

# **IOLA Fund of the State of New York**

## **Request for Proposals (RFP)**

### **State Support for Civil Legal Services: Training Center**

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**SUBMISSION VIA THE STATEWIDE FINANCIAL SYSTEM ONLY  
PAPER APPLICATIONS WILL NOT BE ACCEPTED**

**DEADLINE: 12 P.M. (NOON) Eastern Time, OCTOBER 30, 2025  
LATE APPLICATIONS WILL NOT BE ACCEPTED**

Applicants are strongly urged to submit applications at least 48 hours in advance of the deadline to allow for uploading information and documents to the Statewide Financial System (SFS).

**11 East 44th Street New York, New York 10017  
(646) 865-1541  
[www.iola.org](http://www.iola.org)**

## *Application Overview*

### **A. THE IOLA FUND: HISTORY AND MISSION**

The IOLA Fund of the State of New York's (IOLA) mission is to support those qualified non-profit organizations throughout New York State that will most efficiently and effectively provide stable, economical and high quality civil legal representation to eligible clients and will improve the administration of justice.

IOLA generates revenues through interest earned on New York lawyers' IOLA trust accounts. IOLA was established by the Legislature in 1983 and is administered by a fifteen-member Board of Trustees appointed by the Governor. The Trustees are assisted by a small staff of full-time employees located in New York City. Other information about IOLA may be found at [www.iola.org](http://www.iola.org).

### **B. ABOUT THE JUSTICE INFRASTRUCTURE PROJECT**

In December 2023, IOLA launched the [Justice Infrastructure Project](#) ("Project"). Consistent with IOLA's mission, this Project seeks to ensure that every New Yorker with a legal problem has clear and timely access to high quality legal information, advice, and representation. To achieve this goal, [the Project will consist of two functions](#): Support, Knowledge, and Information for Legal Services Organizations (Function A) and Legal Information and Referral for the Public (Function B).

Over the past 20 months, IOLA has worked with New York legal services organizations, community-based organizations, national experts, consultants and other stakeholders to further develop key considerations for Function A. This included a [convening](#) of providers and the development of Consulting Groups comprised of grantee providers that each met monthly to develop preliminary recommendations for IOLA's consideration.

Based on these preliminary recommendations, **IOLA seeks to develop a Training Center** for legal services providers throughout New York State. In July 2025, IOLA released a Request for Information (RFI) to acquire information regarding the potential for a nonprofit vendor in New York State to serve as this Training Center and provide a variety of legal, professional, technical, and other training to civil legal service organizations throughout New York State. IOLA has used the information and recommendations provided in the responses of this RFI to inform the structure and scope of this RFP.

### **C. ABOUT THIS GRANT OPPORTUNITY**

The IOLA Fund plans to award one multi-year contract spanning 4 years to a nonprofit organization for up to \$4 million to begin the development of a Training Center for civil legal services providers

across New York State, including all current IOLA grantees.<sup>1</sup>

Note that the IOLA grantee network currently includes 87 nonprofit organizations. To see the geographic distribution of IOLA grantees, please visit <https://iola.org/grantees/about-iola-grantees>. For the year ending March 31, 2025, the employee and volunteer composition is as follows:

<b>Total Employees: 5,713</b>	
Attorneys	3,008
Paralegals	1,341
Management or Administrative Staff	1,364
<b>Total Volunteers: 45,088</b>	
Pro Bono Attorneys	38,982 (22,847 active)
Law Students	3,289
Other Volunteers	2,817

The selected nonprofit will be responsible for developing, delivering, and maintaining high-quality training—legal, professional, and technical—using various formats and technologies. The Training Center should work collaboratively with the legal services community, utilizing existing expertise, setting shared priorities, gathering feedback, and avoiding duplicated efforts.

**Key Responsibilities Include:**

- Designing training programs for legal aid attorneys, paralegals, and other professionals.
- Partnering with other organizations as needed to create and deliver training.
- Managing technology platforms used for training delivery.
- Providing in-person training at a dedicated facility and/or at regional hubs.
- Balancing live virtual and pre-recorded training formats.
- Adapting content to regional legal and cultural differences.
- Regularly updating training materials to ensure they remain current.

When other organizations have strong existing training resources, the Training Center should collaborate with them rather than duplicate efforts. The grant funds may also be used to compensate partner nonprofits involved in training efforts.

