

HHS Prequalification in PASSPort Provider Information Sheet

As the City moves towards greater centralization of procurement processes through the expansion of PASSPort, The HHS Prequalification (PQL) Application has moved from the HHS Accelerator platform to PASSPort. The application process is streamlined and easier than ever to complete! Organizations must have an Approved HHS PQL Application to propose on human services solicitations. For more information and instructions on completing the HHS PQL Application in PASSPort, visit the [Learning to Use PASSPort](#) page at nyc.gov/passport.

Create a PASSPort Account

A PASSPort account is required to submit an HHS PQL Application in PASSPort **and** propose on human services solicitations. 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](#).

Assign PQL User Roles

Once you have a PASSPort account, please confirm that the individuals who manage your organization's HHS PQL Application have PASSPort user accounts and are established as Contacts with Procurement Level 1, Procurement Level 2 and/or Vendor Admin user roles. *Note: **Only** Procurement Level 2 and Vendor Admin user roles can sign and submit the application for review.* For step-by-step guidance, please see our [Guide to Adding Vendor Users and Assigning Roles](#).

PQL Transition from Accelerator to PASSPort

If your organization's HHS PQL Application was in Approved status in HHS Accelerator at the time of transition, your organization will maintain its Approved status in PASSPort, **provided your organization has a PASSPort account**. *Note: Your organization's Approved status will expire in PASSPort either on the date your organization's Charities Filing documentation expires, or your application expires, whichever occurs first. Once expired, you will need to submit a new application in PASSPort.*

- If your HHS PQL Application in HHS Accelerator was in Approved status on the date of transition, but you do not have a PASSPort account, the Approved status will **not** carry over to PASSPort and you will have to resubmit a new application in PASSPort.
- If you started a renewal application in HHS Accelerator but did not submit it or receive approval for it, please restart the application in PASSPort.
- If you have not yet started the application process or have a pending prequalification application in HHS Accelerator, please submit a new application in PASSPort.
- If your organization's application in HHS Accelerator is expired, please submit a new application in PASSPort.

HHS Accelerator Financials is still active for Budgeting and Invoicing on registered HHS contracts and Document Vault will remain accessible. To login to HHS Accelerator click [here](#).

Complete the HHS PQL Application in PASSPort

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

1. Navigate to the RFx tab on the top banner and select Browse Prequalified Lists from the dropdown.
2. Search for the **HHS Accelerator Prequalification** application and click on the PQL label to access the application.
3. Click the Create New Application button located at the top of the page, complete the questionnaire, upload any required documentation, and click Submit for Review.

PQL and Discretionary

Every discretionary awardee with awards cleared beginning Fiscal Year 2021 must have a PASSPort account **and** Approved HHS PQL Application. Visit nyc.gov/nonprofits for information on the City's discretionary process.