

COMPASS RFP:

Five Steps to Submit Your Proposal in PASSPort

On October 1, 2025, DYCD released **two COMPASS RFPs** in PASSPort:

- 26026P0003-COMPASS Programs in Public Schools
- 26026P0004-COMPASS Center-Based and Non-Public School Site Programs

It's time to submit your proposal(s)!

Important: Only nonprofit organizations with an **Approved HHS Prequalification** in PASSPort can submit a proposal in response to the RFPs.

This guide walks you through the **five steps** to get started and submit your proposal(s).



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Before We Begin

It helps to know who does what:

- **DYCD** (Department of Youth and Community Development) manages the COMPASS program and officially released two RFPs for the COMPASS Program in PASSPort on October 1, 2025. **For COMPASS program-related questions**, use the RFP's Discussion Forum to connect with DYCD.
- **MOCS** (Mayor's Office of Contract Services) oversees NYC procurement and manages [PASSPort](#), the City's digital procurement platform which supports the full contracting process between vendors and City agencies. **For PASSPort-related questions**, reach out to the [MOCS Service Desk](#).

Step 1: Create a PIP Account (ASAP)

Create a PIP (Payee Information Portal) account to become a City vendor and get registered in the City's financial management system. It's best to do this before setting up your PASSPort account, but you can do it afterward if needed.

☐ Create a PIP account.

- For guidance, refer to the new vendor resources listed on the [PIP website](#), including this tutorial: [PIP Activation eLearning #1 - New Vendor](#)
- Need help? Email the PIP Help Desk at: pip@fisa-opa.nyc.gov

☐ Unsure if you have a PIP account?

- Click the **Activate** button, follow the prompts, and use the **Company Search** to look up your organization. If it displays: **Yes** under Activated?, you're all set.

Step 2: Create a PASSPort Account (ASAP)

Create a PASSPort account for your organization, then add your staff and add user roles.

☐ Create a PASSPort account.

- Register an NYC.ID, then submit a PASSPort account request.
- For instructions, refer to this guide: [Create a PASSPort Account](#)
- Once approved by MOCS, you can log in to [PASSPort](#).

☐ Add staff and assign user roles.

- Add the necessary staff as contacts to the Vendor Profile and assign the correct user role(s) for their responsibilities. Each contact can hold **multiple roles**.
- For instructions, refer to this guide: [Add Users and Assign Roles](#)

- To be able to work in PASSPort, staff must:
 - Be added as a contact
 - Be assigned at least one user role
 - Register a [NYC.ID](#)
- Learn who can do what:

Task in PASSPort	Who Can Complete the Task
Add contacts and assign user roles	Vendor Admin
Work on proposal	Vendor Admin Vendor Procurement L1 Vendor Procurement L2
Submit proposal	Vendor Admin Vendor Procurement L2
Work on HHS Prequalification	Vendor Admin Vendor Procurement L1 Vendor Procurement L2
Submit HHS Prequalification	Vendor Admin Vendor Procurement L2

- **Required Roles:** Three user roles **must be assigned** to at least one contact to complete all tasks in PASSPort:
 - **Vendor Admin**
 - **Signatory**
 - **Contract Signatory**
- **Optional roles:** All other user roles are optional (Contributor, Vendor Procurement L1 & L2) and can be assigned to provide task-specific access.

Example: If your organization is small with only one person handling PASSPort tasks, assign all three required roles to yourself. Larger organizations may prefer to assign roles based on task-specific responsibilities.

☐ **Already have a PASSPort account? Great!**

- Review your Vendor Profile to make sure all relevant staff are listed, the necessary user roles are assigned, and contact information, especially **email addresses**, is accurate to receive important PASSPort email notifications.

Step 3: Have an Approved HHS Prequalification in PASSPort (By Nov 7)

Important: Without an Approved HHS prequalification, you won't be able to submit a proposal!

Only providers with an Approved status HHS Prequalification in PASSPort will be notified by email once the COMPASS RFP has been released in PASSPort and will be eligible to submit a proposal for the RFP (or any other human service RFP in PASSPort).

☐ **Get HHS prequalified in PASSPort – submit the application.**

- For instructions, refer to this guide: [Submit the HHS Prequalification \(PQL\) Application](#).
- **There's a deadline!** To respond to a COMPASS RFP, you must have an **Approved** HHS Prequalification (PQL) status by **November 7, 2025**. We strongly recommend submitting your PQL Application no later than seven (7) calendar days before November 7.

☐ **Was your submitted HHS PQL Application returned?**

- Review the notes from your MOCS Reviewer's email, make revisions and [resubmit](#).

