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**TO:** Not-for-Profit Grantees

**FROM:** LuAnn Hart, Supervisor of Contract Administration  
Bureau of Fiscal Management

**DATE:** July 31, 2013

**SUBJECT:** Prequalification Requirements

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The State of New York is initiating a new statewide prequalification process designed to facilitate prompt contracting for not-for-profit vendors. Grantees will be asked to submit commonly requested documents, answer frequently asked questions once and submit updates to this information periodically. The application requests organizational information about the vendor's capacity, legal compliance, and integrity. To learn more about prequalification, go to the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) where you can preview the questions and required documents. Beginning July 31, 2013, all not-for-profit vendors will be required to prequalify prior to grant application and execution of contracts. Failure to complete the prequalification process will delay processing of all contract transactions.

Following is a summary of the steps that must be undertaken in order for you to prequalify.

- ✓ Go to the Grants Reform website (<http://www.grantsreform.ny.gov/Grantees>) and download a copy of the Registration Form. Please review the instructions for submission of this form. The form must be signed and notarized by an authorized representative of your organization, and must be sent to the NYS Division of Budget as soon as possible in order to gain access to the Grants Gateway to enable prequalification.
- ✓ Upon submission of your registration form, you will be provided with a User ID allowing you to gain access to the Gateway. From there, please logon to the Gateway System ([https://grantsgateway.ny.gov/IntelliGrants\\_NYSGG/login2.aspx](https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx)) and begin your Prequalification Application.
- ✓ Vendors who already submitted registration materials and received their user credentials can begin to upload documents into the Document Vault and complete their online Prequalification Questionnaire.

- ✓ As you fill out the Questionnaire, please refer to the Gateway Training Materials and resource links posted on the “grantees” section of the Grants Reform website to help you navigate the questionnaire. If you still have questions, simply contact your State agency program contact, or post your question to [GrantsReform@Budget.ny.gov](mailto:GrantsReform@Budget.ny.gov), and someone will get back to you quickly with a response.

Each State agency has designated staff members who will serve as Prequalification Specialists. Prequalification applications filed online will be routed by the Gateway system to these designated staff for review and evaluation. For those vendors having relationships with multiple State agencies, applications will be directed to staff at the agency with the largest number of existing contracts with the vendor.

Prequalification applications will be approved by the assigned State agency on a rolling basis so we encourage you to complete your application early.

If you have any questions about prequalification, please go to the Grants Reform website or contact Teneka Frost-Amusa by email at [Teneka.Frost-Amusa@dos.ny.gov](mailto:Teneka.Frost-Amusa@dos.ny.gov). You may also email [GrantsReform@Budget.ny.gov](mailto:GrantsReform@Budget.ny.gov) with “Prequalification” in the subject line with any questions you may have about this process.