

What HHS Providers Need to Know About PASSPort Release 3

About PASSPort and HHS Accelerator

About PASSPort

PASSPort is the City of New York's digital procurement system, developed and maintained by the Mayor's Office of Contract Services (MOCS). PASSPort establishes a complete digital end-to-end process that is transparent, easy to access, paperless and more timely. Designed with and for agencies and vendors, including nonprofit providers, PASSPort leverages technology to make it easier to do business with the City.

About HHS Accelerator

HHS Accelerator, an online-system for health and human services (HHS) procurements since 2013, offers (i) Document Vault for electronic storage and sharing of documents, (ii) Prequalification for HHS procurements, (iii) centralized list of HHS procurements through the Procurement Roadmap and (iv) electronic management of budgets and invoicing through Financials.

Create a PASSPort Account to Respond to all HHS RFPs

Are You Ready?

Create an Account Here

HHS Providers Use Both HHS Accelerator and PASSPort

Finding HHS RFPs

Initially, the City may release HHS Requests for Proposals (RFPs) through either HHS Accelerator or PASSPort. Procurements on the Procurement Roadmap in HHS Accelerator listed as "Planned" and containing "Managed in PASSPort" in the Procurement Title have been released in PASSPort. Providers should always check the [PASSPort Public Portal](#) to ensure awareness of all upcoming HHS RFPs. Eventually all HHS RFPs will be released in PASSPort.

Learn more about key PASSPort features at a glance [here](#).

Prequalification in HHS Accelerator

Providers must be prequalified in HHS Accelerator for relevant service areas at least one week prior to responding to an HHS RFP. Prequalification takes place in HHS Accelerator. It is required for responding to HHS RFPs in both HHS Accelerator and PASSPort. For more information and resources, visit the [HHS Accelerator website](#) and [Learning to Use PASSPort webpage](#).

Need Help? Have Questions?
PASSPort information, trainings and materials are available through videos, user guides and FAQs at www.nyc.gov/passport.

Responding to HHS RFPs in PASSPort

HHS RFPs that are released in PASSPort require providers to submit responses in PASSPort. To submit a proposal to an HHS RFP in PASSPort, a provider must (i) have a PASSPort account and (ii) be prequalified in HHS Accelerator. More information on how to submit responses in PASSPort can be found on the [Learning to Use PASSPort webpage](#). Create a PASSPort account [here](#). For guidance, refer to the [Vendor Account Creation Job Aid](#).

Document Vault

The Document Vault in HHS Accelerator remains accessible to providers and serves as an operational tool for providers to upload, access and share documents with City Agencies and other organizations using HHS Accelerator. Documents managed in your organization's Document Vault cannot synchronize to your PASSPort Vendor Profile, but are available for download.

HHS Contract Awards and Registration

All HHS RFPs released through PASSPort go through the award and contract registration process through PASSPort. City Agencies may use PASSPort for the contract registration process for HHS RFPs that are released through HHS Accelerator. Contracts already in the registration process at the time of Release 3 may continue the registration process outside of PASSPort.

Managing HHS Contract Budgets and Invoices

Providers continue to use HHS Accelerator Financials to manage budgets and submit invoices on registered contracts.

City Council Discretionary Awards

City Council Discretionary Awards cleared in Fiscal Year 2021 will be registered in PASSPort, except for DCLA awards. Please check out the [Nonprofits Partners webpage](#) for more information on Discretionary Awards and the Clearance process.