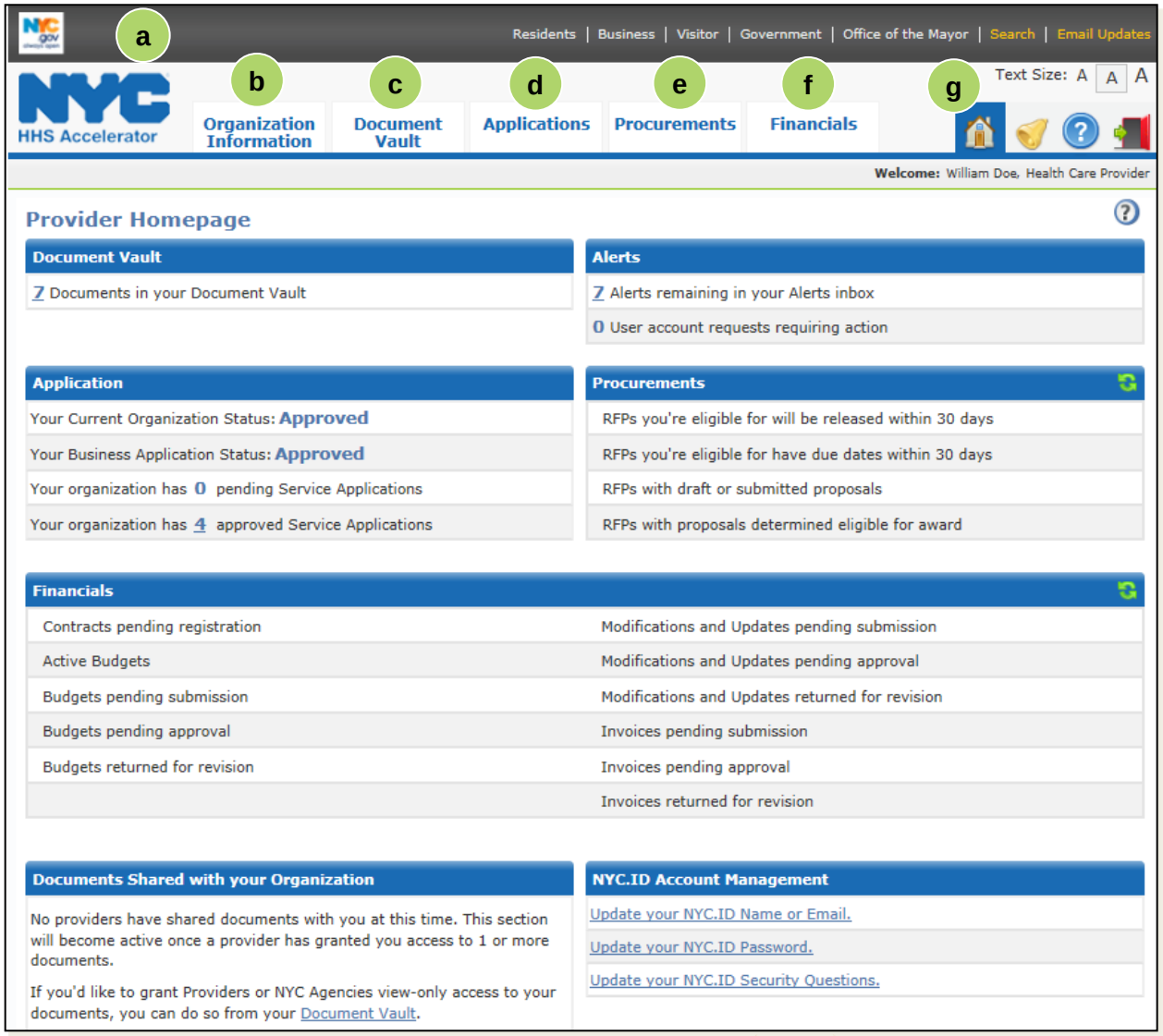


Single entry point for Providers

Providers able to share documents and data across sector

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 the RFPs that that your organization 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 –



