## INSTRUCTIONS FOR RESPONDING TO THE NONPUBLIC SCHOOL SECURITY GUARD REIMBURSEMENT PROGRAM APPLICATION FOR CALENDAR YEAR 2023-2024

**PASSPort is a web-based system maintained by the City of New York to manage procurement. To submit a** proposal to the upcoming RFI, all vendors must create an account within the PASSPort system. Please visit *www.nyc.gov/passport* create an account or to log into the system to view this RFP. If you have any technical questions or concerns about PASSPort, please submit an inquiry to the *MOCS Service Desk*.

To respond to this RFI and all other Human/Client Service RFPs, organizations must have (i) a PASSPort account, and (ii) have an Approved HHS Prequalification Application in PASSPort. Proposals and Prequalification applications will ONLY be accepted through PASSPort. If you do not have a PASSPort account or Approved PASSPort HHS Accelerator PQL Application, please visit *nyc.gov/passport* to get started.

- Please allow sufficient time to complete and submit proposals, which includes entering information, uploading documents, and entering log-in credentials.
- Providers are responsible for the timely electronic submission of proposals.

## **Step 1: PASSPort Account Creation**

To submit the application, schools must first be approved for a PASSPort Account. This <u>guide</u> provides detailed instructions on how organizations can request a new account. If your organization already has a PASSPort account, please move on to next step. If you have any questions, please contact the <u>MOCS</u><u>Service Desk</u>.

### **Step 2: Pre-Qualification**

Schools must be pre-qualified in PASSPort. If your school is already pre-qualified, please move on to Step 3. This <u>guide</u> provides detailed instructions on how organizations can complete the prequalification application.

If you have any questions, please contact the MOCS Service Desk.

The application will be available from March 1<sup>st</sup> to May 15<sup>th</sup>. The application will be accessible through Rounds that will be available on a weekly basis. Each Round will close on Mondays at 4:00 pm and the next Round will reopen immediately between 3/1/2023 - 5/15/2023. If you start your application before 4pm but miss the Monday cutoff, please review page 9 of the instructions document to complete your application.

This guide will walk you through how to view and respond to the application. If you wish to quickly duplicate a response for submission to multiple sites or to transfer data from one round to another, please move to step 4. If you have questions about the functionality of PASSPort, please contact the <u>MOCS Service</u> <u>Desk</u>.

## Login to PASSPort

1. Click on this <u>link</u> to navigate to PASSPort login page and click on the "Login" blue link to log into PASSPort.

PASS Port	
Login	<b>PASSPort</b>

### View My RFx and Responses

2. Once logged in, click on the "RFx" menu option on the blue header bar at the top of the screen.



3. Select the "Browse All RFx".

PASSPort Profile Tasks	RFx Contracts Ordering C	Catalogs Invoicing	Reporting Performance Support
く つ ☆ Homepage	Browse Your RFx and Responses Browse PQL		
	Browse All RFx		

4. Use the "**Keywords**" search feature to search for the application. To open an opportunity or response, click on the **pencil icon** in the row.

PAS	S Port	Profile	Tasks RFx	Contracts	Ordering	Financials	Reporting	Support				🔘 Gwen F. 🗸
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Progran	n Industry	EPIN	Procurement	Name			Agency		RFx Status	Procurement Method	Remaining time	Main Commodity
an an	Professional Services - IT Related	85021Y0010	85021Y0010-No Reimbursemen	on-Public Scho t Program 202	ol Security Gua 1-2022 School '	rd Year	DEPARTMI ADMINIST	ENT OF CITYWIDE RATIVE SERVICES	Released	RFI	28797d 20h 34min 27s	Miscellaneous Administrative Services
1 Result(	(5)											

### View RFx & Acknowledgement

5. Review the details of the RFx in the "**View RFx**" tab. More details and documents can be found as you scroll the page. If you have questions about the RFx, contact the designated Agency Contact found on this page. To continue, click on the "**Participate in RFx**" button.

