

# **New York State Department of Labor/Hazard Abatement Board (NYSDOL/HAB) 2025-2026 Occupational Safety and Health Training and Education (OSH T&E) Program Questions and Answers (Q&A)**

(Updated 1/17/2025) New questions and answers are added frequently and indicated below after each revision date. The Request for Proposals (RFP) is available on NYSDOL's [Hazard Abatement Board webpage](#).

**\*The OSH T&E Request for Proposals (RFP) is a competitive funding opportunity. Therefore, limited technical assistance can be provided in the interpretation of the RFP per NYS procurement rules. \***

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[FREQUENTLY ASKED QUESTIONS](#)

[GENERAL QUESTIONS](#)

## **Frequently Asked Questions (FAQ)**

### **FAQ #1) Is there a deadline for proposals for the NYSDOL/HAB Request for Proposals (RFP)?**

FAQ A #1) Yes, the deadline for proposal submission for the OSH T&E program is no later than 4:00 PM NYS Time on January 24, 2025.

### **FAQ #2) Are there steps a Bidder needs to take to prepare to submit a proposal for the OSH T&E program?**

FAQ A #2) All interested Bidders must be registered in the Statewide Financial System (SFS) prior to proposal submission and all non-governmental NFP Bidders must also be designated as prequalified prior to proposal submission. NFP Bidders cannot submit grant proposals unless their status is prequalified. NFP Bidders whose status is not prequalified prior to proposal submission will receive an error message if they try to submit grant proposals.

If awarded, a prequalified NFP Contractor must maintain prequalification status during the contract period. The organization will be given an opportunity to submit documents and information to Grants Management in order to maintain or regain prequalification status.

For more information about SFS and Prequalification, please visit the Grants Management website <http://grantsmanagement.ny.gov> or contact the Grants Management Team at [grantsmanagement@its.ny.gov](mailto:grantsmanagement@its.ny.gov). The Grants Management help desk/hotline can be reached at (518) 457-7717 or (855) 233-8363 (toll free).

NYSDOL will consider any proposal not meeting the registration or non-governmental NFP Bidder prequalification requirements prior to proposal submission to be non-responsive.

**FAQ #3) Where can I go to submit a proposal for OSH T&E?**

FAQ A #3) Prospective Bidders must apply online via the SFS website at:  
[https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL?&](https://esupplier.sfs.ny.gov/psc/fscm/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&).

All Bidders must be registered in SFS prior to submission, and all non-governmental NFP Bidders must be designated as prequalified prior to proposal submission. Please see Section IV.C. of the [RFP](#) for additional proposal submission instructions.

**FAQ #4) I have questions about the process of registering our organization in SFS so that we may apply for the OSH T&E program. Where can questions about this process be directed?**

FAQ A #4) SFS is a Statewide accounting and financial management system that is not specific to NYSDOL. For questions about this process, please contact the SFS Helpdesk by calling (518) 457-7717 or (855) 233-8363 (toll free), or by emailing [grantsmanagement@its.ny.gov](mailto:grantsmanagement@its.ny.gov).

**FAQ #5) Where can I find the attachments I am required to submit with my proposal and how do I submit them in SFS?**

FAQ A #5) All required proposal attachments, as outlined in Section V.B.1. of the [RFP](#), can be found in SFS under Event Comments and Attachments and must be attached to the corresponding question in the event.

## **General Questions (GQ)**

**GQ #1) Under "Restrictions on the Use of Funds", the RFP lists activities involving driver training or truck Commercial Driver License (CDL) training. Would we be allowed to include the Hazardous Material class required for CDL licensed drivers who will transport hazardous materials in our training offerings?**

GA #1) Information on the use of funds, including allowable costs and restrictions on the use of funds, can be found in Sections II.A.1. and II.A.2., respectively, of the [RFP](#).

**GQ #2) We are requesting less than \$25,000 so certain attachments are not required. However, the MWBE – EEO Policy Statement and the EEO 100 are required attachments. How do we enter the EEO 100 participation levels? Do we just enter zeroes?**

GA #2) Information regarding Equal Employment Opportunity Requirements (EEO 100) can be found in Section II.G.3. of the [RFP](#).

