

Contracting Portal Manual

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

June 2021

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SECTION 1: LOGGING ON TO THE PHS/CAMS CONTRACTING PORTAL

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:

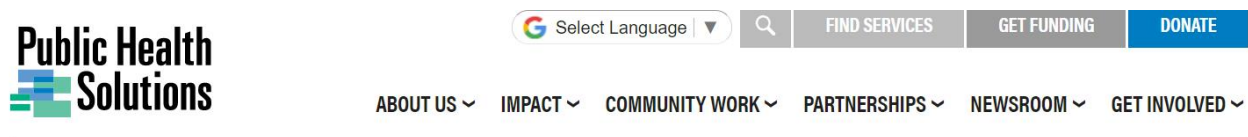
rfploginrequest@healthsolutions.org

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”



GET FUNDING

Public Health Solutions is the master contractor or grantee for a number of government and privately funded portfolios.

We maintain a long-held contract with the NYC DOHMH to manage HIV care and prevention services, and another to administer a wide variety of other public health initiatives through our [Contracting and Management Services \(CAMS\)](#) unit. Under contracts with the NYC DOHMH, we support over 200 diverse community-based public health organizations across New York City.

Visit the pages below to learn more and to access resources.



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).



Contractor Resources

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



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** v
- 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**”.

CONTRACTING AND MANAGEMENT SERVICES
A Division of Public Health Solutions

Public Health Solutions
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Tuesday, February 23, 2017 12:21:49 PM

Log In

Email Address

Password

Login

Forgot Your Password ?
If you forgot your password, please click [here](#) to recover it.

Need a Login ?
If you need a login in order to submit a proposal responding to an RFP, please email rfploginrequest@healthsolutions.org to request information about how to register.
If you already have a contract and need a login in order to submit ePIR and/or eMER reports, please email ccvf@healthsolutions.org to request information about how to register.

Questions about Reporting ?
If you have questions about your ePIR and/or eMER submission, please contact your Contract Manager at Public Health Solutions.

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**”.

Contracting Portal

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Wednesday, March 02, 2016 9:01

Set Up Security

Email Address

Pick Question

Your Answer

Temporary Password

New Password

Confirm Password

To Previous Page 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**”.

Welcome to the PHS/CAMS Contracting Portal

CONTRACTING AND MANAGEMENT SERVICES
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Logged in as Ca...ity, Inc. Tuesday, February 23, 2017 12:25:21 PM

Welcome to the PHS CAMS Contractor Portal.

Through this Portal, you may submit proposals for open RFPs.
If you already have a contract, please use this Portal to submit narrative and/or expenditure reports.

Please use the Menu on the right to choose an activity.

Submit Proposal
Submit Monthly Report
Change Password
Log Out

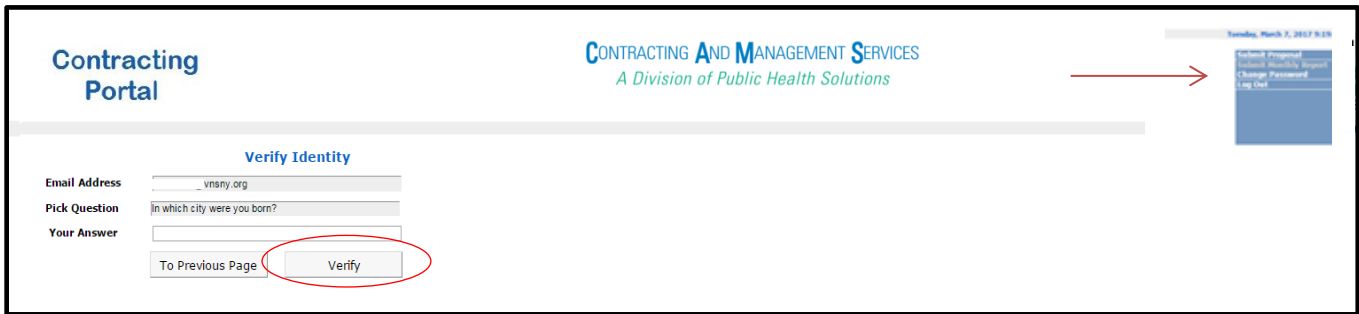
[User's Manual](#)

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Access to this program and data are tracked and recorded.

