

Renew the HHS Prequalification

This guide is for providers who completed HHS Prequalification (PQL) in the past, but their **HHS Prequalification's Current Status is Expired or will be expiring soon.**

How It Works:

- Providers are encouraged to renew their HHS prequalification **before it expires.** The Health and Human Service (HHS) Prequalification Application is required to compete for Human/Client Service funding. The HHS PQL Application collects information to verify each organization's ability to establish or maintain a business relationship with the City.
- **Organizations must have an Approved HHS PQL Application to respond to human/client service solicitations released in PASSPort.**
- HHS prequalification may be used for City Council Discretionary award clearance. **Exception:** If an organization **only receives** City Council Discretionary award funding and **will not compete** for Human/Client Service Requests for Proposals (RFPs), complete the [Discretionary PQL Application](#) instead.
- **Important:** Nonprofits that are required to submit their annual NYS Charities Bureau Filings **must renew their HHS PQL application annually** in PASSPort to maintain prequalification. Only HHS prequalified providers are eligible to respond to Human/Client Service RFPs and compete for funding from City Agencies.

Tip: Best practice for providers approaching HHS prequalification expiration is to start the renewal 30 to 60 days prior to expiry.

HHS PQL applications are reviewed by the Mayor's Office of Contract Services (MOCS), and once an organization's PQL is again Approved, most nonprofits are **prequalified until their organization's [annual financial statement or report expires](#)**. Some organizations, such as for profits, will maintain prequalification for 3 years.

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Before We Begin

The steps below can be completed by users provisioned with the roles:

- **Vendor Admin**
- **Vendor Procurement L1** (cannot submit application to MOCS)
- **Vendor Procurement L2**

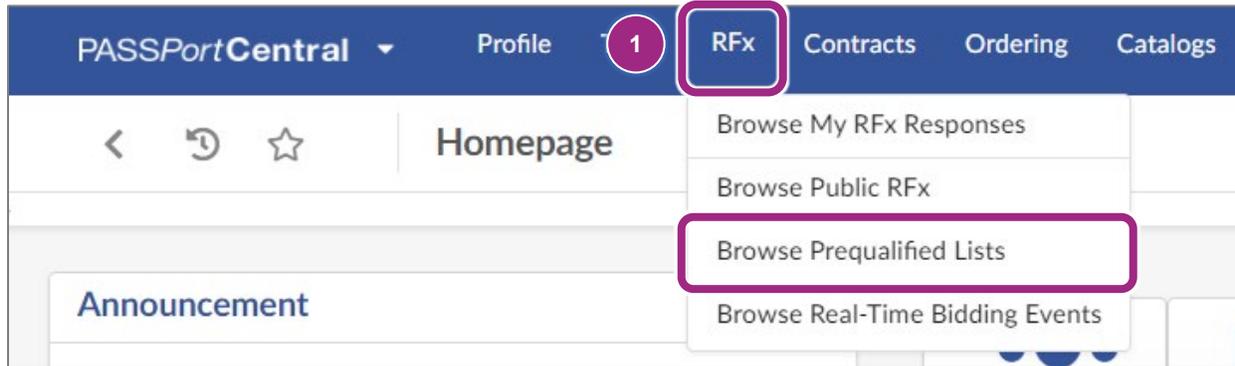
Proceed to [Find the HHS Prequalification List](#) in PASSPort.

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Find the HHS Prequalification List

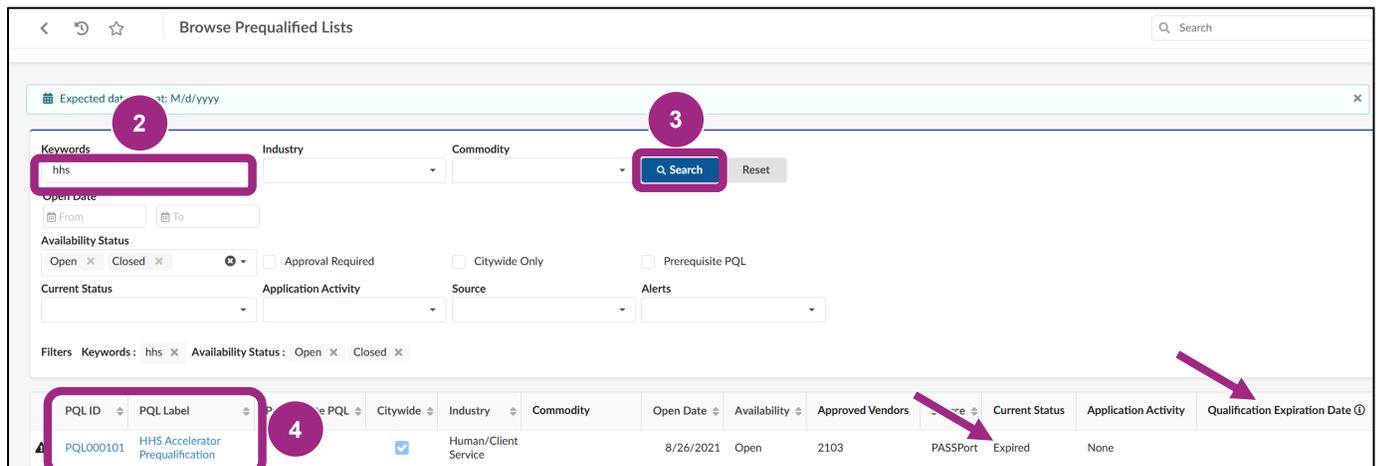
All prequalified lists in PASSPort are accessible from the same central location in PASSPort, including the HHS Accelerator Prequalification list. Follow the steps below to find and view the HHS Prequalification list.

1. From the PASSPort Homepage, or anywhere in PASSPort Central, click (or hover over) **RFx** in the top navigation and select **Browse Prequalified Lists** from the drop-down menu.



The Browse Prequalified Lists page displays with all open and closed prequalified lists.

2. To search for the HHS Accelerator Prequalification list, type “hhs” or “101” in the **Keywords** field.
3. Click the **Search** button and the list will display in the table below the search parameters. In this provider’s case, the Current Status of their prequalification is Expired. Providers who are still Approved will see a Qualification Expiration Date in the respective column.
4. Click the **PQL ID** or **PQL Label** to view the HHS PQL application.



The Overview tab of the HHS PQL application displays.

The **Overview** tab contains information related to the prequalified list and where your organization stands in relation to the list.

- a) The **PQL Information** section provides key information about the PQL, including the PQL ID, PQL Label, the Managing Agency, Industry and more.
- b) The **Vendor Status** section contains information specific to your organization related to the PQL such as the Application ID (a unique identifier related to your organization's PQL application), Application Activity status, your **Current Status** and the **Qualification Expiration Date**. Providers renewing their HHS PQL Application may have a Current Status of Approved or Expired. **Providers are encouraged to renew their HHS prequalification before it expires to avoid a lapse.**

Note: The Qualification Expiration Date is driven by the Validity End Date of Required Documents submitted in the Documents tab. The document's Validity End Date signifies the expiration of prequalification.

PQL Information

PQL ID: PQL000101

Availability: Open

PQL Label: HHS Accelerator Prequalification

Industry: Human/Client Service

Commodities:

Managing Agency: OFFICE OF CONTRACT SERVICES

Citywide

Open Date: 8/26/2021

Source: PASSPort

Close Date:

Approved Vendors: 2,103

Vendor Status

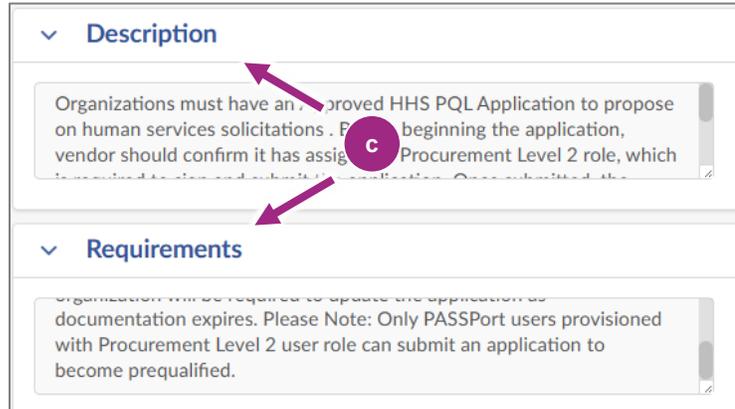
Application ID: PQA000735

Current Status: Expired

Application Activity: None

Qualification Expiration Date:

- c) The **Description** and **Requirements** sections provide a brief description of the PQL and any instructions or requirements that apply to the PQL.

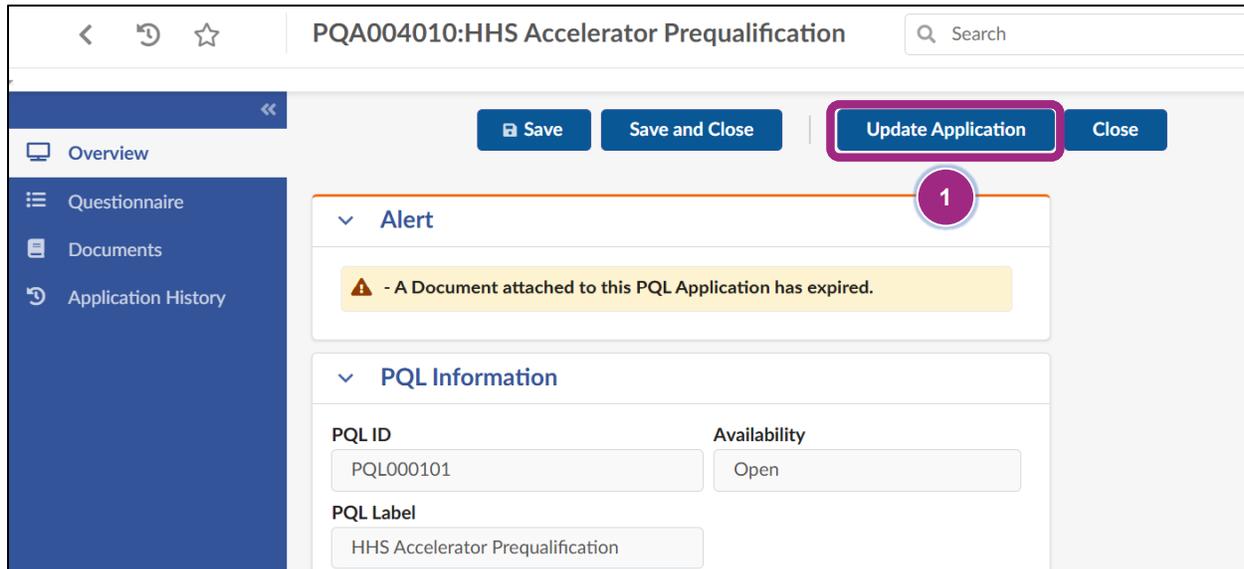


Proceed to [Update the HHS PQL Application](#).

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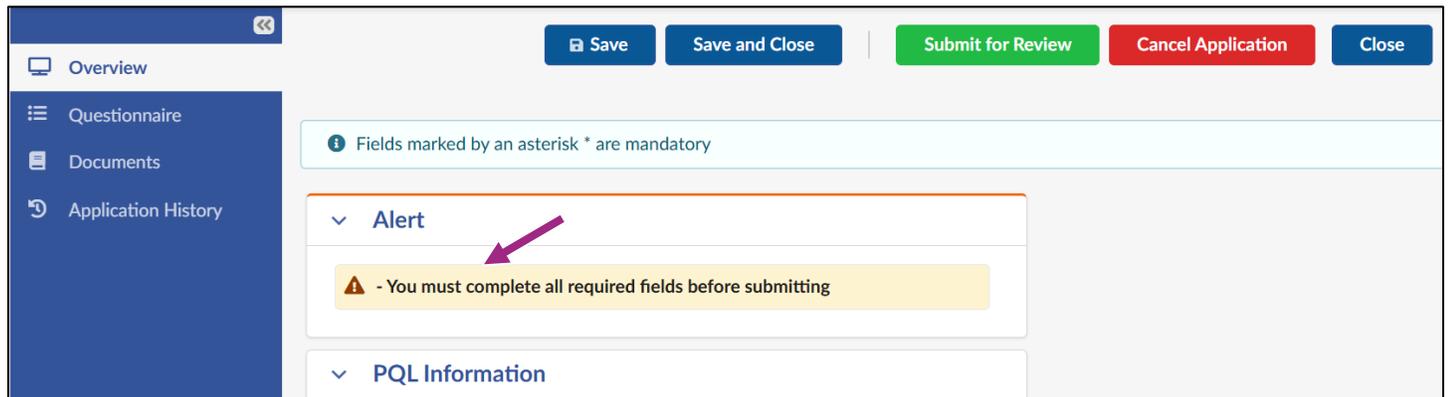
Update the HHS Accelerator PQL Application

1. In the Overview tab, click the **Update Application** button located at the top of the page.



2. The page refreshes creating a renewal Draft application and changes to some sections of the Overview tab and to the PQL:
 - New buttons appear at the top of the PQL: Save, Save and Close, Submit for Review, Cancel Application and Close.
 - In the Overview tab, a new Alert section will appear before the PQL Information section.
 - In the Vendor Status section, the Application ID will show the unique identifier of the application that was created, and Application Activity will update to Draft status.

