

**NEW YORK STATE
OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

Theodore A. Kastner
Acting Commissioner
OPWDD
April 18, 2019

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**AMENDMENT TO REQUEST FOR PROPOSALS
FOR
CENTRAL NEW YORK
FAMILY SUPPORT SERVICES
FY 2019 RFP**

The Developmental Disabilities Regional Office (DDRO), Region 2, is amending its current Request for Proposals for Central New York, Family Support Services, FY 2019. The effect of the amendment is to include additional funding of \$279,012 specific to Oswego County, to provide Family Reimbursement and Service Access and Assistance, therefore increasing the total reinvestment of FSS dollars to \$614,557. As a result, the RFP Time Line has been extended, including the deadline to submit a proposal(s). Agencies wishing to submit a proposal(s) have until 11:00AM (Eastern Time), May 24, 2019.

The amended sections are updated and included below:

- Regions are referred to as Category #1, #2 and #3. Oswego County and the additional funding has been added as Category #3. Oswego County funding will only be awarded for services in Oswego County and will not be eligible to be moved into another category.

Category #1) Eastern Region (Herkimer, Lewis, Madison, and Oneida Counties): \$91,283
Category #2) Western Region (Cayuga, Cortland, Onondaga, and Oswego Counties): \$244,262
Category #3) Oswego County Specific: \$279,012

- Priority Needs section, beginning on Page 3, has been amended to include Category #3, Oswego County Specific program needs.
- The RFP Time Line has been extended and presented below. Please be advised that DDRO, Region 2, will accept a new round of questions due May 3, 2019.

Action	Projected Date
Registry Publication on Contract Reporter and Grants Gateway	4/19/19
Announcement on Contract Reporter and Grants Gateway	4/19/19
Q & A due in writing	5/03/19
Q & A Posted on Grants Gateway	5/10/19
RFP proposal deadline by 11:00 AM (Eastern Time)	5/24/19
Tentative award letters	Week of 6/24/19
Categories #1 and #2 Anticipated Program Start Date	10/01/19
Category #3 Anticipated Program Start Date	01/01/20

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The Developmental Disabilities Regional Office (DDRO), Region 2, and the Central New York DDRO Family Support Services (FSS) Advisory Council are pleased to announce the availability of funding to provide supports and services to families that care for a family member with a developmental disability living at home. The goal of family support services is to assist families to remain intact for as long as they desire and avoid unnecessary out of home placement.

Proposals are being accepted for Family Support Services that provide new or enhanced programs/services to individuals with developmental disabilities who live at home with their families. Individuals must have OPWDD eligibility at the time of receiving services, with the exception of the Category #3 Service Access and Assistance program. Proposals must address unserved/underserved individuals and their families with unmet needs.

Providers of Family Support Services under OPWDD must comply with all applicable NYS OPWDD regulations. Only incorporated not-for-profit agencies or other governmental agencies may apply.

The DDRO Region 2 Central New York office is reinvesting FSS dollars in the amount of **\$614,557**. Central New York DDRO includes eight counties which are broken down into two FSS regions. Funding is available in three (3) categories as described below:

Category #1) Eastern Region (Herkimer, Lewis, Madison, and Oneida Counties): \$91,283

Category #2) Western Region (Cayuga, Cortland, Onondaga, and Oswego Counties): \$244,262

Category #3) Oswego County Specific: \$279,012

Proposals should be for ongoing services, and awards will result in the development of a multiyear contract for up to five years. Individual contracts may be less than five years to coincide with the calendar year or existing contract term. In the event that the total amount of funding in Categories #1 and #2 are not awarded in one region for whatever reason, the remaining dollars can be moved and awarded in another region within Central New York as indicated above.

The total allocation of **\$614,557** is available for services to families who have a family member with a developmental disability living at home. Awards will be made for proposals addressing the identified local district priority needs as noted on page 3, at the sole discretion of the FY 2019 RFP Review Committee.

Anticipated program start-up for successful applicants will be **10/1/2019** for Categories #1 and #2. Category #3 anticipated program start-up for the successful applicant will be **1/1/2020**. Changes to the dates must be reviewed/approved by the local DDRO. The grantee is responsible for communication with the DDRO to monitor progress towards commencement of program. Continued annual funding is contingent upon satisfactory service performance and continued availability of state and federal funds.

