

**INSTRUCTIONS FOR RESPONDING TO THE NONPUBLIC SCHOOL SECURITY  
GUARD REIMBURSEMENT PROGRAM APPLICATION FOR CALENDAR YEAR  
2022-2023**

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**PASSPort is a web-based system maintained by the City of New York to manage procurement. To submit a proposal to the upcoming RFI, all vendors must create an account within the PASSPort system. Please visit [www.nyc.gov/passport](http://www.nyc.gov/passport) create an account or to log into the system to view this RFP. If you have any technical questions or concerns about PASSPort, please submit an inquiry to the *MOCS Service Desk*.**

To respond to this RFI and all other Human/Client Service RFPs, organizations must have (i) a PASSPort account, and (ii) have an Approved HHS Prequalification Application in PASSPort. Proposals and Prequalification applications will ONLY be accepted through PASSPort. If you do not have a PASSPort account or Approved PASSPort HHS Accelerator PQL Application, please visit [nyc.gov/passport](http://nyc.gov/passport) to get started.

- Please allow sufficient time to complete and submit proposals, which includes entering information, uploading documents, and entering log-in credentials.
- Providers are responsible for the timely electronic submission of proposals.

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### **Step 1: PASSPort Account Creation**

To submit the application, schools must first be approved for a PASSPort Account. This [\*guide\*](#) provides detailed instructions on how organizations can request a new account. If your organization already has a PASSPort account, please move on to next step. If you have any questions, please contact the [MOCS Service Desk](#).

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### **Step 2: Pre-Qualification**

Schools must be pre-qualified in PASSPort. If your school is already pre-qualified, please move on to Step 3. This [\*guide\*](#) provides detailed instructions on how organizations can complete the prequalification application.

If you have any questions, please contact the [MOCS Service Desk](#).

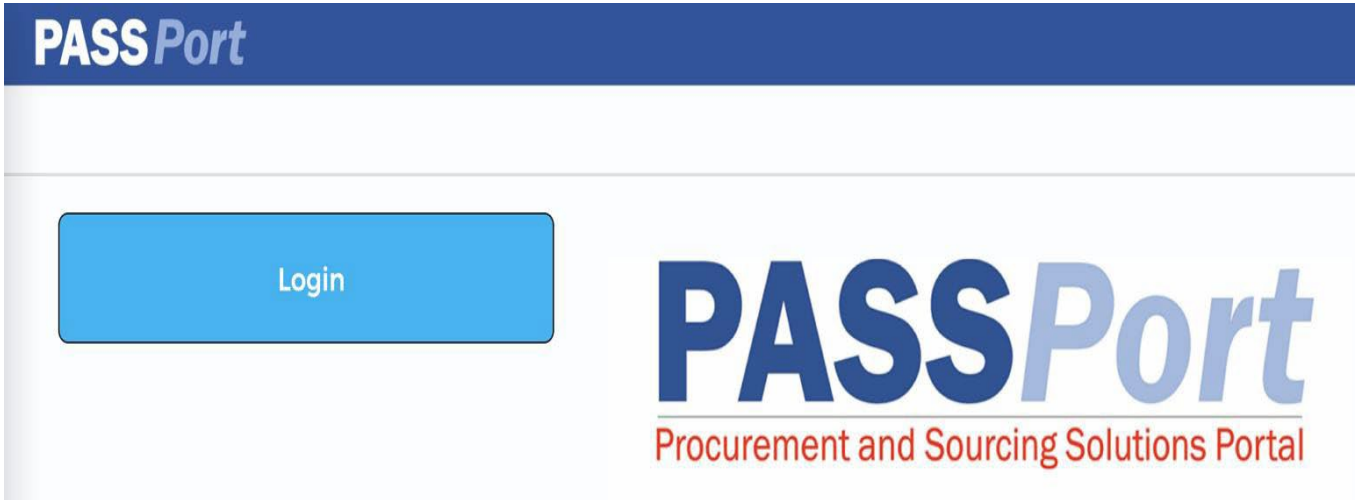
The application will be available from March 1<sup>st</sup> to May 15<sup>th</sup>. The application will be accessible through Rounds that will be available on a weekly basis. Each Round will close on Mondays at 4:00 pm and the next Round will reopen immediately between 3/1/2022 - 5/15/2022. If you start your application before 4pm but miss the Monday cutoff, please review page 9 of the instructions document to complete your application.

This guide will walk you through how to view and respond to the application. If you wish to quickly duplicate a response for submission to multiple sites or to transfer data from one round to another, please move to step 4. If you have questions about the functionality of PASSPort, please contact the MOCS Service Desk. [help@mocs.nyc.gov](mailto:help@mocs.nyc.gov).