Important: The renewal Draft application carries over documents from the most recently approved PQL application. **Be sure to remove and replace old, outdated documents with current ones.**



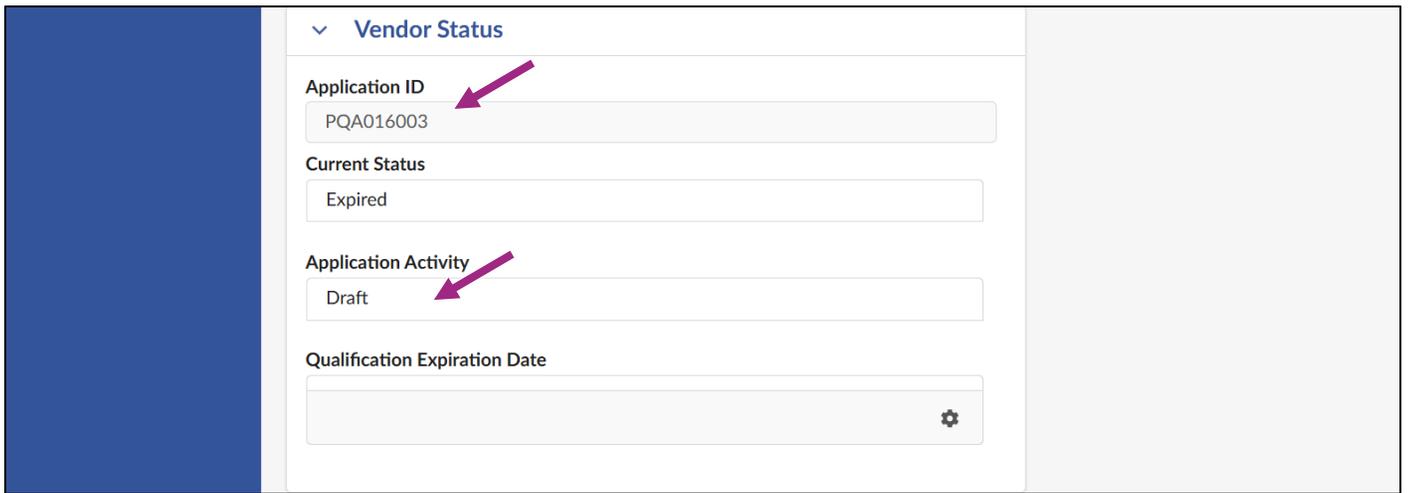
Vendor Status

Application ID
PQA016003

Current Status
Expired

Application Activity
Draft

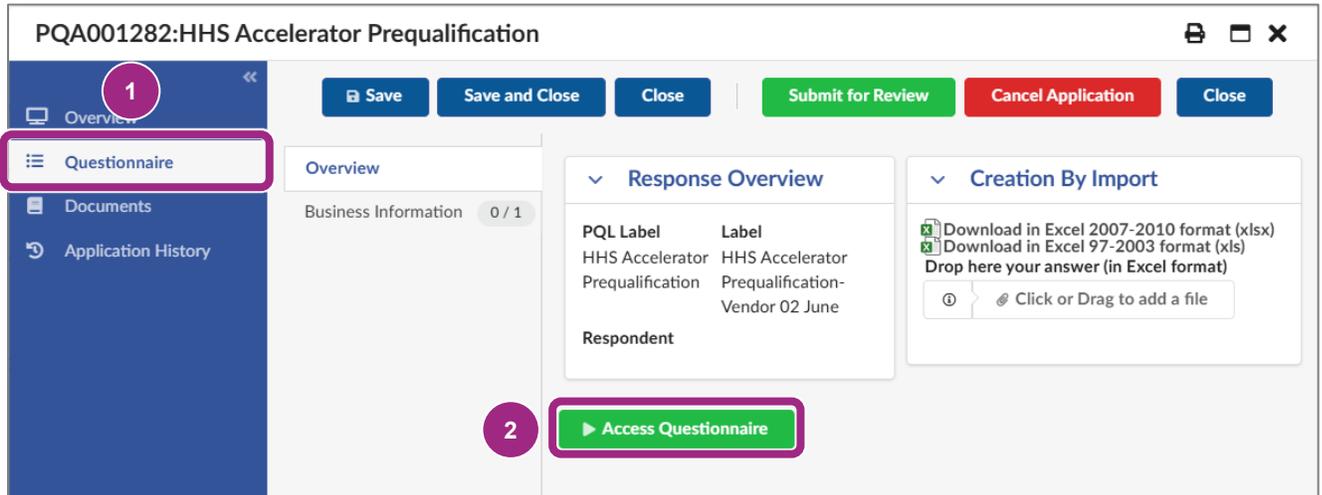
Qualification Expiration Date

A screenshot of a web application interface showing a 'Vendor Status' section. The section contains four input fields: 'Application ID' with the value 'PQA016003', 'Current Status' with the value 'Expired', 'Application Activity' with the value 'Draft', and 'Qualification Expiration Date' which is empty. Two red arrows point to the 'Application ID' and 'Application Activity' fields. A gear icon is visible in the bottom right corner of the 'Qualification Expiration Date' field.

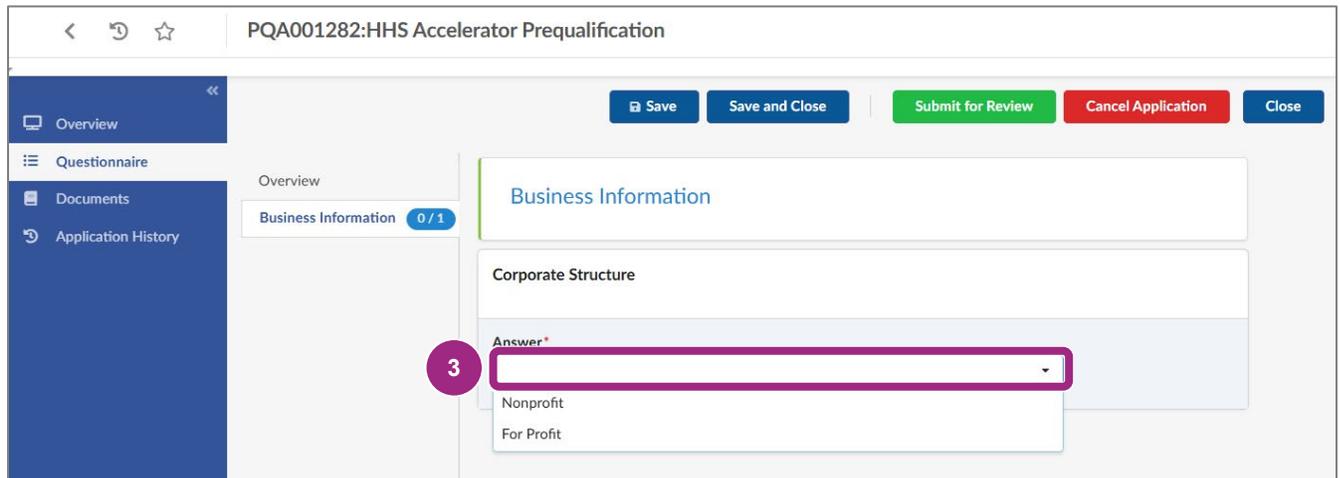
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Review and Complete the Questionnaire

1. In the HHS Accelerator PQL, go to the **Questionnaire** tab.
2. In the Questionnaire tab's Overview, click the green **Access Questionnaire** button to view the initial prompt in the Questionnaire's Business Information section.



3. The Business Information displays with the prompt to identify your organization's Corporate Structure. Click the **Answer** drop-down and select Nonprofit or For Profit. In a renewal application, this is pre-selected based on the previous PQL application. Do **not** update this **unless** the corporate structure changed.



The rest of the Questionnaire will display based on the Corporate Structure selected. Proceed to the relevant section in this guide: [Nonprofit Questionnaire](#) or [For Profit Questionnaire](#).

The Nonprofit Questionnaire

Vendors will be required to upload the **current versions** of key **business documents**, describe how their organization performs financial controls, and certify they have submitted a specific Financial Statement or Report in the Documents tab.

Required business documents for nonprofit organizations in the HHS Accelerator PQL Questionnaire:

- a. **Certificate of Incorporation** or Equivalent
 - b. **Board of Directors List** or Equivalent
 - c. **Corporate By-Laws** or Equivalent
 - d. **IRS Determination Letter** [501(c)3 exemption, **not** IRS 147c], if the answer is Yes to Tax Filing question.
 - e. **Conflict of Interest Policy and/or Board Conflict of Interest Policy**. Nonprofits are required to have this policy per the NYS Not-for-Profit Corporation Law and will certify they have and will upload the document.
 - f. **Whistleblower Policy**. Nonprofits are required to have this policy per the NYS Not-for-Profit Corporation Law and will certify they have and will upload the document.
1. To upload the business documents (a, b, c, d, e, and f), click the **Click or Drag to add a file** buttons by each business document listed, locate the file on your computer and select it.

Certificate of Incorporation or Equivalent
Upload a copy of the original Certificate of Incorporation or equivalent, and, if applicable, all amendment documents and the most recent Certificate of Incorporation or equivalent.

Answer

Click or Drag to add files **1**

Certificate of Incorporation.docx Certificate of Incorporation_2024.docx

Corporate By-Laws
Upload your organization's Corporate By-Laws.

Answer

Click or Drag to add a file

Corporate By-Laws as of 10.5.2022.docx

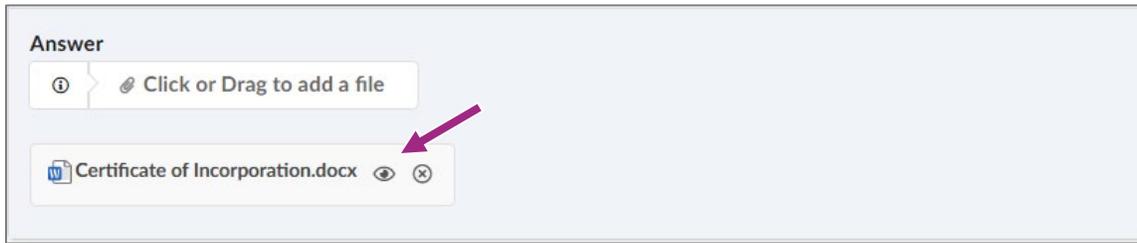
Board of Directors
Upload your organization's Board of Directors List.

Answer

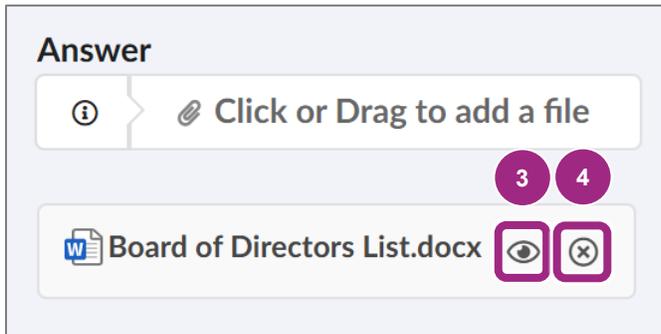
Click or Drag to add a file

Board of Directors List.docx

- Each uploaded file will appear below the Click or Drag to add a file button.



