

**Submitting Proposals in HHS Accelerator** 

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# **Overview of Proposal Management**

Managing proposals for Requests for Proposals (RFPs) released by the City of New York is now much easier through the HHS Accelerator System. Your organization can add, update and track multiple proposals for one or more RFPs issued by various participating HHS Accelerator Agencies all in one place.

With three simple steps, your organization can compete for funding:

- 1. Use the Procurement Roadmap to find RFPs.
- 2. Become eligible to propose.
- 3. Complete and submit proposals.

#### Using the Procurement Roadmap to find RFPs

The Procurement Roadmap shows a list of all competitive health and human services funding opportunities available to providers through participating HHS Accelerator Agencies.

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status, Agency and planned	RFP release da	ites. You may also	sort the list by each co	lumn.	d allows you to i	inter on details such	as your
Filter Items	s: 12						
Procurement Title	Agency	Procurement Status	Provider Status	Last Published Date	Release Date ▲	Proposal Due Date	Contract Start Dat
Mental Health Services for Children and Families	ACS	Released	Eligible to Propose	09/15/2013	08/27/2013	09/16/2013	10/01/201
		Poloacod	Eligible to Propose	08/26/2013	08/27/2013	08/28/2013	08/30/201
Crime Victims Services	CJC	Released	Ligitie to riopose		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
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Crime Victims Services College and Related Experience Worker Experience Program (CARE WEP) Bronx Adult Sheltering Services for Men	3 DHS	Released	Eligible to Propose	09/01/2013	09/02/2013	09/03/2013 09/14/2013	09/03/201
Crime Victims Services College and Related Experience Worker Experience Program (CRRE WEP) Bronx Adult Sheltering Services for Men Youth Shelter	CJC 3 DHS DHS	Released Released	Eligible to Propose Eligible to Propose Eligible to Propose	09/01/2013 09/09/2013 09/12/2013	09/02/2013 09/10/2013 09/10/2013	09/03/2013 09/14/2013 09/21/2013	09/03/201 11/26/201 07/01/201

- Click on the "Procurements" tab to navigate to the Procurement Roadmap.
- 2. Use the "Filter Items" button to target your search or sort the listing of procurements by clicking on the column header of your choice.
- 3. Click on the link for the "**Procurement Title**" you are interested in to review details.

For a more detailed overview of the NYC Procurement Roadmap, please review the *"Introduction to the New York City Procurement Roadmap"* guide.

### **Becoming Eligible to Propose**

To become eligible to respond to RFPs, your organization must fully complete all five sections of the HHS Accelerator Application, provide all required documentation, and be approved by the HHS Accelerator Team. Responses and documentation will be reviewed by the HHS Accelerator Team.

Your organization's status will be displayed for each procurement. Below are two key statuses that indicate whether you are able to propose.

Provider Status	Definition
Eligible to Propose	Your organization is eligible to submit a proposal. One or more Service Applications have been approved.
Service App Required	A Service Application is required. Submit an application for at least one of the services listed. Your application must be reviewed and approved.

If a Service Application is required, review the list of required services and determine which ones your organization has demonstrated experience to deliver. Take the following steps to complete at least one Service Application.

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HHS Accelerator Organization Document Vault Applications Procurements Financials	🏦 🥑 😨 🚮
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Procurement: School-Based Health Centers	State Procurement
Procurement Summary         Services and Providers         RFP Documents         Proposal Summary	
Proc. Prov	urement Status: Released ider Status: Service App Required
Services and Providers	?
In order to view and to submit a proposal for the RFP when it is released, your organization must have an approved Sc (see gray bar below Selected Services) of the Selected Services listed. Providers who are currently eligible to propose You may use the driven in menu to modify the list of providers by Service. Please click here to the and submit a Service Application if your Provider Status is 'Service App Required' and your release. Please click here to view the full Client and Community Services Catalog. Selected Services Diagnostic Testing; Primary Care; Health Education and Supports;	ervice Application for one or all are also listed for your reference. u wish to receive this RFP upon
Providers are required to be approved for at least one of the selected services.	
Show providers approved for: ANY of the services V Approved Providers: 7	
Provider Name	
Agency TST Org 1	
Agency TST Org 2	
Provider TST Org 2	

 Click the "<u>here</u>" hyperlink and you will be directed to the Summary of Applications page.