### Step 3: HOW TO RESPOND TO THE SCHOOL QUALIFICATION APPLICATION

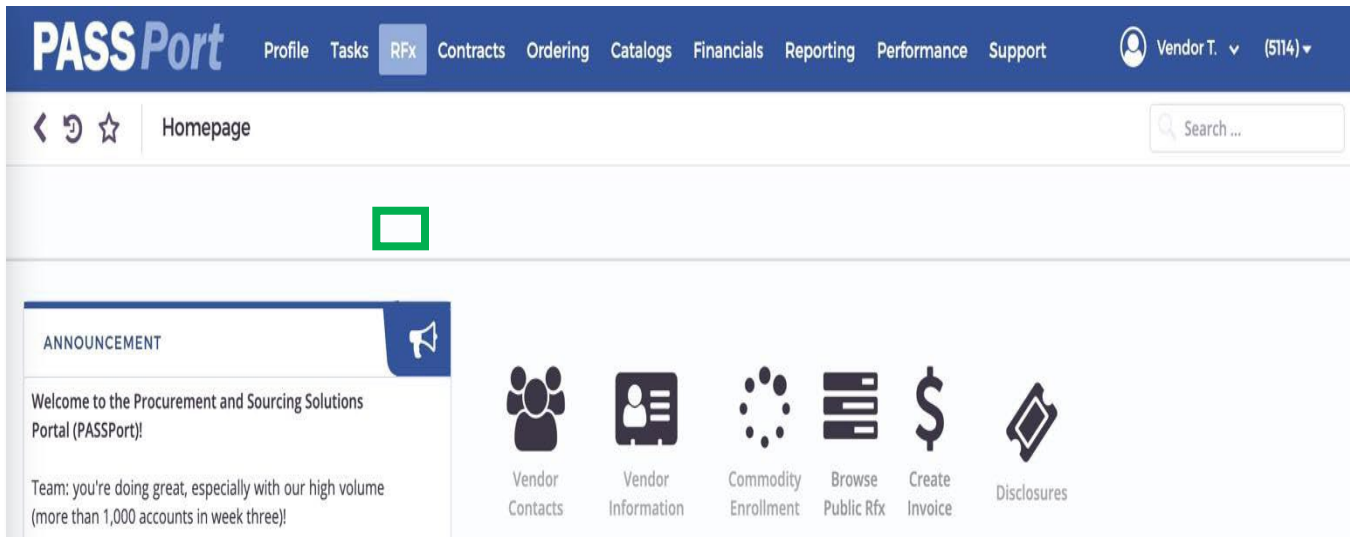
#### Login to PASSPort

1. Click on this [link](#) to navigate to PASSPort login page and click on the “**Login**” blue link to log into PASSPort.



#### View My RFx and Responses

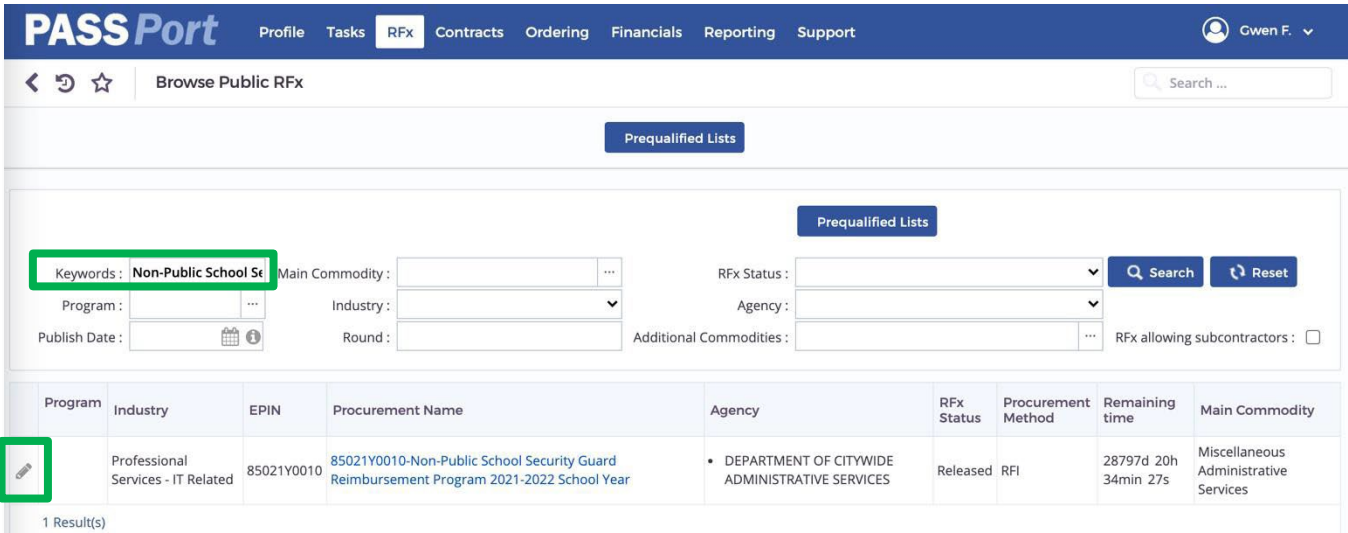
2. Once logged in, click on the “**RFx**” menu option on the blue header bar at the top of the screen.