<b>PASS</b> Port	Profile Tasks RFx Contracts Ordering Financials Reporting Support	🔘 Gwen F. 🗸
< ७ ☆ 8502190	0010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year (002191) : L	🔍 Search
	Return	
<b>₽</b> 같 View RFx	Participate in RFx 8d 00h 32min 31s	
Acknowledgement		
Manage Responses		
Discussions with buyer	SUMMARY	
🖀 Setup Team	E-PIN : 85021Y0010 Program : Agency : DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES Division : ADMINISTRATION Agency Contact : Stacey David Agency Contact Email : contactdcas@dcas.nyc.gov	02/25/2021 00:00:00

6. Communicate with the agency if you plan on responding to the opportunity by completing the "Acknowledgement" tab. Click on the blue "I acknowledge receipt of this RFP" button.

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	Save	
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🖄 View RFx	RESPONSE ACTIVITY~	
C Acknowledgement		
Manage Responses	ACKNOWLEDGEMENT	
Discussions with buyer	To accurate this DED places selectual day service to	
📽 Setup Team	I acknowledge receipt of this RFP	

7. Select the "WILL RESPOND" checkbox and click on the green "Valid" button.

< う☆ 85021YO	010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year (002191) : L	Q. Search	•
	Save		
Ŧ	Remaining time :78d 00h 27min 16s		
纪 View RFx	RESPONSE ACTIVITY~		
Acknowledgement			
Manage Responses	RECEIPT ACKNOWLEDGED ON 02/25/2021 22:31:48 (YOUR LOCAL TIME)		
Discussions with buyer	To answer to this DED, please confirm that you intend to hid		
불 Setup Team	<ul> <li>WILL RESPOND: our intent is not to respond to this RFx</li> <li>WILL NOT RESPOND: our intent is not to respond to this RFx</li> <li>Valid</li> </ul>		

# Manage Responses

8. Navigate to the "Manage Responses" tab. Click on the pencil icon to open the Response window.

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			Save	Other Actions 🔺			
Ŧ	Remaining time :78d	00h 24min 31s					
View RFx	RESPONSE ACTIVIT	Y~					
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Discussions with buyer			Ì	Competition Pool :			
Setup Team							
	RFx Name	Competition Pool	Submission Status	Response Progress	Questions Answered	Submitted on (Your Local Time)	Responsiveness Statu
	85021Y0010- Non-Public School Security Guard Reimbursemeni Program 2021- 2022 School Year	t	In progress	0%	0%		
	1 Result(s)						

### Manage Responses // Your Proposal Info

This tab is designed to function as the header for your response and will include fields to input a response name and description and select a competition pool.

 In the "Your Proposal Info" tab, complete the <u>Response Label</u>, <u>Description</u> and <u>Competition Pool</u> fields. You can rename the Response Label. If you choose not to, it will default to "Proposal #1". Click the "Save" button.

Save Save	d Close Cancel this response Validate & Submit Close Duplicate Response
Your Proposal Info	Response Label : Proposal # 1
Questionnaire	
Subcontractors and Joint Ventures	Description :
\$ Item	
	Competition Pool :
	Responsiveness Status :
	INFORMATION
	Created by FARMER Gwen on 02/25/2021 22:34:24
	Response ID :

### Manage Responses // Questionnaire

The questions within this tab reflect the required information needed to submit the application. When completing the Questionnaire, please note the different ways you are expected to answer (multiple choice, text, upload a document, etc.) and be sure that the answers are completed to the best of your ability before submitting. Questions denoted with the **red bar** in the response field are mandatory. Note, you will not be able to submit your responses if you do not answer all the required questions.