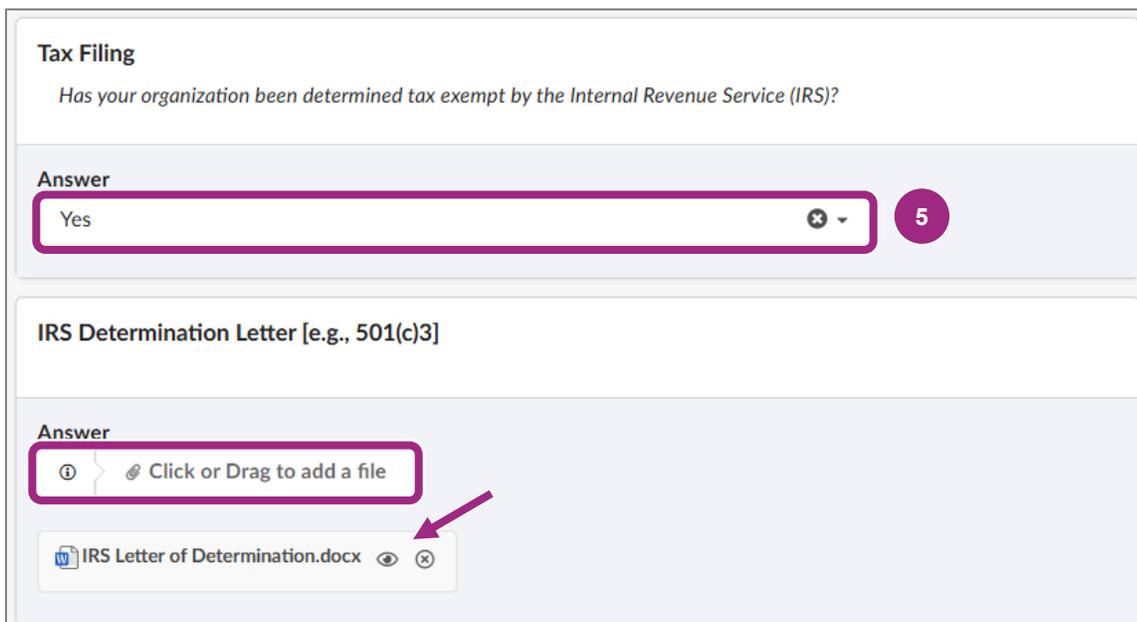
- Click the **preview** icon to the right of the file name to preview and verify the correct file was uploaded.
- Click the encircled **X** to the right of the preview icon to remove outdated and incorrect documents from the PQL application. Upload the correct file.



- Respond to the Tax Filing question: Has your organization been determined tax exempt by the Internal Revenue Service (IRS)?

If Yes is selected from the Answer drop-down, a new prompt to upload the IRS Determination Letter 501(c)3 appears. For tax exempt organizations, click the **Click or Drag to add a file** button to locate the 501(c)3 on your local computer and select it. The document will appear below.

Note: Tax exemption applies to most nonprofit organizations and, therefore, most nonprofits should select Yes and submit their 501(c)3.



6. Read the Conflict of Interest Policy instructions.
7. To certify, click the **Answer** drop-down and select from the drop-down **I certify that my organization has a Conflict of Interest Policy and/or a Board Conflict of Interest Policy, and I am uploading a copy of the policy(ies)**. If you do not have a policy, your application will not be approved.

Note: All nonprofit organizations must have an internal Conflict of Interest Policy (per New York State law).

8. Enter a **Comment** to explain your response. If **I do not certify** was selected, then the comment is required.
9. Click the **Click or Drag to add a files** button to locate the policy on your local computer and select it. The document will appear below.

Conflict of Interest Policy and/or Board Conflict of Interest Policy

According to the Nonprofit Revitalization Act, all nonprofit organizations are required to have a Conflict of Interest Policy and/or Board Conflict of Interest Policy. Using the drop-down menu below, please certify. Upload all documents as a single attachment.

Answer

I certify that my organization has a Conflict of Interest Policy and/or a Board Conflict of Interest Policy, and I am uploading a copy of the policy(ies).

Comment

My organization maintains a policy. Attaching the latest version with the most recent updates to policy|

Attachment*

Click or Drag to add a file

CommodityEnrollmentSupportingDoc.docx

In the scenario above, the wrong document was uploaded and will have to be replaced with the organization’s policy document as one file.

Note: This document cannot be deleted in the same way as the previous documents via the X icon which is unavailable here. In this case, and for the Whistleblower Policy, the way to remove it and add a new policy document is to replace it via the **Click or Drag to add a file** button and select a new file to replace it.

10. Read the Whistleblower Policy instructions.
11. To certify, click the **Answer** drop-down and select from the drop-down **I certify that my organization has a Whistleblower Policy, and I am uploading a copy of the policy OR I certify that my organization’s revenue does not exceed \$1,000,000 and is exempt from having a Whistleblower Policy**. If certifying that your organization is exempt, the Attachment is not required.

12. Click the **Click or Drag to add a file** button to locate the policy on your local computer and select it. The document will appear below.

Tip: Refer to your IRS 990 form to verify your organization's annual revenue.

The screenshot shows a form titled "Whistleblower Policy". The text reads: "According to the Nonprofit Revitalization Act, Nonprofits with revenues that exceed \$1,000,000 are required to have a Whistleblower Policy. Using the drop-down menu below, please certify whether your organization has a Whistleblower Policy or is exempt from this requirement. If your organization is subject to the requirement, upload a copy of your organization's policy." A callout '10' points to this text. Below is an "Answer" field with a drop-down menu containing the text "I certify that my organization has a Whistleblower Policy, and I am uploading a copy of the policy." A callout '11' points to this field. Below the answer field is an "Attachment*" section with a "Click or Drag to add a file" button. A callout '12' points to this button. Below the button, a file named "Whistleblower Policy as of 10.5.2022.docx" is shown with a red minus sign to its right.

If the wrong file was uploaded, replace it by uploading a new one via the **Click or Drag to add a file** button.

13. To answer the **Financial Controls Part 1** and **Part 2** questions, click the **Answer** drop-down and make the selection that matches your organization's financial practice. In some cases, providing a **Comment** is required. Required Comments will have a red asterisk *.

- a. **Part 1:** Does your organization require two individuals to sign each check?
 - Select **Yes** if this is the case and add an optional **Comment** for clarification. Or,
 - Select **No [Please explain]** and then add a required **Comment** to explain why your organization does not have this financial control.
- b. **Part 1 (Continued): If yes**, indicate when two individuals are required to sign each check.
 - Select **All Checks** and add an optional **Comment** for clarification. Or,
 - Select **Above a specific amount (enter amount)** and enter the amount in the required **Comment** field.
- c. **Part 2:** Are different staff members responsible for authorizing and recording financial transactions?
 - Select **Yes** if this is the case and add an optional **Comment** for clarification. Or,
 - Select **No [Please explain]** and then add a required **Comment** to explain why your organization does not have this financial control.

Financial Controls Part 1
Does your organization require two individuals to sign each check?

13

Answer

Comment

Financial Controls Part 1 (Continued)
If yes, indicate when two individuals are required to sign each check.

Answer

Comment*

Financial Controls Part 2
Are different staff members responsible for authorizing and recording financial transactions?

Answer

Comment

14. Read the instructions under the Documents Tab Certification – Filings Documents – Charities Filing or Exemption Documentation. This final prompt in the Questionnaire will be to certify that your organization, as a nonprofit, has uploaded the **most recent Charities Bureau Annual Filing, supporting documentation for filing exemption, or a 30-day extension request** into the Documents tab of this PQL application.

At this point, go to the Documents tab to [Add a Required Document](#). After adding the document, click the **Questionnaire** tab to certify you uploaded the Charities Filing or Exemption or 30-day extension request.

15. To complete the certification, click the **Answer** drop-down and select **one of eight available options** based on whether your organization is new to filing, exempt from filing, requests a 30-day extension to file a copy of the financial statement, or select the option corresponding to the organization's annual revenue and the associated Charities Bureau requirement.

Note: Your selection determines the [financial document\(s\)](#) to be added in the Documents tab. It's common for organizations to submit the wrong or incomplete documentation which will result in a returned application requiring revisions.

Important: To obtain a 30-day extension for either the CPA report on financial statements or the CPA Audited Financial Statements, select the appropriate option in the drop-down. You must upload a signed letter on letterhead requesting the extension along with the CHAR500 and IRS 990.

For example, if an organization is **brand new to Filing** with the Charities Bureau they should select **I certify that the organization is new to Filing with the Charities Bureau and a CHAR500 is not yet due, and I have uploaded a copy of the filed CHAR410 in the Documents tab.**

Documents Tab Certification - Charities Filing or Exemption Documentation

To become prequalified, all nonprofits are required to submit their most recent New York State (NYS) Charities Bureau Annual Filing, including required attachments, such as IRS 990 and CPA Review/Audit as one electronic file. If your organization is exempt from filing with the NYS Charities Bureau, your organization is required to submit an Exemption Letter from NYS Charities or a letter on your business letterhead explaining why your organization is exempt and your organization's 12-month Financial Statement. Please refer to the NYS Charities Bureau to see what is required for your organization. The HHS Prequalification requirements align with the requirements of the NYS Charities Bureau.

How to upload Filings Document or Exemption Letter:
Please visit the [Resources Library](#) on the MOCS website, find the section called **Show the City Who You Are** and read the **Submit the HHS Prequalification (PQL) Application** guide.

Filings Document Validity Start and End Dates:
In the Documents tab, nonprofits are required to add the Required Document (Annual Filing or Exemption) either by (1) uploading from their computer or (2) linking from the PASSPort Vault. The **Validity Start Date** should be the **HHS PQL application submission date**. The **End Date** should be the organization's **next Charities Bureau Filing Due Date**. To determine the Due Date of the organization's next annual filing, contact the NYS Charities Bureau or review the Annual Filing Schedule in the **Submit the HHS Prequalification (PQL) Application** guide.

Exemption Letter:
If adding an Exemption Letter, the **Validity End Date** for the document is three years from the HHS PQL application submission date. **Example:** If the submission date is March 4, 2025, the **Validity End Date** for an Exemption Letter is March 4, 2028.

Note: If the Required Document is to be **linked** from the PASSPort Vault to the PQL application, it's required to change the **Validity Start and End Dates** via the PASSPort Vault **prior to linking**. Refer to the [Resources Library](#) to access the **Submit the HHS Prequalification (PQL) Application** guide for instructions to change the document's Start and End Dates.

Important: When the document's **Validity** expires, your organization's HHS PQL Application status will change from **Approved** to **Expired**.

Using the drop-down below, please certify that your organization has added the necessary documentation in the Documents tab of this PQL application.

14

15

Answer

Go to the [Add a Required Document](#) section to proceed.

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The For Profit Questionnaire

Vendors will be required to upload the current versions of key **business documents**, describe how their organization performs **financials controls**, and **certify** that they will submit a Financial Statement or Report in the Documents tab.

Required business documents for For Profit organizations in the HHS PQL Questionnaire:

- a. **Articles of Organization** or Equivalent
- b. **Board of Directors List** or Equivalent
- c. **Corporate By-Laws** or Equivalent

Important: Each organization is different based on the [type of organization](#) and how it operates. Your organization may follow the special scenario guidance provided below each document prompt. For example, if your organization has had amendments to your Articles of Organization, the upload must include all amendments with the article in one file.

1. To upload the business documents, click the **Click or Drag to add a file** button by each business document listed, locate the file on your local computer and select it.

Articles of Organization or Equivalent

Upload a copy of your company's original Articles of Organization or equivalent, and, if applicable, all amendment documents, and the most recent Articles of Organization or equivalent. If you are a sole proprietor, an equivalent document is a Business Certificate.

Guidance for Foreign or Out-of-State Businesses: Please include an Application for Authority with the Articles of Organization or Equivalent. Note, in order to do business with the City of New York, your organization must be filed with the NYS Department of State (DOS). For more information on this process, please reach out to NYS DOS.

DBA Names: If your organization has a DBA name, please include your Certificate of Assumed Name or equivalent certificate in the document that you upload.

Answer

Board of Directors List or Equivalent

Upload a copy of your Board of Directors List. If your organization does not have a board, please upload a copy of your Shareholders List and be sure to include the number of shares and percentage held by each shareholder. If you are a sole proprietor, please upload a signed letter on your business letterhead certifying that your organization has neither a board nor shareholders.

Answer

  Click or Drag to add a file

Corporate By-Laws or Equivalent

Upload a copy of your organization's Corporate By-Laws. If your organization does not have Corporate By-Laws but has an Operating Agreement, please upload a copy of the Operating Agreement. If you are a sole proprietor, please upload a signed letter on your business letterhead certifying your organization does not have By-Laws.

Answer

  Click or Drag to add a file

- Each uploaded file will appear beneath the Click or Drag to add files button.

Answer

  Click or Drag to add files

 Articles of Incorporation.docx  

- Click the **preview** icon to the right of the file name to preview and verify the correct file was uploaded.
- If the wrong file is uploaded, click the encircled **X** to the right of the preview icon to remove it from the PQL application. Upload the correct file.