3. Select the “**Browse All RFx**”.

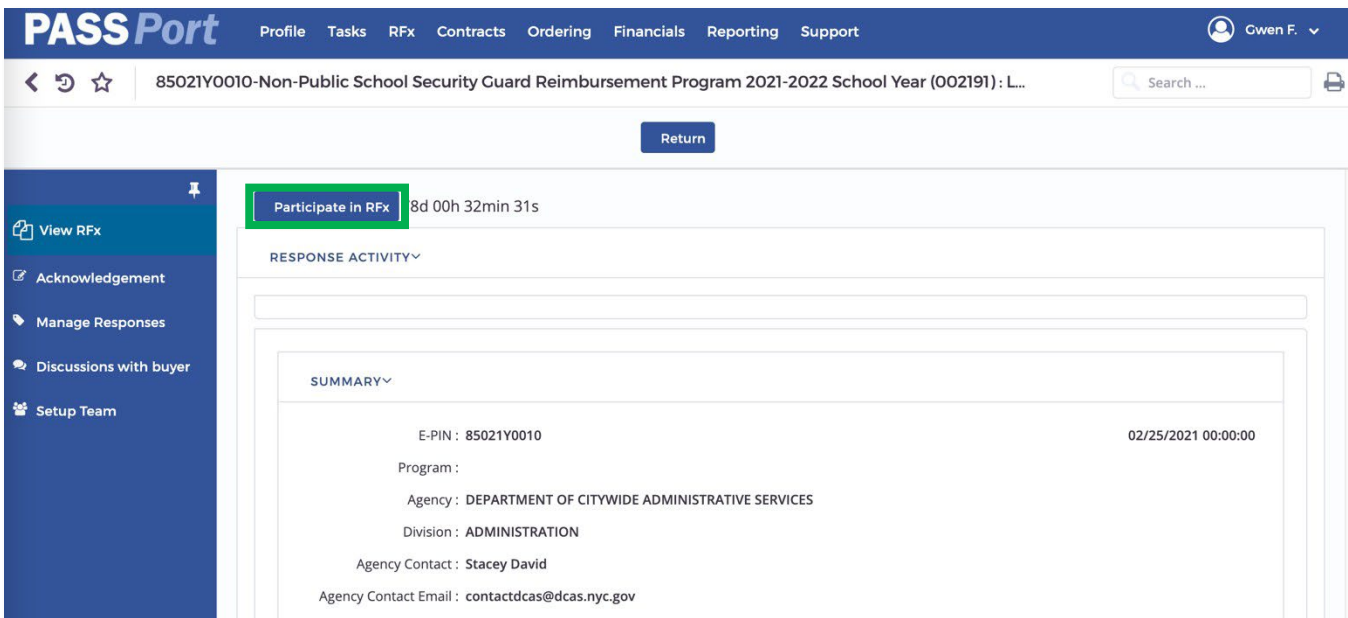


- Use the “**Keywords**” search feature to search for the application. To open an opportunity or response, click on the **pencil icon** in the row.

