

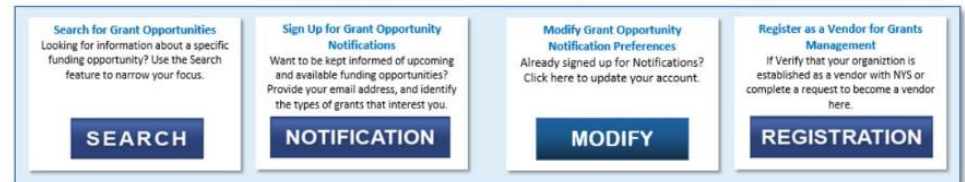
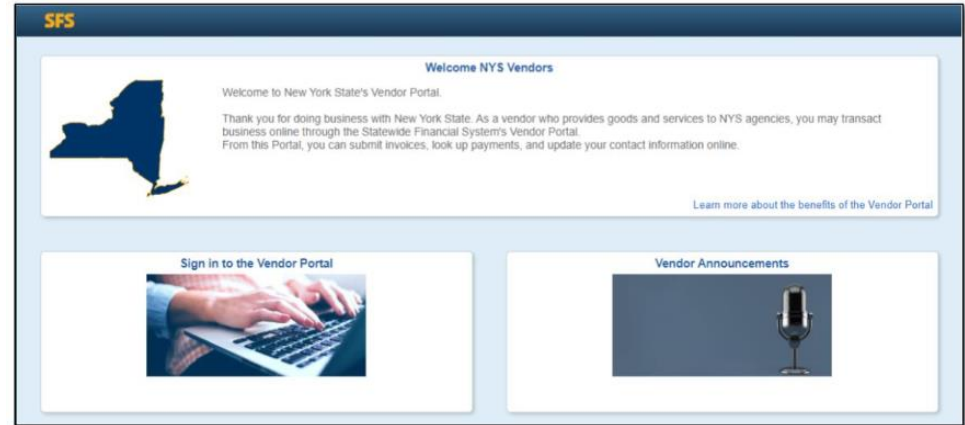


**Division of
the Budget**

NYS Grants Management: Introducing the SFS Vendor Workspace

The Grants Management Website & SFS Vendor Portal

- The current Grants Management website will be maintained, but direct users to the SFS Vendor Portal.
- All State agencies will be required to post their grant opportunities on the Portal.
- Potential applicants can **Search** and view grant opportunities freely.
- Potential applicants have the option to sign up for email **Notification** when grant opportunities in self-identified areas of interest are posted. This simple process requires little more than an email address.
- Organizations interested in taking the next step in preparing to do business with the State must **Register** with the SFS.



Searching for Opportunities

- There are no registration requirements. The ability to search for Opportunities is open to all interested parties.
- Users can Search for opportunities by name or use available criteria to produce a broader Search Result.
- Nonprofits can use the Eligibility criteria to limit Search Results to only those opportunities they can apply for.
- Users can access and even initiate a bid response by clicking the link in the Grant Opportunity column.

Search for Opportunities

Enter the criteria and click the Search button.

Search by Grant Opportunity:

Search by Due Date From: 03/31/2022

To: 03/31/2022

Search by Status:

Search by Eligibility:

Search by Funding Agency:

Search by Service Area:

Search Results

Click the Grant Opportunity Name to view more detail on Available Opportunities.
Sort the results by clicking on a column heading (sorting by Eligibility is not an option).

Funding Agency	Grant Opportunity	Status	Eligibility	Availability Date	Anticipated Release Date	Due Date
Department of Agriculture & Markets	Implementation of Agricultural Environmental Management (AEM) Plans on New York State Grown and Certified (NYS G&C) Farms	Available	Governmental Entity	8-Jan-20	NA	
Department of Environmental Conservation	2021 Environmental Restoration Program	Available	Governmental Entity	1-Sep-21	NA	
Department of Environmental Conservation	2021 Municipal Waste Reduction and Recycling Program	Available	Governmental Entity, Tribal Organization	2-Aug-21	NA	