Answer

  Click or Drag to add a file

 Board of Directors List.docx  

5. To answer the **Financial Controls Part 1** and **Part 2** questions, click the **Answer** drop-down and make the selection that matches your organization's financial practice. In some cases, providing a **Comment** is required. Required Comments will have a red asterisk *****.
- a. **Part 1:** Does your organization require two individuals to sign each check?
 - Select **Yes** if this is the case and add an optional **Comment** for clarification. Or,
 - Select **No [Please explain]** and then add a required **Comment** to explain why your organization does not have this financial control.
 - b. **Part 1 (Continued):** If yes, indicate when two individuals are required to sign each check.
 - Select **All Checks** and add an optional **Comment** for clarification. Or,
 - Select **Above a specific amount (enter amount)** and enter the amount in the required **Comment** field.
 - c. **Part 2:** Are different staff members responsible for authorizing and recording financial transactions?
 - Select **Yes** if this is the case and add an optional **Comment** for clarification. Or,
 - Select **No [Please explain]** and then add a required **Comment** to explain why your organization does not have this financial control.

Financial Controls Part 1

Does your organization require two individuals to sign each check?

5

Answer

Yes

Comment

Yes, 2 individuals sign each check when the value is over a specific amount.

Financial Controls Part 1 (Continued)

If yes, indicate when two individuals are required to sign each check.

Answer

Above a specific amount (enter amount)

Comment*

When the check amount is \$500 or more.

Financial Controls Part 2

Are different staff members responsible for authorizing and recording financial transactions?

5

Answer

Yes

Comment

Yes, we are practicing separation of duty to mitigate risk.

6. Read the instructions under the Documents Tab Certification – Filings Documents – Financial Statement. This final prompt in the Questionnaire will be to certify that your organization has uploaded the necessary documentation into the Documents tab of this PQL application.

At this point, you may skip to the [Add a Required Document](#) section in this guide, **then return to complete the final step in the Questionnaire** to certify you uploaded the Financial Statement per the instructions provided.

7. To certify, click the **Answer** drop-down and select the only available option, **I certify that I have uploaded a copy of my 12 mo. Financial Statement OR Profit and Loss Statement in the Documents Tab.**

Documents Tab Certification - Filings Documents - Financial Statement

All for-profit corporations are required to submit a 12-month Financial Statement or Profit & Loss Statement to become prequalified. If your organization was formed in the last 12 months, upload your 12-month Projected Budget.

How to upload Filings Document:

1. Navigate to the "Documents" tab on the left-hand navigation pane of this application; 2. Click the pencil icon next to the "Financial Statement or Report" Document Type; 3. Upload the required document as **one single PDF**; 4. Include a "Document Name" and "Validity Period".

Document Validity Period Dates:

In the "Documents" tab you will also be required to input a Validity Period for your document submission. "Begin Date" should be the HHS PQL application submission date; "Expiration Date" should be three years from the HHS PQL application submission date (ex: Begin Date: 8/23/21 - Expiration Date: 8/23/24). When the validity period expires, your organization's HHS PQL Application Status will change from "Approved" to "Expired" and you will be required to update your Application with current documentation.

Using the drop-down below, please certify that your organization has uploaded the necessary documentation into the "Documents" tab of this PQL application.

6

Answer

I certify that I have uploaded a copy of my 12 mo. Financial Statement OR Profit and Loss Statement in the Documents Tab

7

Go to the [Replace the Required Document](#) section to proceed.

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Replace the Required Document

Nonprofits should first review the [list of Required Documents for Nonprofit Filers](#). For Profits will submit either 12 mo. Financial Statement **or** Profit and Loss Statement. All required documents must be combined into one pdf for upload.

To replace the Required Document(s) in the Documents tab, follow the steps below to access the Manage Documents window where you will first unlink the old document and replace by uploading your document from your computer or linking to it from the PASSPort Vault.

1. Click the **Documents** tab in the left navigation to view the Required Documents section. The Required Documents table displays with the Document Type (Financial Statement or Report), its Document Label, Status, Expiration Date and Validity. When there is no document attached the Status shows Pending Upload.
2. Click the **Manage Documents** button to edit the Required Document in this PQL application.

Document Type	Document Label	Document Name	Last Modified By	Last Modified Date (Your Local Time)	Status	Begin Date	Expiration Date	Validity
Financial Statement or Report	Filings Document (i.e. Charities or Financial Statement)	Char 500.pdf	Tiberius	1/24/2022 10:31:41 PM	Uploaded	1/24/2022	11/15/2022	●

3. The Manage Document window opens. Here you will be able to unlink and then **link to an existing file in the Vault** or **upload a file from your computer** to the application.

Important: You must upload all required documents in a combined PDF as certified in the questionnaire.

Document Type	Document Name	File	Agency Label	Status	Upload Date	Last Modified
Financial Statement or Report	--	Link File	--	PENDING UPLOAD	Sep 19, 2024	Oct 09, 2024

Important: Before proceeding, please note that the document's **Validity** (Start and End Dates) must meet the criteria specified in the final prompt of the Questionnaire.

The **Start Date** must be the date of HHS Accelerator PQL application submission.

The **End Date** must be:

- a) For NYS Charities filers: Enter the [deadline for the next filing year](#), or 30 days for an extension request.
- b) For For Profits and Nonprofits exempt from Charities filings: Enter the date 3 years out from HHS Accelerator PQL submission (Start Date).

Adding a new required document can be done in one of two ways ([unlink the old document first!](#)):

Option 1: [Upload a document from your computer](#) (set Validity Dates upon upload) or

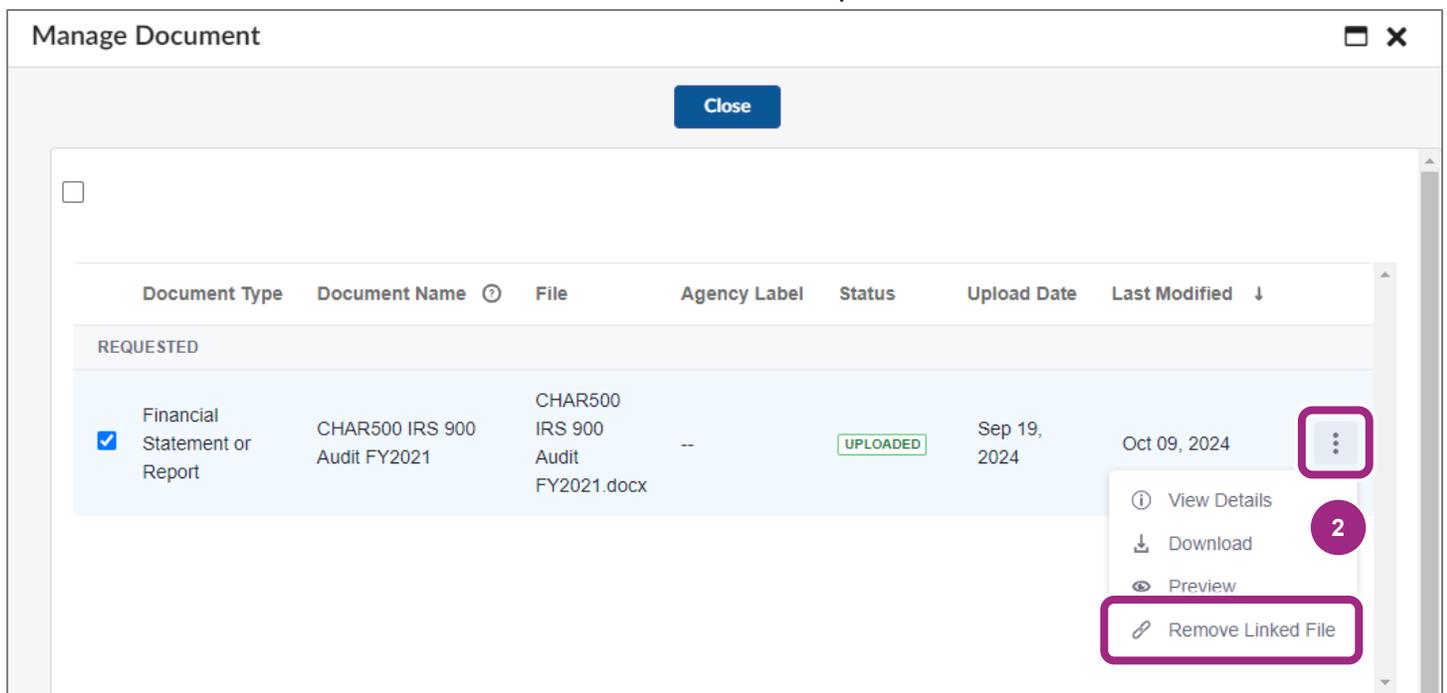
Option 2: [Link a document via the Vault](#) (change / verify Validity Date via Vault prior to linking).

Unlink the Old Required Document

In the HHS PQL renewal application, **providers must first unlink the required document** copied over from the previous PQL application. The Manage Document window enables vendors to remove the old document from their renewal HHS PQL application. This process is called unlinking. **After unlinking the old document**, proceed with replacing the document and editing the Validity period.

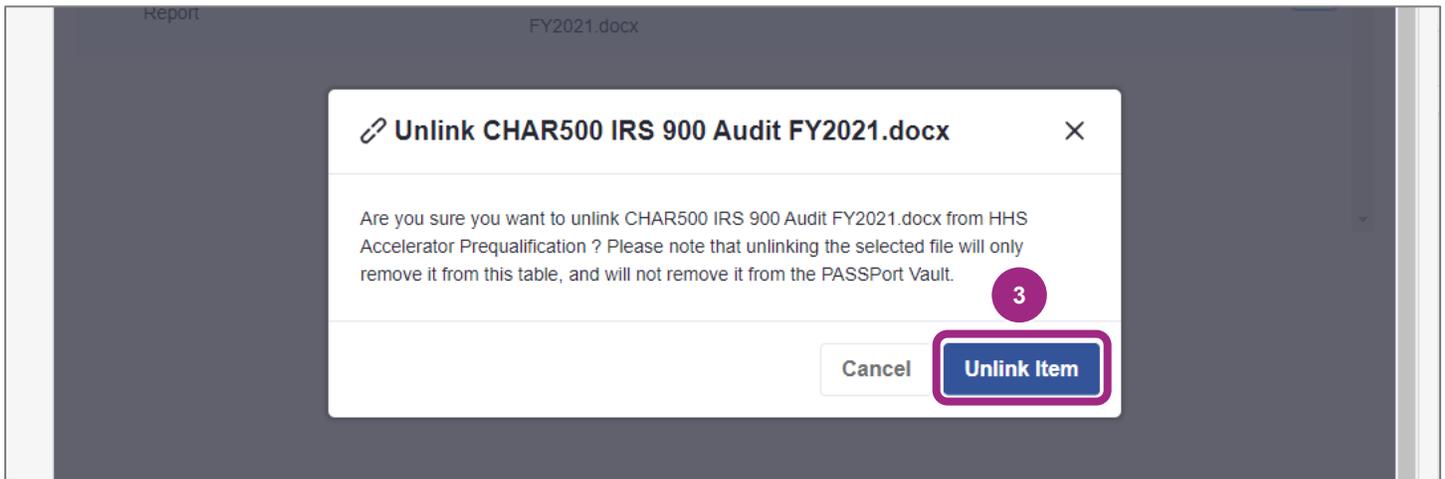
Follow the steps below to unlink the current document from the renewal PQL application.

1. Follow the instructions in the [previous section](#) of this guide to open the Manage Document window.
2. To unlink your document, click the vertical **ellipsis** (3 dots) to the right of the document's Last Modified date. Select **Remove Linked File** from the drop-down menu.