System Preview:
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

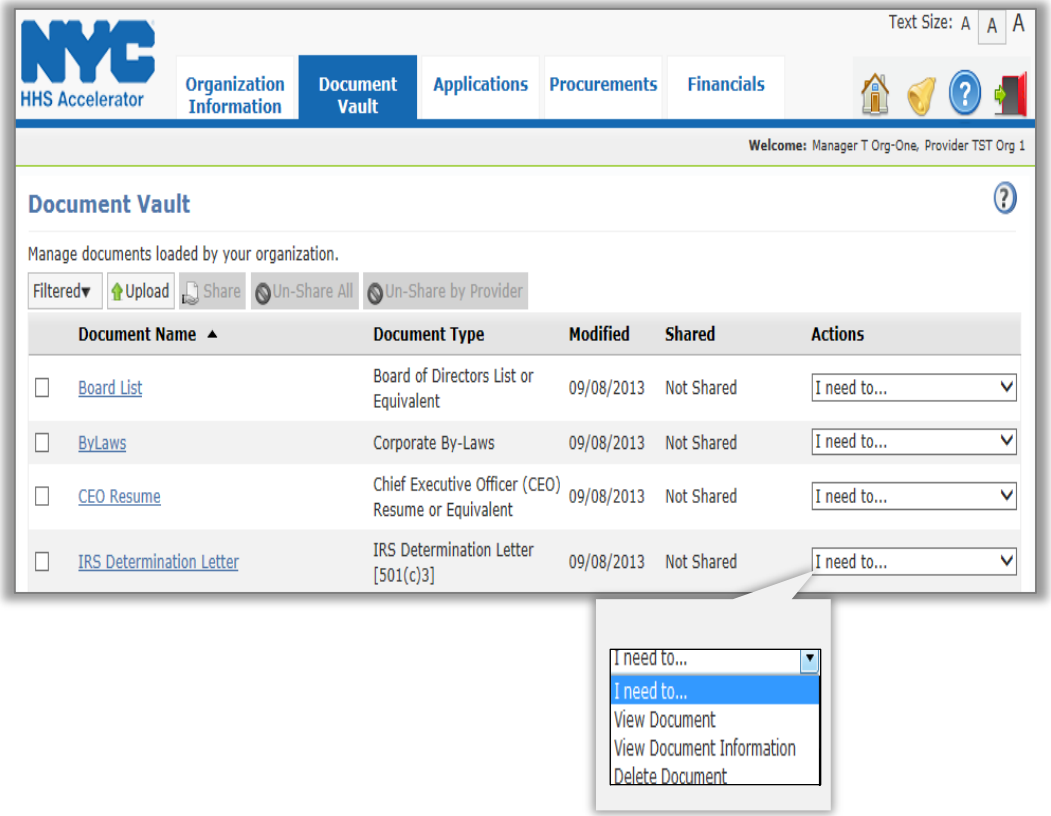
- Annual Report
- Board List (including length of terms)*
- Certificate of Incorporation*
- Certificate of Insurance Form
- Certificate of Occupancy or Place of Assembly Permit
- Chief Executive Officer (CEO) Resume or equivalent*
- Corporate By-Laws*
- IRS Determination Letter*
- Lease or Rental Agreement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

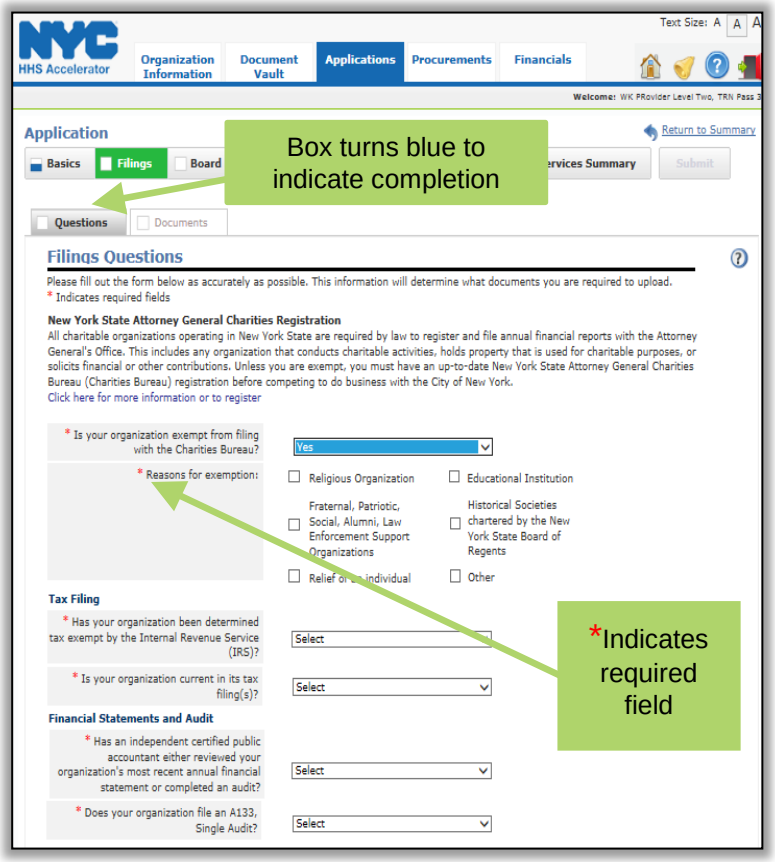
- Fiscal Manual
- Policy and Procedures Manual
- Human Resources or Personnel Policy Manual.



