

Re-Released and Updated

TO: Not-for-Profit Grantees

SUBJECT: Prequalification Requirements for Not-for-Profit Contracts

The State of New York has initiated a new statewide prequalification process designed to facilitate prompt contracting for not-for-profit grantees. 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 grantee'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. **All not-for-profit grantees will be required to prequalify prior to any grant application and/or execution of a contract or a contract amendment. OASAS will not be able to enter into contracts with any grantee who has failed to complete the prequalification process.**

The 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) and begin your Prequalification Application.
- ✓ Grantees 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.

It is critical that any current holders of direct contracts with OASAS complete the prequalification immediately. No new contracts with any program can be issued and executed unless the grantee is prequalified. As all New York City contracts will expire 6/30/14 and all Upstate contracts will expire 12/31/14, contracts and services will not be able to continue unless current grantees are prequalified. In addition for any capital grant contract to be issued, the grantee must be also be prequalified.

Lastly, if a grantee is not pre-qualified in the system, they will not be eligible to submit a bid on any RFP issued by OASAS or any State Agency.

- ✓ 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, 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 grantees having relationships with multiple State agencies, applications should be directed to staff at the agency with the largest number of existing contracts with the grantee.

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 send an email to Procurements@oasas.ny.gov. You may also email GrantsReform@Budget.ny.gov with “Prequalification” in the subject line with any questions about this process.