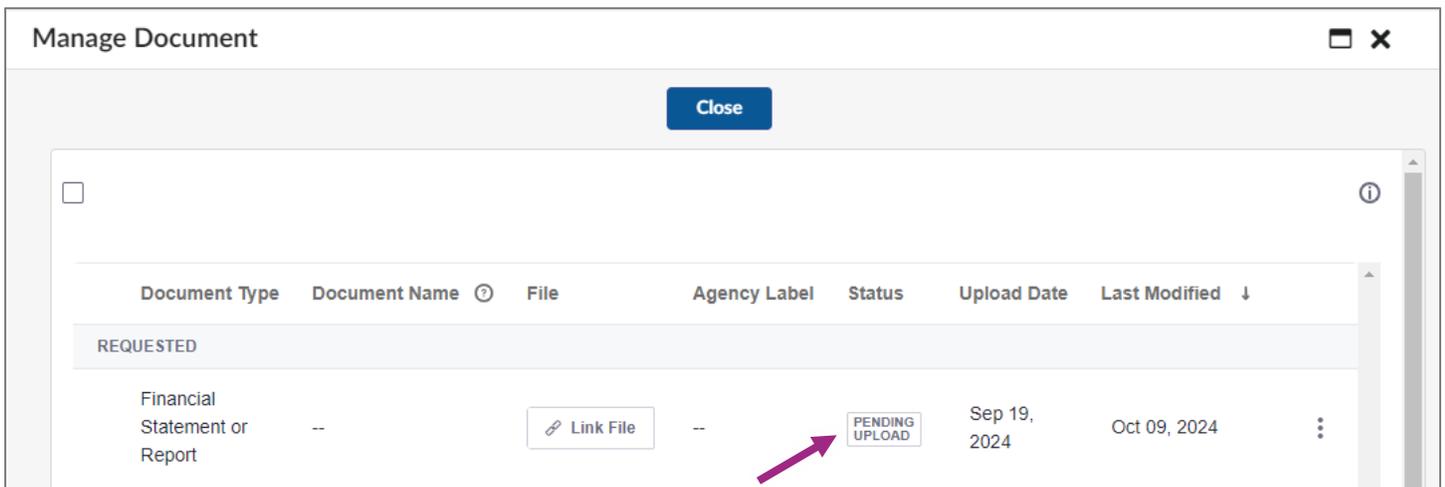
A pop-up window appears to confirm whether you wish to proceed with unlinking the document.

3. Click the **Unlink Item** button to proceed with unlinking the document from the PQL application.



The pop-up disappears and the Manage Document window becomes visible again.

4. The Requested Document's **Status** becomes Pending Upload meaning it is now possible to proceed with adding a new Financial Statement or Report via the Link File button.



Proceed to **replace the Required Document** using one of the following methods:

Option 1: [Upload a document from your computer](#) (set Validity Dates upon upload) or

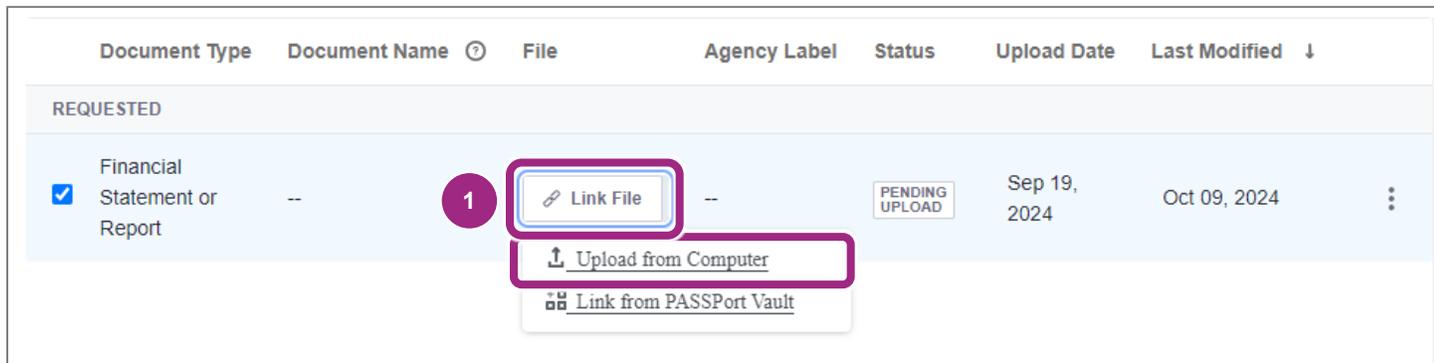
Option 2: [Link a document via the Vault](#) (change / verify Validity Date via Vault prior to linking).

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Option 1: Upload a Document From Your Computer

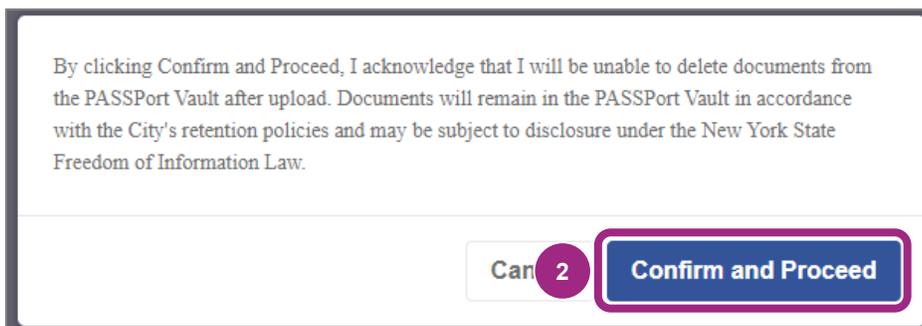
Choose this option if you need to **upload** the document from your computer. Follow the instructions below to attach it to your PQL application. Remember to **first** [unlink the old document](#).

1. Click the **Link File** button, then select **Upload from Computer** from the drop-down menu.



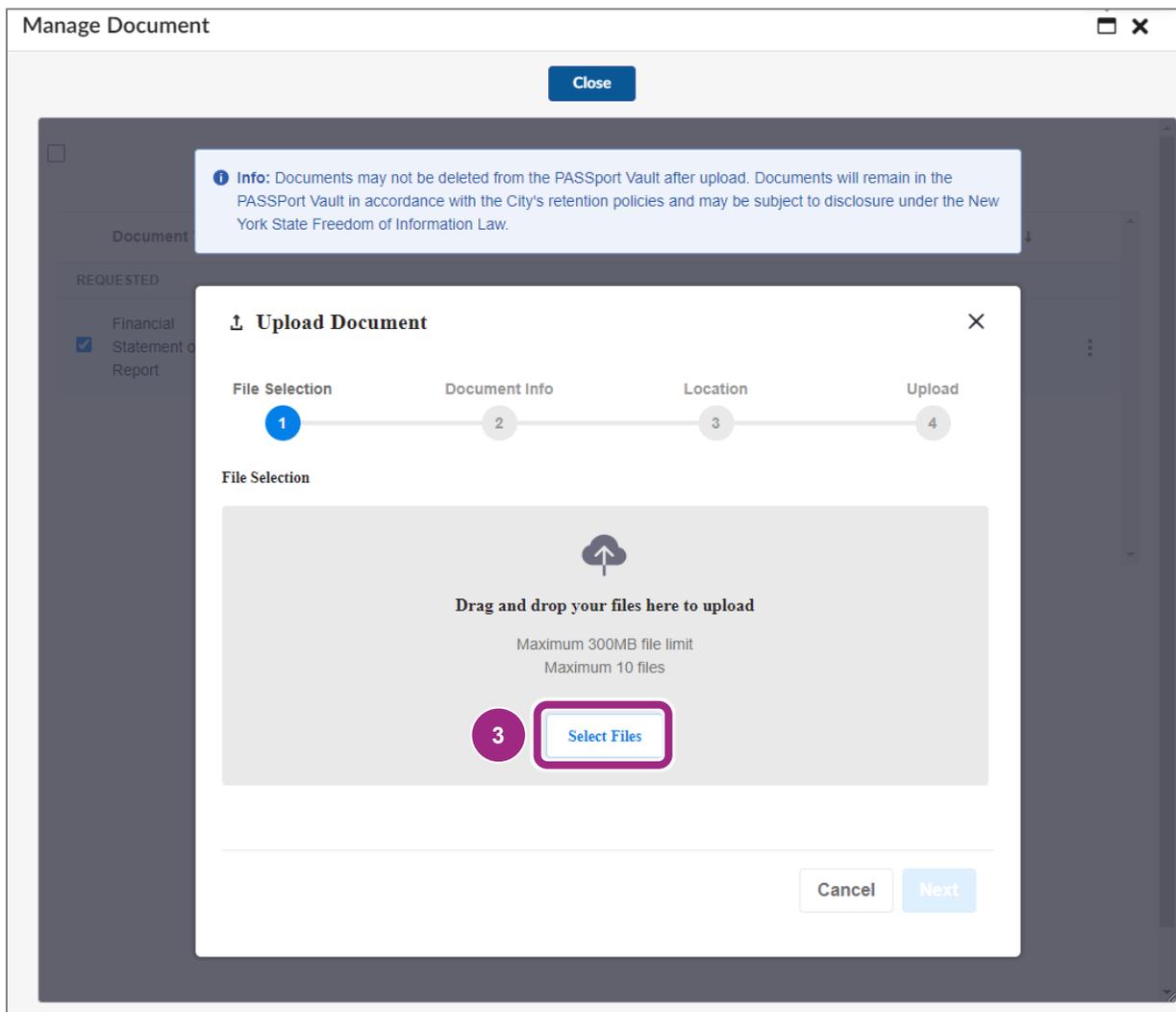
A window with a message appears. Confirm you understand that any files uploaded to the Vault cannot be deleted after upload in accordance with City record retention policies and may be subject to FOIL.

2. Read the message and click the **Confirm and Proceed** button to continue.

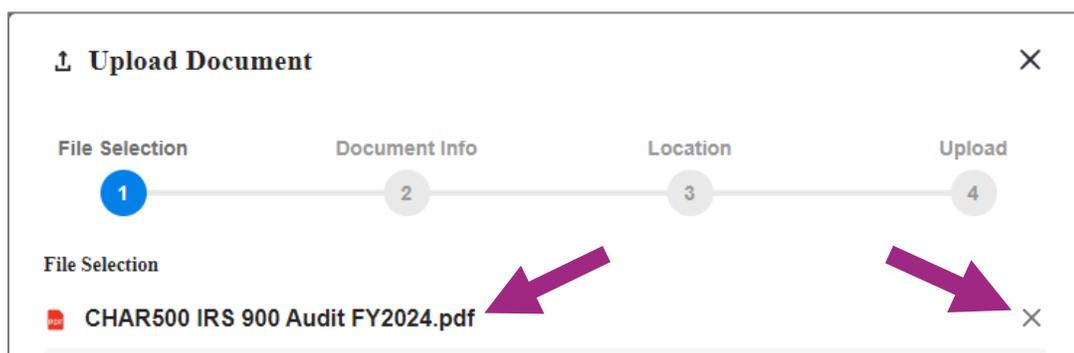


The Upload Document window displays.

3. Click the **Select Files** button to find and select the document on your computer.

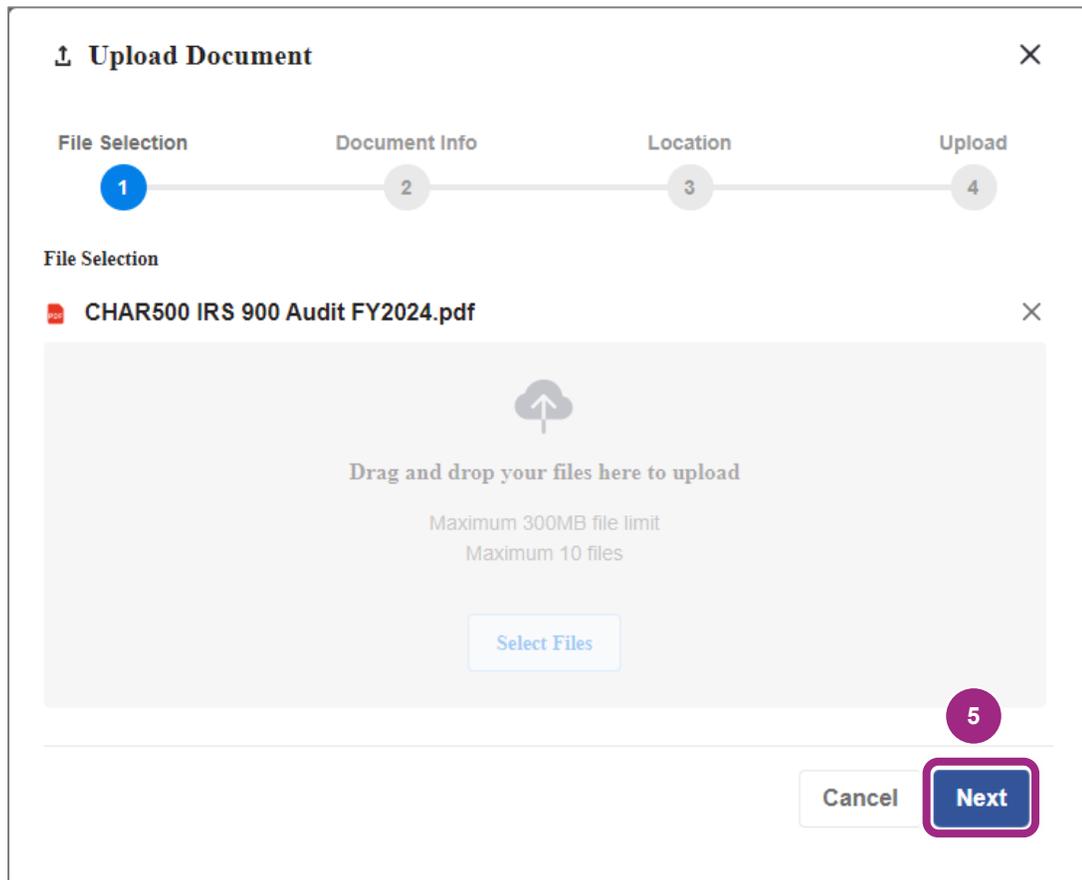


4. After a file is selected from your computer, the name will display in the File Selection section. **If the wrong file was selected**, click the **X** to the right of the file listed and repeat step 3.

