Contracting Portal Manual

CONTRACTING **A**ND **M**ANAGEMENT **S**ERVICES
A Division of Public Health Solutions

June 2021

Contents

If you *do not* currently have an active contract with CAMS**,** you must request a user ID and temporary password to access the Contracting Portal to submit a proposal by sending an email request to**:**
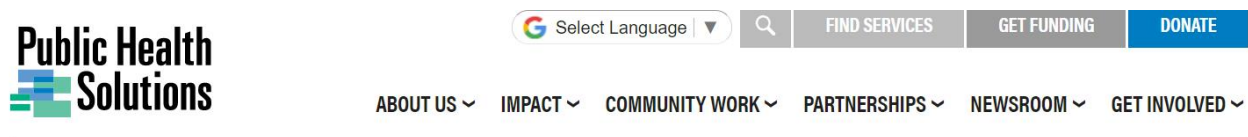
rfploginrequest@healthsolutions.org

You will receive your login information within 24 hours of your request and should change your password.

Once you receive your temporary login information, go to www.healthsolutions.org and select "**GET FUNDING**".

Then select **"FOR CURRENT CONTRACTORS"**

Then select **"VISIT CONTRACTING PORTAL"**

FOR CURRENT CONTRACTORS

Submit Reports

The Contracting Portal allows current contractors to submit certain required reports to CAMS. Visit the contracting portal to submit Electronic Monthly Program Reports (ePNR) or Electronic Monthly Expenditure Reports (eMER).

Visit Contracting Portal

Contractor Resources

Find documents, forms, and guides here to assist you with your contracting activities.

View Contractor Resources

For questions about Contracting and Management Services, please email CAMSinfo@healthsolutions.org.

Get Funding

Request for Proposals

For Prospective Contractors

Funded Services >

For Current Contractors ⌄

Contractor Resources

You can also click this link to open the Contracting Portal https://mer.healthsolutions.org/login.aspx

If you *do* have an active contract(s) with CAMS, you can log into the Contracting Portal with existing login information for the contacts who are listed by your organization per contract on your Contract Contact Verification Form (CCVF).

CONTRACT CONTACT VERIFICATION FORM

Your CCVF indicates to CAMS who at your organization is designated as the contract's following contacts:

- Agency Head – Has access to RFP, ePNR and eMER reports.
- Senior Administrator – Has access to RFP, ePNR and eMER reports.
- Program Manager – Has access to RFP and ePNR reports.
- Fiscal Manager – Has access to RFP and eMER reports.
- Contract Signatory– Has access to RFP.
- Alternate Signatory – Has access to RFP.
- Electronic Program Narrative Report contact – Has access to RFP and ePNR reports.
- Electronic Monthly Expenditure Report contact – Has access to RFP and eMER reports.

CAMS sends login information (email address and password) to these contacts, based on information you provide in your completed and signed CCVF.

New CCVF's must be revised and resubmitted to CAMS/PHS when:

- You receive a new contract from CAMS/PHS
- At contract renewal
- When any of your contract contacts change

You can contact your CAMS/PHS Contract Manager to obtain a new CCVF to complete.

If you already have a contract with CAMS and need your login information, please email ccvf@healthsolutions.org

Once you have obtained your login (email address and password), you will then access the Contracting Portal by either going to the healthsolutions.org website or going directly to https://mer.healthsolutions.org/login.aspx and entering your email address and password. Select "**Login**".

If you are logging in for the **first time using a temporary password**, the Contracting Portal will require you to create a new personal password. Once you have entered the required information, select "**Change Password**".