Strong applicants will actively engage the community through tools such as needs assessments, surveys, advisory groups, subcontracts, or peer reviews. This collaboration should help guide decisions on training topics, curriculum development, regional customization, and post-training evaluations.

**D. AVAILABLE FUNDING**

IOLA anticipates awarding one nonprofit vendor up to \$4 million over the course of four fiscal years. IOLA anticipates disbursing according to the below (approximate) schedule. Awards are

<sup>1</sup> At this time, it is expected that IOLA grantees will be encouraged but not required to participate in trainings hosted by the Training Center.

subject to available IOLA funding, the State of New York Contract for Grants, and the IOLA Fund’s appropriation under the NYS Budget.

<b>DATES</b>	<b>NYS FISCAL YEAR</b>	<b>FUNDING AVAILABLE</b>
1/1/26 – 3/31/26	FY2026	\$250,000.00
4/1/26 – 3/31/27	FY2027	\$1,000,000.00
4/1/27 – 3/31/28	FY2028	\$1,000,000.00
4/1/28 – 3/31/29	FY2029	\$1,000,000.00
4/1/29 – 12/31/29	FY2030	\$750,000.00
<b>Total 4-Year Funding</b>		<b>\$4,000,000.00</b>

**E. MINIMUM ELIGIBILITY**

Organizations qualified to receive IOLA grants must meet all of the following:

- Be non-profit entities, tax exempt under section 501(a) of the Internal Revenue Code.
- Have “current” registration with the NYS Charities Bureau.
- Operate within New York State.
- Holds Workers’ Compensation and Disability Insurance.
- Have an audit mechanism that provides accountability for IOLA funds.
- Agree to satisfy, on a timely basis, all of IOLA’s reporting requirements.

**F. LOBBYING PROHIBITION**

State Finance Law §139-J and §139-K restrict applicants from making contact with the procuring governmental entity with the intent to influence the governmental entity’s conduct or decision regarding the governmental procurement (unless it is a contact within the statutory exceptions set forth in State Finance Law §139-K(3)(a)). Violations of the procurement lobbying rules can result in findings of nonresponsibility that can result in rejection of contract award and, in the event of two findings within a 4-year period, an applicant may be debarred from obtaining any governmental Procurement Contracts.

**NOTE:** All materials submitted by an applicant shall become property of IOLA and may be returned to the applicant at IOLA’s sole discretion. IOLA has the right to adopt, modify, or reject any or all ideas presented in response to this RFP. To request that materials be protected from New York State Freedom of Information Law (FOIL) disclosure, please precisely indicate what parts of your submission you claim should be withheld or redacted pursuant to FOIL §87(2) and the basis for the protection, including any relevant legal authority.

**G. QUESTIONS & ANSWERS**

Any and all questions regarding the application process must be submitted via email with the subject line: “IOLA Training Center Question(s),” directed to [IOLAGrants@iola.org](mailto:IOLAGrants@iola.org) and be received by the Fund on or before October 20, 2025. Oral questions will not be accepted or answered. Questions

received after the deadline may not be answered. IOLA will post on its website a final and comprehensive list of all questions and answers by October 24, 2024.

## *Application Contents, Submission, and Instructions*

### GENERAL SUBMISSION INSTRUCTIONS

To be considered, all applicants (including existing grantees), must submit a complete application via the Statewide Financial System (SFS) by the posted deadline. For an application to be considered, applicants must be “Prequalified” in SFS as of the posted deadline for applications.

See the following New York State Grant’s Management webpage for more information on becoming Prequalified in SFS: <https://grantsmanagement.ny.gov/get-prequalified>. New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct review. If supplementary information or updates are required, review times may be longer. We advise applicants plan accordingly and Prequalify as soon as possible.

The application on SFS consists of a series of Pages where applicants will be prompted to answer questions and upload responsive documents. Each Page should be saved as it is completed; the entire application need not be completed in one sitting. Applicants seeking to resume work on a partially completed application should go to the SFS home page and access their application in the “Grants Management – State” tile through either the “Bid Event Search” or the “Bid Response Search” (Funding Agency: IOL01, Event ID: IOLA-TC26). Once all the Pages are finished and all the necessary documents are uploaded, an applicant should “submit” the application.