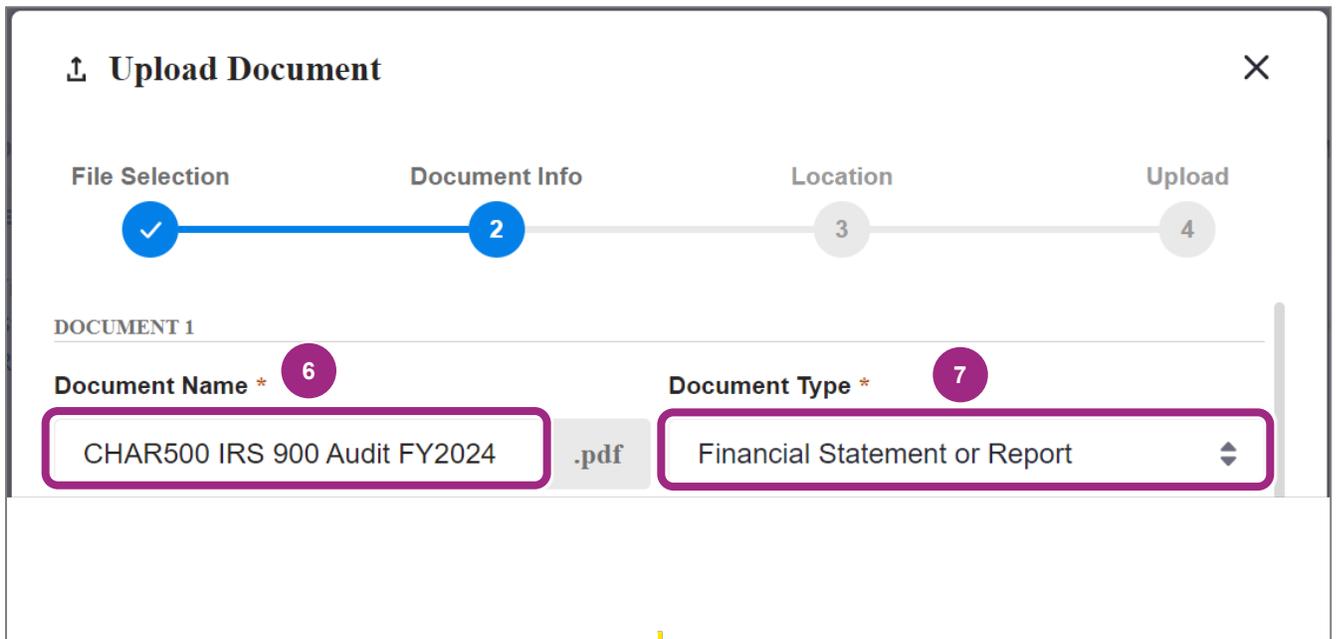


Tip: Document names in PASSPort must be shorter than 50 characters. Refer to the [Upload Files to the Vault](#) guide for more information.

5. Click the **Next** button to continue to the next Upload Document screen, Document Info.



6. Optional: In Document Info, edit the **Document Name** by typing a new name in the text field.
7. Click the **Document Type** drop-down and select **Financial Statement or Report** from the list.



8. Select the **Start Date** which will be the day of HHS PQL application submission.
9. Select the **End Date**.
 - Nonprofits should select their **next annual [NYS Charities Bureau filing Due Date](#)**.
 - Nonprofits **exempt** from submitting annual Charities Bureau filings and For Profit entities should choose the date 3 years from the application submission date.
 - Nonprofit requests for 30-day extension should choose 30-days from application submission date.
10. Optional: Add tags and a description to help you and your colleagues find this document in the Vault. **Tip:** Refer to the [Upload Files to the Vault](#) guide for more information on tags.
11. Click the **Next** button and proceed to the Location step.

The screenshot shows a form with the following elements:

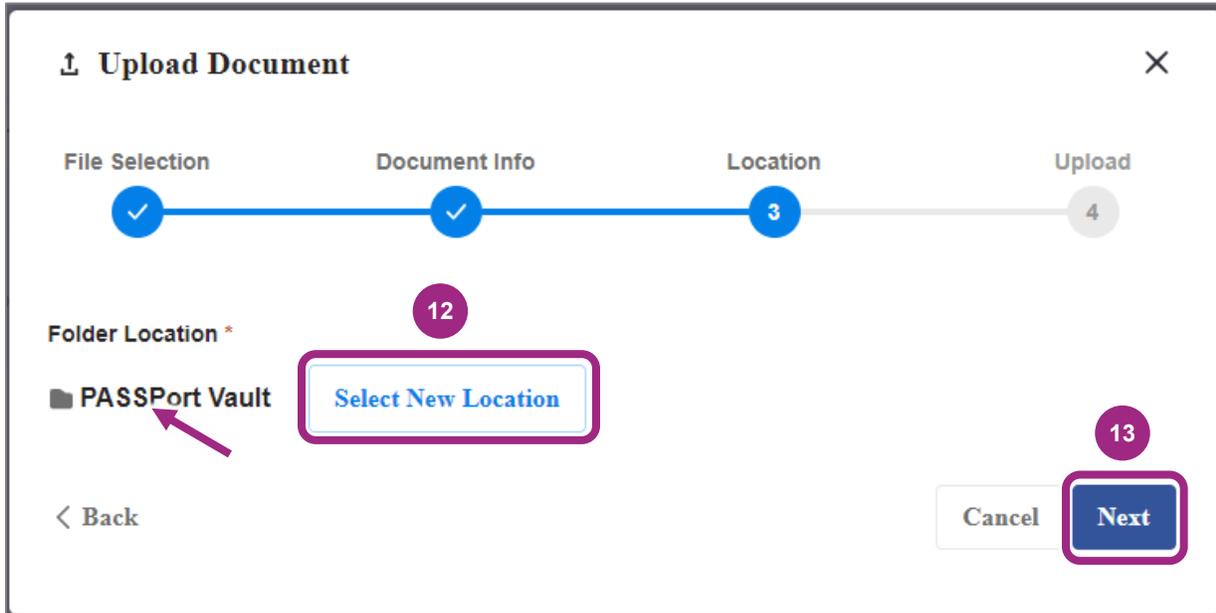
- Start Date *** (8): A date picker field containing "10-10-2024".
- End Date *** (9): A date picker field containing "05-15-2025".
- Tags** (10): A text input field with the placeholder text "Use a comma to enter tags".
- Description** (10): A larger text input field.
- Character Count** (10): "0/255 Characters" displayed below the description field.
- Navigation** (11): A "Back" button with a left arrow, a "Cancel" button, and a "Next" button.

12. In Location, review the Folder Location which defaults to the main PASSPort Vault folder.

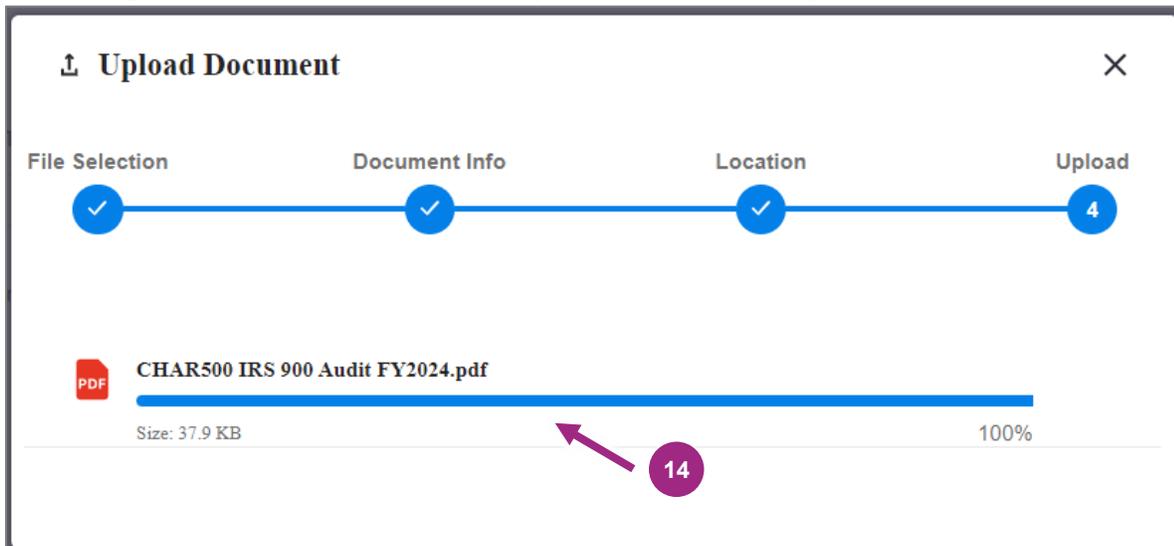
Optional: To change the destination folder, click the **Select New Location** button and choose the new location.

Tip: Refer to the [Vault Best Practices](#) guide on organizing documents and folders.

13. Click the **Next** button to proceed to the final Upload step.

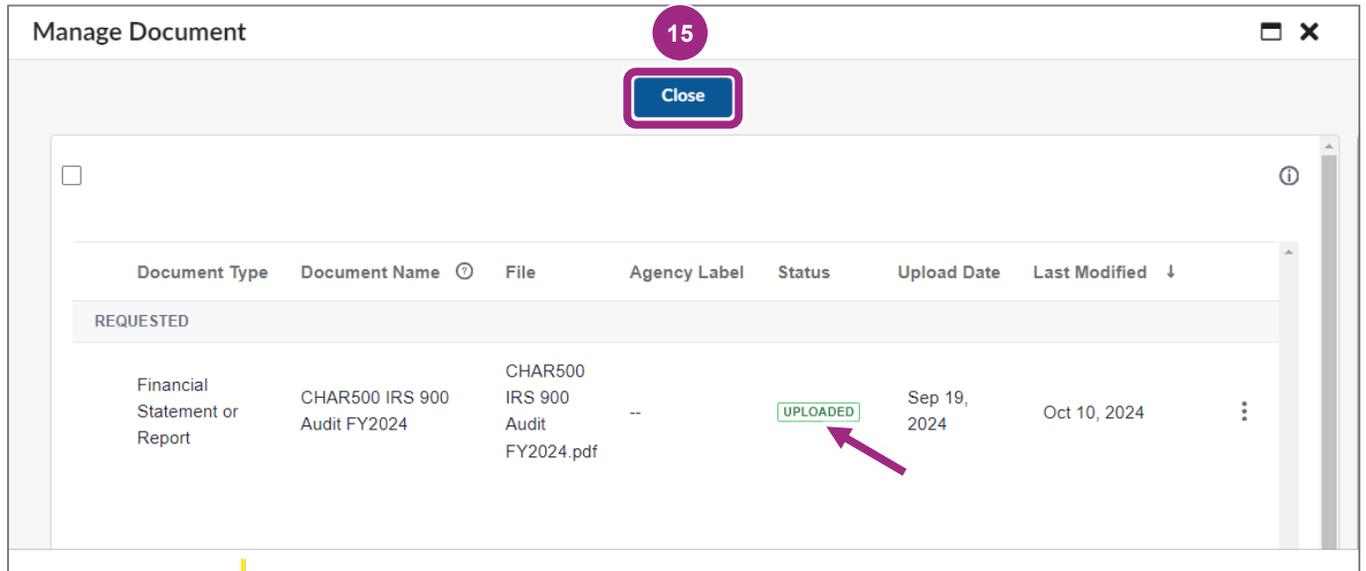


14. In Upload, you should see your PDF and filename with a progress meter below as it is uploading. After a successful upload, you will see the progress meter show 100%.