**GQ #3) If the amount requested is under \$25,000, are there no MWBE/SDVOB goals and, therefore, the paperwork does not need to be completed/included in the application package?**

GA #3) Information regarding MWBE/SDVOB can be found in Section II.G. of the RFP. Only Bidders requesting \$25,000 or more are required to complete and submit the following attachments:

- MWBE 100 – MWBE Utilization Plan (MWBE-4) **or** MWBE 101 – Application for Waiver of MWBE Participation Goal (MWBE-5); and
- SDVOB 100 – SDVOB Utilization Plan (SDVOB-1) **or** SDVOB 200 – Application for Waiver of SDVOB Participation Goal (SDVOB-3).

However, as indicated in Section V.B.1. of the RFP, all required attachments are listed as questions in the Eligibility Review section. A Bidder must respond to each attachment question in order to submit their proposal. If a Bidder does not need to complete an attachment, they can write "Not Applicable" on the attachment and upload the attachment in response to the actual question.

**GQ #4) If an organization (labor union) has an in-house safety trainer, can they utilize this grant to offset the cost of that trainer to provide additional training on new safety training topics for its member employers/employees? If so, would this be billed as personnel time for the employee providing the safety training?**

GA #4) Information on the use of funds, including allowable costs and restrictions on the use of funds, can be found in Sections II.A.1. and II.A.2., respectively, of the [RFP](#). Additionally, information regarding the budget can be found in Section V.B.4. of the [RFP](#).

**GQ #5) We participated in a previous OSH T&E pesticide training program that required us to provide sign-in lists with real names from all training participants for all the trainings provided. Since we are dealing with many vulnerable workers, those in agriculture and construction which have the highest rates of accidents in New York, who fear retaliation, we would like to know if this will be a requirement for the current OSH T&E grant opportunity?**

GA #5) Information regarding award administration, including required documents that must be submitted during contracting, can be found in Section VI.B. of the [RFP](#).

**GQ #6) Are there minimum deliverables? In the past, we have been offered contracts that would not cover the costs of training the number of workers required under the OSH contract given our travel needs and the number of trainings we would do.**

GA #6) Information on award administration can be found in Section VI.B. of the [RFP](#).

**GQ #7) Is there a minimum amount of time each training is expected to last?**

GA #7) Information on allowable training and education activities can be found in Section II.A.1. of the [RFP](#).

**GQ #8) Can you please advise where the attached documents get uploaded in SFS?**

GA #8) Information regarding required attachments can be found in Section V.B.1. of the [RFP](#).

**GQ #9) Can you tell me how to check if I am prequalified in SFS?**

GA #9) Information regarding prequalification can be found in Section IV.D. of the [RFP](#).

**GQ #10) Do all uploaded attachments need to be in PDF? Specifically, Key Contacts and TGMS, which are originally in excel format.**

GA #10) All attachments must be uploaded in PDF format, except the TGMS and Key Contacts, which would be uploaded in an Excel format.

**GQ #11) Are there specific courses that you want?**

GA #11) Please see the response in GA #7.

**GQ #12) May I know the population for those taking these courses/training?**

GA #12) Information on participant eligibility can be found in Section III.B. of the [RFP](#).

**GQ #13) Do you require certifications for all trainings?**

GA #13) Information on the purpose and background of the OSH T&E program can be found in Section I.A. and I.B., respectively, in the [RFP](#). Additionally, information on allowable training and education activities can be found in Section II.A.1.

**GQ #14) Should the training be delivered in-person, online, or as a hybrid model?**

GA #14) Please see the response in GA #13.

**GQ #15) Who is the incumbent provider for these trainings?**

GA #15) Information on bidder eligibility can be found in Section III.A. of the [RFP](#).

**GQ #16) Will all the training be done exclusively with the winning bidder?**

GA #16) Information on subcontracting can be found in the following sections in the [RFP](#): II.G., V.B.2., V.B.4., and VI.B.

**GQ #17) If we are not selected, who will we contact (name, email, phone) to debrief on our bid and when should we make contact?**

GA #17) Information on non-award debriefings can be found in Section VI.A. of the [RFP](#).