PRIORITY NEEDS:

For both Categories #1(Eastern Region) and #2 (Western Region), funding available will be awarded for programs that meet one or more of the following needs:

1. Behavior Management- Behavior Management programs will enlist the services of a behavior specialist to provide behavioral assessments and comprehensive behavior management services to assist families with OPWDD eligible family members in managing their loved one's frequent and significant behaviors. Focus of the service will be on the individual and the whole family. This program should provide training to staff, families, and community partners in the implementation of the behavior plan. Proposals may also include Crisis Intervention services. **Please note: Behavior Management programs must serve those with an DDP2 Behavior score of 50 and above. This service is available to participants of all ages. Services to families will be expected to conclude within one year (extensions may be granted when justified and with permission from the DDRO).**
2. Recreation – Recreation programs provide social, recreational, and leisure activities which include opportunities for participants to enjoy experiences with others, be part of the community, and identify and pursue activities in which they are interested. This category may include funding for camp programs, music and art therapy programs, “buddy” programs, after-school programs, sports and exercise programs, and similar.
3. Transportation – Transportation programs provide transportation assistance to access community supports and services (this excludes transportation to/from an HCBS Waiver service in which transportation is part of the billable rate).
4. Services to High-Needs Populations: Services for those with behavioral and/or medical challenges who are unable to access existing programs.
5. Expansion to an existing program that provides quality programming/service and can show a documented unmet need. Proposals to expand or enhance a current program with additional funding must show an increase in number of people served and an increase in the units of service provided.
Please upload current waitlist with name initials, age, and TABS ID# in the Grantee Document Folder.

For Category # 2 Western Region only, funding available will be awarded for programs that meet the following need:

1. Family Reimbursement – Any new or expanded Family Reimbursement programs must serve primarily Onondaga County, although funding can be used to meet needs across the four-county region. This category shall not exceed \$60,784 of the funding available in the Western Region; actual funds awarded may be less than this amount.

For Category # 3 Oswego County Specific, funding available will be awarded to one agency that meets BOTH of the following needs in Oswego County. Agencies must submit one proposal that includes both components in order to be considered responsive. Additionally, agencies who submit a proposal for this Category must have a site location in Oswego County. The location should be accessible to families, including availability by public transportation, in order to meet the needs of the community. The site location and accessibility to families should be included in the agency's response to Program Specific Question #2, “Description of the Proposed Program”.

1. Family Reimbursement – The Family Reimbursement funding awarded under this category must only serve families residing in Oswego County and must provide both respite and goods/services reimbursements. May include goods and services directly related to individual needs (general family needs are not to be included). The funding allocation for this component is \$252,772, and the target for people served is 170 people annually.
2. Service Access and Assistance – Service Access and Assistance Programs assist families in Oswego County who need help obtaining OPWDD eligibility and services prior to having a Care Manager. Educational Advocacy and Guardianship assistance must also be provided under this program and

may serve those individuals with Care Management in place already, if specialized assistance is needed. The funding allocation for this component is \$26,240, and the target for people served is 30 people annually.

Please Note: Proposals that do not adequately demonstrate unmet needs may result in a lower score. Awarded proposals will not have the option to be converted to Waiver Respite Services. Proposals that appear to supplement, enhance, or mirror a Waiver Respite Program will not be considered for funding.

Awards will be made to proposals addressing the identified local district priority needs as noted above, at the sole discretion of the Fiscal Year 2019 RFP Review Committee. Proposals must address one of these needs. Agencies can submit more than one proposal if they choose to do so.

Proposals for Service Access Assistance programs will NOT be considered for funding under RFP Categories #1(Eastern Region) and #2(Western Region). Proposals for Family Reimbursement programs will NOT be considered for funding in the Category#1 (Eastern Region) under this RFP.

QUESTIONS/INQUIRIES:

Questions in Writing:

If you have questions regarding this RFP or the development of your proposal, please email inquiries to the FSS Coordinator Jodi McNally at cnyfss@opwdd.ny.gov. The sender is responsible to ensure that the inquiry is received at the OPWDD office. Agencies are responsible to inquire about and clarify RFP conditions that they do not fully understand or that they feel may be open to more than one interpretation. All inquiries must be received on or before 11:00am on 5/3/19. Official responses to all inquiries will be uploaded to Grants Gateway by 5/10/19 at 4:00pm.

If you have technical questions regarding Grants Gateway, please contact the Helpdesk at 518-474-5595 or grantsgateway@its.ny.gov. Grantee webinars are scheduled every Tuesday and Thursday to teach Grantees how to apply for a Grant Opportunity. The link for the training calendar is: <https://grantsmanagement.ny.gov/live-webinars>.

Please see Attachment 7: Grants Gateway Vendor User Manual, and Attachment 8: Grantee Role Assignment Chart.

PROPOSAL SUBMISSION INSTRUCTIONS:

Please see instruction page on Grants Gateway for specific details regarding proposal submission and required documents.