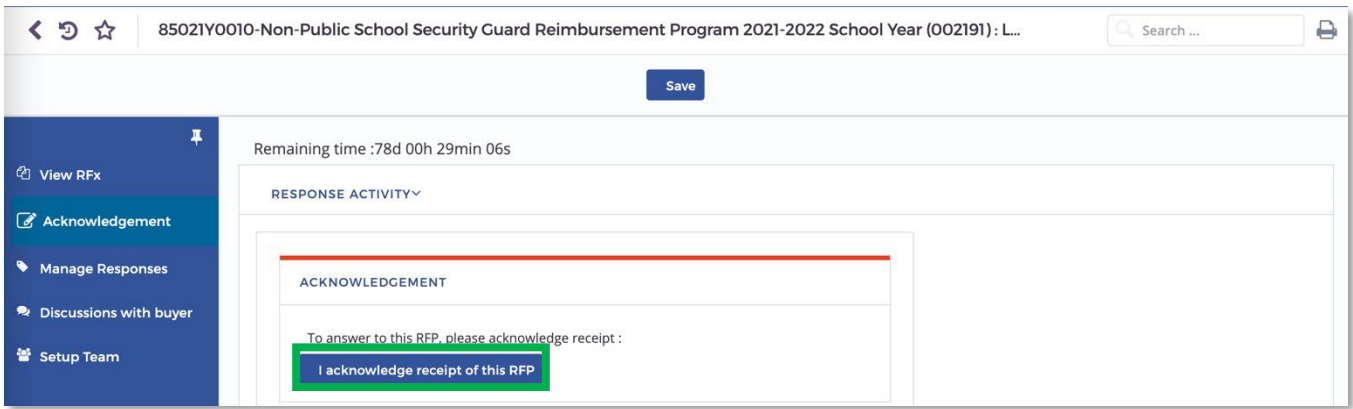


### View RFX & Acknowledgement

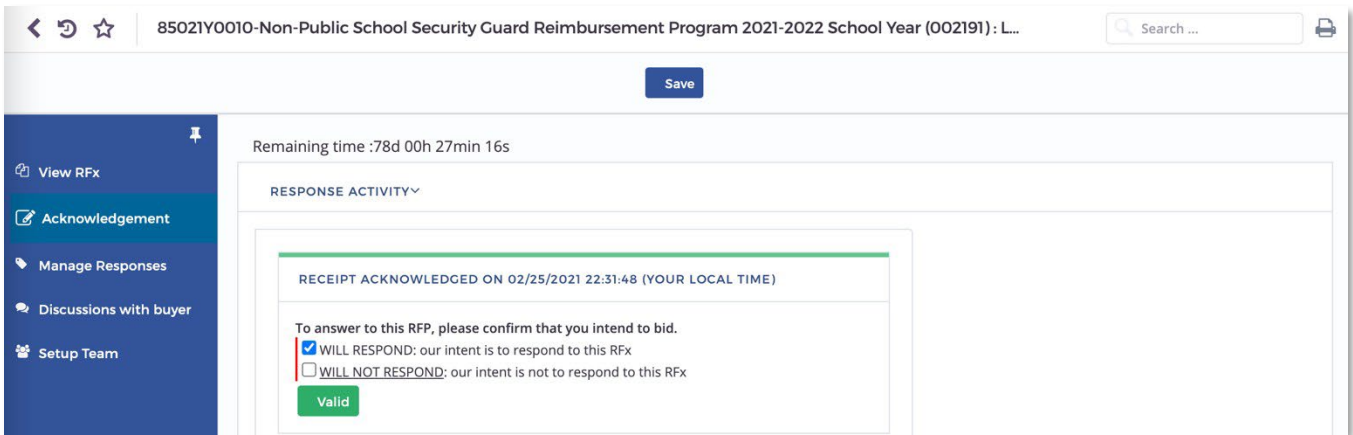
- Review the details of the RFX in the “**View RFX**” tab. More details and documents can be found as you scroll the page. If you have questions about the RFX, contact the designated Agency Contact found on this page. To continue, click on the “**Participate in RFX**” button.



- Communicate with the agency if you plan on responding to the opportunity by completing the “**Acknowledgement**” tab. Click on the blue “**I acknowledge receipt of this RFP**” button.

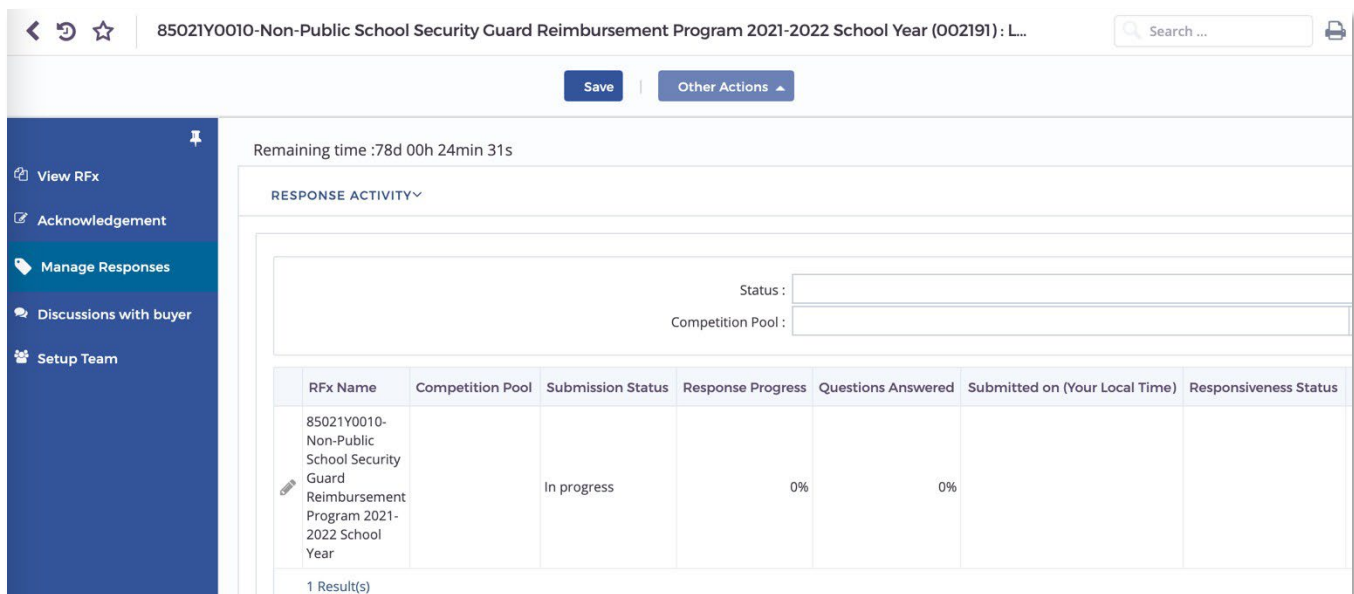


7. Select the **“WILL RESPOND”** checkbox and click on the green **“Valid”** button.



## Manage Responses

8. Navigate to the **“Manage Responses”** tab. Click on the **pencil** icon to open the Response window.



## Manage Responses // Your Proposal Info

This tab is designed to function as the header for your response and will include fields to input a response name and description and select a competition pool.

9. In the “**Your Proposal Info**” tab, complete the Response Label, Description and Competition Pool fields. You can rename the Response Label. If you choose not to, it will default to “Proposal #1”. Click the “**Save**” button.

