

PASSPort

Procurement and Sourcing Solutions Portal

HHS Prequalification

<p>Roles Involved:</p> <ul style="list-style-type: none">• Vendor Procurement Level 1• Vendor Procurement Level 2• Vendor Admin	<p>Summary:</p> <p>Step-by-step instructions on creating, submitting and updating an HHS PQL Application in PASSPort.</p>
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Accessing PASSPort

To access PASSPort and log in to your account, go to: www.nyc.gov/passport.

Adjusting Font Size. While navigating PASSPort, you can easily increase its font size to improve readability. To increase the font size, zoom in by holding down the “Ctrl” key while pressing the plus (“+”) key (press it as often as needed) on your keyboard. To zoom out, hold down the “Ctrl” key while pressing the minus (“-”) key. To reset to the default fonts size, hold “Ctrl” and press zero (“0”). Mac users want to use “Command” instead of “Ctrl.”

Tool Tips. There are tool tips available throughout PASSPort that provide quick and helpful information relevant to specific fields. Tool tips can be accessed by hovering over the Information ⓘ icon.

Required Fields. Some information fields are required in PASSPort. These are indicated by a red bar. A user will receive a blocking alert (indicated by a red border on the required or invalid field) if attempting to save or submit incomplete information. Users will complete these fields. When all required information is entered, the blocking alert will clear (i.e., no longer be displayed) and the user will be able to submit successfully to proceed.

1. HHS Prequalification in PASSPort Overview

PASSPort, the City of New York's Procurement and Sourcing Solutions Portal, facilitates an end-to-end digital procurement process that is transparent and easy to access. Designed with and for vendors, PASSPort leverages technology to address long-standing procurement issues, establish a timelier procurement process and make it easier to do business with the City of New York. PASSPort allows for online solicitations and awards, as well as contract execution, registration and management.

The Health and Human Service (HHS) Prequalification (PQL) Application is required to compete for HHS funding. Organizations must have an Approved HHS PQL Application to respond to human services solicitations in PASSPort. The HHS PQL Application collects information to verify each organization's ability to establish or maintain a business relationship with the City. The applications are reviewed by the Mayor's Office of Contract Services (MOCS), and once your organization is approved you are prequalified for 3 years, or when your organization's required prequalification documentation expires, whichever occurs first. Only prequalified providers are eligible to respond to HHS Requests For Proposals (RFPs) and compete for funding from City Agencies.

The HHS PQL Application has moved from the HHS Accelerator platform to PASSPort. The application process will now take place in PASSPort and is streamlined and easier than ever to complete! Vendor Procurement Level 1, Vendor Procurement Level 2 and Vendor Admin PASSPort user roles can complete an HHS PQL Application. However, only PASSPort users provisioned with Procurement Level 2 or- Vendor Admin user roles can sign and submit an application for review.

Demonstrating service capability by submitting a service application is no longer required to become prequalified on the HHS PQL. You may choose to enroll in commodities in PASSPort if you wish to be considered for targeted outreach related to enrolled services. For instructions on how to enroll in commodities, visit Section 4 of the [Vendor Account Management User Guide](#). To find Citywide HHS contracting opportunities, visit the PASSPort Procurement Navigator at passport.cityofnewyork.us.

For more information and resources, visit the [Learning to Use PASSPort Webpage](#). For support, contact the [MOCS Service Desk](#).

2. Create a PASSPort Account

A PASSPort vendor account is required to submit an HHS Prequalification Application in PASSPort **and** respond to human services solicitations. If your organization does not already have an account in PASSPort, creating a PASSPort account is a simple, two-step process:

1. Establish a NYC.ID [here](#). If your organization already has an HHS Accelerator account, your NYC.ID is your email login.
2. Once a NYC.ID is created, use it to log in and request a PASSPort account [here](#).

For step-by-step guidance, refer to the [PASSPort Account Creation Quick Guide](#).

3. Find the HHS Prequalified List

Once logged into your PASSPort account, follow the instructions below to begin the HHS Prequalification Application process in PASSPort:

1. Navigate to the RFX menu from the top of the PASSPort Homepage and select **Browse Prequalified Lists** from the drop-down menu.

The screenshot shows the PASSPort application interface. At the top, there is a navigation bar with the following items: Profile, Tasks, Catalog, RFX, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, Support. The RFX menu is open, showing options: Browse My RFX Responses, Browse Public RFX, Browse Prequalified Lists (highlighted with a red circle and the number 1), and Browse Real-Time Bidding Events. Below the navigation bar, there is a search bar and a 'Homepage' button. The main content area is divided into several sections: ANOUNCEMENT, VENDOR CHECK LIST, EXTERNAL QUICK LINKS, and OPEN WORKFLOW TASKS. The VENDOR CHECK LIST section contains a table with the following data:

Item	Status
Account created	Yes
Administrator identified	Yes
Signatory identified	Yes
Commodity enrollment	No
Vendor Record Status	Draft [CR]
Principal identified	Yes
Principal Questionnaire(s) Completed	Yes

The OPEN WORKFLOW TASKS section contains a table with the following data:

Edit	Process	Title	Action	Assigned date	Action's date (Your Local Time)	Status
	Competition Pool-RFI	28-0-321 (Work#ow)	Review Queue	08/30/2019		●●○
	Competition Pool-RFI	158 - Copy of RFE Comp Pool RFX 1 Bronx (Work#ow)	Review Queue	08/30/2019		●●○
	Competition Pool-RFI	428- 26020Y0007_26020Y0007-UAT - Reg - SS 01_1_UAT SS RFI 1 (Work#ow)	Review Queue	02/18/2020		●●○
	Competition Pool-RFI	489- 26020Y0010_26020Y0010-UAT - EVAL - SS Sole Source 01_1_UAT PoolTest User 1 (Work#ow)	Review Queue	02/25/2020		●●○

- All Prequalified Lists will display. Search for the “HHS Accelerator Prequalification” by entering it in the **Keywords:** text box to filter the results on the page and find the HHS Accelerator Prequalification list.