CHANGING YOUR PASSWORD

To change your password in the Contracting portal, select “**Change Password**”.

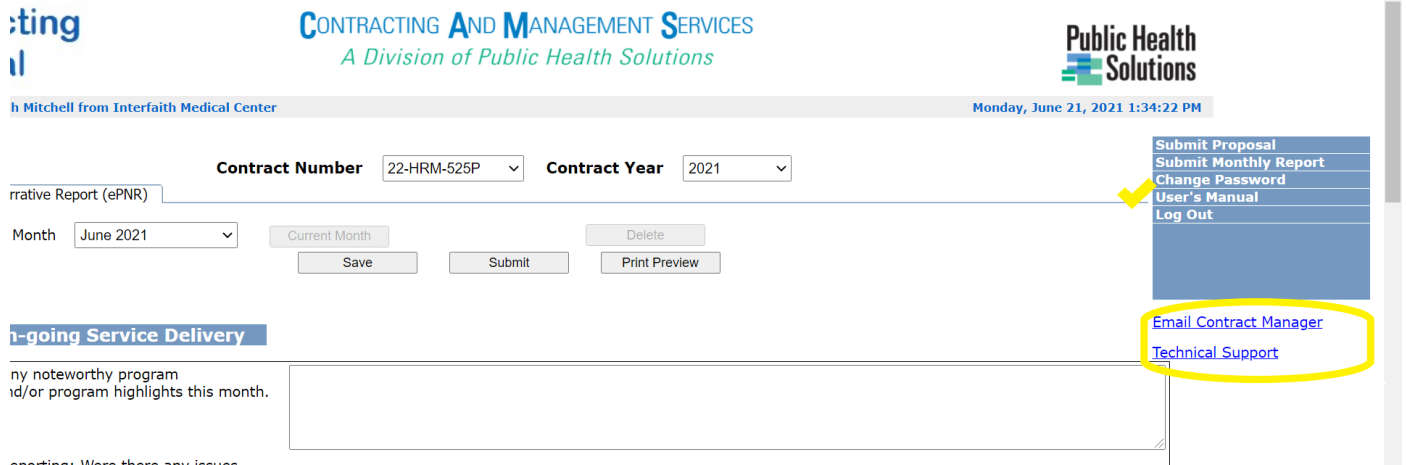
You will then be prompted to answer your security question, which will verify your identity. Type the answer to the question, and then select “**Verify**”. At this point, you can change your password.



The screenshot shows the 'Contracting Portal' interface. At the top, it says 'CONTRACTING AND MANAGEMENT SERVICES A Division of Public Health Solutions'. Below this is a 'Verify Identity' section with the following fields: 'Email Address' (with a partial address ending in '@vnsny.org'), 'Pick Question' (with the question 'In which city were you born?'), and 'Your Answer'. There are two buttons at the bottom: 'To Previous Page' and 'Verify'. A red circle highlights the 'Verify' button. In the top right corner, there is a menu with options: 'Submit Proposal', 'Submit Monthly Report', 'Change Password', 'User's Manual', and 'Log Out'. A red arrow points to the 'Change Password' option.

CONTACTING CAMS TECHNICAL SUPPORT

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.



The screenshot shows the 'Contracting Portal' interface for submitting a narrative report. At the top, it says 'CONTRACTING AND MANAGEMENT SERVICES A Division of Public Health Solutions'. Below this is a header with the user's name 'h Mitchell from Interfaith Medical Center' and the date 'Monday, June 21, 2021 1:34:22 PM'. The main form has the following fields: 'Contract Number' (22-HRM-525P), 'Contract Year' (2021), 'Narrative Report (ePNR)', and 'Month' (June 2021). There are buttons for 'Current Month', 'Delete', 'Save', 'Submit', and 'Print Preview'. In the bottom right corner, there is a menu with options: 'Submit Proposal', 'Submit Monthly Report', 'Change Password', 'User's Manual', 'Log Out', 'Email Contract Manager', and 'Technical Support'. A yellow circle highlights the 'Email Contract Manager Technical Support' link.