Once you have successfully logged in, you will see the Welcome to the CAMS Contracting Portal. At this point, you can select "**Submit Monthly Report**" (for existing contractors) or "**Submit Proposal**" (for new and existing contractors). You can also select "**Change Password**" or "**Log Out**".
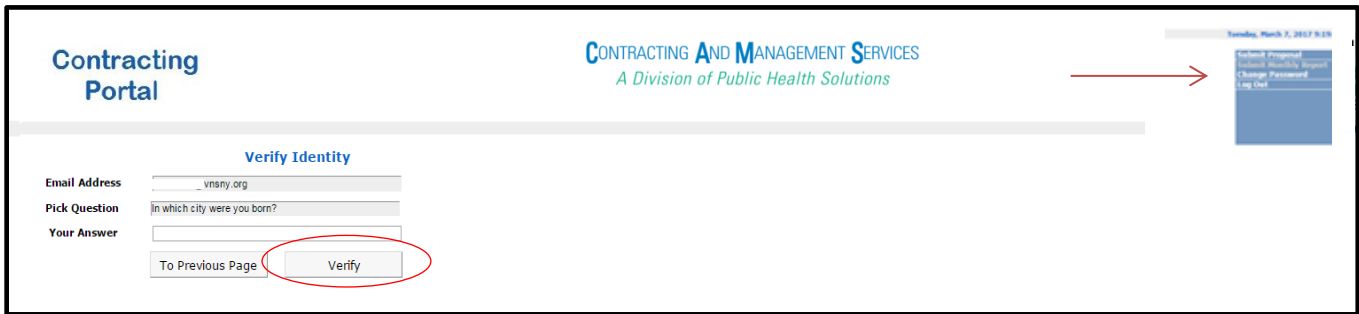
CHANGING YOUR PASSWORD

To change your password in the Contracting portal, select "**Change Password**".
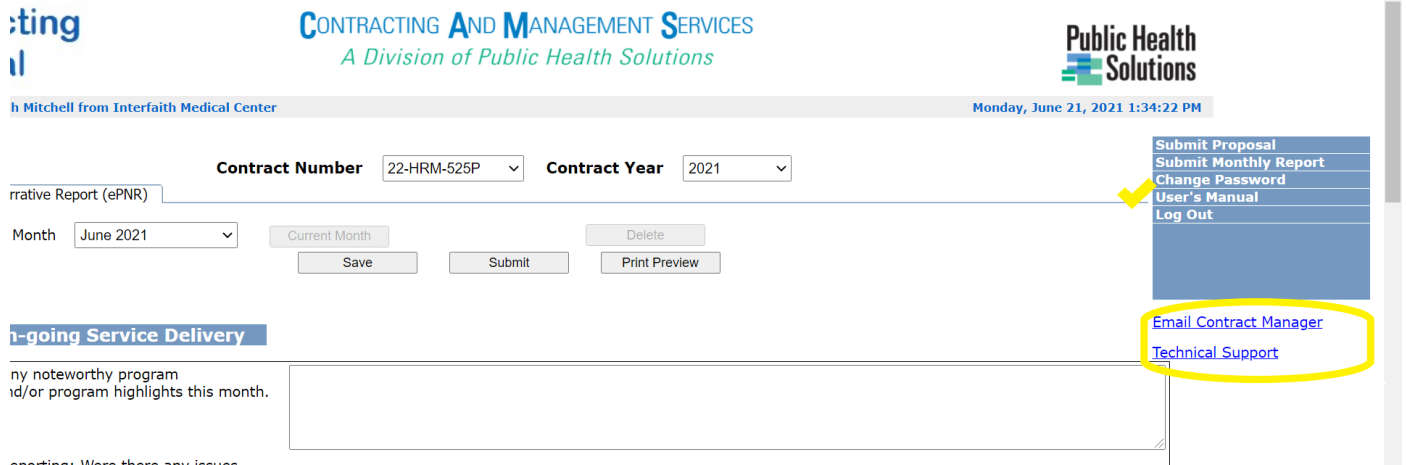
You will then be prompted to answer your security question, which will verify your identity. Type the answer to the question, and then select "**Verify**". At this point, you can change your password.

CONTACTING CAMS TECHNICALSUPPORT

For technical help with the CAMS Contracting Portal, select "**Technical Assistance**", and you can email a team member of the CAMS Applications Development team who can assist you.