10. Click on the "Questionnaire" tab. This application is organized into two subtabs: Proposal Details and Required Documents. Each subtab has a progress bar that will show your progress to completing the application. Complete both tabs and click the "Save" button. Steps 11 and 12 provide instructions to completing each subtab.

a Save	Save and Close	el this response Validate & Submit Close Duplicate Response
Your Proposal Info Questionnaire Subcontractors and Joint Ventures	Proposal Details 0% Required Documents 0%	Proposal Details PQL Affirmation Please affirm that you've completed the Pre-Qualification in HHS Accelerator. I affirm.
		School Name Enter the School Name. NOTE: The School name to be provided shall only be the name associated with the Basic Educational Data Sy Department. If more than one school is co-located in the same building(s), only the name associated with the provided as the school name. Answer
		School Address         Enter the address of your school.         Answer         School Primary Contact         Enter employee of your school who will be the primary contact regarding the Program. Please include an e-m

11. In the "**Proposal Details**" subtab of the Questionnaire, you will complete an HHS Accelerator Prequalification Affirmation, input details about your school, answer a series of yes or no questions, and input your school's BEDS code.

		器 Save Save and Close Cancel this response Validate & Submit Close Duplicate Response	
Your Proposal Info Questionnaire			
Subcontractors and Joint Ventures	Campaign : 85021Y00 PQL Label : "D" YARD IN Respondent : Farmer Gwe	10-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year TERNATIONAL, INC n Commodity : 084 - Miscellaneous Administrative Services	RVICES
	Proposal Getails	Proposal Dotails	
	Required Documents	PQL Affirmation Please affirm that you've completed the Pre-Qualification in HHS Accelerator. 2 i affirm.	
		School Name Enter the School Name. NOTE: The School name to be provided shall only be the name associated with the Basic Educational Data System (BEDS) code assigned by the New York State Education Department. If more than one school is co-located in the same building(s), only the name associated with the BEDS code submitted in question 6 of this application should provided as the school name.	be
		Enter School Name Here	11
		School Address Enter the address of your school. Enter School Address Here	11
		School Primary Contact Enter employee of your school who will be the primary contact regarding the Program. Please include an e-mail address and phone number. Enter Primary Contact Here	h
		Question 1 Is the school a nonpublic school? Yes	v

12. In the "**Required Documents**" subtab of the Questionnaire, you will upload an Organizational Chart, BEDS Number Form, Workscope, required Non-Public School Documentation, and an IRS 501(c)(3)

Determination Letter. To upload a document, you can click or drag a file on the "Click or Drag to add a file" grey rectangle.

	Save Save and Close Cancel this response Validate & Submit Close Duplicate Response
Your Proposal Info Questionnaire	
© Subcontractors and Joint Ventures S Item	Campaign : 85021Y0010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year PQL Label : "0" YARD INTERNATIONAL, INC Respondent : Farmer Gwen Respondent : Farmer Gwen
	Proposal Details Required Documents
	70%       Organizational Chart         10%       Organizational Chart, showing how the security services will be supervised at the school. Include the names and titles of the staff members on the Organizational Chart and show how the staff structure is organized within the school. Submission of this document should be in PDF (pdf) format only.         Image: Place be addired that this is for informational purposes only.       Image: Place be addired that this is for informational purposes only.
	BEDS Number Form Each school must provide a completed Fall 2020 Basic Educational Data System (BEDS) Form, which nonpublic schools submit annually to the New York State Education Department. Submission of this document should be in PDF (.pdf) format only. Upload either: Fall 2020 BEDS Form - upload all pages including the page that says, "this form has been successfully submitted"; or
	If the school does not have the prior year's BEDS form, submit the letter from NYSED assigning the school its BEDS number

#### Manage Responses // Subcontractors and Joint Ventures

Please ignore this tab as it is not relevant to the application.

### Submit your Response

13. Once all sections are complete, a new green button will appear called the "**Validate and Submit**" button. Click on this button to submit your response.

	Save Save and Close Cancel this response Validate & Submit Close Duplicate Respon	nse
Your Proposal Info	Response Label : Proposal # 1	
Questionnaire	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do	
🌣 Subcontractors and Joint Ventures	Description : nisi ut aliquip ex ea commodo consequat.	
\$ Item		
	Competition Pool : Non-Public School Security Guard Reimbursement Program 2021	
	Responsiveness Status :	

14. In the pop-up, review the terms and conditions, select the checkbox, and click on the **green Submit my proposal** button. Your response will be submitted.