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.*

The screenshot shows the 'Contracting Portal' interface for 'Nurse Service of New York'. It includes fields for 'Contract Number' and 'Contract Year'. The 'Electronic Program Narrative Report (ePNR)' tab is selected, and the 'Current Month' is set to 'February 2016'. The 'Save' button is highlighted with a red circle and a callout box. The callout box contains the following text:

The **Save** button allows you to save your data and come back to the module to complete it.

The **Print Preview** button allows you to preview your data.

The form itself is titled 'Section A. On-going Service Delivery' and contains the following questions:

1. Please describe any noteworthy program accomplishments and/or program highlights this month.
2. Data Entry and Reporting: Were there any issues regarding data entry and reporting at your agency this month? If yes, please explain.
3. Has your program experienced any challenges to providing services this month? If yes, please explain.
4. Have any of your service levels fallen below 90% of YTD projections? If yes, explain why and describe actions you are taking to correct this deficiency.
5. Are there any changes in the target population that seeks your contract services? If yes, describe any changing trends in your target population as well as any unmet client need. Note: Contracts funded to provide services to specific target populations may not change the target population.
6. Have you conducted any networking or case-finding activities this month? If yes, please describe.
7. Do you currently have any staff vacancies? If yes, a) list the positions, the dates the positions were vacated, and describe your recruitment efforts, and b) describe the impact that the vacancy has on service delivery, including alternate methods of meeting.

Below the questions is a section titled 'Section B. Program Evaluation'.

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.

The screenshot shows the Contracting Portal interface. At the top, it says "Contracting Portal" and "CONTRACTING AND MANAGEMENT SERVICES A Division of Public Health Solutions". Below that, there are fields for "Contract Number" (511) and "Contract Year" (2015). There are two tabs: "Electronic Monthly Expenditure Report (eMER)" and "Electronic Program Narrative Report (ePNR)". The "eMER Report Month" dropdown menu is highlighted with a red circle and shows "February 2016". Below the dropdown are buttons for "Current Month", "Save", "Submit", "Print Preview", and "Add New Item". At the bottom, there is a table with columns: Category, Item, Name, and Expense. The table contains 14 rows of data.

Category	Item	Name	Expense
Personnel	Program Manager		\$0.00
Personnel	Office Clerk		\$0.00
Fringe Benefits1	Fringe Benefits	31.28%	\$0.00
Supplies	Program Supplies		\$0.00
Supplies	Office Supplies		\$0.00
Other	Telephone		\$0.00
Other	Space Cost		\$0.00
Other	Insurance		\$0.00
Consultant/Contractual	Consultant	e Needs	\$0.00
Consultant/Contractual	Social Worker	Per Diem	\$0.00
Consultant/Contractual	Clinical Consultant	Judith	\$0.00
Consultant/Contractual	Temporary Help		\$0.00

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.*

This screenshot is similar to the one above, but with red arrows pointing to the "Contract Number" (511), "Contract Year" (2015), and "eMER Report Month" (February 2016) fields. The table below is identical to the one in the previous screenshot.

Category	Item	Name	Expense
Personnel	Program Manager		\$0.00
Personnel	Office Clerk		\$0.00
Fringe Benefits1	Fringe Benefits	31.28%	\$0.00
Supplies	Program Supplies		\$0.00
Supplies	Office Supplies		\$0.00
Other	Telephone		\$0.00
Other	Space Cost		\$0.00
Other	Insurance		\$0.00
Consultant/Contractual	Consultant	e Needs	\$0.00
Consultant/Contractual	Social Worker	Per Diem	\$0.00
Consultant/Contractual	Clinical Consultant	Judith	\$0.00
Consultant/Contractual	Temporary Help		\$0.00

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

Contracting Portal

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Logged in as E New York

Contract Number 9 Contract Year 2015

Electronic Monthly Expenditure Report (eMER) Electronic Program Narrative Report (ePNR)

eMER Report Month February 2016 Current Month Save Submit Print Preview Add New Item