To access this application package in SFS, including Additional Document templates, go to the “Event Comments and Attachments” page. The “Event Comments and Attachments” page can be accessed by scrolling to the bottom of the main bid event page and selecting the “Event Comments and Attachments” link located underneath the “Lines” chart of “Step 2: Enter Line Bid Responses.” To return to the main event page, select the “Ok” button located in the bottom left-corner. The application package is also available on [iola.org](http://iola.org).

For additional SFS guidance, see the following link to download the SFS Grantee User Manual, which contains screenshots and step-by-step instructions on how to complete Grants Management-related tasks in SFS. The Grantee User Manual is also available in SFS Coach. [https://upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee\\_User\\_Manual.pdf](https://upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf).

**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.

***Application Content.*** Once received by IOLA, applications become the property of IOLA and may be subject to public disclosure.

***Professional Judgment.*** Where actual data is not available, applicants should use best estimates based on available data and their professional judgment.

***Additional Pages.*** Do not submit any additional materials beyond those requested. Cited information (e.g., hyperlinks to websites or photos) may not be considered. Footnotes and endnotes are permitted but count toward the page limits.

**PROGRAM INFORMATION**

See instructions below for SFS fields and uploading narrative responses.

Under “Step 1”, in the “Bidder Contact Information” section, enter the name, email, and telephone of the best contact person for the application. Click “Site/Project Address” link to enter the address of your organization’s main administrative office. This information must be entered before saving the page.

The ***Event Questions*** will prompt you to provide narratives of the following:

1. Organizational Capacity
2. Training Center Description
3. Financial Narrative

Please draft and then upload documents responsive to each question, adhering to the indicated page limits and incorporating the sub-headings referenced below (single-spaced, one-inch page margins, 12-point font.) All documents must be uploaded in PDF file format.

**A. *Organizational Capacity (up to 3 pages)***

***i. Principal Activities & Structure***

*Briefly describe your organization’s principal activities. Describe the organizational structure, planning and priority setting processes. Include board composition, relevant experts and client/community involvement.*

***ii. Discussion of Relevant Experience***

- a. Describe any trainings your organization has provided to civil legal services staff in the past 3 years. Provide an overview of the training, relevant context, and any notable achievements.*
- b. Complete and upload the “Relevant Training Experience” attachment with any trainings your organization has provided to civil legal services staff in the past 3 years. This attachment is located in the application packet on the “Events Comments and Attachments” SFS Page. Include the title of the training, when it occurred, number of attendees, if the training was virtual or in-person, if CLE credit was provided, if any technology was used to support the training, relevant curricula information, and any notable training achievements.*

**B. Training Center Description (up to 12 pages)****i. Training Center Curricula and Content**

*Describe how your organization will create and evaluate training services to the civil legal services network in New York State, including staff and volunteers.*

*Address the following:*

- a. Describe the training services (legal education, professional, technical, etc.) the Training Center will provide.*
- b. How will curricula be developed?*
- c. What mechanisms would you employ to ensure quality in all aspects of the administration and ongoing support of the training services?*
- d. What mechanisms would you employ to track post-completion outcomes, including trainee comprehension and satisfaction?*

**ii. Service Delivery**

- a. Describe any physical training location(s) and indicate which methods will be used to deliver the proposed training services. Describe how your project will balance in person and online training services.*
- b. Describe (1) the number and composition of paid and/or volunteer staff who will provide training services, (2) their qualifications (e.g., attorneys, law students, any specialized units), (3) their respective roles in the training program, & (4) the management structure of this Training Center.*
- c. Indicate the types of tools or technology solutions that will be used to deliver services. Detail the necessary platforms, software, equipment, licenses, etc., required to deliver secure, accessible trainings to a statewide audience.*
- d. Describe how the delivery of trainings will be compliant with the Americans with Disabilities Act for both online and in-person opportunities.*

**iii. Cooperative efforts**

- a. **Partners:** Identify other legal services providers, private bar associations, or other training providers that will actively participate in the design, development, and/or ongoing service delivery of training services and provide an overview of their roles.  
  
*Describe existing or planned arrangements with other training providers. Upload any MOUs or equivalent agreements as clearly labeled attachments in “Event Comment and Attachments.”**
- b. **Avoiding Duplication:** How would you coordinate and/or integrate existing training services that NYS legal services providers commonly use into your model?*
- c. **Geographic Needs:** What strategies would you employ to ensure regional differences throughout New York are considered while creating and implementing the training*

services?