The screenshot shows the PASSPort interface for browsing prequalified lists. The search criteria are as follows:

- Keywords:** HHS Accelerator Prequalif
- Industry:** (empty)
- Commodity:** (empty)
- Managing Agency:** (empty)
- Open Date:** (empty)
- Approval Required:**
- Citywide Only:**
- Prerequisite PQL:**
- Current Status:** (empty)
- Application Activity:** (empty)
- Source:** (empty)
- Alerts:** (empty)

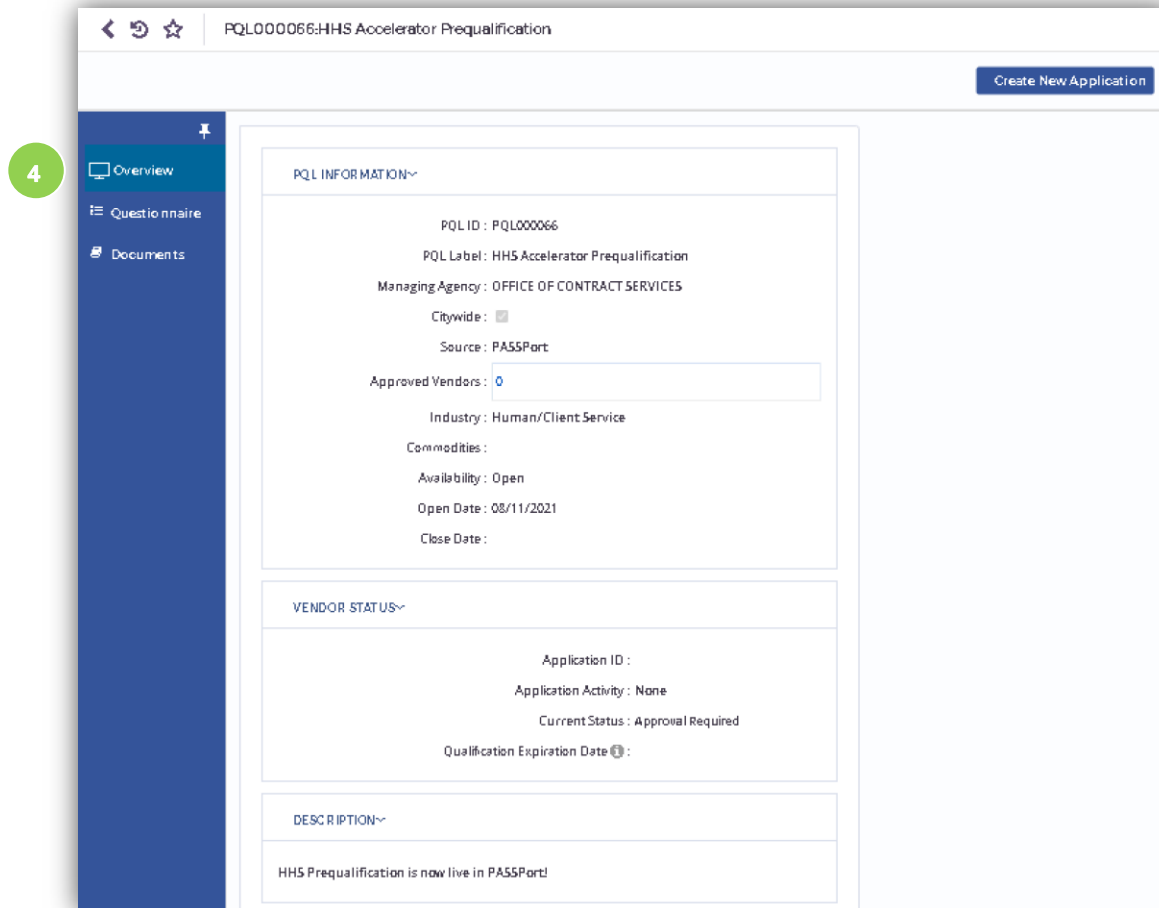
The search results table is as follows:

PQL ID	PQL Label	Prerequisite PQL	Managing Agency	Citywide	Industry	Commodity	Open Date	Availability	Approved Vendors	Source	Current Status	Application Activity	Qualification Expiration Date
PQL000066	HHS Accelerator Prequalification	<input type="checkbox"/>	OFFICE OF CONTRACT SERVICES	<input checked="" type="checkbox"/>	Human/Client Service		08/11/2021	Open	0	PASSPort	Approval Required	None	

The information displayed in the table includes the **PQL Label, ID, Managing Agency, Industry, Open Date, Availability**, number of **Approved Vendors** on the PQL and more. Your Organization’s **Current Status** on the PQL, **Application Activity** and **Qualification Expiration Date** will display as well. If you have not submitted an application, the **Current Status** will display as *Approval Required* and the **Application Activity** will display as *None*.

- To access the HHS Prequalification list and begin the application process, click the **PQL Label** or **PQL ID**.

4. The **Overview** tab of the Prequalified List will appear with additional information including the Vendor Status as it relates to this prequalification.



The **PQL Information** tile provides key information pertaining to the PQL, including **PQL Label** and **PQL ID**, **Managing Agency**, **Industry**, **Availability**, **Application Open Date** and more. The **Vendor Status** tile includes information specific to your organization, related to the PQL, such as **Application ID** (a unique identifier related to your organization's PQL application), **Application Activity** status, **PQL Current Status** and **PQL Qualification**

Expiration Date. The **Description** and **Requirements** tiles provide a brief description of the PQL and any instructions or requirements that apply to the PQL.

Note: The **Qualification Expiration Date** will be driven by the expiration date of your PQL application, **or** the validity expiration date of any required documents submitted in connection with the application within the **Documents** tab, whichever date is earliest.

