

## New York State Statewide Financial System (SFS) Information & Resources For IOLA Fund FY2026-2030 RFP

### **Registration**

Applicants must be registered with the New York Statewide Financial System (SFS) and provide their Identification Number at the time of contracting. Proper role access will be required to enter and submit an application. To register and to find additional information:

[http://www.osc.state.ny.us/vendor\\_management/index.htm](http://www.osc.state.ny.us/vendor_management/index.htm)

### **SFS Prequalification**

Prequalification is a required condition to apply for a grant. Additional information, including online tutorials, can be found on the Grants Management website (<https://grantsmanagement.ny.gov/get-prequalified>). Specific questions about the prequalification process can be directed to IOLA staff ([IOLAGrants@iola.org](mailto:IOLAGrants@iola.org)) or the SFS Helpdesk at [Helpdesk@sfs.ny.gov](mailto:Helpdesk@sfs.ny.gov) or 855-233-8363.

### **Utilizing SFS**

As this is the first IOLA grant cycle to utilize Grants Management functionality in SFS, we strongly urge grantees to become familiar with the system. Please visit the [Vendor SFS Transition Page](#) to access training videos, PowerPoint Presentations, and other system instructions, including the [SFS Grantee User Manual](#) and the [SFS Vendor Portal Access Reference Guide](#).

Information regarding live webinars and SFS Virtual Support Calls can be found at <https://grantsmanagement.ny.gov/live-webinars>. Prospective applicants are encouraged to attend these sessions with questions regarding Grants Management, including responding to grant RFPs.

*Applicants are strongly urged to set aside sufficient time and resources for submitting their applications and to submit prior to the deadline. Please note that if an applicant is submitting its application on the date of the deadline and encounters technical difficulties or for any reason cannot finalize the submission of its application, that application will NOT be accepted.*

For any and all questions regarding SFS, please reach out to the SFS Helpdesk at [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov)

**IMPORTANT NOTE:** Only individuals designated with the SFS role of “**Bid Response Submitter**” are authorized to “submit” applications via SFS. Please review your designated role before preparing your application. Forward all SFS questions to [Helpdesk@sfs.ny.gov](mailto:Helpdesk@sfs.ny.gov) or 855-233-8363. Please note the SFS Helpdesk may take several business days to respond to inquiries and plan accordingly.

Note that the “**Bid Response Initiator**” role allows potential applicants to work on bids, but **does NOT** allow users to submit the bid response.