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

System Preview: Application

Eligibility to compete determined through two-part prequalification Application.

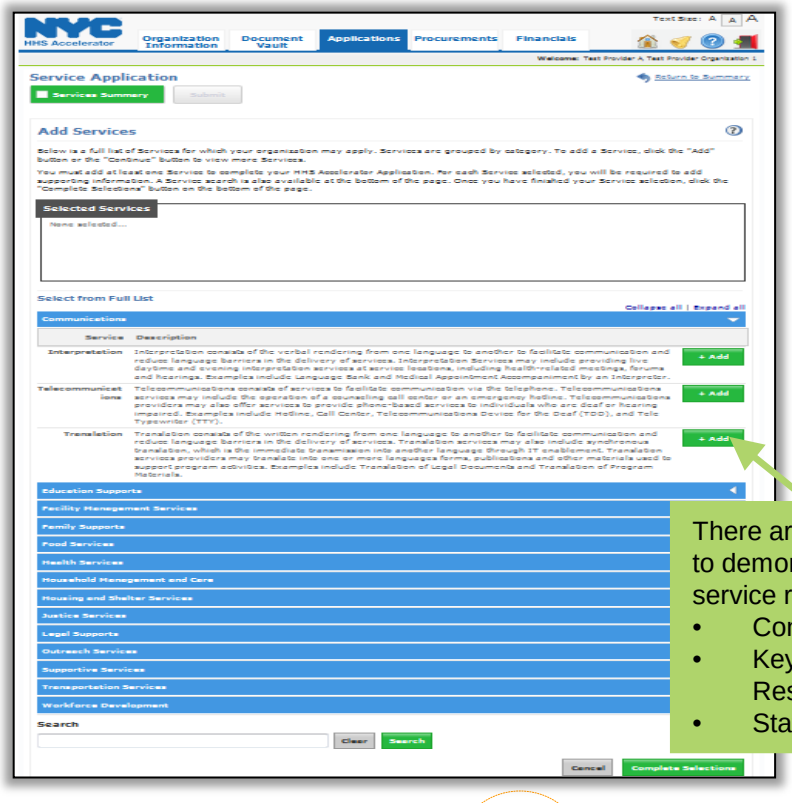


Business Application

- 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.



System Preview: Procurements

Modify view of Procurements by clicking **Filter Items** button

Modify view of Procurements by clicking on column headers to sort

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

NYC HHS Accelerator

Text Size: A A A

Organization Information | Document Vault | Applications | Procurements | Financials

Welcome: Manager T Org-One, Provider TST Org 1

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.