☐ **Already HHS prequalified? Great!**

- Confirm that your prequalification status displays: **Approved** and that the expiration date is not approaching soon.
- To confirm, look for the **Current Status** and **Qualification Expiration Date** fields in PASSPort. For instructions on where to find these, consult the Find the HHS Prequalification List section of the [Renew the HHS Prequalification guide](#).
- **HHS Prequalification Approved but expiring soon?** [Renew as soon](#) as possible. To respond to a COMPASS RFP, you must have an **Approved** HHS Prequalification (PQL) status by **November 7, 2025**.

☐ **HHS Prequalification expired?** [Renew as soon](#) as possible.

To respond to a COMPASS RFP, you must have an **Approved** HHS Prequalification (PQL) status by **November 7, 2025**.

Step 4: Submit Your Proposal (By the Due Date)

PASSPort Terminology

☐ **Get familiar with common PASSPort terms.** For the complete list, refer to [this guide](#).

PASSPort Terms	What It Means
RFx	The term for solicitations in PASSPort (e.g., RFP or RFI).
Response	A vendor's response to an RFx (e.g., a proposal or bid)
HHS Prequalification	Required to respond to any Health and Human Service RFx, incl. the COMPASS RFPs
RFx Status: Planned	RFx is not yet open for responses.
RFx Status: Released	RFx is open and accepts responses. Time to submit your proposal!
Due Date	Proposal submission deadline – submit early!
RFx Status: Responses Received	The due date has passed. The RFx no longer accepts responses.

Submit Your Proposal!

☐ **Find the COMPASS RFPs.**

- Log in to [PASSPort](#) and go to **RFx > Browse Public RFx**. Enter “COMPASS” in the Keywords field, then click **Search**.
- In the search results, click the pencil icon to review the **two RFPs**:
 - This is the Public School-Based RFP option:
26026P0003-COMPASS Programs in Public Schools
For nonprofit providers planning to offer services in NYC Public Schools (NYCPS) or in charter schools located within NYCPS buildings. For guidance on competition pools, refer to the **Competition and Eligible Schools List** included in the RFP documents.
 - This is the Center-Based and Non-Public Schools RFP option:
26026P0004-COMPASS Center-Based and Non-Public School Site Programs
For nonprofit providers planning to offer services in private schools, community centers, religious institutions, public housing, or parks and recreation facilities throughout NYC.

Important: Be sure to carefully read the description of each RFP to decide which RFP you want to respond to. If eligible, you may respond to both RFPs.

- **Tip:** Once you've found the RFP you'd like to respond to, click the **star** icon in the upper left corner to save it as a favorite. Next time you log in, just click the **star** again to quickly access your saved search.
- To learn more about finding RFP in general, refer to this guide: [Search for Opportunities](#).

□ Review the RFPs and Prepare Your Proposal

- Review the RFP details and all RFP documents to ensure your organization is eligible to respond and interested in delivering the services mentioned in the COMPASS RFPs.
- Join a **pre-proposal conference**. Register for a pre-proposal conference session with DYCD to learn more about the RFPs and ask any questions you may have. Pre-proposal conference session details are listed in the RFP.
- Prepare your proposal. For general instructions on how to submit a proposal, refer to this guide: [Respond to RFP](#), as well as additional RFP Response resources listed on [this page](#).

Note: The **Public Schools RFP proposal form** looks different from the Center-Based RFP proposal form; Among standard questions, the provider needs to:

- Select a competition pool(s) and public schools;
- Rank selected public schools;
- Enter the number of maximum number of slots (capacity);
- Enter your organization's Working Experience and Partnering Approach;

For guidance on how to complete these questions, refer to this PDF:

[PASSPort Resources: COMPASS Programs in Public Schools RFP](#)

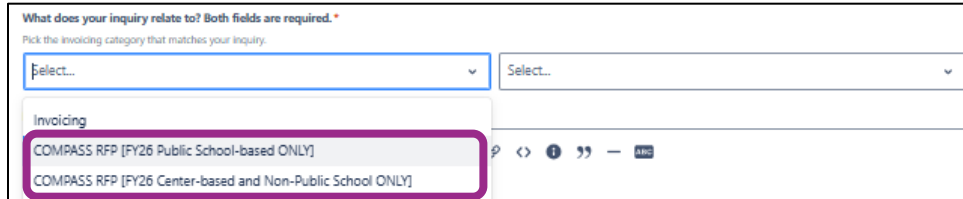
- To learn how to submit proposals to multiple competition pools, refer to the **Submitting Proposals to Multiple Competition Pools** instructions in the appropriate guidance document: [PASSPort Resources for the Public Schools RFP](#) and/or [PASSPort Resources for the Center-Based RFP](#).