Introducing the Grant Opportunity

Abstract

VIEW GRANT OPPORTUNITY	
Log into SFS and Apply for Grant	
Register to be a Vendor in SFS	
Return to Search	
Overview	
Grant Opportunity ID	AGM01-NYSGC2-2019
Agency	Department of Agriculture & Markets
Grant Opportunity	Implementation of Agricultural Environmental Management (AEM) Plans on New York State Grown and Certified (NYS G&C) Farms
Contact Name	Lauren Prezorski
Contact Email	lauren.prezorski@agriculture.ny.gov
Solicitation Profile	Ecosystem Based Management (EBM) funds to promote the advancement of environmentally and sustainably produced agricultural products.
Full Announcement Details	
Announcement Link	Link
Applications Due (Date / Time)	June 01, 2020 / 04:00 PM ET
Bidder's Conference(s)/Application Workshop(s)	None available
Anticipated Award Date	Monday, May 25, 2020
Anticipated Initial Contract Length	3 Years
Total Funding Available	\$600,000.00
Anticipated Amount of Award(s)	\$50,000.00
Letter of Intent	Not Required
Letter of Intent Due	4/22/2020 0:00
Questions Due Date	Monday, April 13, 2020
Questions and Answers Narrative	Applicants should note that all clarifications are to be resolved prior to the submission of a proposal. A list of questions about the RFP, answers to those questions, as well as any addenda to the RFP, will be added to the Frequently Asked Questions document posted in the "Funding Opportunities" section of the Department's website, https://agriculture.ny.gov/funding-opportunities .
Questions and Answers Posting Type	Link
Questions and Answers Posting Date	4/22/2020 0:00
Questions and Answers Link or Upload	Click here
Eligible Applicants	Governmental Entity
Target Population(s)	
Service Area(s)	Agricultural Supports

- The Grant Opportunity Abstract provides an overview the funding opportunity, including:
 - The type(s) of service(s) requested
 - The amount of available funding
 - Key dates, and
 - Contact information
- The View Grant Opportunity Button links users to a complete copy of the solicitation document or Request for Proposals.
- Nonprofits that have previously registered in SFS can easily initiate an online application, e.g. a Bid Response.
- Nonprofits that have NOT previously registered in SFS can easily request access online.

Registration

- Nonprofits will complete an online registration form requesting access to SFS and the new grants toolkit.
- The Grants Management team will continue to assist nonprofits with the registration process, answering questions and previewing submitted forms to prevent avoidable downstream delays.
- On successful completion of the registration process, the nonprofit's Primary Contact will receive the SFS Welcome Package with guidance on accessing the system.

Part 1: Vendor Information

1. Legal Business Name:

2. Business name/disregarded entity name, if different from Legal Business Name:

3. Organization Type (Check one only):

Not-for-Profit For Profit

Governmental Entity Individual

Tribal Organization

4. Exempt Payee:

Yes

No

Part 2: Purpose

New SFS Registration (Obtain an SFS Vendor ID and access to the Grants Management toolkit.)

Access Grant Management toolkit (Existing SFS Vendor only)

SFS Vendor ID: 000000000000

Getting Started – The Organizational Profile

- After logging into SFS, the Primary Contact will update their organization's profile.
- Grants Gateway users will be pleased to see that Prequalification and the Document Vault are now conceptually distinct.

SetID: SHARE	Supplier ID: 4567254	Short Supplier Name: NON PROFIT	Supplier Name: NON PROFIT LEADERSHIP ALLIANCE
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1 of 1 | View All

*Effective Date: 09/01/2022	Prequalification Page	Document Vault	+ -
Organization Type: <input type="text"/>	Tax Year End Date: <input type="text"/>	Fiscal Year End Date: <input type="text"/>	
Charities Registration No.: <input type="text"/>	Exemption State/Code: <input type="text"/>	Current Operating Budget: <input type="text"/>	
Prequalification Status: <input type="text"/>	Number of Part Time Staff: <input type="text"/>	Number of Volunteers: <input type="text"/>	
Prequalification Exp.Date: <input type="text"/>	Number of Full Time Staff: <input type="text"/>		
Sectarian Entity: <input type="checkbox"/>			
Mission Statement: <input type="text"/>			

Creating New Users

- The Primary Contact will assign one or more Vendor Delegated Administrators to manage their organizations users.
- The Primary Contact and Delegated Administrator(s) are fully responsible for all actions taken by organization users.
- The Primary Contact and Delegated Administrators are responsible for keeping user access current as staff cycle in and out of the organization.
- A single user account can be assigned one or more functional roles.

Setup User

Logon Information

User ID JSMITH
Description
(Examples: Fred Smith, AP Department or Buyer)
 Account Locked Out?
(Click here to disable the access to the system for this user)

Operator Password (Encrypted)
Confirm Password
*E-mail Address
Language Code Currency Code
Rate Type

User Roles

Personalize | | First 1 of 1 Last

Role Name	Description

Add a User Role

Supplier Access

Personalize | | First 1 of 1 Last

Supplier

Add a Supplier

Save Return to Search List

Assigning User Roles

- In SFS, user accounts can be tailored to the needs of the organization.
- A single account - one username and password - can be made to accommodate a wide range of business needs by adding one or more user roles.