SECTION 2: ELECTRONIC PROGRAM NARRATIVE REPORT (ePNR)

The monthly ePNR reports are due by the 15th of each month. If the 15th of the month falls on a weekend or holiday, the ePNR is due the following business day. Below are directions for submitting the ePNR.

To access the ePNR, log on to the CAMS Contracting portal (*see Section 1 – Logging into the CAMS Contracting Portal*) and select the contract number and contract year. You will then select the **"Electronic Program Narrative Report** tab, then "**Current Month**". The portal will automatically open to the current month for which the ePNR is due for completion and submission. Enter your monthly programmatic information in sections A and B. Questions automatically default to N/A; however, you must complete each question by selecting Yes, No, or N/A and typing the update in the text box. Please contact your Contract Manager with any questions about content.

- *Note: Newly awarded contracts within their first year are required to answer questions in section "C" describing startup milestones.*

If you have partially completed the ePNR, and want to return to complete it another time, select "**Save**" to save your data. You can always preview the ePNR data you entered by selecting "**Print Preview**".

To submit the ePNR, select "**Submit**" after all questions are answered. You will receive an automated email message from eReports@healthsolutions.org indicating that you have successfully submitted the ePNR for the month selected. Your Contract Manager also receives an email acknowledging submission of the ePNR.

SECTION 3: ELECTRONIC MONTHLY EXPENDITURE REPORT (eMER)

The eMER reports are due by the 15th of each month for cost-based contracts. If the 15th of the month falls on a weekend or holiday, the eMER is due the following business day. Below are directions on how to submit the eMER.

To access the eMER, log on to the CAMS Contracting portal (*see Section 1 – Logging into the CAMS Contracting Portal*) and select the "**Electronic Monthly Expenditure Report**" tab.

Select **Contract Number**, **Contract Year** and **eMER Report Month** for the month which you are entering and submitting expenditures for. All current budget items associated with the selected contract, month and year will be displayed (approved budget items in your contract).

- *Note: Previously submitted eMERs can be accessed and viewed by selecting a previous month and year; however, you cannot enter or revise data from a previous month.*

Enter expenditure data by typing in the dollar amounts in the **Expense** column for each budget item.

If you need to add a **new** budget item for the month, select "**Add New Item**".

Once you select **Add New Item**, you will see **"Category"**, "**Item**", "**Name**" and "**Expense**". Select the category of the new budget item and the budget item from the dropdown lists. The **"Name"** field is optional. You must enter the expense amount in the expense field, and then select "**Add**".

The newly added budget item will then appear on a separate line. Click "**Save**" to save the new item.

- *Note: You can delete the item, if necessary by selecting "**Delete**".*

4. At this point, you can select "**Save Draft**", if you want to save your data and return to submit it at a later time. You can select "**Print Preview**" to view eMER entries.

5. Once your eMER data has been correctly entered, select "**Submit**" to send your completed eMER to CAMS. You will receive an automated email message from eReports@healthsolutions.org indicating that you have successfully submitted the eMER for the month selected. Your Contract Manager also receives an email acknowledging submission of the eMER report.

Select "**Print Preview**" to generate a preview of the eMER

Select "**Save Draft**" to save data and complete the report at another time.

SECTION 4: HOW TO SUBMIT A PROPOSAL TO CAMS BY USING THE CONTRACTING PORTAL

Once you are logged into the PHS/CAMS Contracting Portal, you will see the **Welcome to the Contracting Portal** screen below. Select '**Submit Proposal'**

Once you select, "**Submit Proposal**", you will then be able to view the list of available RFPs along with the corresponding RFP Solicitation number and service categories/proposal groups:

Select the RFP you are submitting your proposal for in the checkbox next to 'Available'. Available RFPs are ones you can submit proposals for.

This screen also displays:

- o **Saved** RFPs –RFPs your organization has begun to prepare to submit, but has not submitted yet.
- o **Submitted** RFPs –RFPs your organization has submitted to PHS/CAMS.

Once you make your selection, you will then automatically see the description of the selected RFP. When you are certain you have selected the correct RFP to submit a proposal to CAMS, press the '**Create a Proposal**' button.