The screenshot shows the 'Your Proposal Info' tab interface. At the top, there is a navigation bar with buttons: 'Save', 'Save and Close', 'Cancel this response', 'Validate & Submit', 'Close', and 'Duplicate Response'. On the left, a sidebar lists navigation options: 'Your Proposal Info' (highlighted), 'Questionnaire', 'Subcontractors and Joint Ventures', and 'Item'. The main content area contains the following fields:

- Response Label :** A text input field containing 'Proposal # 1' with a red vertical bar on the left side.
- Description :** A large, empty text area.
- Competition Pool :** A dropdown menu with a red vertical bar on the left and a three-dot menu icon on the right.
- Responsiveness Status :** A text input field.
- INFORMATION** with a downward arrow.
- Created by FARMER Gwen on 02/25/2021 22:34:24**
- Response ID :** A text input field.

## Manage Responses // Questionnaire

The questions within this tab reflect the required information needed to submit the application. When completing the Questionnaire, please note the different ways you are expected to answer (multiple choice, text, upload a document, etc.) and be sure that the answers are completed to the best of your ability before submitting. Questions denoted with the **red bar** in the response field are mandatory. Note, you will not be able to submit your responses if you do not answer all the required questions.

10. Click on the “**Questionnaire**” tab. This application is organized into two subtabs: **Proposal Details** and **Required Documents**. Each subtab has a progress bar that will show your progress to completing the application. Complete both tabs and click the “**Save**” button. Steps 11 and 12 provide instructions to completing each subtab.

Save Save and Close Cancel this response Validate & Submit Close Duplicate Response

Your Proposal Info

Questionnaire

Subcontractors and Joint Ventures

Proposal Details 0%

Required Documents 0%

### Proposal Details

**PQL Affirmation**  
Please affirm that you've completed the Pre-Qualification in HHS Accelerator.  
 I affirm.

**School Name**  
Enter the School Name.  
*NOTE: The School name to be provided shall only be the name associated with the Basic Educational Data System (BEDS) Department. If more than one school is co-located in the same building(s), only the name associated with the provided as the school name.*  
Answer

**School Address**  
Enter the address of your school.  
Answer

**School Primary Contact**  
Enter employee of your school who will be the primary contact regarding the Program. Please include an e-

11. In the “**Proposal Details**” subtab of the Questionnaire, you will complete an HHS Accelerator Pre-qualification Affirmation, input details about your school, answer a series of yes or no questions, and input your school’s BEDS code.

Save Save and Close Cancel this response Validate & Submit Close Duplicate Response

Your Proposal Info

Questionnaire

Subcontractors and Joint Ventures

Item

Campaign : 85021Y0010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year Agency : DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
PQL Label : "D" YARD INTERNATIONAL, INC Commodity : 084 - Miscellaneous Administrative Services  
Respondent : Farmer Gwen

Proposal Details 70%

Required Documents 0%

### Proposal Details

**PQL Affirmation**  
Please affirm that you've completed the Pre-Qualification in HHS Accelerator.  
 I affirm.

**School Name**  
Enter the School Name.  
*NOTE: The School name to be provided shall only be the name associated with the Basic Educational Data System (BEDS) code assigned by the New York State Education Department. If more than one school is co-located in the same building(s), only the name associated with the BEDS code submitted in question 6 of this application should be provided as the school name.*  
Enter School Name Here

**School Address**  
Enter the address of your school.  
Enter School Address Here

**School Primary Contact**  
Enter employee of your school who will be the primary contact regarding the Program. Please include an e-mail address and phone number.  
Enter Primary Contact Here

**Question 1**  
Is the school a nonpublic school?  
Yes

12. In the “**Required Documents**” subtab of the Questionnaire, you will upload an Organizational Chart, BEDS Number Form, Workslope, required Non-Public School Documentation, and an IRS 501(c)(3)

Determination Letter. To upload a document, you can click or drag a file on the “Click or Drag to add a file” grey rectangle.

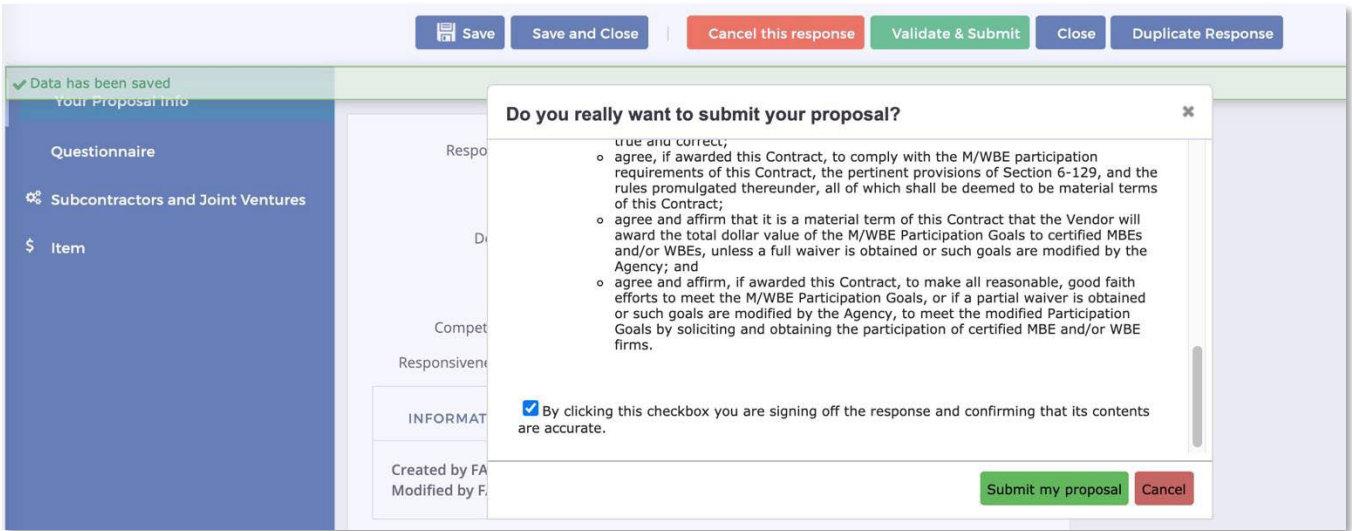
## Manage Responses // Subcontractors and Joint Ventures

