

# CAMS CONTRACTOR NEWSFLASH



CONTRACTING AND MANAGEMENT SERVICES  
*A Division of Public Health Solutions*

November 2017

The Health and Human Services (HHS) Document Vault allows contractors to easily store, access and securely share electronic (paperless) required contracting documents necessary to obtain and maintain eligibility to conduct business with the City of New York and Public Health Solutions (PHS).

Many organizations that hold contracts with PHS utilize the Document Vault. Not only does it allow contractors to share contracting documents with PHS without having to email back and forth, it allows easy access to required administrative documents associated with a submitted proposal in response to a Request for Proposal (RFP).

Examples of required documents contractors are able to provide to PHS by sharing in the Document Vault include:

- Internal Revenue Service 501 (c) (3) determination letter
- New York State Certificate of Incorporation
- Current Board of Directors List
- Most recent audited Financial Statement

Because PHS is not a New York City Agency, sharing documents in the Document Vault is slightly different than sharing documents with a City Agency. We have created a guide to assist you in how to upload administrative documents to the HHS Document Vault and share them with PHS.

To view and download the guide, go to [www.healthsolutions.org](http://www.healthsolutions.org), select Funding, and then Contractor Resources. The guide is located under Manuals & Guides and is titled "Sharing Documents in Vault with PHS".

You can also click the link below to access and download the guide:

<https://www.healthsolutions.org/get-funding/contractor-resources/>

We hope this guide assists you with sharing your required contracting documents stored in the HHS Vault with PHS.