### **C. Financial Narrative (up to 3 pages)**

#### **i. Expenses**

*Provide an overview of the full anticipated expenses of your proposed project. Provide general descriptions and rationales for the anticipated OTPS expenses. You do not need to provide a detailed year-by-year breakdown of expenses in this financial narrative.<sup>2</sup> Include:*

- a. Descriptions of the proposed staff assigned to the project and their annual salaries and fringe, and*
- b. Descriptions of the anticipated OTPS project costs. Allowable costs could include:*
  - i. Contractual Services: Costs related to subject-matter experts or consultants employed at other nonprofit or for profit entities; subcontracting with other nonprofit providers to create trainings for a particular topic area or expand their existing trainings for a statewide audience.*
  - ii. Travel: Travel expenses resulting from hosting in-person training events or convenings, including compensation for other participating organizations.*
  - iii. Equipment: Hardware or software purchases and/or licenses.*
  - iv. Space, Property, and Utilities: Costs related to physical spaces.*
  - v. Operating: Overhead expenses including indirect cost rates at a government-approved rate or 15% de minimis.*
  - vi. Other: A needs assessment or other analysis to learn more about current training needs of civil legal services community; surveys of IOLA's grantee network and/or external organizations with relevant expertise to learn more about existing training resources; scholarship funds to support training attendees throughout the state.*

*For additional allowable expenses and guidance on the above budget categories, see the "Instructions" tab of the "4-Year Grant Breakdown" attachment, located in the application package available on the "Event Comments and Attachments" SFS page.*

#### **ii. Revenue**

*Describe any plans to supplement the training center revenue with non-IOLA funding during any of the 4 years.*

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<sup>2</sup> *Applicants will be required, however, to submit a budget for each year of the grant term elsewhere in the application. For more information on the 4-Year Grant Breakdown attachment, please see page 12 "2.)4-Year Grant Breakdown Attachment."*

## BUDGET INFORMATION & INSTRUCTIONS

### Grant Budget

IOLA expects to award up to \$4 million to one applicant for a contract term from January 1, 2026 through December 31, 2029. Applicants should consider the amount of available funds when drafting their application budget. **The grant request entered in SFS should indicate the total amount requested for the full four-year term of the contract.**

The grant request should be entered in the “Lines” chart on the “Event Details” page in the “Your Unit Bid Price” field. This must match the total grant funds requested in the SFS Budget.

The IOLA Fund intends to disburse funds according to the (approximate) schedule detailed on page 3.

**If awarded**, IOLA grantees will be required to develop and submit a detailed, line-item budget for each year of the four-year contract term. IOLA will provide further instructions and work with the awardee to develop these budgets after award. All detailed budgets are subject to approval.

### 1) SFS Budget

The budget information entered into SFS should contain expenses for the **four-year grant term**. To access the SFS Budget forms, select the “Period” column link (which appears as “1”) under “Lines” in “Step 2: Enter Line Bid Responses”. This will bring you to a page called “Create Bids” where both the Budget and Workplan can be accessed through their respective links in the “Bid Event Periods” box.

Complete the “Budget Properties” page in SFS, showing only those anticipated costs related to developing a Training Center for legal services providers throughout New York State consistent with your Program Narrative and supported by this IOLA grant. **Assume a 48-month budget**, with a Jan 1, 2026 start date.

Note that SFS budget information is entered into the “Period Budget Summary” chart on the “Budget Properties” pages. “Period Budget Summary” Page contain a series of linked web forms accessed through the “Category Details” icon for each Budget Category where budget details, as defined below, are entered and saved.

The total amount entered in the SFS Budget must equal the amount entered in the “Your Unit Bid Price” field on the Event Details page in order to submit the bid response.

The SFS Budget should include proposed **totals for each budget category** for four-years of the grant term. The budget categories in the SFS Budget are pre-defined for Salary, Fringe, Contractual Services, Travel, Equipment, Space/Property & Utilities, Operating Expenses, and Other. The anticipated costs for each category need to be entered under the “Grant Funds” field on each

respective page. Do NOT edit the pre-defined “Type/Description” field in SFS. Do NOT add additional lines. Additional details should be provided in the Financial Narrative and 4-Year Grant Breakdown attachment only.