Please ignore this tab as it is not relevant to the application.

## Submit your Response

13. Once all sections are complete, a new green button will appear called the “**Validate and Submit**” button. Click on this button to submit your response.

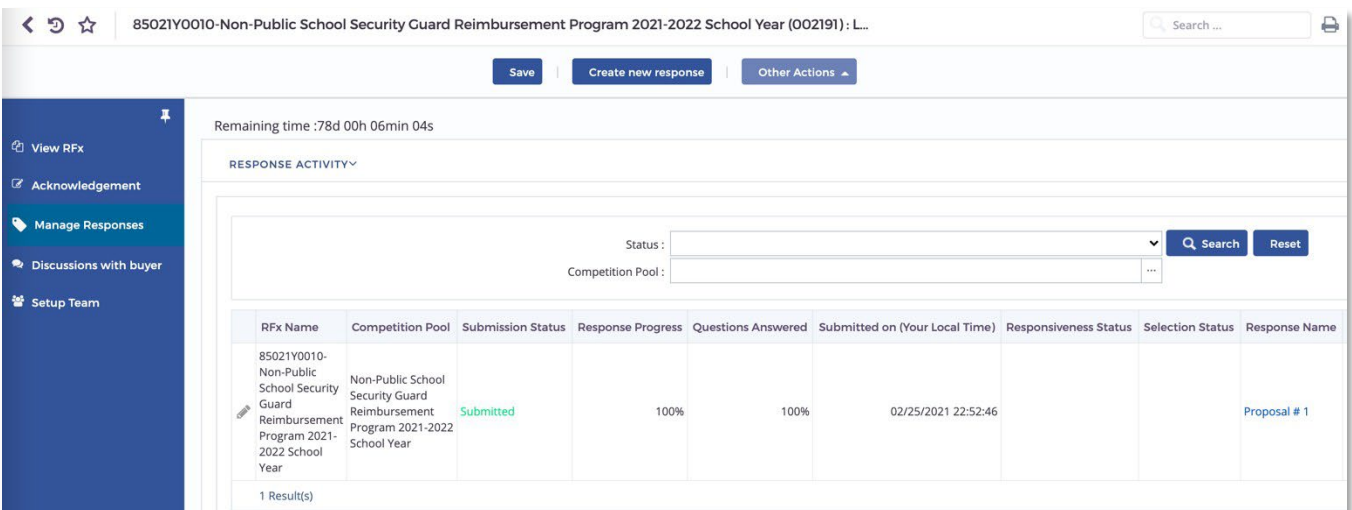
14. In the pop-up, review the terms and conditions, select the checkbox, and click on the **green Submit my proposal** button. Your response will be submitted.



15. Click on the **Close** button to navigate to the main window.



16. The **Manage Response** tab will update with a summary of your response. The Agency will be notified of your proposal submission. The submission status will change to **Submitted**.



