

COMPASS RFPs Round 2: Proposal Submission Instructions

When an Agency makes significant changes to an RFP in PASSPort, a **new round** is issued, along with an **Addendum** that explains the changes.

On October 31, 2025, DYCD issued **Round 2** of the COMPASS RFPs:

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

What It Means For You

- Proposals must be submitted to **Round 2!**
Only proposals submitted to Round 2 will be considered for contract award!
- Proposals submitted in the original round ("Round 1") **will not carry over** to Round 2.
- Draft proposals from Round 1 will be automatically **canceled**.
- If you haven't started a proposal yet, create and submit it directly to Round 2.

What You Need To Do

Here is what you need to do next based on your proposal status:

Your Proposal Status	What You Need to Do
Scenario 1: You already submitted a proposal(s) to Round 1.	Create and submit a new proposal(s) to Round 2. You will have the option to copy over information from your previously submitted Round 1 proposal(s) to Round 2. Note: Round 1 proposal submissions will <u>not</u> be considered for contract award.
Scenario 2: You began drafting a proposal(s) but did not submit to Round 1.	Create and submit a new proposal(s) to Round 2. You will have the option to copy over information from your draft Round 1 proposal(s) to Round 2. Note: Round 1 draft (In Progress) proposals were <u>canceled</u> .
Scenario 3: You have not yet started to work on a proposal(s).	Create and submit your proposal(s) to Round 2.

How to Create and Submit a Proposal to Round 2

1. Read the **Addendum** in detail to understand what's new in Round 2. This will help you prepare your Round 2 proposal correctly.
2. In PASSPort, go to **RFx > Browse My RFx Responses**.
3. Find the **Round 2 COMPASS RFP**.
 - If you're not sure which RFP is the Round 2 version:
 - Search "COMPASS" in the **Keywords** field and filter by **Released** status.
 - Look for the RFP with a release date of **October 31, 2025**.
 - You should see two 2 RFPs (the Public Schools and Center-Based RFP).
 - Make sure to select the **correct** Round 2 RFP (Public Schools or Center-Based RFP).
4. Click the **pencil** icon to access the new **Round 2 COMPASS RFP**.
5. **Acknowledge** the Round 2 RFP.
PASSPort will create a new Round 2 proposal in the **Manage Responses** tab.
6. Click the **pencil** icon to access your new Round 2 proposal.
7. Choose how you want to complete your proposal:
 - **Option 1:** Simply fill in the requested information, then finalize and submit your Round 2 proposal(s).
 - **Option 2:** First **copy over** information from your previously submitted (or draft) Round 1 proposal, then finalize and submit your Round 2 proposal(s). This option addresses Scenarios 1 and 2 as previously described and could save you time.
 - For instructions, refer to this guide: [Transfer Data to a New Round](#).
 - **Important:**
 - **Carefully review the transferred information** - responses may need to be updated based on the changes introduced in Round 2!
 - **Not all information can be copied over**, such as data entered in Competition Pool selection and details (if applicable). You still have access to your Round 1 proposals and can view, copy and paste, take a screenshot, or download information you want to use in Round 2 proposal(s).
8. **Optional:** Repeat the steps to create multiple proposals.
9. **Submit** your Round 2 proposal(s) by the **RFP due date**.
 - We recommend submitting at least **one week** before the due date.

For additional guidance, review **Step 4: Submit Your Proposal** of this guide:

[COMPASS RFP: Five Steps to Get Ready and Submit Your Proposal in PASSPort](#)