Category	Item	Name	Expense
Personnel	Program Manager	E	\$0.00
Personnel	Office Clerk	Na	\$0.00
Fringe Benefits1	Fringe Benefits	31.28%	\$0.00
Supplies	Program Supplies		\$0.00
Supplies	Office Supplies		\$0.00
Other	Telephone		\$0.00
Other	Space Cost		\$0.00
Other	Insurance		\$0.00
Consultant/Contractual	Consultant	ne Needs	\$0.00
Consultant/Contractual	Social Worker	Per Diem	\$0.00
Consultant/Contractual	Clinical Consultant	Jud	\$0.00
Consultant/Contractual	Temporary Help		\$0.00

Save Submit Print Preview Add New Item

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

Contracting Portal

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Logged in as Edward Murphy from Walling House Contract of New York

Contract Number 95-HOM-511 Contract Year 2015

Electronic Monthly Expenditure Report (eMER) Electronic Program Narrative Report (ePNR)

eMER Report Month February 2016 Current Month Save Submit Print Preview Add New Item

Category	Item	Name	Expense
Personnel	Program Manager	F	\$0.00
Personnel	Office Clerk	N	\$0.00
Fringe Benefits1	Fringe Benefits	31.28%	\$0.00
Supplies	Program Supplies		\$0.00
Supplies	Office Supplies		\$0.00
Other	Telephone		\$0.00
Other	Space Cost		\$0.00
Other	Insurance		\$0.00
Consultant/Contractual	Consultant	R	\$0.00
Consultant/Contractual	Social Worker	Per Diem	\$0.00
Consultant/Contractual	Clinical Consultant	Jud	\$0.00
Consultant/Contractual	Temporary Help		\$0.00

Save Submit Print Preview 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**”.

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Logged in as **[New York]**

Contract Number: **94** | Contract Year: **2015**

Electronic Monthly Expenditure Report (eMER) | Electronic Program Narrative Report (ePNR)

eMER Report Month: **February 2016** | | | |

Category	Item	Name	Expense
Personnel	Program Manager		\$0.00
Personnel	Office Clerk		\$0.00
Fringe Benefits1	Fringe Benefits	31.28%	\$0.00
Supplies	Program Supplies		\$0.00
Supplies	Office Supplies		\$0.00
Other	Telephone		\$0.00
Other	Space Cost		\$0.00
Other	Insurance		\$0.00
Consultant/Contractual	Consultant	Home Needs	\$0.00
Consultant/Contractual	Social Worker	Per Diem	\$0.00
Consultant/Contractual	Clinical Consultant		\$0.00
Consultant/Contractual	Temporary Help		\$0.00

Category: **Computer Software** | Item: **-select-** | Name: | Expense: | |

| |

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”.

Contracting Portal CONTRACTING AND MANAGEMENT SERVICES
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Logged in as **[New York]**

Contract Number: **11** | Contract Year: **2015**

Electronic Monthly Expenditure Report (eMER) | Electronic Program Narrative Report (ePNR)

eMER Report Month: **February 2016** | | | |

Category	Item	Name	Expense
Personnel	Program Manager	Murphy	\$0.00
Personnel	Office Clerk	ad	\$0.00
Fringe Benefits1	Fringe Benefits	31.28%	\$0.00
Supplies	Program Supplies		\$0.00
Supplies	Office Supplies		\$0.00
Other	Telephone		\$0.00
Other	Space Cost		\$0.00
Other	Insurance		\$0.00
Consultant/Contractual	Consultant	Home Needs	\$0.00
Consultant/Contractual	Social Worker	Per Diem	\$0.00
Consultant/Contractual	Clinical Consultant		\$0.00
Consultant/Contractual	Temporary Help		\$0.00

New Budget Item

Category	Item	Name	Expense	
Consultant	Community Health Worker		\$500.00	Delete

Category: **-select-** | Item: **-select-** | Name: | Expense: | |

| |

- 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.
- 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](mailto:Reports@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.