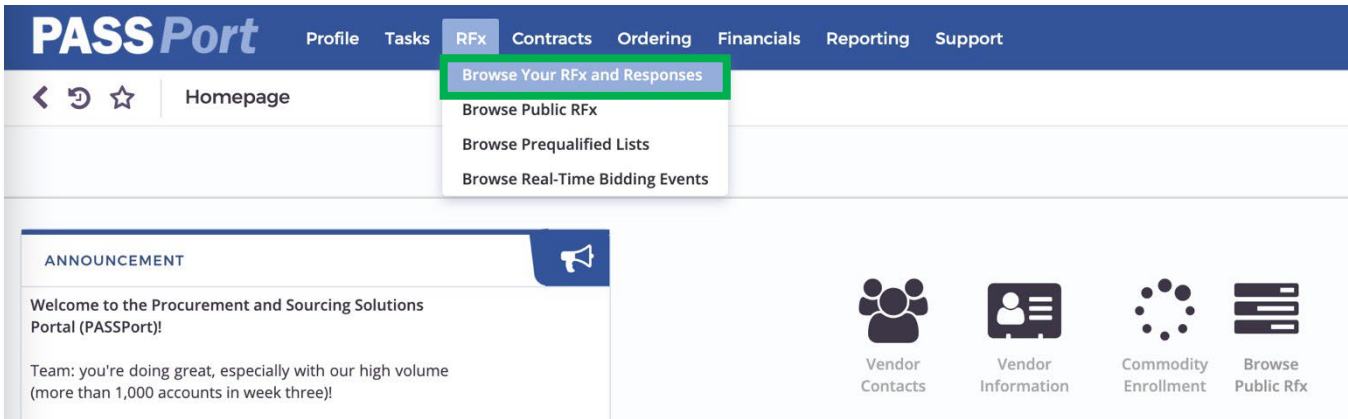


## STEP 4: TRANSFERRING DATA BETWEEN ROUNDS OF AN APPLICATION

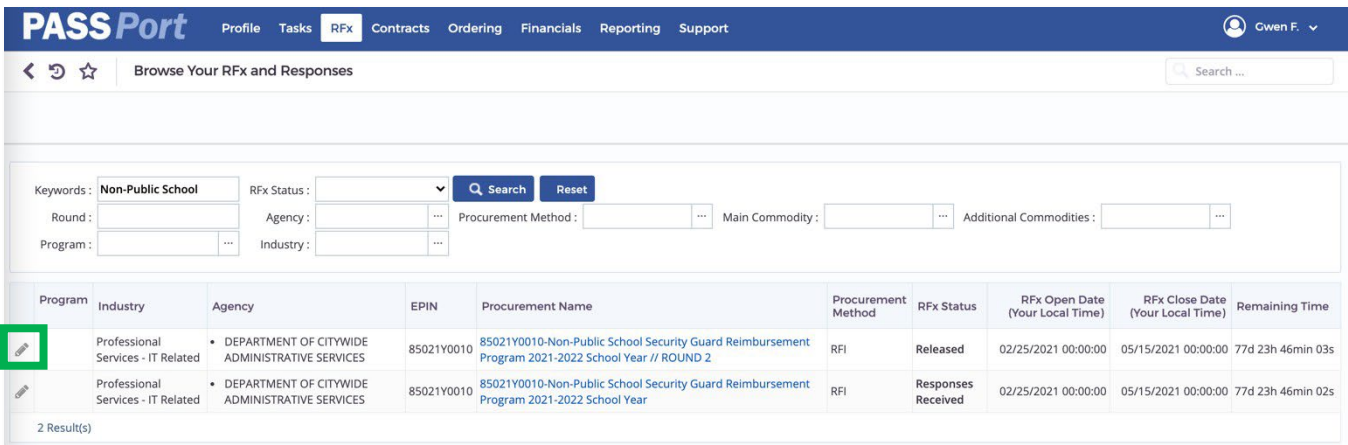
Information entered in a previous round is not automatically carried over into a new round. If your organization submitted or drafted an RFX response to a previous round, you can duplicate your response and copy forward your work into the new round by completing the steps outlined below.

Follow the steps below to duplicate and copy forward your response into a new round in PASSPort.

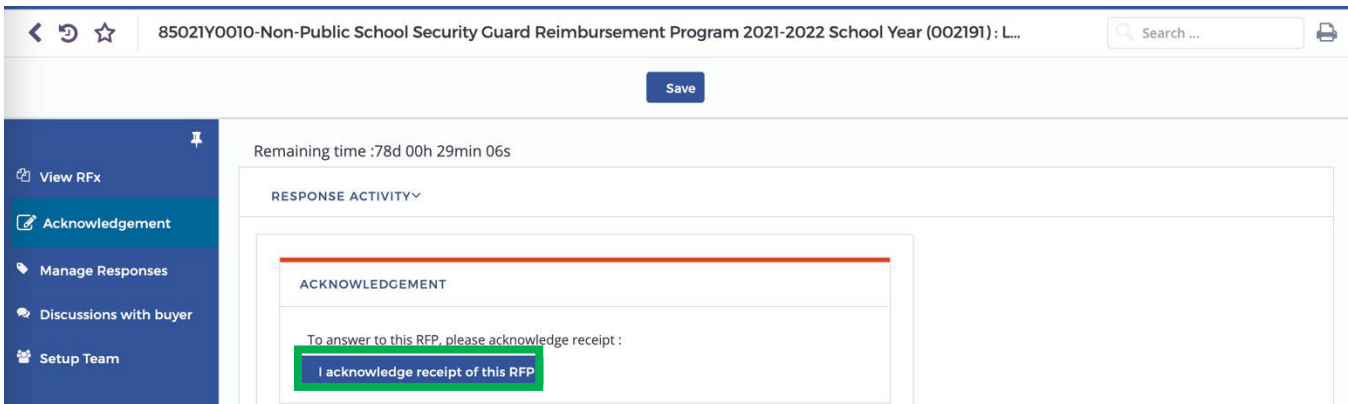
1. Log into PASSPort. Click “RFX” and select “Browse Your RFX and Responses” from the drop down.