Proposals due by 11:00 AM (Eastern Time) on 5/24/19

Applications are due by 5/24/19. All required components of applications must be entered into the Grants Gateway by that date and time for further consideration. Mailed, emailed, hand delivered, or faxed submissions will not be accepted. Applications received after the application due date and time will not be accepted. The Grants Gateway can be accessed at: grantsgateway.ny.gov.

PROPOSAL AND SELECTION PROCESS:

The proposal review and selection process will be conducted by the FY 2019 RFP Review Committee. The Committee will be comprised of members from the OPWDD Region 2 Family Support Services Advisory Council and OPWDD Region 2 Regional Office staff.

The OPWDD Early Alert (EA) policies are such that the public will be made critically aware of non-profit agencies with deficiencies in board management, program quality and/or fiscal sustainability. Early Alert agency names will be made available on the OPWDD's website. Those agencies on Early Alert will not be eligible to receive new development funding via this RFP (they will fail the pass/fail evaluation). Any agency which is on Early Alert or goes on Early Alert before the Office of the State Comptroller (OSC) contract approval will be denied a contract by the OPWDD.

1. Evaluation for Responsiveness:

All proposals will be initially reviewed for responsiveness to demands of the RFP. **This is a pass/fail process; proposals which are not responsive will be disqualified and eliminated from further examination.** One failed response to any of the criteria noted below will result in immediate disqualification of the proposal. Disqualified proposals will not move onto the scoring process.

In order for Proposals to pass, they must meet the following criteria:

- Must be submitted by an approved OPWDD provider
- Not-for-profit agency must be prequalified in Grants Gateway by application due date
- Must not be listed on the OPWDD Early Alert (EA) list
- Must be submitted through Grants Gateway by 5/24/19 at 11:00 AM (Eastern Time)
- Must be intended to serve individuals who live at home with their families and have established OPWDD eligibility, except as previously noted.
- Must address a priority need(s) as listed in this Request for Proposals
- All required materials must be uploaded in pre-submission uploads. This includes:
 1. Attachment 1: Signed Letter of Intent
 2. Attachment 2: Completed Budget Summary Form. This is in addition to the budget required in the Grants Gateway System.
 3. Attachment 6: Completed and notarized Diversity Practices Questionnaire

2. Scoring:

The scoring evaluation will be completed by the FY 2019 RFP Review Committee. The evaluation will include scoring of the technical (program) component worth a maximum of 70 points and cost (fiscal/budget) component worth a maximum of 30 points. The maximum score that any proposal could obtain is 100 points.

Technical questions will be scored using the program scoring tool. All FY 2019 RFP Review Committee program reviewer scores will be averaged for the final program score. The technical component will be scored based on responses to Questions 1-4 under the "Program Specific Questions" field in Grants Gateway. Please note that while the narrative uploaded answers will be the main focus of scoring, additional information supplied within the required attachments may also be used to determine score.

Budget questions will be scored using the budget scoring tool. Budget will be scored by the FY 2019 RFP Review Committee cost reviewer. The cost component will be scored based on the budget created within the Grants Gateway System, as well as the uploaded Budget Summary Form in the "Upload Properties" section on the Grants Gateway, the answer to question 5 under "Program Specific Questions", and additional information supplied within the required attachments.

The technical and cost components will be added together for a final score. All proposals scoring 70 or higher with minimum scores of 60% (42 points) for the technical evaluation and 60% (18 points) for the cost evaluation will be considered for funding.

3. Selection of Proposals for Funding:

All proposals will be ranked within their funding category (Eastern Region, Western Region, and Oswego County Specific) based on the evaluation scores. Funding will be awarded starting with the highest score until the funding is exhausted within each category. In the event of a tie, the proposal with the highest program score will be awarded funding first. If this method still results in a tie score, a coin toss will be conducted. The FSS Program Coordinator will assign heads and tails to each proposal and flip the coin.

The DDRO reserves the right to not to award, to award less funding than requested, or to award funding to a lower ranking proposal if, based on the higher-ranking proposals, there would be an over saturation of a particular service or over saturation of services in a particular geographic area.

If insufficient funding exists to fully fund the last proposal in a region, the review committee may decide to offer and negotiate partial funding of the proposal. If the proposal cannot be funded at the lower amount or negotiations are not successful, DDRO may move to the next ranking proposal and follow the same steps. If not enough successful proposals are received in either Category #1 or #2, the funds may be moved to the other Category.