Logged in as Edw New York

Contract Number 100000000511 Contract Year 2015

Electronic Monthly Expenditure Report (eMER) Electronic Program Narrative Report (ePNR)

eMER Report Month February 2016 Current Month Save Draft Submit Print Preview Add New Item

Category	Item	Name	Expense
Personnel	Program Manager	phy	1000
Personnel	Office Clerk		5000
Fringe Benefits1	Fringe Benefits	31.28%	120
Supplies	Program Supplies		50
Supplies	Office Supplies		80
Other	Telephone		200
Other	Space Cost		600
Other	Insurance		0
Consultant/Contractual	Consultant	ime Needs	600
Consultant/Contractual	Social Worker	Per Diem	250
Consultant/Contractual	Clinical Consultant	Judi	300
Consultant/Contractual	Temporary Help		0

Save Draft Submit Print Preview Add New Item

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**’

Contracting Portal

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Welcome to the Contracting Portal

The University of New York

Monday, June 21, 2021 1:04:22 P

Welcome to the Contracting Portal.

Through this Portal, you may submit proposals for open RFPs. If you already have a contract, please use this Portal to submit narrative and/or expenditure reports.

Please use the Menu on the right to choose an activity.

Submit Proposal
Submit Monthly Report
Change Password
Change Organization
User's Manual
Log Out

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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:

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Logged in as [CAMS Solutions from NYU University of the State of New York, Inc.](#)
Tuesday, February 21, 2017 12:28:15 PM

Status	RFP Solicitation #	Service Category / Proposal Group
<input type="checkbox"/> Available	2016.11.HIV.04.01	DD_Autism- Brooklyn Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 10:00 AM
<input type="checkbox"/> Available	2016.11.HIV.04.01	DD_Autism- Manhattan Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 09:00 AM
<input type="checkbox"/> Available	228.Developmental.Disability	Developmental Disability/Vocational - Manhattan Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 12:00 PM
<input type="checkbox"/> Available	222.2015.HIV.Prevention.Progr	Harm Reduction Services Available: Jan 01, 2017 12:00 AM through Mar 31, 2017 11:25 AM
<input type="checkbox"/> Available	2219.Improving.Health.Equity	Improving Maternal and Infant Health (MIH) Outcomes Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 12:00 PM
<input type="checkbox"/> Available	222.2015.HIV.Prevention.Progr	Leveraging HIV Testing for Linkage to Prevention through HIV Testing Programs Available: Jan 01, 2017 12:00 AM through Mar 31, 2017 11:25 AM
<input type="checkbox"/> Saved	221.RW.Y24.Multi-Service.RFP	Targeted Supportive Counseling and Family Stabilization Available: Dec 28, 2016 12:00 AM through Mar 31, 2017 11:25 AM
<input type="checkbox"/> Saved	2214.Early.Childhood.Mental.He	Training and Technical Assistance Center Available: Jan 01, 2017 12:00 AM through Mar 31, 2017 11:25 AM
<input type="checkbox"/> Submitted	2016.11.HIV.04.01	DD_Autism- Bronx Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 11:00 AM

Description

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Submit Proposal
Submit Monthly Report
Change Password
Log Out

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:

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

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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.

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Logged in as [redacted] @ [redacted] County, Inc. Tuesday, February 21, 2017 12:28:15 PM

Status	RFP Solicitation #	Service Category / Proposal Group
<input checked="" type="radio"/> Available	2016.11.HIV.04.01	DD_Autism- Brooklyn Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 10:00 AM
<input type="radio"/> Available	2016.11.HIV.04.01	DD_Autism- Manhattan Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 09:00 AM
<input type="radio"/> Available	228.Developmental.Disability	Developmental Disability/Vocational - Manhattan Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 12:00 PM
<input type="radio"/> Available	222.2015.HIV.Prevention.Progr	Harm Reduction Services Available: Jan 01, 2017 12:00 AM through Mar 31, 2017 11:25 AM
<input type="radio"/> Available	2219.Improving.Health.Equity	Improving Maternal and Infant Health (MIH) Outcomes Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 12:00 PM
<input type="radio"/> Available	222.2015.HIV.Prevention.Progr	Leveraging HIV Testing for Linkage to Prevention through HIV Testing Programs Available: Jan 01, 2017 12:00 AM through Mar 31, 2017 11:25 AM
<input type="radio"/> Saved	221.RW.Y24.Multi-Service.RFP	Targeted Supportive Counseling and Family Stabilization Available: Dec 28, 2016 12:00 AM through Mar 31, 2017 11:25 AM
<input type="radio"/> Saved	2214.Early.Childhood.Mental.He	Training and Technical Assistance Center Available: Jan 01, 2017 12:00 AM through Mar 31, 2017 11:25 AM
<input type="radio"/> Submitted	2016.11.HIV.04.01	DD_Autism- Bronx Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 11:00 AM

