NYC

HHS Accelerator

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.

1. 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.
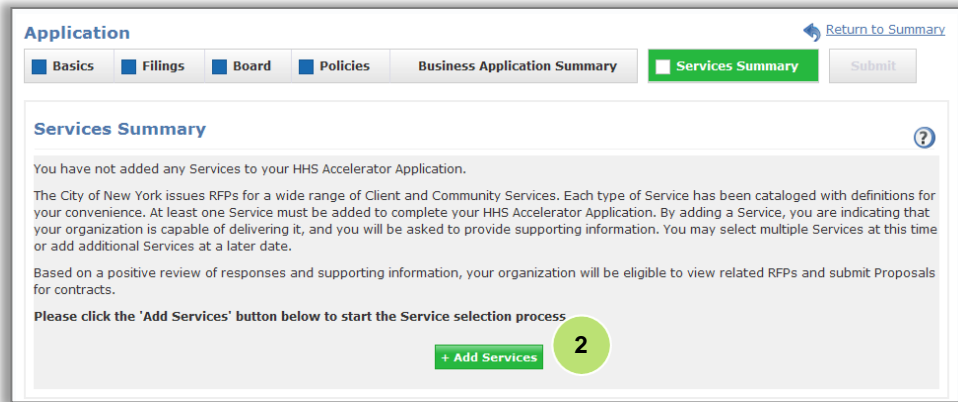
Your organization's status will be displayed for each procurement. Below are two key statuses that indicate whether you are able to propose.

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.

1. Click the "**here**" hyperlink and you will be directed to the Summary of Applications page.

2. Once there, click the "**Add Services**" button to begin your Service Application.

Note: 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.

1. Click the **"RFP Documents"** tab.
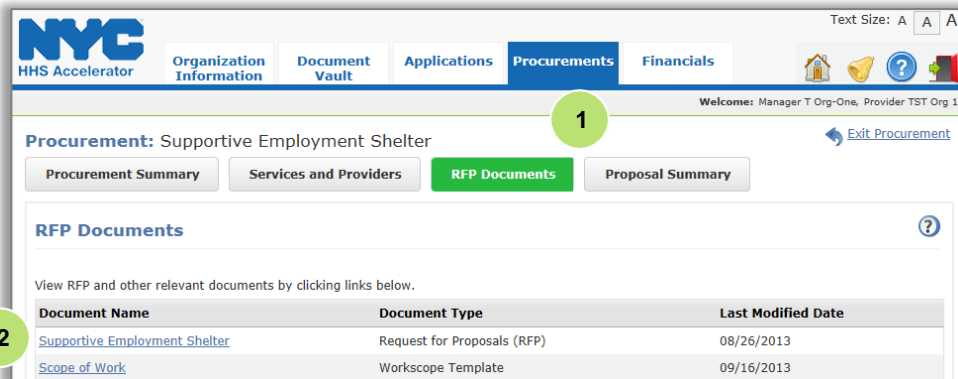
The RFP Documents tab displays the RFP and other relevant documents.

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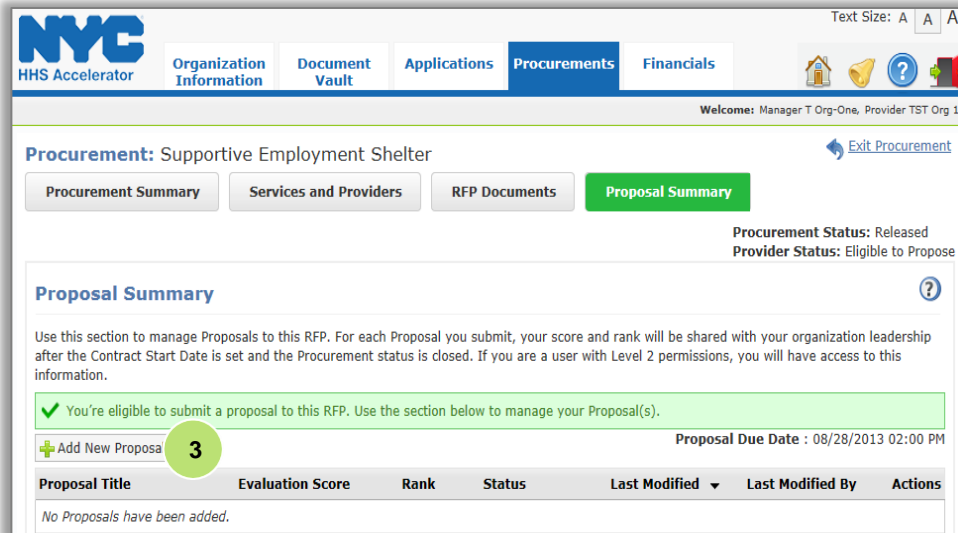
A *green message bar confirms your eligibility with the following message:* "You're *eligible to submit a proposal to this RFP. Use the section below to manage your Proposal(s)."*