For example, in the “Salary Category” Detail Page, enter the anticipated “Grant Funds” for Salary. This should reflect anticipated costs to be charged to the proposed IOLA grant for Salary **for four years**. Leave the “Annualized Salary Per Position”, “STD Work Week (hrs)”, “% of Effort Funded”, and “# of Months Funded” fields blank. Only the “Grant Funds” field needs to be filled out in the SFS Budget.

The “Narrative” text boxes in the SFS Budget webpages do not need to be filled out. Narrative detail should be reflected in the Financial Narrative and the 4-Year Grant Breakdown attachment.

## ***2) 4-Year Grant Breakdown Attachment.***

Complete the 4-Year Grant Breakdown attachment (accessible from the application package located in the “Event Comments and Attachment” SFS page) and upload under “4-Year Grant Breakdown” field in “Event Questions”. The 4-Year Grant Breakdown attachment **must be uploaded as a PDF**. The Word Document template provided is for drafting purposes only.

The 4-Year Grant Breakdown attachment should include **category level** detail (e.g. Salary, Fringe, Contractual, etc.) for each year of grant and an accompanying narrative to describe these expected expenses.

The 4-Year Grant Breakdown attachment should show anticipated costs related to the development of a Training Center consistent with your Program Narratives. A Summary Budget and Budget Narrative must be completed for each year of the grant.

- i. **Summary Budgets:** These budget forms should include category level (e.g. Salary, Fringe, Contractual) detail for each category you anticipate costs to be supported by an IOLA grant (applicants do not need to include expenses for each category, if there are no anticipated costs to be supported by an IOLA grant in that category).
- ii. **Narratives:** Each Summary Budget should be accompanied by a Narrative providing detailed information for each year of the grant term. These narratives should describe the yearly expectations for: the annual salaries and fringe costs for proposed staff assigned to the project; sub-contractors or consultants expected to provide services during that year; any expected travel expenses with justifications as to why this travel is necessary for the delivery of services; hardware or software purchases and/or licenses; costs related to physical spaces; indirect costs; and any additional anticipated expenses.

For more guidance on IOLAs’ budget categories and allowable expenses, see the “Instructions” section of this attachment.

***Work Plan Properties***

In the “Project Summary” field, enter a brief narrative description of the Training Center being proposed. It is acceptable for this description to reiterate text from your narrative response to “Program Information: B. Training Center Description” (page 6-7).

***Work Plan Detail: General Instructions***

The Work Plan Detail, accessed by clicking the “More Detail” tab on the “Objectives >>Tasks >>Performance Measures” chart, refers to the “Objectives”, “Tasks”, and “Performance Measures” in SFS. Applicants should upload a PDF (.pdf) narrative attachment for each Work Plan Performance Measure by using the “Attach” button.

***Work Plan Detail: Description of Objectives***

Each grant year will correspond to one Work Plan Performance Measure. Upload a narrative document no more than 5 pages for each grant year with detailed information on the Training Center’s expected progress, milestones, or goals for that respective grant year.

Below are descriptions of the type of information that should be included in each narrative attachment:

**Year One**

- Describe the initial startup phase of the Training Center.

This may include: curricula development, purchase and design of technology systems, creation of policies and procedures, pre-planning for training resources or the delivery of services, staff hiring, and trainings delivered.

**Year Two**

- Describe the development and launch of the Training Center.

This may include: curricula development, ongoing design and maintenance of technology systems, creation of policies and procedures, staff hiring, and trainings delivered.

**Year Three**

- Describe the continued and expanded work of the Training Center.

This may include: curricula development, expansion of offerings and staff, ongoing maintenance of technology systems, collection and distribution of user feedback, trainings delivered, and any anticipated changes to the Training Center’s program.

**Year Four**

- Describe the continued work and the future of the Training Center.

This may include: curricula development, expansion of offerings and staff, ongoing maintenance of technology systems, collection and distribution of user feedback, trainings delivered, any anticipated changes to the Training Center's program, and plans for the continuity of service beyond this grant period.

