

## December 2021 PASSPort Plus

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PASSPORT PLUS | DECEMBER 2021 | MAYOR'S OFFICE OF CONTRACT SERVICES (MOCS)

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### HHS Prequalification Application successfully migrated to PASSPort

A little over two months ago, the **Health and Human Services (HHS) Prequalification Application** successfully migrated from HHS Accelerator to PASSPort.

We are pleased to report that by now more than 2,600 health and human services providers have an approved HHS PQL Application in PASSPort!

**An approved HHS Prequalification Application is required to respond to Health and Human Services (HHS) solicitations (RFx) in PASSPort.**

The HHS Prequalification Application (or short: "HHS PQL Application") collects information to verify each organization's

### Tell Us Everything!



*What can City Agencies do to improve your contracting experience? How is or was your experience using PASSPort?*

**Tell us everything!** [Take our short confidential Vendor Contracting Experience Survey!](#)

Your confidential feedback will be used to develop communication best practices for City Agencies. We'd appreciate your feedback!

### FY22 City Council Discretionary Pandemic Support Funding

ability to establish or maintain a business relationship with the City.

With PASSPort designed as the City's central procurement portal, HHS Accelerator functionality is now limited to document storage through the Document Vault and budget and invoice management through Financials. Procurements and Applications Modules are available for read-only historical data.

**Learning Resources** are available on the [Learning to Use PASSPort](#) webpage:

[User Manual: HHS Prequalification](#)

[Recorded Webinar: HHS Prequalification](#)

[Quick Guide: HHS Accelerator and PASSPort Need to Know](#)

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## Tips from the MOCS Service Desk: Finding Contracting Opportunities

- **Browse opportunities in PASSPort**, once logged into your PASSPort account. Click the "RFx" tab to browse opportunities. You can filter by City Agency, Industry, and more! *Note: Only RFx in "Released" status are open for response submissions.*
- **Regularly check if a City Agency invited your organization to respond to an RFx:** From the PASSPort homepage, click "RFx" and select "Browse My RFx Responses" from the drop-down menu.
- **Read the *Weekly Digest***, our weekly PASSPort email notification announcing the latest RFx releases across all industry fields. System users with one of the following user roles receive the *Weekly Digest*: Vendor Admin or Vendor Procurement L1 or Vendor Procurement L2. You can view your role(s) in your organization's PASSPort Vendor Profile > Contacts tab. *Note: A contact can have multiple roles. Only Vendor Admins can make modifications to user roles. See also this [Quick Guide](#).*
- **Sign up to receive [The City Record Online](#) email notifications.** City business opportunities valued at or above \$100,000 can not only be found in PASSPort but they also get published on [The City Record Online \(CROL\)](#). Vendors can sign up to receive email notifications to learn about new solicitations in their field(s) of interest.



The FY22 Adopted Budget allocated \$24 million to **Human Services nonprofits** as part of a one-time increase in operating expenses, including personnel, related to COVID-19 and returning to work.

The amount of funding per organization was determined as a proportion of each organization's total current contract value. **The awards are approved on a rolling basis** through City Council Transparency Resolutions beginning with the September 23, 2021 Transparency Resolution and are processed as City Council Discretionary contracts.

Agencies should use a streamlined [budget and scope template](#) (which has been distributed to providers) as part of their discretionary contract Vendor Document Submission task in PASSPort.

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### Need Help?

### Got Questions?

**Submit an inquiry to the [MOCS Service Desk!](#)**

The MOCS Service Desk assists vendors with inquiries related to PASSPort, HHS Accelerator, and Nonprofit Assistance.

For us to be able to better assist and prioritize your inquiry, please select the **proper inquiry category**. For example, if your inquiry is related to HHS Prequalification, please choose "PASSPort" and "HHS Prequalification".

- **Tools for Business Planning - View upcoming procurement plans by City Agency:**
  - Under Local Law 1, City Agencies are required to publish anticipated contracting actions that form the basis for the agency M/WBE utilization plan - [view here](#). This information is helpful for M/WBEs to identify potential contracting opportunities in the coming year.
  - Under Local Law 63, agencies publish anticipated standard and professional services contracting actions for the upcoming year - [view here](#). This information is helpful for all contractors to identify opportunities to grow their business with the City of New York.
- Many City Agencies post current and upcoming opportunities on [their websites](#).

Note: To get help with **RFx content questions** (for clarification on questions, for example), contact the City Agency that's soliciting the RFx via the [Discussion Forum](#) in the RFx.

**Learning Resources** are available on the [Learning to Use PASSPort](#) webpage:

[User Manual: Finding and Responding to RFx](#)

[Video: Finding RFx](#)

[For HHS Providers: Recorded Webinar: Finding and Responding to RFx](#)

[Quick Guide: RFx Vendor Response Authorizations](#)

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### **Update on COVID-19**

All New Yorkers 5+ can now walk up to get vaccinated without needing an appointment. [Walk-up vaccination sites](#) are open citywide. Additionally, you may book a vaccine appointment for you and any family member residing, working, or studying in New York City, by visiting the City's vaccine finder [here](#) or calling 877-VAX4NYC (877-829-4692).

In the meantime, New Yorkers should continue to get tested for COVID-19! It's FREE, confidential and available at a location near you. Go to [NYC.Gov/COVIDTest](#) to find a convenient testing site today. **#FightCOVIDNYC**.



Need help or have a question?

Check out PASSPort FAQ and

Learning to Use PASSPort.

Or, submit an inquiry to the

MOCS Service Desk.

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