3. 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.
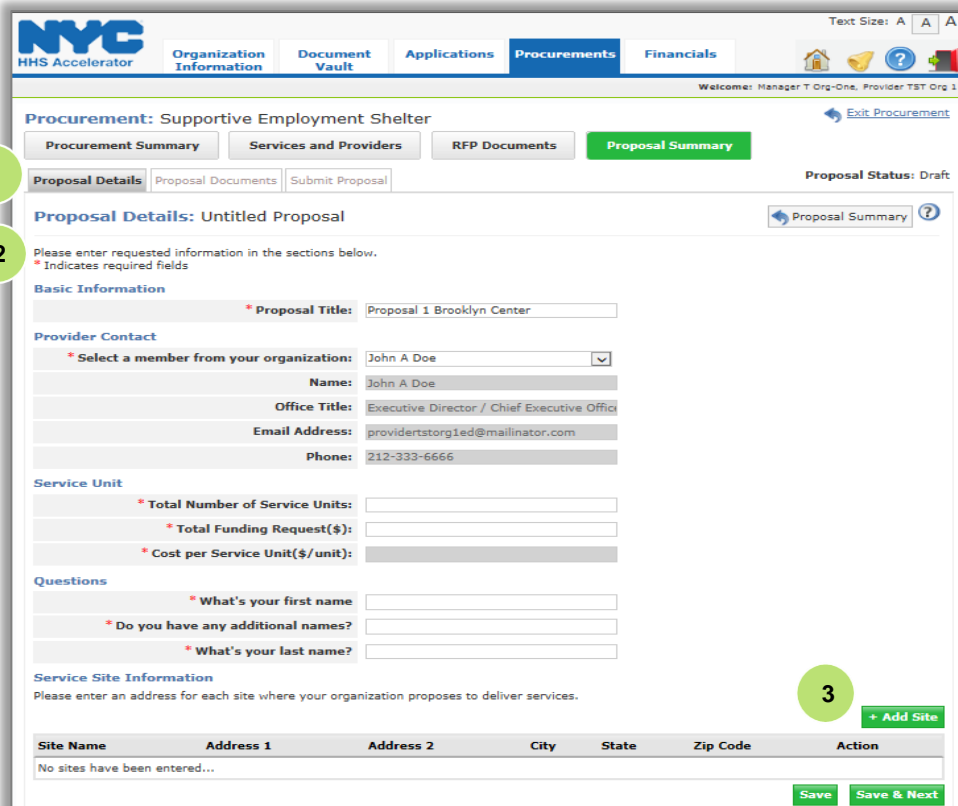
1. Click the **"Proposal Details"** tab

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.