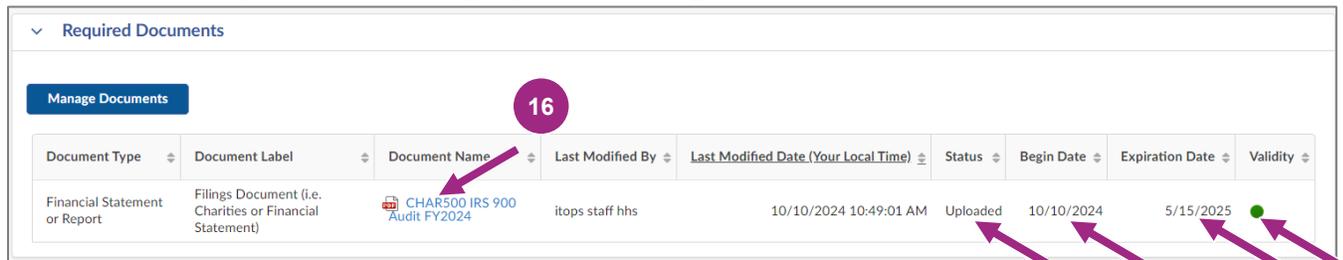
Tip: If your log in session times out or if the PDF doesn't upload as expected, be sure to completely log off PASSPort and close your web browser, then try again. After upload, you are returned to the Manage Documents window.

15. Review and confirm the correct file is uploaded, then click the **Close** button at the top of the window to return to the Documents tab.



16. In Required Documents, confirm the Document Name shows the uploaded file with the file icon in the table.

Note: The Start and End Dates appear in the table as the Begin and Expiration Dates. When the document expires, the Validity updates from green to red.



At this point, you can complete the final prompt in the Questionnaire and then [submit your HHS PQL renewal application to MOCS for review.](#)

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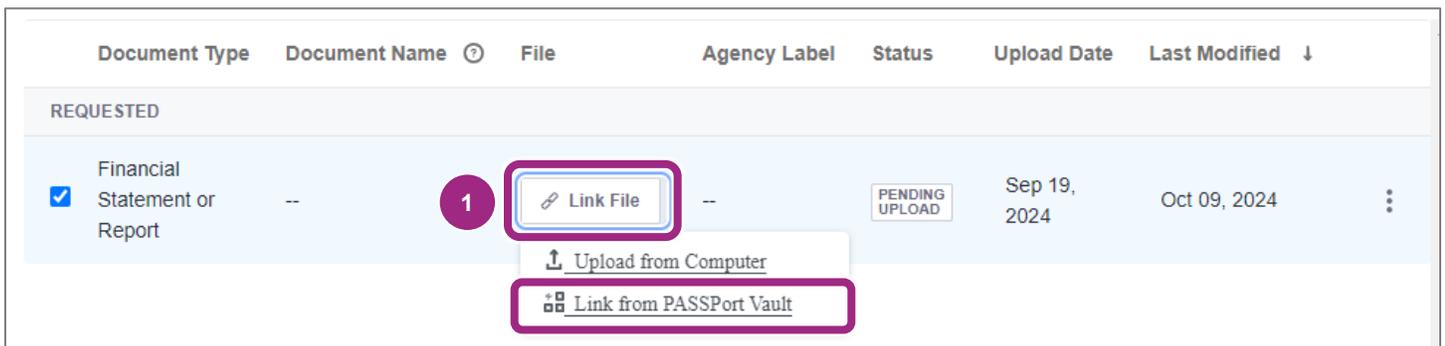
Option 2: Link a Document Via the Vault

Choose this option when you have the latest Financial Statement or Report already in your organization's PASSPort Vault and have confirmed the Validity (**Start and End Dates**) meet the requirements for HHS Accelerator PQL submission (listed above).

Important: Changes to a document's Validity must be made in the Vault **before** linking the document to the application. If the document in the Vault **does not have the proper Validity**, follow the steps in the [Change Document Start and End Dates section of this guide](#).

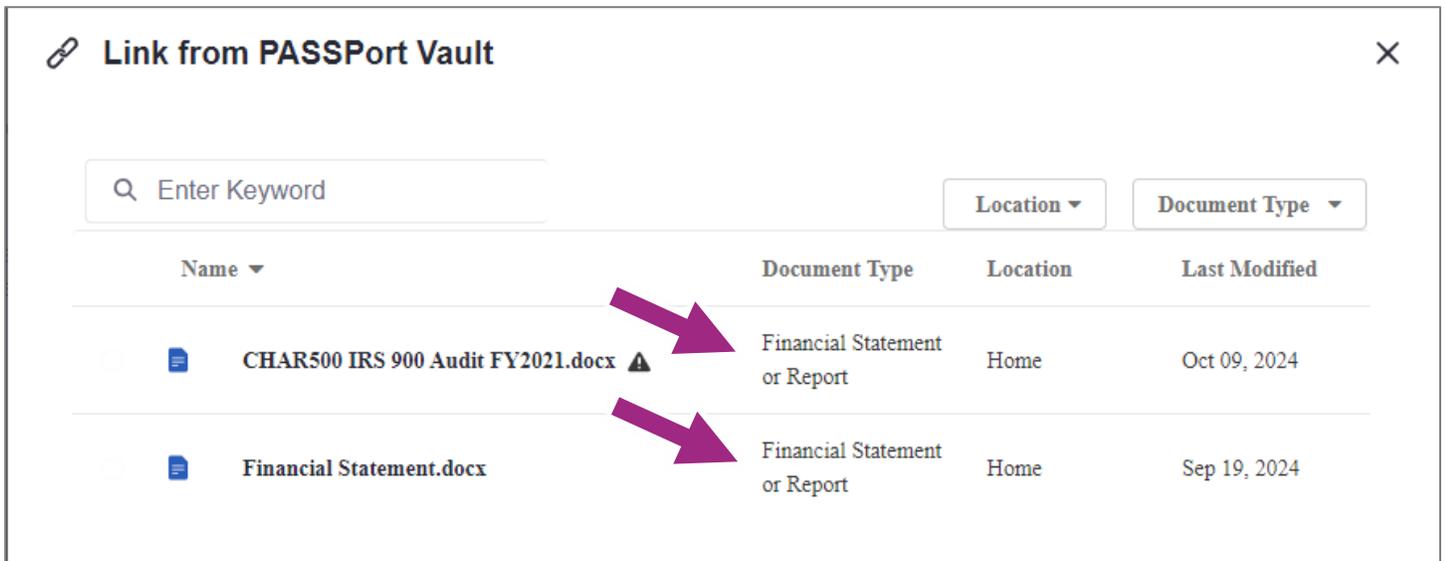
Follow the instructions below to link the [new required document](#) to your PQL Application. Remember to **first** [unlink the old document](#).

1. Click the **Link File** button, then select **Link from PASSPort Vault** from the drop-down menu.



The Link from PASSPort Vault window appears.

2. The documents available for linking from the PASSPort Vault will only include documents classified by the document type **Financial Statement or Report**. The image below shows there are only 2 documents in the Vault with this document type.



3. Move your mouse over the document you want to link. A radio button will appear to the left of the document's icon and Name. Click the **radio** button to select the document.

Tip: The radio button displays only when the mouse moves over **the area to the left of the file icon**. Once it becomes visible it can be clicked.

Name	Document Type	Location	Last Modified
CHAR500 IRS 900 Audit FY2021.docx ⚠	Financial Statement or Report	Home	Oct 09, 2024
<input checked="" type="radio"/> Financial Statement.docx	Financial Statement or Report	Home	Sep 19, 2024

4. Click the **Select** button located to the bottom right of the same window.

Cancel **4** Select

The page refreshes and returns to the main Manage Document window.

5. Review and verify the Document Name, File (displaying file name and extension) and new Status (now Uploaded). Reconfirm that the new document addressed all concerns raised by your MOCS reviewer.

Document Type	Document Name ⓘ	File	Agency Label	Status	Upload Date	Last Modified ↓
Financial Statement or Report	Financial Statement	Financial Statement.docx	--	UPLOADED	Sep 19, 2024	Oct 10, 2024

At this point, you can complete the final prompt in the Questionnaire and then [submit your HHS Accelerator PQL application to MOCS for review](#).

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Change the Document Start and End Dates

If you already uploaded the required document to your PASSPort Vault, but the dates are not correct, before linking you must change the Start and End Dates (also referred to as Validity) of the Financial Statement or Report.

Follow the steps below to change the dates:

1. Go to the PASSPort Vault. For guidance, see the [Access the PASSPort Vault](#) guide.
2. Find the document in your organization's Vault. Need help finding that document? See the [Search the Vault](#) guide.
3. Click the **ellipsis** (3 vertical dots) on the right to view the drop-down menu, then select **View Details**.

<input checked="" type="checkbox"/>		CHAR500 IRS 900 Audit FY2023.pdf	Financial Statement or Report	Oct 10, 2024	Oct 10, 2024	
		CHAR500 IRS 900 Audit FY2024.pdf	Financial Statement or Report	Oct 10, 2024	Oct 10, 2024	View Details
		Rename_CHAR500 IRS 900 Audit FY2024.pdf	CHAR 500 + 990 +Audit	Oct 10, 2024	Oct 10, 2024	Download
		CHAR500 IRS 900 Audit FY2021.docx	Financial Statement or Report	Oct 09, 2024	Oct 09, 2024	Send
		Financial Statement.docx	Financial Statement or Report	Sep 19, 2024	Sep 19, 2024	Preview
		Subcontractor Agreement - HBG - August 2024.pdf	Subcontractor Agreement	Aug 05, 2024	Aug 05, 2024	Rename
						Move
						Add to Favorites
						Archive

The Details panel appears on the right of the screen.

4. The Details tab displays as default. Locate the Validity and click the **pencil** icon next to it.
View the [annual filing schedule](#) to determine the correct Start and End Dates to enter in the Validity.

Name	Document Type	Created Date	Last Modified	
System-Generated Documents	--	Jul 05, 2024	Jul 05, 2024	
DOCUMENTS				
<input checked="" type="checkbox"/>	CHAR500 IRS 900 Audit FY2023.pdf	Financial Statement or Report	Oct 10, 2024	Oct 10, 2024
	CHAR500 IRS 900 Audit FY2024.pdf	Financial Statement or Report	Oct 10, 2024	Oct 10, 2024
	Rename_CHAR500 IRS 900 Audit FY2024.pdf	CHAR 500 + 990 +Audit	Oct 10, 2024	Oct 10, 2024
	CHAR500 IRS 900 Audit FY2021.docx	Financial Statement or Report	Oct 09, 2024	Oct 09, 2024
	Financial Statement.docx	Financial Statement or Report	Sep 19, 2024	Sep 19, 2024

CHAR500 IRS 900 Audit ...

Details | Activity

WHO HAS ACCESS
HONEY BEE GARDENS:xxxxx2932 (Owner)

LOCATION
PASSPort Vault

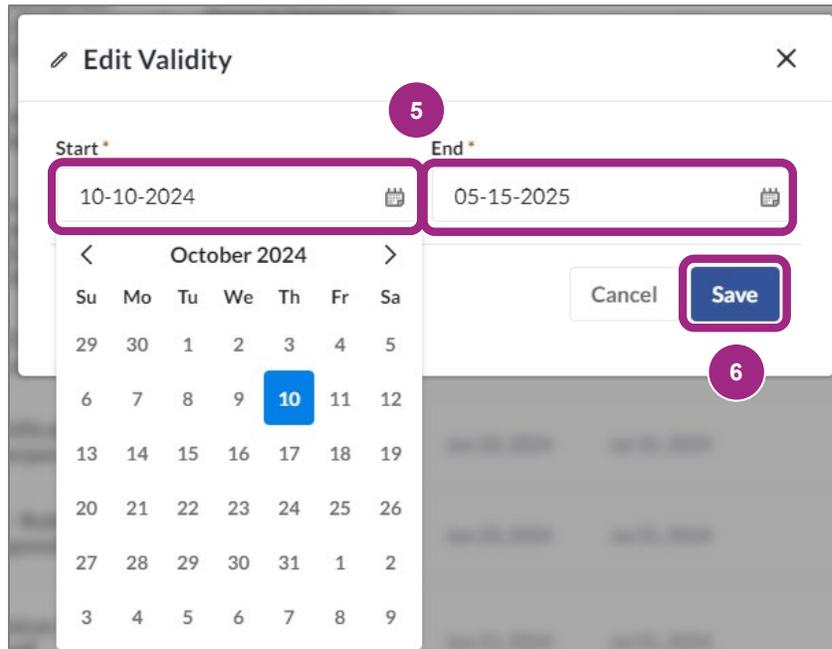
CREATED DATE
Oct 10, 2024 by hhs itops staff

LAST MODIFIED
Oct 10, 2024 by hhs itops staff

VALIDITY
Oct 02, 2024 - Nov 15, 2024

The Edit Validity pop-up window opens.