Description

Identify appropriately qualified providers to deliver services to support the needs of NYC residents who have been diagnosed with autism spectrum disorders (ASDs) but who are unable to access similar services funded by the Office for People with Developmental Disabilities (“OPWDD”) and other State agencies. The selected contractors will also provide services and support to the families and/or caregivers of individuals diagnosed with ASDs. Identify up to five appropriately qualified vendors to provide Article 16 outpatient clinic services to under-insured or uninsured individuals with developmental disabilities, and their caregivers (collaterals) in each borough of New York City.

Click this button ONLY if you are prepared to upload documents for this proposal.

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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.

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Logged in as [redacted] @ [redacted] County, Inc. Tuesday, February 21, 2017 12:28:15 PM

Status	RFP Solicitation #	Service Category / Proposal Group
<input checked="" type="radio"/> Available	2016.11.HIV.04.01	DD_Autism- Brooklyn Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 10:00 AM
<input type="radio"/> Available	2016.11.HIV.04.01	DD_Autism- Manhattan Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 09:00 AM
<input type="radio"/> Available	228.Developmental.Disability	Developmental Disability/Vocational - Manhattan Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 12:00 PM
<input type="radio"/> Available	222.2015.HIV.Prevention.Progr	Harm Reduction Services Available: Jan 01, 2017 12:00 AM through Mar 31, 2017 11:25 AM
<input type="radio"/> Available	2219.Improving.Health.Equity	Improving Maternal and Infant Health (MIH) Outcomes Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 12:00 PM
<input type="radio"/> Available	222.2015.HIV.Prevention.Progr	Leveraging HIV Testing for Linkage to Prevention through HIV Testing Programs Available: Jan 01, 2017 12:00 AM through Mar 31, 2017 11:25 AM
<input checked="" type="radio"/> Saved	221.RW.Y24.Multi-Service.RFP	Targeted Supportive Counseling and Family Stabilization Available: Dec 28, 2016 12:00 AM through Mar 31, 2017 11:25 AM
<input type="radio"/> Saved	2214.Early.Childhood.Mental.He	Training and Technical Assistance Center Available: Jan 01, 2017 12:00 AM through Mar 31, 2017 11:25 AM
<input type="radio"/> Submitted	2016.11.HIV.04.01	DD_Autism- Bronx Available: Jan 03, 2017 12:00 PM through Mar 31, 2017 11:00 AM

Description

Provide services for individuals living with HIV, who are clients of syringe exchange programs, and their family members to reduce stressors in their lives in order to remove barriers to engagement in HIV care and adherence to treatment. The individual living with HIV does not need to have a DSM-V diagnosis to receive SCF services.

Continue to upload documents for this proposal.

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

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Logged in as [redacted] @ [redacted] County, Inc. Tuesday, February 21, 2017 1:01:37 PM

DD_Autism- Brooklyn

Status: Does not meet minimum number of files required.

Document Type	Referral to Accelerator	# of Files	Min Files Required	Max Files Permitted
Staff Resumes and/or Job Descriptions	<input type="checkbox"/>	0	1	2
Government Contracting Experience/References (template in Proposal Forms)		0	1	2
Proposal Format Form		0	1	3

No files have been uploaded for this Document Type.

Upload a File

Choose File No file chosen Upload New File

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- 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**’.