**REQUIRED DOCUMENTS**

1. Relevant Training Experience attachment. See above “Organizational Capacity” section (page 7) for more information about the Relevant Training Experience attachment. This should be submitted in PDF (.pdf) format.
2. 4-Year Grant Breakdown attachment. See above “Budget Information & Instructions” section (pages 11-12) for more information about the 4-Year Grant Breakdown attachment. This should be submitted in PDF (.pdf) format.
3. Resumes of key Year-1 Training Center staff.
4. Documentation of Current Professional Liability Coverage. Do **not** upload your entire policy.
5. Sexual Harassment Prevention Certification. As of January 1, 2019, the NYS Office of the State Comptroller (OSC) requires that all applicants provide a certification affirming compliance with the Bureau of Contract’s [Contract Advisory #26](#). Applications that do not contain a certification may not be considered for award. Applicants are strongly encouraged to use the OSC approved form (EO 177), although alternative certifications in compliance with the [New York State Guide to Financial Operations XI.18.I](#) will be accepted.

**OPTIONAL DOCUMENTS**

1. Any MOUs, subcontracts, or other agreements that support training collaborations described in the Training Center Description.
2. Any existing policies or procedures around delivering trainings to attorneys, pro bono volunteers, or other legal services staff.

**ALL FILES MUST BE UPLOADED IN PDF FILE FORMAT**

## Review, Award, and Reporting Processes

### **APPLICATION EVALUATION**

Applications will be evaluated according to the criteria below, for a total of 100 points. Reviewers will score each category based on the quality, clarity, and feasibility of the applicant's response. Multiple reviewers will participate, and consensus scoring will be applied to ensure fairness and consistency.

#### **Project Evaluation 75 pts**

- Organizational Capacity (15 pts)
- Training Center Description (30 pts)
- Workplan (30 pts)

#### **Financial Evaluation 25 pts**

- Financial Narrative (10 pts)
- Project Budgeting (15 pts)

**Total Available 100 pts**

### **AWARD NOTIFICATION**

Successful and unsuccessful applicants will be notified via email to the contact indicated in the "Bidder Contact Information" fields.

### **DEBRIEFING OPPORTUNITY**

A debriefing is available to any unsuccessful applicant, which should be requested in writing to [IOLAGrants@iola.org](mailto:IOLAGrants@iola.org) within 15 calendar days of the public announcement of the grant award on the IOLA Fund website. A debriefing will be scheduled within 10 calendar days of IOLA's receipt of the written request or as soon thereafter as may be practicable under the circumstances. Any bid protest should be submitted to the Office of the State Comptroller pursuant to 2 NYCRR Part 24.1.

### **REPORTING OBLIGATIONS AND PAYMENT SCHEDULE**

The successful applicant will be required to submit quarterly progress reports, quarterly reimbursement vouchers, annual reports, and other reports or information as required by IOLA. The successful applicant will be expected to report on the number and types of trainings provided, the number of attendees at trainings, the geographic distribution of attendees, as well as other narrative information on Training Center development.

Payments will be made quarterly, approximately 30 days after the close of the quarter, after receipt and approval of Progress Reports and Reimbursement Vouchers by IOLA (with supporting expense documentation, if requested), with final payment made 30 days after receipt and approval of the final report. Awards are subject to available IOLA funding, the State of New York Contract for Grants, and the IOLA Fund's appropriation under the NYS Budget.

Quarterly and annual reporting, as well as the submission of supporting expense documentation (as requested), may become subject to the Office of the State Comptroller or SFS procedures.

### *New York State Contract Requirements*

If awarded, vendors with New York State must be registered and in compliance with the following.

#### **NYS Comptroller's SFS Registration**

IOLA grantees must be registered with the New York Statewide Financial System (SFS) and provide their Identification Number at the time of contracting. 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)

#### **NYS Comptroller's Vendor Responsibility Questionnaire**

New York State Finance Law requires that state agencies award contracts to responsible vendors, including not-for-profit corporations, which is determined based on information provided by the vendor through the NYS VendRep System. All Vendor Responsibility Questionnaires must be dated within six months of the contract execution date and the determination that an applicant is a responsible vendor is a condition to final execution of a grant contract with IOLA. To enroll or to update an existing Questionnaire in the VendRep System: <http://www.osc.state.ny.us/vendrep/index.htm>

#### **Insurance Documentation**

In connection with contract execution, vendors will be required to submit proof of current insurance coverage for the following (ACORD forms are not acceptable):

- Workers' Compensation (Form C 105.2), and
- Disability (Form DB 120.1)