* Data has been saved			
You Propositi Into			1
roui rioposa inio		Do you really want to submit your proposal?	×
Questionnaire	Respo	<ul> <li>agree, if awarded this Contract, to comply with the M/WBE participation requirements of this Contract, the pertinent provisions of Section 6-129, and the rules promulgated thereunder, all of which shall be deemed to be material terms</li> </ul>	
Subcontractors and Joint Ventures		of this Contract;	
\$ Item	Di	<ul> <li>agree and affirm that it is a material term of this Contract that the Vendor will award the total dollar value of the M/WBE Participation Goals to certified MBEs and/or WBEs, unless a full waiver is obtained or such goals are modified by the Agency; and</li> <li>agree and affirm, if awarded this Contract, to make all reasonable, good faith</li> </ul>	
	Compet	efforts to meet the M/WBE Participation Goals, or if a partial waiver is obtained or such goals are modified by the Agency, to meet the modified Participation Goals by soliciting and obtaining the participation of certified MBE and/or WBE firms.	
	Responsivene		
	INFORMAT	By clicking this checkbox you are signing off the response and confirming that its contents are accurate.	
	Created by FA	Submit my proposal Cance	

15. Click on the **Close** button to navigate to the main window.

		Close Withdrawal Duplicate Response
You	ır Proposal Info	Answer type : Alternate proposal
Que	estionnaire	Response Label : Proposal # 1
🕫 Sub	contractors and Joint Ventures	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore
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		Competition Pool : Non-Public School Security Guard Reimbursement Program 2021-2022 School Year
		Responsiveness Status :
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16. The **Manage Response** tab will update with a summary of your response. The Agency will be notified of your proposal submission. The submission status will change to **Submitted.** 

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			RFX Name	Competition Pool	Submission Status	Response Progress	Questions Answered	Submitted on (Your Local Time)	Responsiveness Status	Selection Status	Response Name
		(dat	85021Y0010- Non-Public School Security Guard Reimbursement Program 2021- 2022 School Year	Non-Public School Security Guard Reimbursement Program 2021-2022 School Year	Submitted	100%	100%	02/25/2021 22:52:46			Proposal # 1
			1 Result(s)								

### **STEP 4: TRANSFERRING DATA BETWEEN ROUNDS OF AN APPLICATION**

Information entered in a previous round is not automatically carried over into a new round. If your organization submitted or drafted an RFx response to a previous round, you can duplicate your response and copy forward your work into the new round by completing the steps outlined below.

Follow the steps below to duplicate and copy forward your response into a new round in PASSPort.

1. Log into PASSPort. Click "RFx" and select "Browse Your RFx and Reponses" from the drop down.



2. Click on the **pencil** icon to access the new round. Note that the current open round will have status of "**Released**" while the closed rounds will have a status of "**Responses Received**".

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	Reywords :	Non-Public School		RFX Status :		• Dro	Search Reset	3	Jur M	in Commoditu			ditional Commodition		
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	Program	Industry	Ager	су		EPIN	Procurement Nam	ne			Procurement Method	RFx Status	RFx Open Date (Your Local Time)	RFx Close Date (Your Local Time)	Remaining Time
Gal		Professional Services - IT Related	• DE AD	PARTMENT OF C	ITYWIDE ERVICES	85021Y0010	85021Y0010-Non-Pu Program 2021-2022	ublic School Secu School Year // R	urity Guard Re ROUND 2	imbursement	RFI	Released	02/25/2021 00:00:00	05/15/2021 00:00:00	77d 23h 46min 03s
Can b		Professional Services - IT Related	• DE AD	PARTMENT OF C	ERVICES	85021Y0010	85021Y0010-Non-Pu Program 2021-2022	ublic School Secu School Year	urity Guard Re	imbursement	RFI	Responses Received	02/25/2021 00:00:00	05/15/2021 00:00:00	77d 23h 46min 02s
	2 Result(s)														

 You will automatically be brought to the View RFx screen. Navigate to the Acknowledgment tab on the left-hand side of the screen and click on "I acknowledge receipt of this RFP". Then select the "WILL RESPOND" option and validate your response.