4. Creating and Submitting the HHS Prequalification Application

To create and submit a PQL Application, users must be provisioned with at least the Procurement Level 2 or Vendor Admin user roles. Procurement Level 1 users can also complete an application, but cannot sign and submit the application for review. For step-by-step guidance on user role assignment, please see our [Guide to Adding Vendor Users and Assigning Roles](#).

1. To begin the application process, click the **Create New Application** button located at the top of the screen.

PQL000066:HHS Accelerator Prequalification

1 Create New Application

Overview
Questionnaire
Documents

PQL INFORMATION~>

PQL ID : PQL000066
PQL Label : HHS Accelerator Prequalification
Managing Agency : OFFICE OF CONTRACT SERVICES
Citywide :
Source : PASSPort
Approved Vendors : 0
Industry : Human/Client Service
Commodities :
Availability : Open
Open Date : 08/11/2021
Close Date :

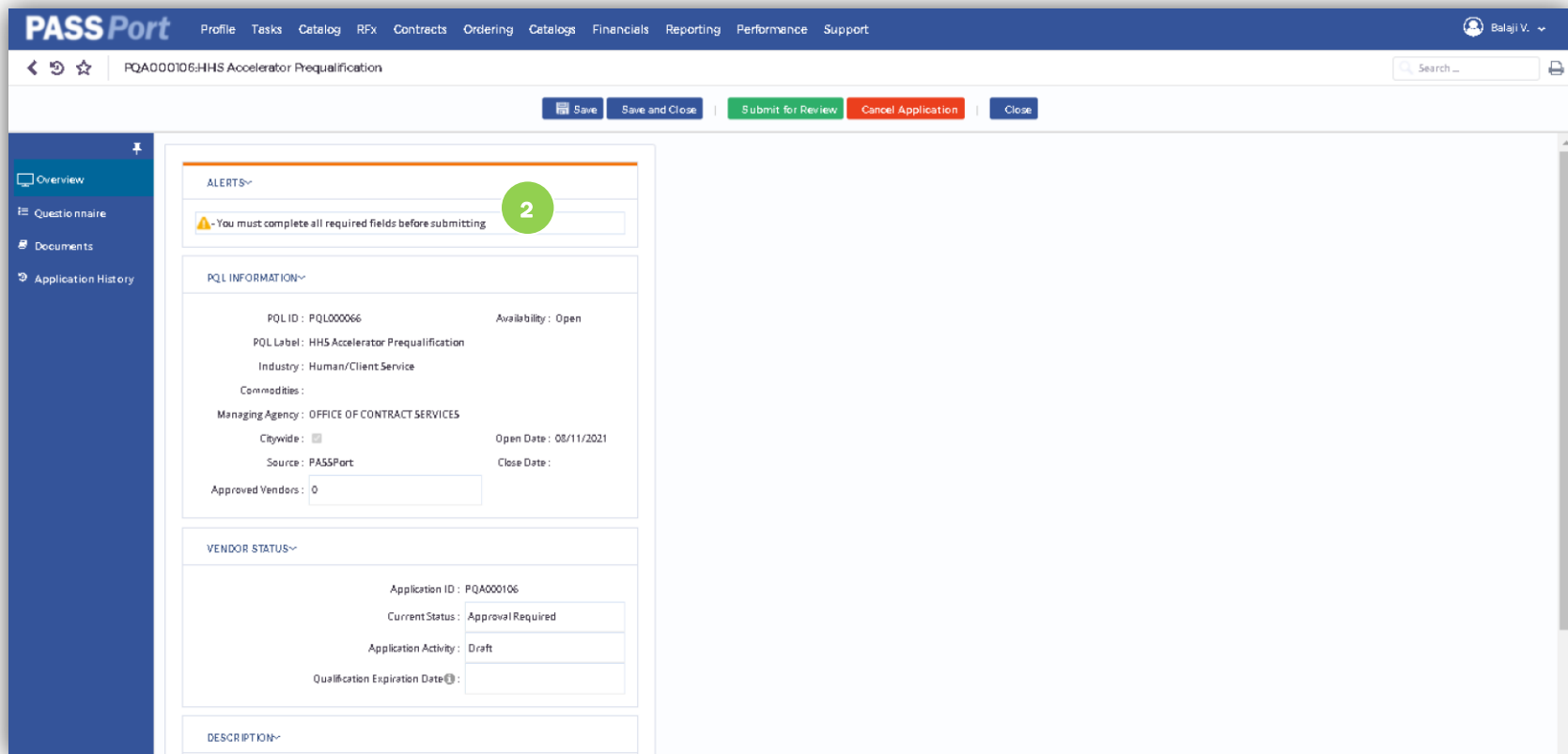
VENDOR STATUS~>

Application ID :
Application Activity : None
Current Status : Approval Required
Qualification Expiration Date :

DESCRIPTION~>

HHS Prequalification is now live in PASSPort!

2. The new application draft will generate and the **Overview** screen will display an alert at the top of the screen reminding the user to complete all required fields in order to submit the application. An **Application ID** will now be displayed under the **Vendor Status** tile. Your application's **Current Status** will also now appear as *Approval Required* and the **Application Activity** will display as *Draft*. The Navigation pane on the left-hand side will now contain the **Questionnaire**, **Documents** and **Application History** tabs.



3. To complete the Questionnaire, click the **Questionnaire** Tab in the left-hand navigation pane.

The screenshot displays the PASSPort application interface. The top navigation bar includes links for Profile, Tasks, Catalog, RFX, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. The breadcrumb trail shows the current path: PQA000106:HHS Accelerator Prequalification. Action buttons at the top right include Save, Save and Close, Submit for Review, Cancel Application, and Close. The left-hand navigation pane is highlighted, with the 'Questionnaire' tab selected and marked with a green circle containing the number '3'. The main content area is divided into several sections: 'ALERTS' with a warning message, 'PQL INFORMATION' with details like PQL ID, Label, Industry, and Agency, 'VENDOR STATUS' with Application ID, Current Status, and Application Activity, and 'DESCRIPTION'.