From this same interface, you can also edit a proposal that has not yet been submitted by selecting '**Saved**', and '**Return to Proposal**'.

Note: **Once a proposal has been submitted, it cannot be changed.**

Once you select '**Create a Proposal**' (or Return to Proposal), you will see the screen below indicating the Document Types needed.

	Document Type	Referral to Accelerator	# of Files	Min Files Required	Max Files Permitted
●	Staff Resumes and/or Job Descriptions	☐	0	1	2
○	Government Contracting Experience/References (template in Proposal Forms)		0	1	2
○	Proposal Format Form		0	1	3

Document Type   Required proposal documents

Referral to Accelerator   Indicates if the document could be located in the HHS Accelerator, and you would like CAMS to retrieve it there.

Minimum Files Required   Indicates the minimum number of files required to submit to CAMS

Maximum Files Permitted Indicates the maximum number of files which can be uploaded

To upload the necessary proposal files, select the document type, then '**Choose File** 'and select it from your PC, and then click '**Upload New File**'.

When you click 'Upload a File' again, you will see the document displayed, along with the date it was uploaded. You can view or remove it at this time. You will also see that in the column '# of files', the number changed from zero to one, indicating how many attachments you have uploaded of this document type.

You will repeat this process until you have uploaded all necessary proposal documents. Check the 'Status' to ensure that all required documents are uploaded.