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Basics Filings Board	Policies Business Application Summary	Services Summary Submit
Services Summary		(?)
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2. Once there, click the "Add Services" button to begin your Service Application.

<u>Note:</u> all sections of the Business Application must be completed prior to submitting your Service Application.

For a more detailed overview of the HHS Accelerator Application, please review "Submitting the HHS Accelerator Application."

## **Completing and Submitting Proposals in the System**

After a procurement has been released, the content for the RFP Documents and Proposal Summary tabs will become visible for organizations with a status of Eligible to Propose. Take the following steps to review RFP documents and add a proposal.

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IHS Accelerator	Organization Information	Document Vault	Applications	Procurements	Financials	🏠 🥑 🕐 📲
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Procurement: S	Supportive Em	nployment Sh	elter			Sit Procurement
Procurement Sum	mary Serv	ices and Provider	rs RFP Do	cuments Pro	oposal Summary	
RFP Document	ts					(?)
View RFP and other re	levant documents l	by clicking links be	low.			
Document Name		De	ocument Type		La	st Modified Date
Supportive Employme	ent Shelter	Re	equest for Proposal	s (RFP)	08	/26/2013
Scope of Work		W	orkscope Template	3	09	/16/2013

1. Click the "RFP Documents" tab.

The RFP Documents tab displays the RFP and other relevant documents.

2. To view documents, click the "**Document Name**" hyperlink for the specific Document Name.

Once you have fully reviewed RFP documents, continue to the Proposal Summary tab.

HS Accelerator	Organization Information	Document Vault	Applications	Procurement	s Financials	Te	xt Size: A A A
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✓ You're eligible t	o submit a proposal	to this RFP. Use th	ne section below to	manage your Pro	oposal(s).		
🛉 Add New Proposa	3				Proposal	Due Date : 08/28	/2013 02:00 PM
Proposal Title	Evalu	ation Score	Rank Sta	itus	Last Modified 👻	Last Modified B	y Actions
No Proposals have l	been added.						

A green message bar confirms your eligibility with the following message: "You're eligible to submit a proposal to this RFP. Use the section below to manage your Proposal(s)."

 Click "Add New Proposal" to begin your response to the RFP.

All required fields and documents specified in the Proposal Details and Proposal Documents tabs must be completed in order to submit a proposal.

HS Accelerator Organ	mization Docume Mation Vault	nt Applica	tions Procur	ements	Financials	1 🥑 👔
					Welcome:	Manager T Org-One, Provider TST
Procurement: Suppo	ortive Employmen	t Shelter				Sector Procurer
Procurement Summary	Services and Pro	viders	RFP Documents	Prop	osal Summary	
Proposal Details Proposal	Documents Submit Pro	nosal				Proposal Status: [
Troposal octains Troposal		2000				
Proposal Details: U	Intitled Proposal					Proposal Summary
Please enter requested inform	nation in the sections bel	ow.				
* Indicates required fields						
Basic Information	* Proposal Title:	Proposal 1 Bro	oklyn Center			
Provider Contact			only in outlier			
* Select a member fro	m your organization:	John A Doe		<b>~</b>		
	Name:	John A Doe				
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Service Unit						
* Total Nur	nber of Service Units:					
* Total	Funding Request(\$):					
* Cost per	Service Unit(\$/unit):					
Questions						
* W	'hat's your first name					
* Do you have a	ny additional names?					
* w	hat's your last name?					
Service Site Information Please enter an address for e	ach site where your orga	nization propose	s to deliver servic	es.		3 + Add Si
Site Name	Address 1	Address 2	City	State	Zip Code	Action

1. Click the "Proposal Details" tab

The Proposal Details tab displays all information that must be entered, and includes the Basic Information, Provider Contact, Service Units and Questions Sections.

- 2. Enter information for all required fields.
- \* Indicates a required field.
- Click "+Add Site" to enter the location where your program will be implemented. A pop-up window will appear. Complete all fields and save. Multiple sites may be entered.