PASSPort Profile Tasks Catalog RFX Contracts Ordering Catalogs Financials Reporting Performance Support

< ↻ ☆ PQA000106:HHS Accelerator Prequalification

Save Save and Close Submit for Review Cancel Application Close

Overview
Questionnaire **3**
Documents
Application History

ALERTS

⚠ -You must complete all required fields before submitting

PQL INFORMATION

PQL ID : PQL000066 Availability : Open
PQL Label : HHS Accelerator Prequalification
Industry : Human/Client Service
Commodities :
Managing Agency : OFFICE OF CONTRACT SERVICES
Citywide : Open Date : 08/11/2021
Source : PASSPort Close Date :
Approved Vendors : 0

VENDOR STATUS

Application ID : PQA000106
Current Status : Approval Required
Application Activity : Draft
Qualification Expiration Date:

DESCRIPTION

4. The Questionnaire consists of one section, the **Business Information** section. To begin filling out the application, select your organization's **Corporate Structure** (*For Profit* or *Nonprofit*) from the drop-down.

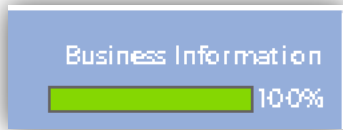
The screenshot displays the PASSPort application interface. At the top, there is a navigation bar with the PASSPort logo and various menu items: Profile, Tasks, Catalog, RFx, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. The user's name, Balaji V., is visible in the top right corner. Below the navigation bar, there is a breadcrumb trail showing the current application: PQA000106:HHS Accelerator Prequalification. A search bar is located on the right side of this bar. Below the breadcrumb trail, there are several action buttons: Save, Save and Close, Submit for Review, Cancel Application, and Close. On the left side, there is a sidebar menu with options: Overview, Questionnaire, Documents, and Application History. The main content area shows the Business Information section, which is currently 0% complete. A green circle with the number 4 is displayed next to the section title. Below the title, there is a dropdown menu for Corporate Structure, with options for Nonprofit and For Profit. To the right of the dropdown menu, there is a section titled CREATION BY IMPORT, which includes a prompt to drop an answer in Excel format, an Upload (in Excel Format) button, and two Download buttons: Download in Excel 2007-2010 format (.xlsx) and Download in Excel 97-2003 format (.xls).

Based on the **Corporate Structure** selection, a list of questions, specific to your organization's corporate structure will appear on the screen that you are required to fill out.

If you select *Nonprofit* you will be asked a series of questions and upload documentation related to your structure: Certification of incorporation or equivalent, Corporate by-laws, Board of directors, Tax filing/ IRS determination letter, Conflict of interest policy, and or Board conflict of interest policy, Whistleblower policy, Financial Controls part 1, Financial Controls part 2, and Charities filings.

If you select *For Profit*, you will be asked to upload your Articles of Organization or equivalent, Board of Directors list or equivalent, Corporate by-laws or equivalent, Financial Controls part 1, Financial Controls part 2, and Financial Statements.

Note: A Progress Bar on the left-hand side will display your questionnaire Application progress as you complete the application.



5. Navigate to the **Documents** Tab to upload any required documentation in connection with your application. The **Documents** Tab displays the list of required documents needed to successfully submit your PQL Application.

The screenshot shows the PASSPort application interface. The top navigation bar includes "PASSPort" and various menu items like Profile, Tasks, Catalog, RFX, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. The user's name "Balaji V." is visible in the top right. The main content area is titled "PQA000106:HHS Accelerator Prequalification" and contains buttons for "Save", "Save and Close", "Submit for Review", "Cancel Application", and "Close". On the left, a sidebar menu has "Documents" selected, indicated by a green circle with the number "5". The main content area displays a table titled "REQUIRED DOCUMENTS~" with a green circle and the number "6" next to it. The table has columns for Document Type, Document Label, Document Name, Last Modified By, Last Modified Date and Time (Your Local Time), Status, Download, and Validity. One row is listed with the status "Pending upload". Below the table, it says "1 Result(s)".

Document Type	Document Label	Document Name	Last Modified By	Last Modified Date and Time (Your Local Time)	Status	Download	Validity
Financial Statement or Report	Filings Documents (i.e. Charities or Financial Statement)				Pending upload		

6. Only one Document Type is listed: **Financial Statement or Report**. Instructions on what documentation specifically applies to your organization and is required to be uploaded here are included in the Questionnaire. To add a document, click on the **pencil icon**.

4.1 Guidance on What Documents to Submit:

For Profits: All For Profit organizations are required to submit a 12 month Financial Statement or Profit & Loss Statement.

Nonprofits: Required documentation depends on the nonprofit organization's revenue, among other factors. Please see the table below, or refer to the Charities Bureau's [Annual Filings](#) and [Registry Search](#) tool to help determine your nonprofit organization's structure. For specific questions related to your organization, please directly reach out to the [Charities Bureau](#).

Determining HHS Prequalification Application Filing Documents

The Table below provides guidance on the required Filing Documents for nonprofit organizations. Identify the Type of Nonprofit Organization that applies to your organization to see which Filing Documents are required for submission with your organization's HHS Prequalification (PQL) Application. If your organization is required to submit multiple documents, combine into a single document and upload to your HHS PQL Application through the Documents Tab.

Type of Nonprofit Organization	Filings Documents Required by Charities & HHS Prequalification Application					Exempt from Annual Filings Documents:
	Char410	Char500	IRS 990 form	CPA Reviewed Report	CPA Reviewed Audit	Exemption Letter & 12-month Financial Statement
Nonprofit Corp. new to Filing w/ Charities** (within the last year)	✓*					
Nonprofit Corp. Revenue \$25K & under**		✓*				
Nonprofit Corp. Revenue over \$25K to \$250K**		✓*	✓*			
Nonprofit Corp. Revenue over \$250 to \$1M**		✓*	✓*	✓*		
Nonprofit Corp. Revenue over \$1M**		✓*	✓*		✓*	
Nonprofit Corp. Exempt from Filing w/ Charities (determined by the Charities Bureau)†						✓*

*Required documents are typically based on your organization's revenue. Please research and review the Nonprofit Revitalization Act/New York State Regulations.