5. Change the Validity dates by clicking the **Start** and **End** date fields.
6. Click the **Save** button and return to the folder in the Vault where the document is located.



7. Repeat step 3 to view and confirm the Validity dates have changed.
8. At this point, you can link the document back to the PQL application by following the instructions to [Link a Document Via the Vault](#) earlier in this guide.

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Avoid Common Mistakes in HHS Accelerator PQL Applications

Review the guidance below to **avoid common mistakes** many vendors make and work towards getting your organization's prequalification approved from the initial submission.

Questionnaire Mistakes

1. **Incomplete** Certificate of Incorporation (COI) or [Equivalent](#)
 - Be sure to provide a copy of the **complete document** issued by New York State (or state it was incorporated in) including amendments addressing name change, foreign entity registration (also known as the Application of Authority with NYS), Articles of Organization (LLCs only), etc.
 - Name on Required Document such as Certificate of Incorporation or equivalent **must match** Legal Name in PASSPort.
2. **Incomplete and Outdated** Board of Directors List
 - Be sure to provide the most **current version** including board members' **current** place of employment (if applicable).
 - **Important:** To be in compliance with NYS law and NYC contracts, the board chair, board secretary, and board treasurer **cannot** be employed by the organization.
3. **Policies Adopted by a Different** Organization
 - Be sure to provide the **organization's internal** [Conflict of Interest Policy](#), as adopted by the board of directors.

Required Documents Mistakes

1. **Incorrect Start** and/or **End Date** of Financial Statement or Report.
 - Be sure to enter the date of HHS Accelerator PQL submission as the Start Date.
 - Nonprofits (annual filers) must determine the End Date by checking the [Charities Bureau Filing Schedule](#) for the deadline of their next filing year.
 - Nonprofits (exempt) and for profits must enter the date **3 years** from submission as the End Date.
Note: The End Date determines the expiration of HHS prequalification.
2. **Dates do not align or are incorrect** within the Charities Filing (CHAR500, 990, and Audit).
 - Be sure all combined documents are for the same filing period.
 - Be sure to submit a **complete copy** of the documents submitted to the Charities Bureau.
3. **Date missing** next to signature in Charities Filing (CHAR500).
 - Be sure to submit a **complete copy** of the documents submitted to the Charities Bureau.

4. **Date and signature missing** in Charities Filing (CHAR500).
 - Be sure to submit a **complete copy** of the documents submitted to the Charities Bureau.
 - **Note:** The Charities Bureau no longer accepts paper filings. All filings must be done online.
5. **For Profits must submit** a 12 Month Financial Statement or 12 Month Profit and Loss Statement.
 - Be sure to submit the **full 12 Month** Financial Statement or Profit and Loss Statement. Only **new For Profit organizations** may submit a **projected 12 month budget**.

Proceed to [Submit the HHS Accelerator PQL Renewal Application](#).

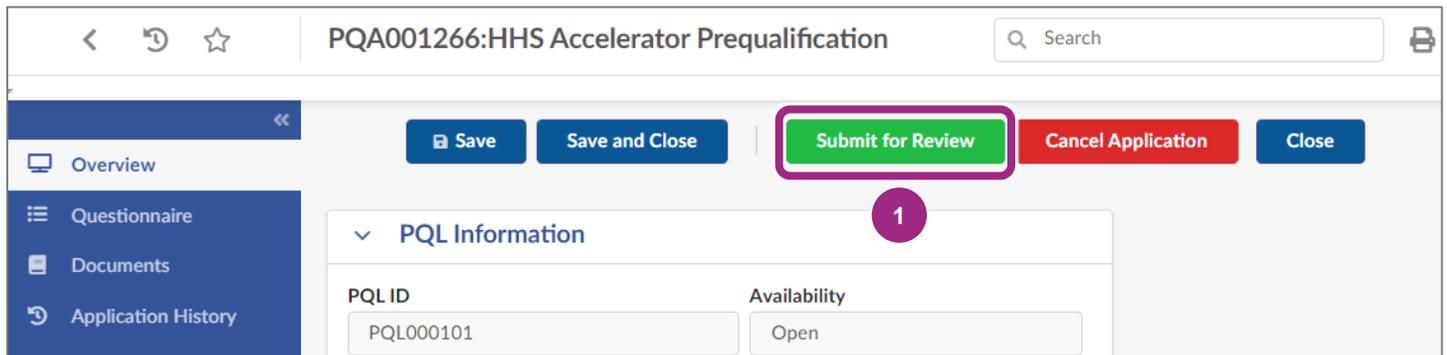
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Submit the HHS PQL Renewal Application to MOCS for Review

After completing the Questionnaire and the Documents tabs, submit the HHS PQL renewal Application to your colleagues (with a Vendor Procurement L2 or Vendor Admin role) who will then submit it to MOCS for review.

Note: Not all organizations will require 2 individuals (levels) to complete and submit their HHS Accelerator PQL Application. It's common for organizations to have a user with only the Vendor Procurement L2 or Vendor Admin role complete and submit the application to MOCS without the assistance of a colleague with the Vendor Procurement L1 role.

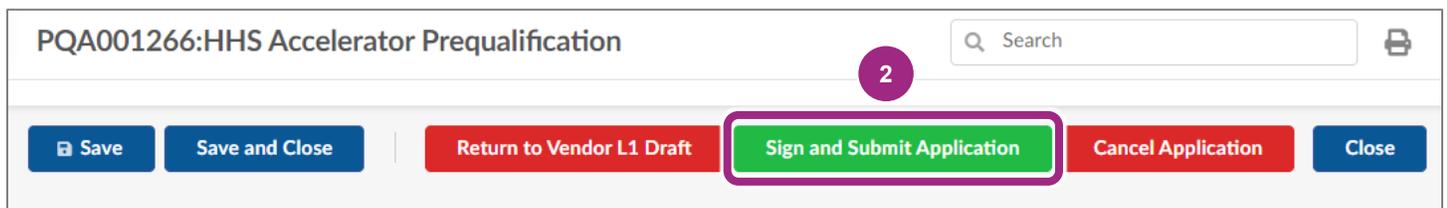
1. In the HHS Accelerator PQL Application, click the **Submit for Review** button.



The screenshot shows the HHS Accelerator PQL Application interface. The title bar reads "PQA001266:HHS Accelerator Prequalification". The left sidebar contains navigation options: Overview, Questionnaire, Documents, and Application History. The main content area displays a "PQL Information" section with fields for "PQL ID" (PQL000101) and "Availability" (Open). At the top right, there is a search bar and a print icon. Below the search bar, a row of buttons is visible: "Save", "Save and Close", "Submit for Review" (highlighted with a purple box and a purple circle containing the number 1), "Cancel Application", and "Close".

2. Click the **Sign and Submit Application** button to proceed to the Electronic Signature.
Important: To make any changes to the PQL application **before signing and submitting**, click the **Return to Vendor L1 Draft** button.

Note: Only users with a Vendor Procurement L2 or Vendor Admin roles may complete this and subsequent steps.



The screenshot shows the HHS Accelerator PQL Application interface. The title bar reads "PQA001266:HHS Accelerator Prequalification". The left sidebar is not visible. The main content area displays a row of buttons: "Save", "Save and Close", "Return to Vendor L1 Draft", "Sign and Submit Application" (highlighted with a purple box and a purple circle containing the number 2), "Cancel Application", and "Close". At the top right, there is a search bar and a print icon.

3. Read the statement and click the **I Certify All of the Above** checkbox.

ELECTRONIC SIGNATURE [minimize] [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 ⓘ

[Cancel]

The window refreshes and the Sign button appears to the left of the Cancel button.

4. Click the green **Sign** button.

ELECTRONIC SIGNATURE [minimize] [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]

- The HHS Accelerator PQL application is now In Review with MOCS. **Note the message** above the PQL Information section in the Overview tab:

This application is currently In Review. To make any changes, please contact the Managing Agency to return this application.

In the case of the HHS Accelerator PQL, the managing Agency is [MOCS](#).

- In the Vendor Status section, the Application Activity updates to **In Review**.

PQA015108:HHS Accelerator Prequalification

Save Save and Close Close

This application is currently In Review. In order to make any changes, please contact the Managing Agency to return this application

PQL Information

PQL ID: PQL000101 Availability: Open

PQL Label: HHS Accelerator Prequalification

Industry: Human/Client Service Commodities:

Managing Agency: OFFICE OF CONTRACT SERVICES

Citywide Open Date: 8/26/2021

Source: PASSPort Close Date:

Approved Vendors: 2,103

Vendor Status

Application ID: PQA015108

Current Status: Expired

Application Activity: In Review

Qualification Expiration Date:

- You will be notified by email when a decision is made, or if the application is returned for revisions, you will receive a list of questions that need to be addressed.

If your organization's HHS PQL Application is Approved by MOCS, the Current Status will reflect Approved and the Qualification Expiration Date will show the date prequalification expires.

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Appendix

Required Documents for Nonprofit Filers

Type of Nonprofit Organization	Required Filings Documents by NYS Charities Bureau & HHS Prequalification						
	CHAR410	CHAR500	IRS 990 Form	CPA Reviewed Report	CPA Audited Financial Statements	12-Month Financial Statement	Exemption or Request Letter (on letterhead)
New to Filing with NYS Charities Bureau (within the last year)	Yes						
Revenue is \$25K & under		Yes					
Revenue is over \$25K to \$250K		Yes	Yes				
Revenue is over \$250K to \$1M		Yes	Yes	Yes			
Revenue is over \$1M		Yes	Yes		Yes		
Exempt from Filing w/ Charities Bureau (determined by the Charities Bureau)						Yes	Yes
Requested 30-Day Extension to File		Yes	Yes				Yes

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Validity End Dates for Annual Filers and Other Organizations

Nonprofit Validity End Dates by Annual Filing Deadlines				Other Validity End Dates	
Filing Period Schedule		Filing Deadline + 1 Year = Validity End Date		Exempt Nonprofits	For Profits
Your Filing Period	Last Day of Filing Period	For 7A or DUAL Registrants	For EPTL Registrants		
February 1 - January 31	January 31	December 15 (same year)	January 31 (next year)	3 years from PQL application submission date.	
March 1 - February 28	February 28	January 15 (next year)	February 28 (next year)		
April 1 - March 31	March 31	February 15 (next year)	March 31 (next year)		
May 1 - April 30	April 30	March 15 (next year)	April 30 (next year)		
June 1 - May 31	May 31	April 15 (next year)	May 31 (next year)		
July 1 - June 30	June 30	May 15 (next year)	June 30 (next year)		
August 1 - July 31	July 31	June 15 (next year)	July 31 (next year)		
September 1 - August 31	August 31	July 15 (next year)	August 31 (next year)		
October 1 - September 30	September 30	August 15 (next year)	September 30 (next year)		
November 1 - October 31	October 31	September 15 (next year)	October 31 (next year)		
December 1 - November 30	November 30	October 15 (next year)	November 30 (next year)		
January 1 - December 31	December 31	November 15 (next year)	December 31 (next year)		

Filing Nonprofits: Take note whether your organization is a **7A or Dual** vs. **EPTL** registrant. Deadlines vary based on this category. The Validity **End Date** is the next year's filing deadline.

Example: Filing period = July 1, 2023 – June 30, 2024. With this filing period:

A **7A or Dual** registrant's deadline is **May 15, 2025**. The next filing year's deadline is May 15, 2026.

An **EPTL** registrant's deadline is **June 30, 2025**. The next filing year's deadline is June 30, 2026.

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Certificate of Incorporation: List of Equivalents and other Required Documents

All necessary Certificate of Incorporation (COI) or equivalent documents must be submitted as a combined PDF.

Certificate of Incorporation (COI), Equivalents and Other Required Documents									
COI + Equivalents							Documents by Scenario		
Type of Organization	Certificate of Incorporation or Formation	Provisional Charter	Absolute Charter	Articles of Association	Articles of Organization	County Clerk Certificate	Certificate of Amendment(s)	Application of Authority (issued by NYS)	Certificate of Assumed Name (DBA)
Corporation (Inc.) For Profit or Nonprofit	Required						Required for name change		Required w/ Doing Business As
Limited Liability Company (LLC)					Required		Required for name change		Required w/ Doing Business As
Foreign Organizations Formed Outside New York State (NYS)	Required						Required for name change	Required for all Foreign Entities	Required w/ Doing Business As
Sole Proprietorship						Required	Required for name change		Required w/ Doing Business As
Educational Institution Chartered under NYS Dept of Education (library, museum, etc.)		Either Provisional (time limited) or Absolute is Required					Required for name change		Required w/ Doing Business As
Foundations (private)				Required			Required for name change		Required w/ Doing Business As