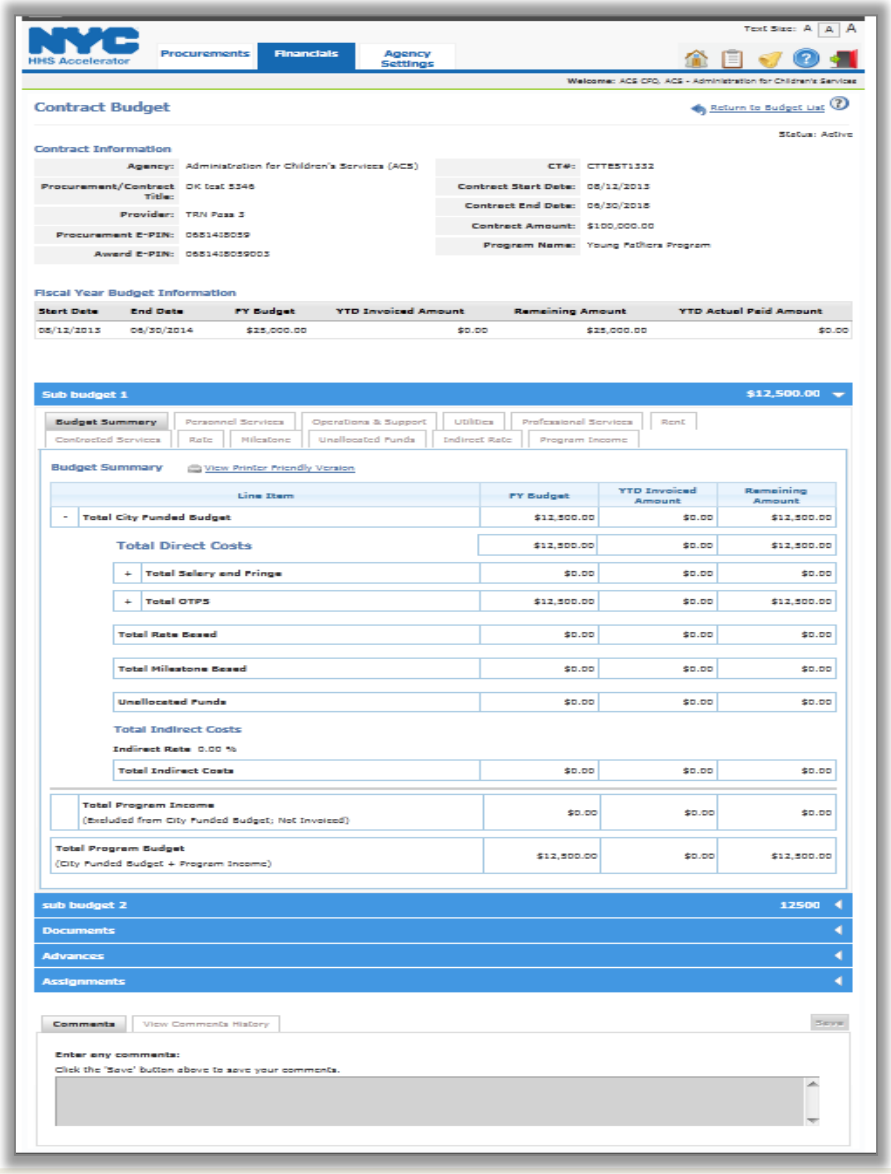
Filter Items ▾ curements: 84

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

- 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 procurements
- Prioritize work based on key dates.