† For specific questions related to your Charities Filings that are unique to your organization: Please reach out, directly, to the [Charities Bureau](#).

**New to Registering with the Charities Bureau? Register via their [online portal](#) today and upload the completed Char410 form to your Prequalification application.

7. Upon clicking the pencil icon, a pop-up window will appear. The **Document Version** will default to 1 if this is your first time submitting an application in PASSPort. Input a unique **Document Name** describing your document. Input a **Validity** period associated with the submitted documents. The **Begin Date** will be the HHS PQL submission date. The **Expiration Date** will be based on your organization's required documentation, and additional information on what to include as the **Validity** period can be found in the Questionnaire. Click on the **paperclip icon** next to **Upload a Document** to upload the document. All documents must be submitted as a single file.

Financial Statement or Report 8

Save Save and Close Close

DOCUMENT~

7 Version: 1

Document Name:

Document Label: Filings Documents (i.e. Charities or Financial Statement)

Validity: Begin Date: Expiration Date:

INFORMATION~

Status: Pending upload

Upload a Document: Click or Drag to add a file

Note: When the **Expiration Date** has passed, your **Application Status** will change from *Approved* to *Expired* and you will be required to update your application to include new versions of your documentation to update your prequalification status.

8. Click **Save** and then **Save and Close** to submit your documentation.

After you submit the required documentation, you will see the appropriate information reflected in **Required Documents** table in the **Documents** Tab. The submitted **Document Name** will now appear in the table, along with the **Modification Date, Time, and User**, and the Document **Status** will change to *Uploaded* and the **Validity** column will turn **green** if the validity period has not expired.

9. Next, click on the **Submit for Review** button located at the top of the page.

The screenshot shows the PASSPort application interface. The top navigation bar includes 'Profile', 'Tasks', 'Catalog', 'RFx', 'Contracts', 'Ordering', 'Catalogs', 'Financials', 'Reporting', 'Performance', and 'Support'. The user 'Balaji V.' is logged in. The main content area displays the 'REQUIRED DOCUMENTS' table with the following data:

Document Type	Document Label	Document Name	Last Modified By	Last Modified Date and Time (Your Local Time)	Status	Download	Validity
Financial Statement or Report	Filings Documents (i.e. Charities or Financial Statement)	CHAR500+990+Audit	V Balaji	08/12/2021 13:55:10	Uploaded	CHAR500+990+Audit.pdf	

1 Result(s)

Once submitted for review, The **Current Status** in the **Vendor Status** tile of the **Overview** tab will change to *Approval Required* and **Application Activity** will display as *Draft*. A user at your organization with the Vendor Procurement Level 2 or Vendor Admin user role will review the submitted PQL Application.

The 'VENDOR STATUS' tile displays the following information:

- Application ID : PQA000106
- Current Status : Approval Required
- Application Activity : Draft
- Qualification Expiration Date :

10. After the user clicks the **Submit for Review** button, users with the role Vendor Procurement Level 2 or Vendor Admin will see three buttons located at the top of the screen:
- To edit the application, click the **Return to Vendor L1 Draft** button to make any changes.
 - To submit for review, click the **Sign and Submit Application** button.
 - To cancel the application and start a new application record, select the **Cancel Application** button.

The screenshot displays the PASSPort web application interface. At the top, a navigation bar includes links for Profile, Tasks, Catalog, RFx, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. Below this, a breadcrumb trail shows 'PQA000106:HHS Accelerator Prequalification'. A green circle with the number '10' highlights a row of buttons: 'Save', 'Save and Close', 'Return to Vendor L1 Draft', 'Sign and Submit Application', 'Cancel Application', and 'Close'. The main content area is divided into three sections: 'PQL INFORMATION~', 'VENDOR STATUS~', and 'DESCRIPTION~'. The 'PQL INFORMATION~' section contains fields for PQL ID (PQL000066), Availability (Open), PQL Label (HHS Accelerator Prequalification), Industry (Human/Client Service), Commodities, Managing Agency (OFFICE OF CONTRACT SERVICES), Citywide (checkbox), Open Date (08/11/2021), Source (PASSPort), Close Date, and Approved Vendors (0). The 'VENDOR STATUS~' section shows Application ID (PQA000106), Current Status (Approval Required), Application Activity (Returned), and Qualification Expiration Date (with a calendar icon). The 'DESCRIPTION~' section contains the text 'HHS Prequalification is now live in PASSPort!'.

11. Click the **Sign and Submit** button to submit the application. A pop-up window will appear requiring you to certify the information within the application. Click the *I certify all of the above* checkbox and click the green **Sign** button. Once signed, the window will close and you will have successfully submitted your application.

ELECTRONIC SIGNATURE [Print] [Maximize] [Close]

[Save] [Save and Close] | [Close]

By submission of this Prequalified List Application ("Application"), I hereby certify:

1. I am an authorized representative of the submitting entity;
2. All contents of this submission are accurate;
3. I have read and reviewed all documents and information contained within the Application, including any instructions and terms and conditions.

I certify all of the above ⓘ

[Sign] [Cancel]

11

12. After you submit the application by clicking the **Sign** button, a message will appear on the top of the screen in the **Overview** tab, stating your application is currently *In Review*. Your **Current Status** will remain as *Approval Required* and your **Application Activity** will change to *In Review*.

The screenshot displays the PASSPort web application interface. At the top, a navigation bar includes the PASSPort logo and menu items: Profile, Tasks, Catalog, RFX, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. Below this, a breadcrumb trail shows the current page: PQA000106:HHS Accelerator Prequalification. On the right side of the header, there are three buttons: Save, Save and Close, and Close.