Once all required documents are uploaded (or you have indicated that they reside in the HHS Accelerator), you are ready to submit your proposal. Select '**Submit**'.
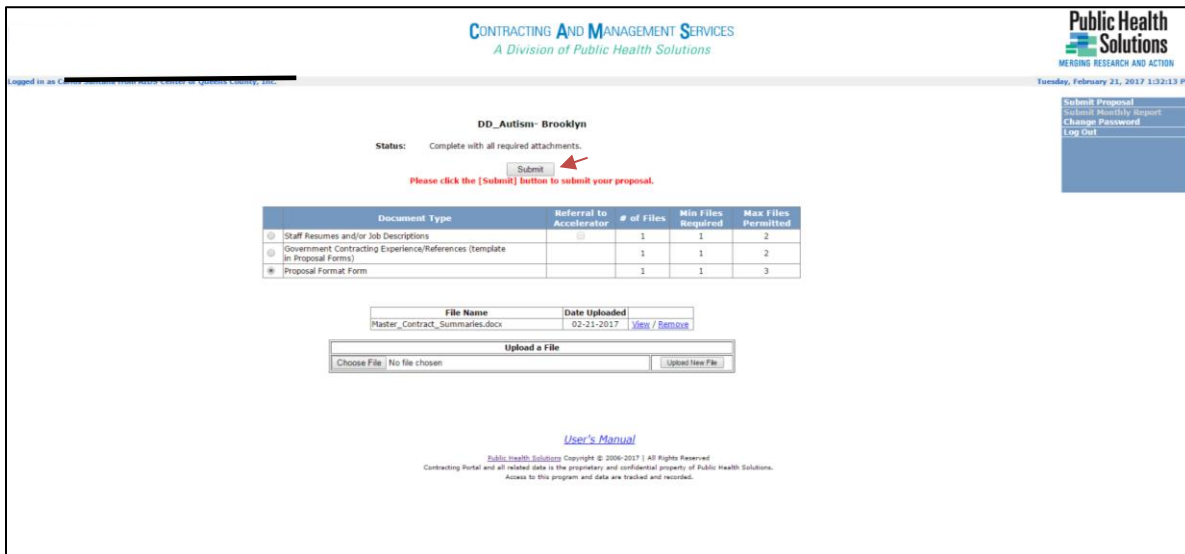
Some proposals may require completing a survey in addition to the required documents. In that case the link to the survey will be located bellow "Upload File" area. After you complete the survey, please check off that it has been completed. After the box is checked you will see another button. Select **"Submit"** to submit your complete proposal package.
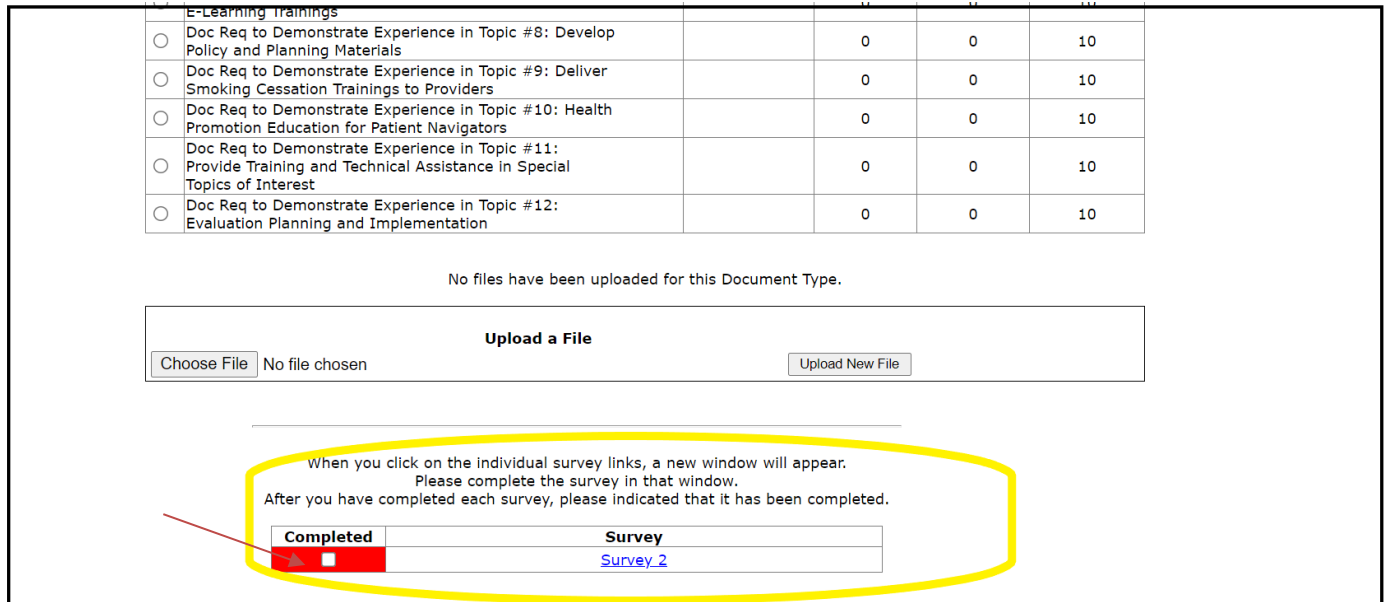
Note that once you select '**Submit**', you will receive a pop-up box asking if you are sure you want to submit your proposal. Select OK.

Once you submit your proposal, you will then see this box confirming that your proposal documents have been submitted, along with the date.

In addition, you will receive email confirmation from CAMS that your proposal submission has been received:

Proposal Submission: Psychosocial Support Services for Transgender, Intersex, Gender Non-Conforming, and Non-Binary Individ...

PH Public Health Solutions <noreply@healthsolutions.org>
To
Cc **RFPProposalNotification;**

↩ Reply   ↩ Reply All   → Forward   •••
Thu 3/18/2021 1:51 PM

ⓘ Follow up. Completed on Thursday, March 18, 2021.
This message was sent with High importance.

Thank you for your interest in this RFP. This email serves as confirmation that we are in receipt of proposal documents submitted on behalf of _____ on Mar 18, 2021 at 1:50 PM. This email further confirms the proposal documents received specify your application for [Psychosocial Support Services for Transgender, Intersex, Gender Non-Conforming, and Non-Binary Individuals in New York City]. Please note, this email is only confirming receipt of the documents submitted on the date and time stated above, and is not a confirmation of your eligibility or responsiveness to this RFP. Please do not reply to this email.