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Logged in as [redacted] @ [redacted] County, Inc. Tuesday, February 21, 2017 1:15:06 PM

DD_Autism- Brooklyn

Status: Does not meet minimum number of files required.

Document Type	Referral to Accelerator	# of Files	Min Files Required	Max Files Permitted
Staff Resumes and/or Job Descriptions	<input type="checkbox"/>	0	1	2
Government Contracting Experience/References (template in Proposal Forms)		0	1	2
Proposal Format Form		0	1	3

No files have been uploaded for this Document Type.

Upload a File

Choose File stanleysteernerad.docx Upload New File

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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.

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Logged in as Carlos Santana f...Tuesday, February 21, 2017 1:21:03 PM

DD_Autism- Brooklyn

Status: Does not meet minimum number of files required.

Document Type	Referral to Accelerator	# of Files	Min Files Required	Max Files Permitted
Staff Resumes and/or Job Descriptions	<input type="checkbox"/>	1	1	2
Government Contracting Experience/References (template in Proposal Forms)		0	1	2
Proposal Format Form		0	1	3

File Name	Date Uploaded
stanleysteemerad.docx	02-21-2017 View / Remove

Upload a File

Choose File | No file chosen Upload New File

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

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Logged in as Carlos Santana f...Tuesday, February 21, 2017 1:32:13 PM

DD_Autism- Brooklyn

Status: Complete with all required attachments.

Please click the [Submit] button to submit your proposal.

Document Type	Referral to Accelerator	# of Files	Min Files Required	Max Files Permitted
Staff Resumes and/or Job Descriptions	<input type="checkbox"/>	1	1	2
Government Contracting Experience/References (template in Proposal Forms)		1	1	2
Proposal Format Form		1	1	3