Administrative
Roles

Strategic
Sourcing Roles

Supplier
Contract
Management
Roles

eSettlements
Roles

- Vendor Delegated Administrator
- Vendor Prequalification Administrator

- Vendor Bid Inquiry
- Vendor Bid Initiator
- Vendor Bid Submitter

- Vendor Contract Inquiry
- Vendor Contract Collaborator
- Vendor Contract Approver
- Vendor Progress Report Inquiry
- Vendor Progress Report Initiator
- Vendor Progress Report Submitter

- Vendor Claim Inquiry
- Vendor Claim Initiator
- Vendor Claim Submitter

Introducing Contract Management

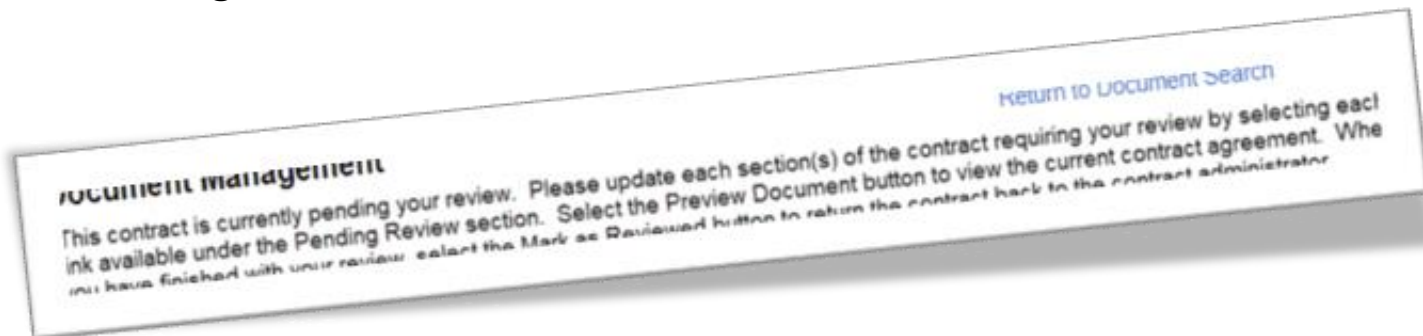
- Contracts and contract related transactions such as amendments, progress reports, and claims will follow a predetermined schedule or series of steps as they move through collaboration and approval.
- Vendors will be notified electronically both in the system and via email when a contract requires their attention.
- Vendors will use the SFS Document Management screen to review and approve contracts.
- Contracts can move both forward and backward in the schedule.
- Vendors will be kept informed of contracts' positions in the Schedule at all times.

New Contract Schedule

- Program Review (State)
- **Vendor Review (Grantee)**
- Contract Review (State)
- Legal Review (State)
- Fiscal Review (State)
- **Vendor Approval (Grantee)**
- Agency Approval (State)
- AG Approval (Where Required)
- Contract Package Review (State)
- OSC Approval (Where Required)

Process Improvements

- Vendors will navigate to a single page to collaborate and/or approve contracts. Key features of this page include:
 - General Instruction
 - Contract Overview - including Begin & End Date, Amount, and Status
 - Information Available for Review - including easy, across-period access to budgets and workplans for update and finalization
 - Collaboration Comments - provided for a running dialogue between the vendor and the State
 - Contract Agreement - the current contract version in PDF format
 - Contract Schedule Report - a summary of the contract progress through the schedule



Preparing for the Transition to SFS

What happens next?

- High level, non program specific training materials will be available for vendors in January.
- State Agencies will be planning for after Go-Live by identifying what contracts will have transactions due soon after the transition.
- State Agencies will be testing using actual converted Grants Gateway contracts starting in January.
- Testing will include identification of vendors that will have transactions in SFS due soon after Go-Live and program specific training for those transactions will be identified and provided.

What can I do to prepare?

- Share this presentation within your organization.
- Attend future Nonprofit Advisory Council meetings.
- Visit the [Grants Management website](#) to learn more about NYS grantmaking and information regarding the transition.
- Verify your SFS registration and make sure your information is up to date.
- Contact the Grants Management Help Desk at grantsgateway@its.ny.gov or 518-474-5595 with any questions.

Verifying SFS Registration & Info

- If your nonprofit is registered in the Grants Gateway or you have done previous business with New York State, it is likely already registered in SFS. When your organization was registered in SFS, you received an enrollment email with login credentials and instructions on how to access the SFS Supplier/Vendor Portal.
- The SFS Supplier/Vendor Portal **is currently** available to you to:
 - Sign up for electronic payments
 - Review payment information
 - Maintain addresses and contact information
- Locate your SFS login information, login to the Supplier/Vendor Portal and verify your information. If you are not already signed up for ACH payments, please do so.
- If you encounter any of the following issues, contact the SFS Help Desk at helpdesk@sfs.ny.gov or (855) 233-8363
 - Do not know Vendor ID
 - Do not have enrollment/welcome email
 - Vendor Primary Contact has left the organization
- If your User ID or password is no longer working, notify the Primary Contact on your account to reset your access.

SFS Vendor Resources

[Getting Started Guide: SFS Vendor Portal](#)

[Step-by-step SFS Training for Vendors](#)

[SFS Vendor Login](#)

*Thank
You!*