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	Save		
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Acknowledgement	RESPONSE ACTIVITYY		
Manage Responses	ACKNOWLEDGEMENT		
♥ Discussions with buyer   Setup Team	To answer to this RFP, please acknowledge receipt : I acknowledge receipt of this RFP		

4. An "Other Actions" button will then become accessible. Click on "Other Actions" and select "Duplicate Response" from the drop-down.

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	Save	Other Actions 🔺
Ŧ	Remaining time :77d 23h 39min 42s	Download all contents related to this RFP Recover my last offer
신 View RFx	RESPONSE ACTIVITY~	Duplicate Response
Acknowledgement		
Manage Responses	RECEIPT ACKNOWLEDGED ON 02/25/2021 23:17:49 (YOUR LOCAL TIME	)
Discussions with buyer	To answer to this RFP, please confirm that you intend to bid.	
Setup Team	WILL RESPOND: our intent is to respond to this RFx	
	WILL NOT RESPOND: our intent is not to respond to this RFx	

5. A list of your previous responses will pop-up. You can filter by "Round" and proposal status "Canceled," "Submitted," and "In progress." If you are trying to duplicate a proposal that you started but did not yet submit (a draft response) in the previous round, then select "In progress" from the Status search field. After you select the filters, click "Search." Then, select the checkbox on the left-hand side of the proposal you want to duplicate and click on the duplicate icon (papers with arrows) on the right-hand side.

List of I	Responses									1	ъ×
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Rour	nd :					~	Status :	~	Q Sea	rch Reset	
	<ul> <li>85021Y0010-Non-Public School Security Guard</li> <li>85021Y0010-Non-Public School Security Guard</li> </ul>	Reimburser Reimburser	nent Program nent Program	2021-2022 So 2021-2022 So	:hool Year // :hool Year 1	ROUND 2 2		<ul><li>Canceled</li><li>Submitted</li><li>In progress</li></ul>			
	Round	Response Label	Submission Status	Response Progress	Questions Answered	Competition	n Pool		Response Price	Submitted on (Your Local Time)	
	85021Y0010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year // ROUND 2 - 2	Proposal # 1	In progress	0%	0%						<u></u>
	85021Y0010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year - 1	Proposal # 1	Submitted	100%	100%	Non-Public School Security Guard Reimbursement Program 2021-2022 School Year			2.00	02/25/2021 22:52:46	Bg
2 Re	sult(s)										

6. A message will pop-up asking you to confirm that this is the specific proposal you want to duplicate. Select **"OK**" to proceed.

![](_page_10_Picture_2.jpeg)

7. You will then be brought back to the **View RFx** screen. Click on the "**Manage Responses**" tab from the left-hand side of the screen and you will see the copy of the proposal you duplicated. To continue working on and submitting your proposal, click on the pencil icon next to the proposal. Refer to the Manage Responses // Questionnaire section of this guide on page 5, 6 and 7 for further instructions.

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푸 신 View RFx	Remai	ining time :77d :	23h 29min 17s							
Z Acknowledgement	RES	PONSE ACTIVITY	iv.							
Manage Responses										
Discussions with buyer					Status :	Canceled			C Search	Reset
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		RFx Name	Competition Pool	Submission Status	Response Progress	Questions Answered	Submitted on (Your Local Time)	Responsiveness Status	Selection Status	Response Name
	J.	85021Y0010- Non-Public School Security uard eimbursement		In progress	100%	100%				Copy of Proposal # 1
		rogram 2021- 2022 School Year // ROUND 2								

If you require technical assistance accessing or duplicating your work from the previous round, please reach out to the <u>MOCS Service Desk</u>.