A left-hand sidebar contains navigation options: Overview (selected), Questionnaire, Documents, and Application History. The main content area features a message: "This application is currently In Review. In order to make any changes, please contact the Managing Agency to return this application".

Below the message are two sections:

- PQL INFORMATION~**:
 - PQL ID : PQL000066
 - Availability : Open
 - PQL Label : HHS Accelerator Prequalification
 - Industry : Human/Client Service
 - Commodities :
 - Managing Agency : OFFICE OF CONTRACT SERVICES
 - Citywide :
 - Open Date : 08/11/2021
 - Source : PASSPort
 - Close Date :
 - Approved Vendors : 0
- VENDOR STATUS~**:
 - Application ID : PQA000106
 - Current Status : Approval Required (highlighted with a green circle containing the number 12)
 - Application Activity : In Review
 - Qualification Expiration Date ⓘ :

5. Approved Application

1. If your organization's HHS PQL Application is *Approved* by MOCS, users with Procurement Level 1, Level 2 and Vendor Admin user roles will receive an email from PASSPort notifying them that their application has been *Approved*, with a brief message.

1	Subject: PASSPort Notification: Your Prequalified Application PQA000106 Has Been Approved
	Message: Dear Balaji V, The Prequalified Application PQA000106 you submitted for PQL000066 HHS Accelerator Prequalification has been Approved with the following comments: Your application has been approved. To view the PQL Application, click this link: HHS Accelerator Prequalification Please contact OFFICE OF CONTRACT SERVICES directly if you have any questions. Regards, The PASSPort Team Mayor's Office of Contract Services (MOCS) <hr/> <i>If you have any questions or need assistance, please reach out to MOCS at help@mocs.nyc.gov.</i> Unsubscribe This is an automatically generated e-mail, please do not reply

2. If your organization's HHS PQL Application is *Approved*, the **Application Status** will change to *Approved* in the **Application History** tab.

PASSPort Profile Tasks Catalog RFX Contracts Ordering Catalogs Financials Reporting Performance Support

PQA000106:HHS Accelerator Prequalification

Save Save and Close Update Application Close Actions

Overview
Questionnaire
Documents
Application History

APPLICATION HISTORY~

Current Status: Approved **2**

Application Activity: None

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PQA000106	08/13/2021	V Balaji	Approved	08/13/2021

1 Result(s)

ADDITIONAL HISTORY~

0 Result(s)

6. Revising a Returned Application

1. If MOCS reviewers require revisions to your prequalification application to adjust an error, provide clarification or replace an outdated file, they will *Return* the HHS PQL Application back to the vendor to make revisions. Your organization will receive an email notification from PASSPort with comment from your MOCS reviewer specifying the requested revisions to your application. In this case, the **Application Activity** will display as *Returned* in the **Overview** tab of the application.

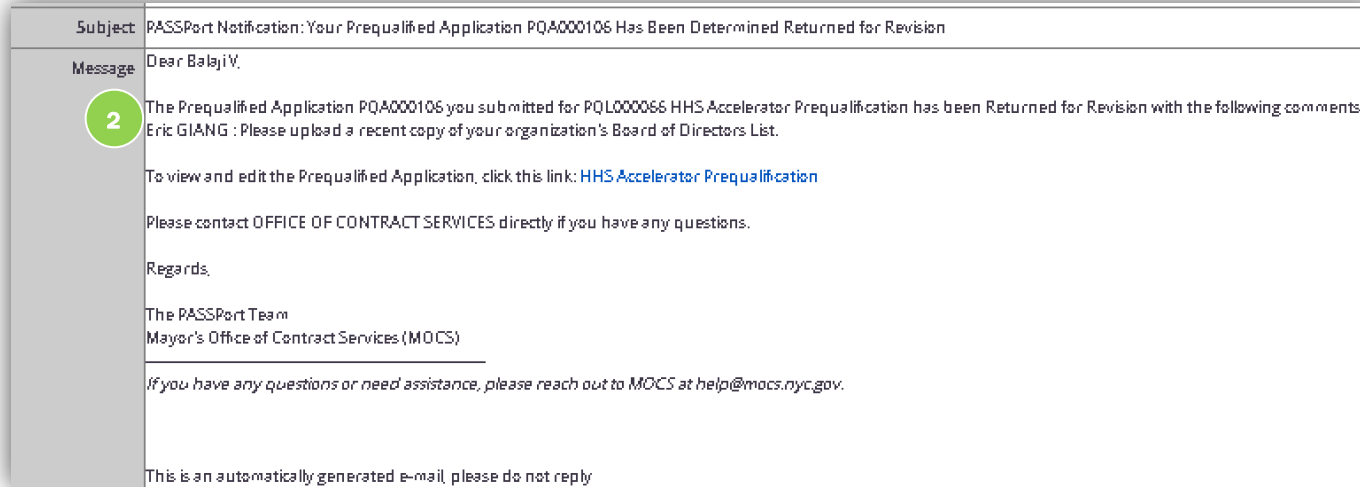
The screenshot displays the PASSPort web application interface for a prequalification application. The top navigation bar includes the PASSPort logo and various menu items: Profile, Tasks, Catalog, RFx, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. Below the navigation bar, the application title is "PQA000106:HHS Accelerator Prequalification". A toolbar contains buttons for "Save", "Save and Close", "Return to Vendor (1 Draft)", "Sign and Submit Application", "Cancel Application", and "Close".

The main content area is divided into three sections:

- PQL INFORMATION~**: Displays details for PQL ID: PQL000066, Availability: Open, PQL Label: HHS Accelerator Prequalification, Industry: Human/Client Service, Commodities, Managing Agency: OFFICE OF CONTRACT SERVICES, Citywide: , Open Date: 08/11/2021, Source: PASSPort, Close Date, and Approved Vendors: 0.
- VENDOR STATUS~**: Displays Application ID: PQA000106, Current Status: Approval Required, Application Activity: Returned (highlighted with a green circle containing the number 1), and Qualification Expiration Date: .
- DESCRIPTION~**: Contains the text "HHS Prequalification is now live in PASSPort!".