System Preview:
Financials

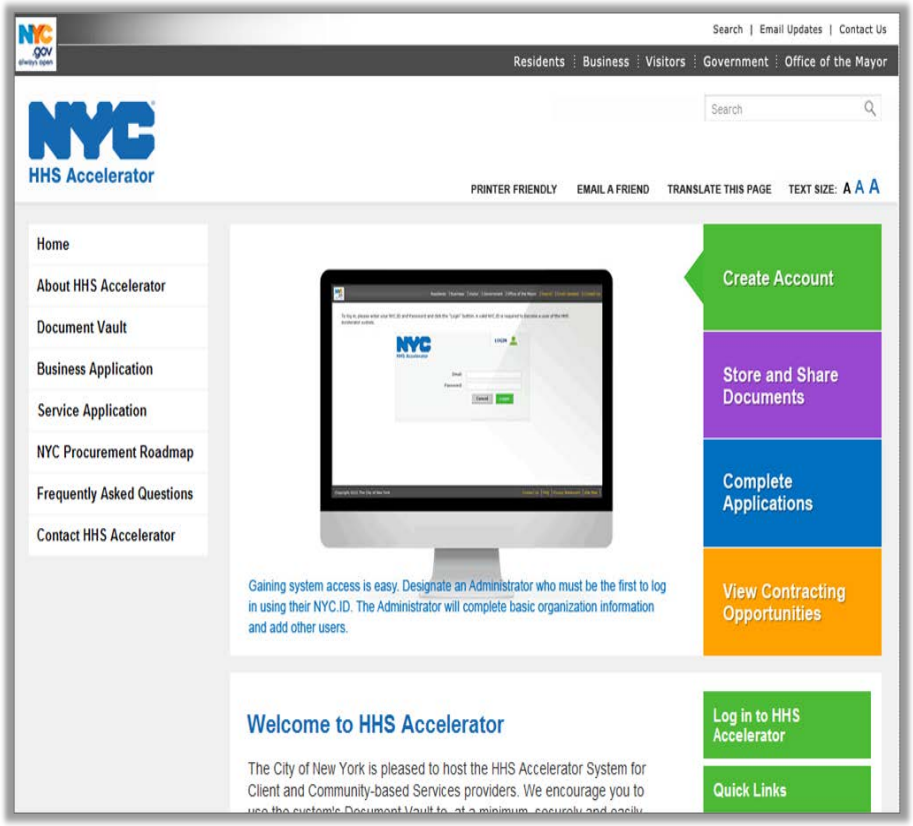


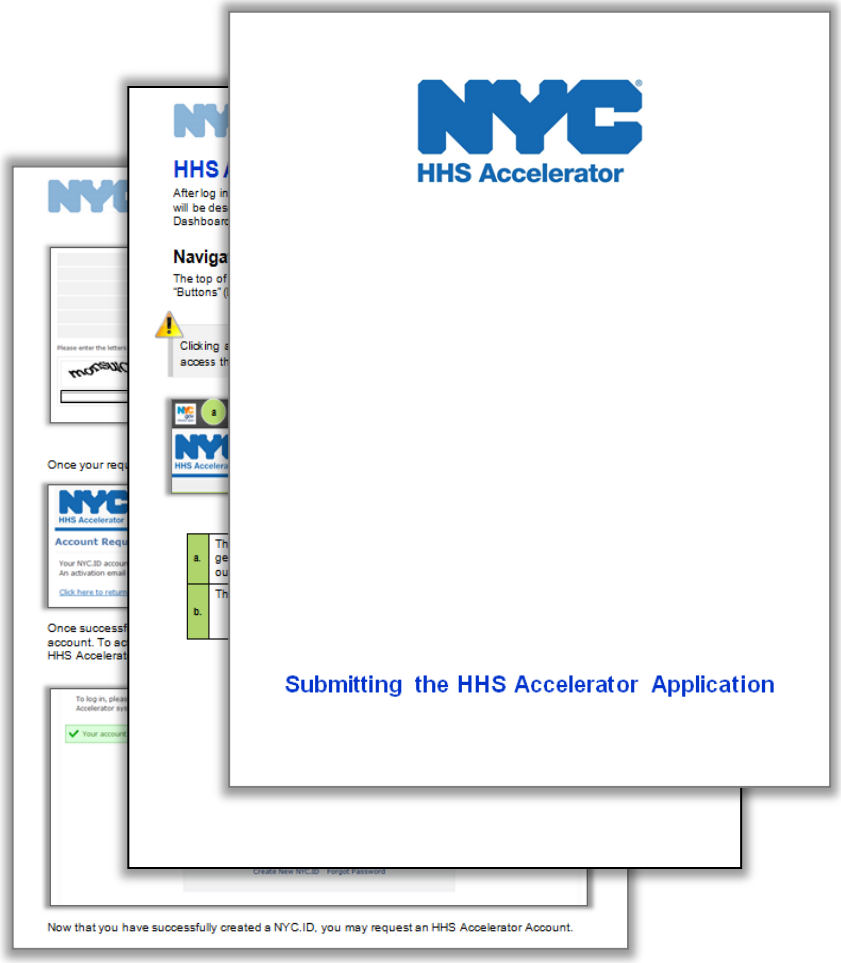
- **Now live and available for upcoming fiscal year.**
  - The City is phasing in use of this module.
  - Participating organizations will receive notification when it is time to use HHS Accelerator Financials.
- **Manage**
  - Budgets
  - Invoices
  - Payments
- **Enables a paperless process and facilitates increased accuracy in accounting**
- **Interface with NYC's financial system of record.**

SPEEDING PROCUREMENT & INNOVATION

Resources for Providers: Guides, Videos, HelpDesk and Training

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





Register for training and access help materials at

www.nyc.gov/hhsaccelerator