Once all fields have been completed, click **"Save"** or **"Save and Next."** 

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Procurement Summ	Services and Pr	roviders RFP	Documents	Proposal Summa	гу
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Proposal Docu	ments: Proposal 1				Summary
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The Proposal Documents tab displays Required Documents your organization must upload as a part of your proposal response.

Optional Documents may also be indicated and can be submitted at your discretion.

Review the list of required documents.

 Upload a required document, from the "Actions" drop down list by selecting "Upload Document" or "Select Document from Vault."

<u>Note:</u> the file size of a document cannot exceed 12MB.

A green message bar will confirm that your document was successfully uploaded.

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If you submit a proposal early, be sure to review any Addendum issued by the Agency to determine whether updates are needed to your proposal. If you are eligible to propose, you will receive an automatic notification from the system.

Accelerator Organization Document Application Information Vault	s Procurements Financials
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Procurement Summary Services and Providers RFP I	Documents Proposal Summary
oposal Details Proposal Documents Submit Proposal 5	Proposal Status: Dr
ubmit Proposal: Untitled Proposal	sproposal Summary
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asse review the terms and conditions and the checkboxes below, and ent I have read the Terms and Conditions and have reviewed the <u>Standard</u> pendix A - <u>General Provisions Contracts for Consultants, Profession, Tecl</u> I acknowledge that I have reviewed the documents in the RFP Docume <b>User Name:</b>	Contract and nical, Human and Client Services.

Once you have reviewed all documents and details, you may submit your proposal.

- 5. Click the **"Submit Proposal**" tab.
- Select both boxes to indicate that you have reviewed the Terms and Conditions and documents in the RFP Documents tab, including all Addenda.
- 7. Enter your **"User** Name" and **"Password"** as your signature.
- Click "Submit Proposal" at the bottom of the screen

A green message bar will confirm that your proposal was successfully submitted.

The "Submit Proposal" tab is only visible to Level 2 users in the system. Proposals in draft status will not be reviewed by the Agency. It is very important that a Level 2 user from your organization submit the proposal by the deadline in the system.

HS Accelerator	Organization Information	Document Vault	Applicatio	ons Procureme	nts Financia	
						Welcome: William Doe, Health Care Provider
Procurement:	PROV - Child	lren's First				Sit Procurement
Procurement Su	mmary Se	rvices and Provi	ders RFP	P Documents	Proposal Sum	mary
						Procurement Status: Released Provider Status: Submitted Proposal
Proposal Sur	nmary					(?)
Use this section to r after the Contract S information.	nanage Proposals t tart Date is set and	to this RFP. For each of the Procurement	ch Proposal you s status is closed.	submit, your score a If you are a user w	and rank will be sh ith Level 2 permis	ared with your organization leadership sions, you will have access to this
Add New Propos	al				Pro	posal Due Date : 10/17/2013 02:00 PM
Proposal Title	Evaluatio	on Score Rank	Status	Last Modified 🔻	Last Modified By	Actions
Brooklyn Center Pro	oposal		Submitted	10/17/2013	William Doe	I need to I need to View Proposal Details View Proposal Documents

After submission, you may use the Actions drop down to view your proposal or make changes.

If you want to make updates to your proposal, you can retract a proposal before the Proposal Due Date.

 Click the "Actions" drop down list and select "View Proposal Details," "View Proposal Documents" or "Retract Proposal."

Once your proposal has been submitted, your organization's status will change from Draft to Submitted Proposal.

At the discretion of the issuing Agency, based on a number of factors, sections of a proposal may be returned for revision. A due date for revisions will be indicated by the Agency and new information/documents must be uploaded before that time to be responsive.

Below is a brief summary of statuses which will be updated as your proposal is reviewed by the City of New York.

Provider Status	Definition
Selected	At least one of your organization's proposals was selected for award.
Not Selected	None of your organization's proposals were selected for the specified RFP.

You will also receive notifications and alerts both in the system and in your email inbox as actions are required by your organization.

For a more detailed overview of system alerts and notifications, please review the "*Managing Alerts*" guide.