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To: Liberty Partnerships Program Directors
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From: Stanley S. Hansen, Jr.

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Subject: Prequalification Requirement for Not-for-Profit Applicants

The State of New York has implemented a new statewide prequalification process designed to facilitate prompt contracting for not-for-profit vendors. Interested vendors are asked to submit commonly requested documents, and answer frequently asked questions once.

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.

All not-for-profit vendors are required to pre-qualify prior to grant application.

Additionally, this is required of all currently funded not for profit institutions that have already received a grant award or a grant contract award and are in the middle of the program cycle. The pre-qualification must be completed by your institution in order to continue to process subsequent awards for the remainder of the program cycle.

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

- 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 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.

- 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, and someone will get back to you quickly with a response.

Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this RFP bid competition.

If you have any questions about prequalification, please go to the Grants Reform website or contact your State agency representative via email, prequal@mail.nysed.gov.