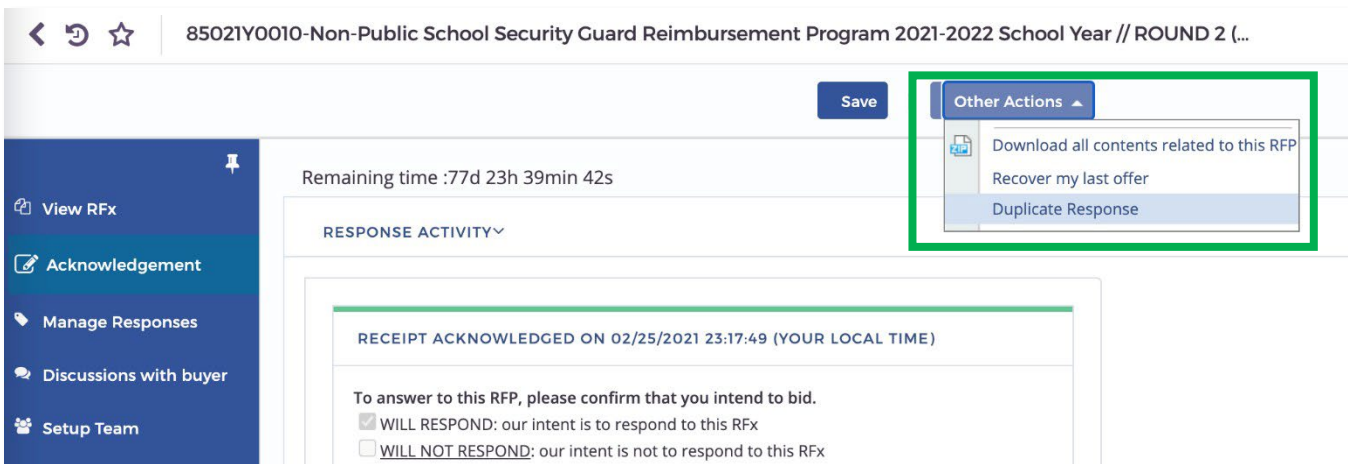
2. Click on the pencil icon to access the new round. Note that the current open round will have status of “Released” while the closed rounds will have a status of “Responses Received”.



3. You will automatically be brought to the View RFX screen. Navigate to the **Acknowledgment** tab on the left-hand side of the screen and click on “I acknowledge receipt of this RFP”. Then select the “WILL RESPOND” option and validate your response.



4. An “**Other Actions**” button will then become accessible. Click on “**Other Actions**” and select “**Duplicate Response**” from the drop-down.



5. A list of your previous responses will pop-up. You can filter by “**Round**” and proposal status “**Canceled**,” “**Submitted**,” and “**In progress**.” If you are trying to duplicate a proposal that you started but did not yet submit (a draft response) in the previous round, then select “**In progress**” from the Status search field. After you select the filters, click “**Search**.” Then, select the **checkbox** on the left-hand side of the proposal you want to duplicate and click on the **duplicate** icon (*papers with arrows*) on the right-hand side.

List of Responses Close

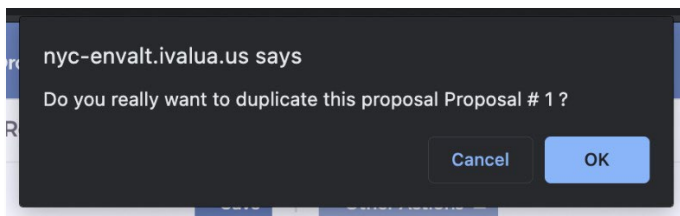
Round:  Status:  Search Reset

- ✕ 85021Y0010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year // ROUND 2 2
- ✕ 85021Y0010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year 1
- ✕ Canceled
- ✕ Submitted
- ✕ In progress

<input type="checkbox"/>	Round	Response Label	Submission Status	Response Progress	Questions Answered	Competition Pool	Response Price	Submitted on (Your Local Time)
<input type="checkbox"/>	85021Y0010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year // ROUND 2 - 2	Proposal # 1	In progress	0%	0%			
<input checked="" type="checkbox"/>	85021Y0010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year - 1	Proposal # 1	Submitted	100%	100%	Non-Public School Security Guard Reimbursement Program 2021-2022 School Year	2.00	02/25/2022 22:52:44

2 Result(s)

6. A message will pop-up asking you to confirm that this is the specific proposal you want to duplicate. Select “OK” to proceed.



7. You will then be brought back to the **View RFX** screen. Click on the “**Manage Responses**” tab from the left-hand side of the screen and you will see the copy of the proposal you duplicated. To continue working on and submitting your proposal, click on the pencil icon next to the proposal. Refer to the Manage Responses // Questionnaire section of this guide on page 5, 6 and 7 for further instructions.

85021Y0010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year // ROUND 2 (...)

Save | Other Actions

Remaining time :77d 23h 29min 17s

RESPONSE ACTIVITY

Status:  Search Reset

- ✕ Canceled
- ✕ Submitted
- ✕ In progress

Competition Pool:

RFX Name	Competition Pool	Submission Status	Response Progress	Questions Answered	Submitted on (Your Local Time)	Responsiveness Status	Selection Status	Response Name
85021Y0010-Non-Public School Security Guard Reimbursement Program 2021-2022 School Year // ROUND 2		In progress	100%	100%				Copy of Proposal # 1

If you require technical assistance accessing or duplicating your work from the previous round, please reach out to the [MOCS Service Desk](#).