File Name	Date Uploaded
Master_Contract_Summaries.docx	02-21-2017 View / Remove

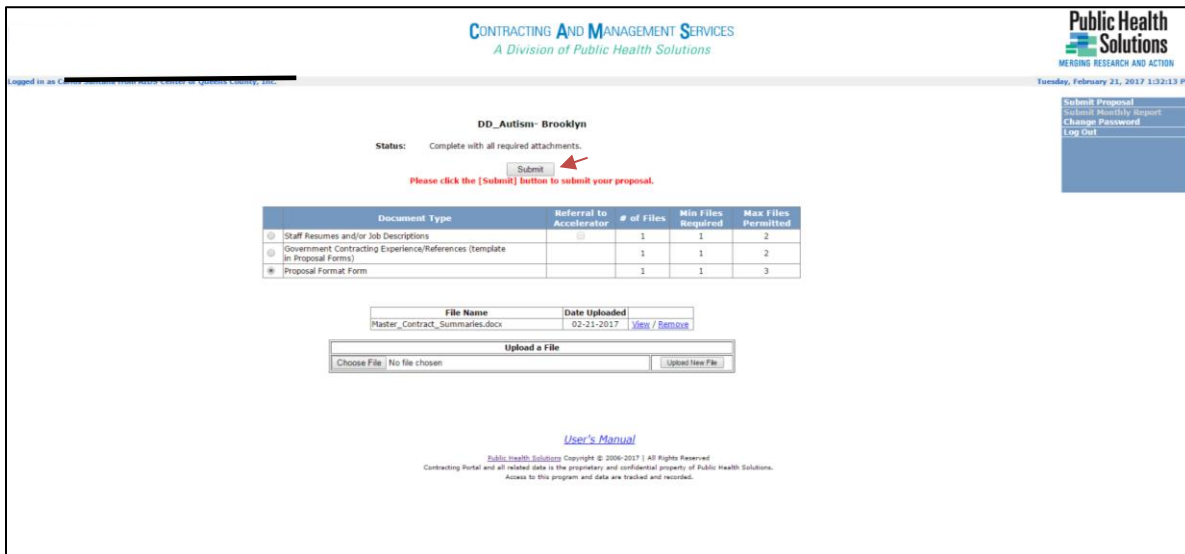
Upload a File

Choose File | No file chosen Upload New File

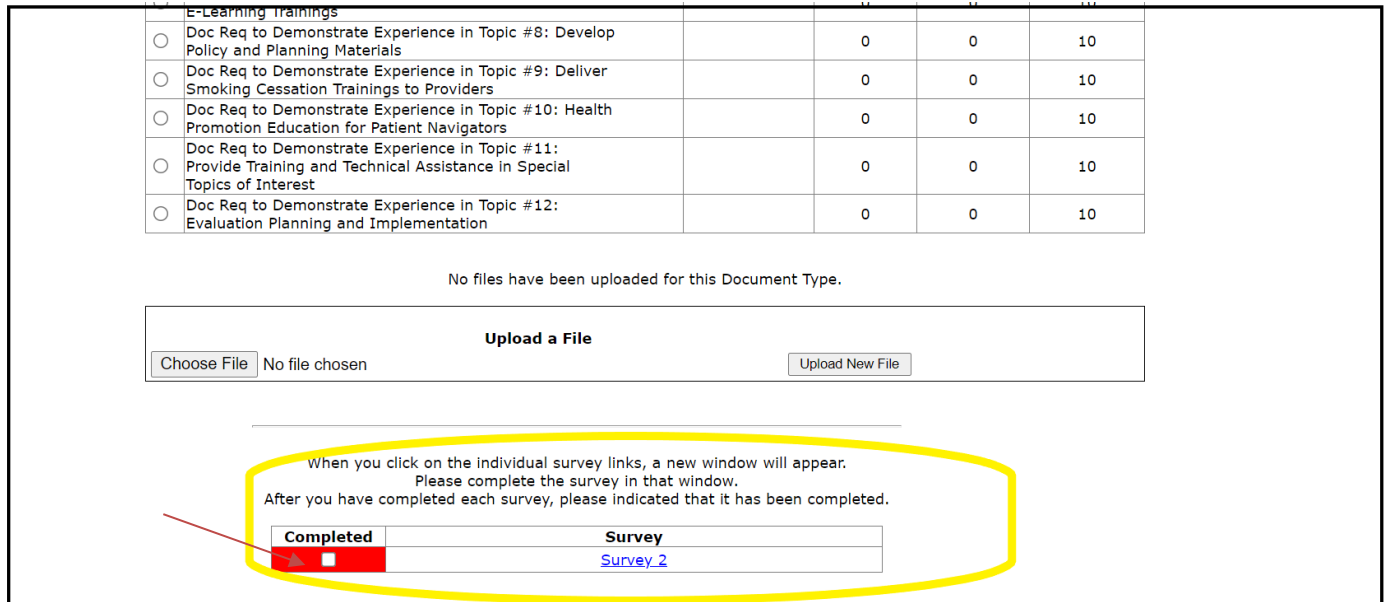
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Once all required documents are uploaded (or you have indicated that they reside in the HHS Accelerator), you are ready to submit your proposal. Select **‘Submit’**.



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.

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Logged in as [redacted], Inc. Tuesday, February 21, 2017 1:32:13 PM

On confirmation of this submission, you will not be able make any further changes to it.

Are you sure you are ready to submit your proposal?

OK Cancel

DD_Autism- Brooklyn

Status: Complete with all required attachments.

Submit

Please click the [Submit] button to submit your proposal.

Document Type	Referral to Accelerator	# of Files	Min Files Required	Max Files Permitted
Staff Resumes and/or Job Descriptions	<input type="checkbox"/>	1	1	2
Government Contracting Experience/References (template in Proposal Forms)		1	1	2
Proposal Format Form		1	1	3

File Name	Date Uploaded
Master_Contract_Summaries.docx	02-21-2017 View / Remove

Upload a File

Choose File | No file chosen Upload New File

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Submit Proposal

Submit Monthly Report

Change Password

Log Out

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

Tuesday, February 21, 2017 1:57:39 PM

The proposal has been submitted on Feb 21 2017 1:57PM

OK

Status	RFP Solicitation #	Service Category / Proposal Group

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...

Public Health Solutions <noreply@healthsolutions.org>
To: [redacted]
Cc: RFPProposalNotification, [redacted]

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 [redacted] 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.