4. Awards:

Agencies will be notified through award and denial letters the week of 6/24/19. Tentative awards are subject to Vendor Responsibility review, M/WBE requirements, and OSC approval before awards become final. Once approved by OSC, agencies will be notified about the final awards in writing and results posted on the Grants Gateway and Contract Reporter on or about 8/12/19. Awards may be followed by negotiations to settle on the contract terms that were not part of the selection criteria or that don't substantially alter those criteria. Once contracts are written and approved, successful bidders will begin programs on 10/1/19 for Categories #1 and #2. Once contracts are written and approved, successful bidders will begin programs on 1/1/2020 for Category #3. Changes to the dates must be reviewed/approved by the local DDRO. The grantee is responsible for communication with the DDRO to monitor progress towards commencement of program. Continued annual funding is contingent upon satisfactory service performance and continued availability of state funds.

OPWDD RESERVES THE RIGHT TO:

1. Set parameters in the RFP for allocating funds to minority/women owned business enterprises or for services in high demand.
2. Modify the RFP requirements upon written notification to all agencies that receive a copy of the RFP.
3. Reject all proposals received in response to this RFP when it is in the best interests of OPWDD. (i.e. due to fiscal constraints funding is withdrawn)
4. Negotiate terms of the awards. (i.e. cut all awards by 10%)
5. Withdraw the RFP at any time at the OPWDD's sole discretion.
6. Make an award under the RFP, in whole or in part.
7. Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP.
8. Seek clarifications and revisions of proposals.
9. Prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information as it becomes available.
10. Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments.
11. Eliminate any mandatory, non-mandatory specifications that cannot be complied with by all the prospective bidders.
12. Waive any requirements that are not mandatory.
13. Negotiate with the successful bidder within the scope of the RFP in the best interests of the state.
14. Utilize any and all ideas submitted in the proposals received.

15. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's compliance with the requirements of the solicitation.
16. Change any of the scheduled dates.
17. Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder.
18. Use proposal information obtained through site visits, management interviews, and the State's Investigation of a bidder's qualifications, experience, ability, or financial standing, and any material by the bidder in response to the DDRO's request for clarifying information in the course of evaluation and/or selection under the RFP.

VENDOR RESPONSIBILITY QUESTIONNAIRE

State agencies are required under Article XI, section 163(3)(a)(ii) of New York State Finance Law to ensure that contracts are awarded to responsible vendors. Such requirements include, but are not limited to, the offerer's qualifications, financial stability, and integrity. The "Vendor Responsibility Questionnaire" is a required submission for all respondents awarded a contract as a function of this RFP.

"Online" VENDOR RESPONSIBILITY QUESTIONNAIRE (In lieu of the paper questionnaire)

The OPWDD Region 2 DDRO recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us. Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the OPWDD or the Office of the State Comptroller's Help Desk for a copy of the paper form.

MINORITY AND WOMEN'S BUSINESS ENTERPRISE (MWBE)

Upon contract award, the agency will be required to meet MBWE requirements. Please see Attachment 5 (Contractor Requirements and Procedures for Participation By New York State-Certified Minority and Women-Owned Business Enterprises and Equal Employment Opportunities for Minority Group Members and Women) and Attachment A (A-1 Program Specific Terms and Conditions).

WORKERS' COMPENSATION AND DISABILITY COVERAGE

Upon contract award, the agency will be required to provide validation of Workers' Compensation and Disability Insurance.

GRANTS GATEWAY PREQUALIFICATION

Not-for-profit organizations must take the additional step of prequalifying by completing a basic profile and storing organizational documents. **Both registration and prequalification must be completed by not-for-profit organizations before the application is submitted. Failure to do so will mean that their applications will not be reviewed.** Not-for-profit organizations will be able to submit their responses online, and, once reviewed and approved by a state agency prequalification specialist, the not-for-profit organization will be able to apply for grants, and all information will be stored in a virtual, secured vault. Not-for-profit

organizations will have to maintain their pre-qualification status on a yearly basis by providing up to date IRS 900, CHAR 500 and audit review documents.

For additional information on registration and prequalification, please visit Grants Management Website at <https://grantsmanagement.ny.gov/get-prequalified>.

RFP Time Line

Action	Projected Date
Registry Publication on Contract Reporter and Grants Gateway	4/19/19
Announcement on Contract Reporter and Grants Gateway	4/19/19
Q & A due in writing	5/03/19
Q & A Posted on Grants Gateway	5/10/19
RFP proposal deadline by 11:00 AM (Eastern Time)	5/24/19
Tentative award letters	Week of 6/24/19
Categories #1 and #2 Anticipated Program Start Date	10/01/19
Category #3 Anticipated Program Start Date	01/01/20

ATTACHMENTS: (included in pre-submission upload section and contract document properties section.)