□ Submit your proposal as early as possible!

- Give yourself enough time to prepare the proposal and carefully review it once done; once submitted, your proposal **cannot be changed or retracted**.
- Submit your proposal(s) at least **one week** prior to the due date!

- **Need help or have questions?**

- For **program-related questions** for DYCD, use the **Discussion Forum** located directly in the RFP in PASSPort. For instructions on how to use it, refer to this guide: [Discussion Forum in PASSPort](#).
- For **PASSPort-related questions**, contact the **MOCS Service Desk** as follows:
 - Go to nyc.gov/mocshelp
 - Click the **MOCS Service Desk** link at the bottom of the page.
 - Click **Need to raise a request? Contact us**.
 - Click **Organizations | Providers | Vendors**
 - Click **RFPs / SOLICITATIONS**. An inquiry intake form will display.
 - Complete the inquiry form. Make sure you:
 - Fill in all required fields (marked with a red asterisk *).
 - From the **Organization Type** drop-down, select Vendor/Provider.
 - From the **What does your inquiry relate to drop down**, select the appropriate COMPASS RFP, followed by the sub-category/issue.



- Click the blue **Send** button to submit your request.

Important: An account is **required** to work with the MOCS Service Desk. To learn how to create an account and use it to submit or search for tickets, refer to this guide: [MOCS Service Desk Portal User Guide](#).

After You Have Submitted Your Proposal

☐ **Confirm successful submission.**

- After submitting your proposal, check the Submission Status of your response. If it displays **Submitted**, congratulations – you have successfully submitted your proposal!

☐ **Keep an eye on PASSPort notifications.**

- If new information becomes available, DYCD may publish an **Addendum** to the RFP. PASSPort sends a notification when an Addendum is released. The Addendum document will explain the new information and outline any next steps you may need to take.

When DYCD closes the COMPASS RFx in PASSPort, the RFx Status will change from **Released** to **Responses Received**. This means proposals are no longer accepted.

Step 5: Get Filed in PASSPort (By End of December)

After you submitted your proposal and before the end of December 2025, we encourage you to get **Filed** in PASSPort.

Getting Filed means completing the **PASSPort Vendor Enrollment** by answering business questions and uploading required disclosures. City Agencies can only award contracts to vendors that are in Filed status in PASSPort.

☐ Get Filed in PASSPort.

- For step-by-step instructions, refer to this guide: [Complete the PASSPort Vendor Enrollment](#).

☐ Already Filed in PASSPort? Great!

- Review your PASSPort Vendor Profile and update your disclosures if needed.
- Need to make changes? Refer to this guide: [Submit a Change Request](#).
- Need to update CEO section? Refer to [this guide](#).

☐ Unsure if You're Filed?

- Log in to [PASSPort](#), and on the homepage, check the Vendor Check List for the **Vendor Record Status**:
 - **Filed** = You're all set
 - **Draft** = Incomplete Vendor Enrollment, [complete the PASSPort Vendor Enrollment](#)

What Happens Next

- DYCD will review all proposal submissions and make contract award decisions in **Spring 2026**.
- If your proposal is **Selected**, you will receive a PASSPort email notification with next steps.
- Want to check your selection status?
 - You don't have to wait for an email – learn how to track your proposal **Selection Status** – refer to this guide: [View Award Selection Status](#).
 - PASSPort will display one of the following:
 - **Selected**: Congratulations! Your organization has been selected for a contract award. DYCD will reach out with next steps. Learn what happens next – refer to this guide: [COMPASS RFX: Next Steps After Contract Award Selection](#).
 - **Not Selected**: Your organization was not selected for an award. No PASSPort email notification email is sent.

Note: Selection decisions are not expected until the Spring of 2026.

Checklist

This checklist helps you track your progress as you complete the steps to submitting your COMPASS RFP proposal(s) in PASSPort.

For step-by-step instructions, refer to the corresponding section in the guide.

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

- ☐ Register a PIP account for your organization.

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

- ☐ 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.
- ☐ Check all contacts' email addresses are correct.
- ☐ Confirm contacts have been assigned the necessary user role(s).
- ☐ Confirm all contacts can log in to PASSPort.

3. [Have an Approved HHS Prequalification in PASSPort](#) (By Nov 7):

Only Approved status providers can submit a proposal(s) to the COMPASS RFPd!

- ☐ 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](#) (By the Due Date):

- ☐ Review the details of the COMPASS RFPs to confirm eligibility and interest.
- ☐ Carefully review your proposal(s) 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**