**New York State Department of Labor (NYSDOL) Transgender Wellness and Equity Fund (TWEF) Request for Proposals (RFP) Questions and Answers (Q&A)**

(Updated 12-06-2024. New questions and answers are added frequently and indicated below after each revision date.) The Request for Proposals (RFP) for the program is available on NYSDOL’s [Funding Opportunities webpage](https://dol.ny.gov/funding-opportunities-0).

**\*****The TWEF 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.\***

(Use CTRL+Click to jump to these sections in the document)

[FREQUENTLY ASKED QUESTIONS](#_Frequently_Asked_Questions)

[GENERAL QUESTIONS](#_General_Questions_(G)

**Frequently Asked Questions (FAQ)**

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

FAQ A #1) Yes, the deadline for proposal submission for the TWEF program is no later than 4:00 PM NYS Time on January 17, 2025.

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

FAQ A #2) All interested Bidders must be registered in 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 grantsreform@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 apply for TWEF?**

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?&>.

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](https://dol.ny.gov/system/files/documents/2024/11/dol-twef-rfp-11-12-2024.pdf) for additional proposal submission instructions.

**FAQ #4)** **I have questions about the process of registering our organization in the Statewide Financial System so that we may apply for the TWEF 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 grantsreform@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. of the [RF](https://dol.ny.gov/funding-opportunities-0)P, 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) Our organization employs and serves Transgender, Gender Non-Conforming, and Non-Binary (TGNCNB) individuals, families, and communities, but it is more incidental than baked into our mission (which is specifically to serve folks with developmental disabilities.) Obviously, diversity is very important to us, and we would love to increase ours, but TGNCNB folks are not our primary focus. Would this preclude us from meeting the minimum qualifications for the grant?**

GA #1) Bidder eligibility can be found in Section III.A. of the [RFP](https://dol.ny.gov/system/files/documents/2024/11/dol-twef-rfp-11-12-2024.pdf). Additionally, the minimum requirements all Bidders must attest to can be found in Section V.B.1. of the RFP.

**GQ #2) Is there any expected in-kind or cost share contribution?**

GA #2) There is no in-kind or cost share contribution requirement in the TWEF program.

**GQ #3) Can funding support part or all of a staff position to support proposed work?**

GA #3) Allowable costs under the TWEF program can be found in Section II.B.1. of the [RFP](https://dol.ny.gov/system/files/documents/2024/11/dol-twef-rfp-11-12-2024.pdf).

**GQ #4) How long is the funding for and when would it begin?**

GA #4) Per Section II.C. of the [RFP](https://dol.ny.gov/system/files/documents/2024/11/dol-twef-rfp-11-12-2024.pdf), the contract start date for all contracts resulting from this solicitation may be no earlier than the date of the award letter issued by NYSDOL and no later than six (6) months after the date of the award letter.

Initial contracts resulting from this solicitation will be awarded for a period of up one (1) year. At the discretion of NYSDOL, and provided there is sufficient allocation, contracts may be renewed for up to two (2) additional one-year periods. Contractors must submit an updated budget prior to the start of each renewal term. Contracts may not be extended beyond three (3) years and Bidders must include only the training opportunities that can be reasonably accomplished within a three-year period.

**GQ #5) When will awards be made?**

GA #5) Per Section IV.E. of the [RFP](https://dol.ny.gov/system/files/documents/2024/11/dol-twef-rfp-11-12-2024.pdf), the projected notification of awards will be Spring of 2025.

**GQ #6) Will we receive technical assistance support if awarded funds?**

GA #6) Yes. Once awarded, a contract manager will contact the awardee and maintain contact throughout contract development.

**GQ #7) Will there be opportunities for grantees to connect?**

GA #7) Yes. NYSDOL will hold quarterly meetings to afford grantees the opportunity to connect.

**GQ #8) Is priority being given to former, more traditional “WFD” initiatives, or are more creative, but longer-term solutions, viable for funding as well?**

GA #8) Funding priority can be found in Section I.A. of the [RFP](https://dol.ny.gov/system/files/documents/2024/11/dol-twef-rfp-11-12-2024.pdf).

**GQ #9) Can funds be used to support exiting staff in addition to hiring new staff?**

GA #9) Please see the response for GQ #3.