Attachment 1: Letter of Intent

Attachment 2: Budget Summary Form

Attachment 3: OPWDD Eligibility Definition

Attachment 4: Evaluation of Responsiveness (Pass/Fail Criteria)

Attachment 5: Contractor Requirements - MWBE

Attachment 6: Diversity Practices Questionnaire

Attachment 7: Grants Gateway Vendor User Manual

Attachment 8: Grantee Role Assignment Chart

Attachment A: A-1 Agency Specific Terms and Conditions

IMPORTANT INFORMATION FOR APPLICANTS

GRANTS MANAGEMENT

On May 15, 2013, a web-based grants management system, the Grants Gateway, was launched at <https://grantsgateway.ny.gov> as part of Governor Cuomo's transformation initiative to reform the State's grant contracting process by simplifying and streamlining the grants management process. The Grants Gateway is an online system that allows vendors to browse and apply for grant opportunities and will improve the way grants are administered by the State of New York. The Grants Gateway system capabilities include the following:

- **Opportunity Portal** – A one-stop location to search for available and anticipated grant opportunities from all New York State agencies. Sign up to receive notification when specific types of grant opportunities are posted.
- **Document Vault** – A secure online document repository for vendors/grantees to store and share commonly requested documents with State agencies. The Document Vault is utilized for the Vendor Prequalification Process. All not-for-profit organizations must be prequalified in the Grants Gateway system to be considered eligible to apply for a grant opportunity.
- **Online Contracts** – Ability for vendors/grantees to develop and execute contracts online.
- **Online Claims and Reporting (made available September 2017)** – Ability for contractors/grantees to develop and submit payment requests, supporting cost documentation, and project reports.

Grants Reform procedures require all applications to be developed and submitted online through the NYS Grants Gateway.

GRANTS GATEWAY REGISTRATION AND PREQUALIFICATION

All NYS grant applicants must be registered in the NYS Grants Gateway to be eligible to:

- Apply for a NYS grant opportunity.
- Enter into a grant contract, an amendment to an existing contract, or a letter of agreement.
- Apply for future grant payments.

In addition to registering, not-for-profit organizations must also complete the Vendor Prequalification process in the Grants Gateway to be considered eligible to apply for this grant opportunity. Government entities and public authorities are currently not required to complete the Vendor Prequalification Process.

CREATING ROLES IN THE GRANTS GATEWAY SYSTEM

Once your Organization is registered and prequalified (if applicable) in the Grants Gateway, the User with the Delegated Administrator Role must create additional roles to initiate, complete, and submit the application in Grants Gateway. Refer to Section 2.2 of the “Vendor User Manual”, located on the Grants Management website at <https://grantsmanagement.ny.gov/apply-grant>, for instructions on creating user roles in the Grants Gateway system. **This step MUST be completed to submit an application in the Grants Gateway.**

GRANTS GATEWAY REGISTRATION INSTRUCTIONS

Registration is NOT an online process. Register now to allow time for processing!!

- 1.) On the Grants Management Website at <https://grantsmanagement.ny.gov/register-your-organization> download a copy of the Registration Form for Administrator.
- 2.) Complete the form according to the instructions provided. The completed form must be signed and notarized.
- 3.) Mail the signed and notarized original form to the address provided in the registration form.
- 4.) After the form is received and reviewed, you will be provided with a Username and Password allowing you to access the Grants Gateway.
- 5.) Log in to the Grants Gateway at <https://grantsgateway.ny.gov>. You will be prompted to change your password at the bottom of your Profile page. Enter a new password and click the SAVE button located on the top, right-hand side of the page.

If you have previously registered and do not know your Username please email grantsgateway@its.ny.gov. If you do not know your Password, please click the Forgot Password link from the main log in page and follow the prompts.

NOT FOR PROFIT PREQUALIFICATION INSTRUCTIONS

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant application and contract processes. These initiatives require not-for-profit organizations to complete the Vendor Prequalification process to be considered eligible to apply for a grant.

Below is a summary of the steps to complete the prequalification requirements. The **Vendor User Manual** on the Grants Management website at <https://grantsmanagement.ny.gov/get-prequalified> provides additional information and instruction.

- 1.) Complete your Prequalification Application.
 - Log in to the Grants Gateway at <https://grantsgateway.ny.gov>. If this is your first time logging in, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click the SAVE button located on the top, right-hand side of the page.

- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload the *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Applications.
- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsgateway@its.ny.gov.

2.) Submit Your Prequalification Application

- After completing your Prequalification Application, click the *Submit Document Vault* button located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted, the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Additional registration and prequalification information, including a video tutorial, is available on the Grants Management website at <https://grantsmanagement.ny.gov>.