3. 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."**
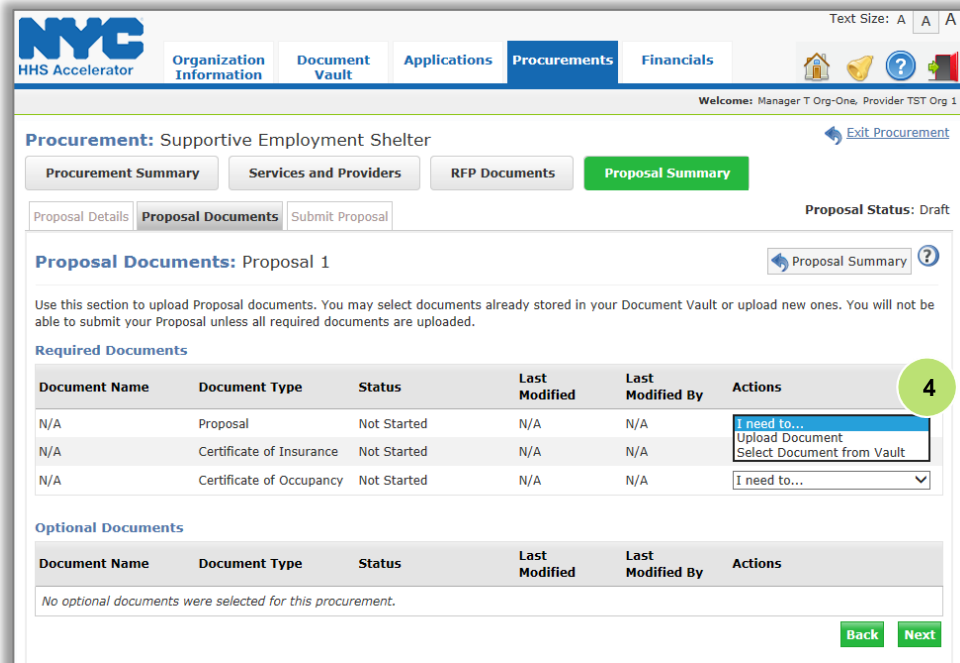
The Proposal Documents tab displays Required Documents your organization must upload as a part of your proposal response.

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

Review the list of required documents.

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

Note: *the file size of a document cannot exceed 12MB.*

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

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.

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

5. Click the **"Submit Proposal"** tab.

6. 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.

8. Click **"Submit Proposal"** at the bottom of the screen

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

NYC HHS Accelerator

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

Text Size: A A A

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

Procurement: Supportive Employment Shelter

Exit Procurement

Procurement Summary | Services and Providers | RFP Documents | **Proposal Summary**

Proposal Details | Proposal Documents | **Submit Proposal** ⑤

Proposal Status: Draft

Submit Proposal: Untitled Proposal

⬅ Proposal Summary ⊘

Please review the terms and conditions and the checkboxes below, and enter your User Name and Password to submit your organization's Proposal.

⑥ ☑ I have read the Terms and Conditions and have reviewed the Standard Contract and Appendix A - General Provisions Contracts for Consultants, Profession, Technical, Human and Client Services.

☑ I acknowledge that I have reviewed the documents in the RFP Documents tab, including all Addenda to this Solicitation, if applicable.

User Name: [   ] ⑦

Password: [   ]

Submit Proposal ⑧

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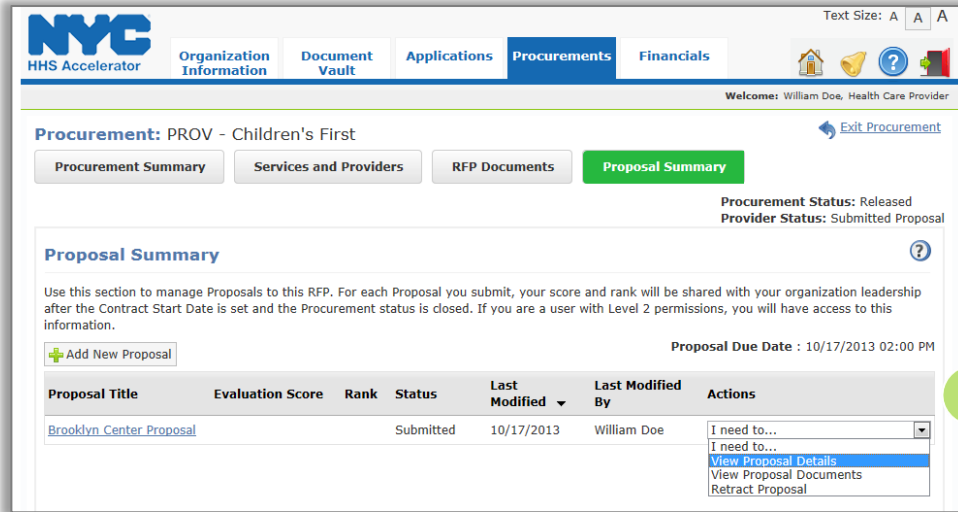
After submission, you may use the Actions drop down to view your proposal or make changes.

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

9. 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.