

COMPASS RFP: Checklist

Use this checklist to stay organized and track your progress as you complete the steps to getting ready in PASSPort and submitting your COMPASS RFP proposal.

1. [Create a PIP Account](#) (Start Now):

- ☐ Register a PIP account for your organization.

2. [Create a PASSPort Account](#) (Start Now):

- ☐ Create an NYC.ID and submit your PASSPort Account Request. Once MOCS approves it, you can log in to PASSPort.

- ☐ Add contacts to your PASSPort Vendor Profile and assign the relevant user roles.

If you already have a PASSPort account:

- ☐ Confirm the right contacts are listed with the correct email addresses.
- ☐ Confirm contacts have been assigned the necessary user role(s) and can log in.

3. [Get HHS Prequalified in PASSPort](#) (Start Now):

Only Approved status providers can submit a proposal to the COMPASS RFP!

- ☐ Submit your HHS Prequalification Application.
- ☐ If your application was returned, revise and resubmit asap.
- ☐ If you're already HHS Prequalified, check the Current Status and Expiration Date.
 - ☐ If your HHS Prequalification has expired or is expiring soon, renew asap.
- ☐ Confirm HHS Prequalification **Current Status** displays: **Approved**, and your Prequalification does not expire anytime soon.

4. [Submit Proposal in PASSPort](#) (Once the RFP is Released/Fall 2025):

- ☐ Review the COMPASS RFP details to confirm eligibility and interest.
- ☐ Carefully review your proposal prior to submission; you cannot change or retract it.
- ☐ Submit proposal at least one week before due date.
- ☐ Confirm Proposal **Submission Status** displays: **Submitted**

5. [Get Filed in PASSPort](#) (By the End of December 2025):

- ☐ Submit Vendor Enrollment Package (also known as: get Filed)
- ☐ If you're Filed already:
 - ☐ Review your Vendor Profile and Disclosures to make sure everything is accurate.
 - ☐ If changes are needed, submit a Change Request.
- ☐ Confirm **Vendor Record Status** displays: **Filed**