A left sidebar menu includes "Overview" (selected), "Questionnaire", "Documents", and "Application History".

2. If your PQL Application is returned, users with Procurement Level 1, Procurement Level 2 and Vendor Admin user roles will receive an email from PASSPort notifying them that the application has been returned, and a brief message informing them of the requested changes.



3. Vendors with Procurement Level 2 or Vendor Admin authorization can (i) make revisions to the application content and sign to submit the revised application, or (ii) return the application back to their colleague who is the Procurement Level 1 user to address any concerns before resubmitting to MOCS for review by clicking the **Return to Vendor L1 Draft** button.

PASSPort Profile Tasks Catalog RFx Contracts Ordering Catalogs Financials Reporting Performance Support

PQA000106:HHS Accelerator Prequalification

Save Save and Close Return to Vendor L1 Draft Sign and Submit Application Cancel Application Close

Overview
Questionnaire
Documents
Application History

PQL INFORMATION~

PQL ID : PQL000066 Availability : Open
PQL Label : HHS Accelerator Prequalification
Industry : Human/Client Service
Commodities :
Managing Agency : OFFICE OF CONTRACT SERVICES
Citywide : Open Date : 08/11/2021
Source : PASSPort Close Date :
Approved Vendors : 0

VENDOR STATUS~

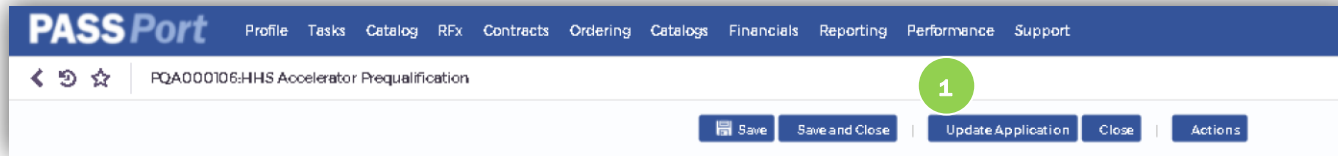
Application ID : PQA000106
Current Status : Approval Required
Application Activity : Returned
Qualification Expiration Date (📅) :

DESCRIPTION~

HHS Prequalification is now live in PASSPort!

7. Making Updates to an Existing Application

1. When prequalification expires, to return to prequalified status, updates to the application or documentation may be required and submitted. To initiate a new application, click the **Update Application Button** located at the top of the screen of the application.



2. A new application will generate with a new, unique **Application ID**. This new application carries over content from the previous HHS PQL Application.

3. To update a document, click the **Documents** Tab.

The screenshot displays the PASS Port web application interface. The top navigation bar includes the PASS Port logo and various menu items: Profile, Tasks, Catalog, RFX, Contracts, Ordering, Catalogs, Financials, Reporting, Performance, and Support. Below the navigation bar, the breadcrumb path is 'PQA000107:HHS Accelerator Prequalification'. A toolbar contains buttons for 'Save', 'Save and Close', 'Submit for Review', 'Cancel Application', 'Close', and 'Actions'. On the left, a sidebar menu lists 'Overview', 'Questionnaire', 'Documents', and 'Application History'. The 'Documents' tab is highlighted with a green circle containing the number '3'. The main content area shows the 'APPLICATION HISTORY~' section with a table of application records. A green circle with the number '2' is placed over the 'Documents' tab in the sidebar. Below the table is an 'ADDITIONAL HISTORY~' section.

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PQA000106	08/13/2021	V Balaji	Approved	08/13/2021
PQA000107			Draft	

2 Result(s)

ADDITIONAL HISTORY~

0 Result(s)

4. To upload new documentation, click the **Upload New Version** button.

The screenshot shows a web interface titled "Financial Statement or Report". At the top right, there are icons for print, share, and close, and a green circle with the number "4" indicating the current step. Below the title bar is a navigation bar with four buttons: "Save", "Save and Close", "Close", and "Upload New Version".

The main content area is divided into two sections:

- DOCUMENT~**: This section contains the following information:
 - Version ⓘ : 1
 - Document Name: CHAR500+990+Audit
 - Document Label: Filings Documents (i.e. Charities or Financial Statement)
 - Validity: Begin Date: 08/12/2021 (with a calendar icon and ⓘ)
 - Expiration Date: 08/11/2022 (with a calendar icon and ⓘ)
- INFORMATION~**: This section contains:
 - Status: Uploaded
 - Upload a Document ⓘ: A dashed box with the text "Click or Drag to add a file". Below it, a file named "EN - CHAR500+990+Audit.pdf" is shown with a close button (x) and a PDF icon.

5. The **Version #** changes from 1 to 2 to reflect there is an update to required documentation. Click the **Save** and then **Save and Close** buttons to finish uploading your new document.

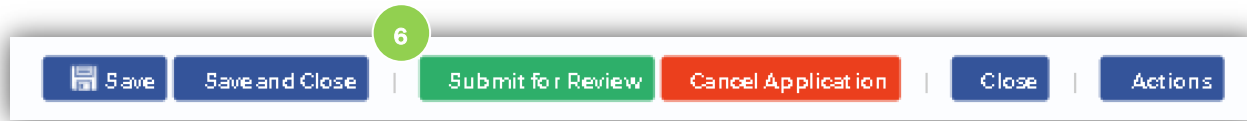
The screenshot shows a web application window titled "Financial Statement or Report". At the top, there is a green circle with the number "5" and three buttons: "Save", "Save and Close", and "Close". Below this is a "DOCUMENT" section with the following fields:

- Version: 2
- Document Name: Updated CHAR500+990+Audit
- Document Label: Filings Documents (i.e. Charities or Financial Statement)
- Validity: Begin Date: 08/12/2022, Expiration Date: 08/11/2023

Below the "DOCUMENT" section is an "INFORMATION" section with the following fields:

- Status: Draft
- Upload a Document: A file upload area with a "Click or Drag to add a file" button and a file named "EN - Updated CHAR500_990_Audit.pdf" already uploaded.

6. Once you have finished updating your application, select the **Submit for Review** button.

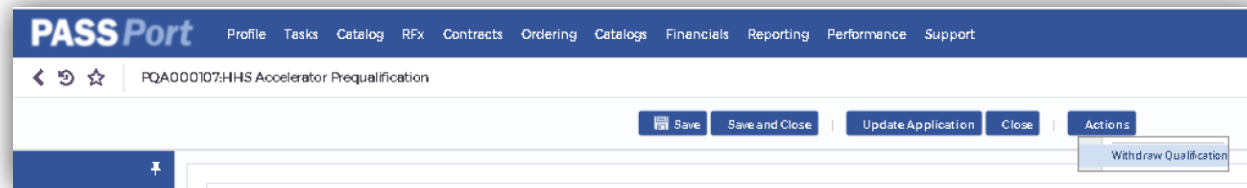


7. After revisions have been submitted for MOCS review, the new application will appear in the **Application History** tab under the Application Status as *In Review*.

The screenshot shows the PASSPort interface. The top navigation bar includes 'Profile', 'Tasks', 'Catalog', 'RFx', 'Contracts', 'Ordering', 'Catalogs', 'Financials', 'Reporting', 'Performance', and 'Support'. The breadcrumb trail shows 'PQA000107:HHS Accelerator Prequalification'. A secondary button bar contains 'Save', 'Save and Close', 'Close', and 'Actions'. A message states: 'This application is currently In Review. In order to make any changes, please contact the Managing Agency to return this application'. Below this, the 'APPLICATION HISTORY' section shows a table with two rows. A green circle with the number 7 is placed over the 'Current Status' field of the second row. The 'ADDITIONAL HISTORY' section below it shows '0 Result(s)'.

Application ID	Submission Date	Submitted By	Application Status	Decision Date
PQA000106	08/13/2021	V Balaji	Approved	08/13/2021
PQA000107	08/13/2021	V Balaji	In Review	

Note: By selecting the Actions button at the top of the page, users with the Vendor Procurement Level 2 or Vendor Admin user roles have the option to **Withdraw** their currently Approved PQL Application, and include any comments attached to the withdrawal. Withdrawn Applications are stored in the Additional History Table under the Application History tab of a Vendor's PQL Application.



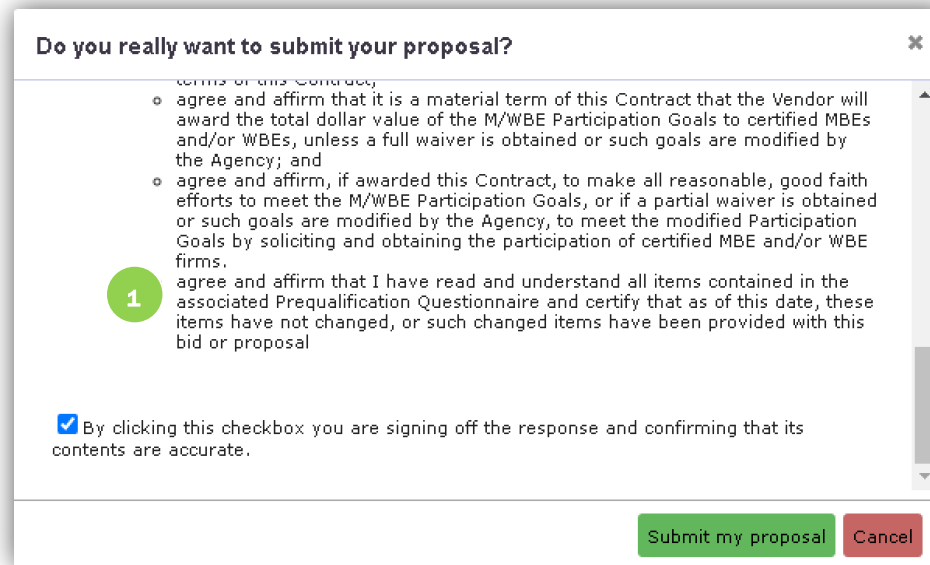
8. Prequalification Extension

When a vendor submits a response to an RFx using a PASSPort managed PQL, the vendor's HHS PQL **Application Expiration Date** will automatically extend by 3 years from the date of the submitted RFx response, or when your organization's required documentation expires, whichever occurs first.

This extension **only** occurs when the vendor's PQL application is currently *Approved*. The extension **does not** apply to vendors who have an updated PQL Application that is currently *Under Review* (i.e. when the **Application Activity** is in *Draft* as reflected in the **Application History** tab).

If the above conditions are not met, a vendor can still submit a response to the RFx, but the **Application Expiration Date** will not be extended.

1. Before submitting your response to the RFx, you must certify that the previously submitted documentation and information in your PQL Application is still current.



Do you really want to submit your proposal?

- terms of this Contract;
- 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
- agree and affirm, if awarded this Contract, to make all reasonable, good faith 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.

1 agree and affirm that I have read and understand all items contained in the associated Prequalification Questionnaire and certify that as of this date, these items have not changed, or such changed items have been provided with this bid or proposal

By clicking this checkbox you are signing off the response and confirming that its contents are accurate.

Submit my proposal Cancel

Note: Only after certifying the accuracy of the PQL information, will the updated **Application Expiration Date** be reflected in your PQL Application.

2

ADDITIONAL HISTORY			
Action Type	Action Triggered By	Action Date	Comments
Extension	scheduler scheduler	7/20/2021	The Application Expiration Date for this PQL has been extended because of the RFX Participation to the PQL Procurement

2. Once the **Application Expiration Date** is extended, an extension record will be added to the PQL, accessible under the **Application History** Tab, located in the **Additional History** table, with comments identifying the reason for extension.