



Department of Health

Invitation for Bid (IFB) # C041226R Epidemiologic and Program Evaluation Staffing Re-Issue

Amendment #1 Issued September 2, 2025

The following are official modifications, which are hereby incorporated into IFB C041226R: **Epidemiologic and Program Evaluation Staffing Re-Issue**. The information contained in this amendment prevails over the original IFB language. For all amendments below, deleted language appears in strikethrough (“xxx”) and added language appears in red text.

2.1 Introductory Background

The goal of this IFB is to identify and contract with a staffing provider who will place seven to ten (7-10) (8) qualified professional research and epidemiologic staff in the NYS DOH AIDS Institute’s Central Office located in Albany NY. These staff will supplement the capacity of units charged with critical research, evaluation, and surveillance functions at the AIDS Institute. The activities of contracted staff as described in this Invitation for Bid are essential for protecting the health of New York State residents and are supported by several laws and regulations. Under Public Health Law (PHL) Section 206 (1) (d) <https://www.nysenate.gov/legislation/laws/PBH/206>, the Commissioner of Health is required to investigate causes of disease, epidemics, and sources of mortality. The reporting of all suspected or confirmed communicable disease cases, outbreaks or unusual diseases to the New York State Department of Health is mandated under PHL §§2103-2104 and 10 NYCRR §2.1 and §2.2, and the New York State Department of Health’s AIDS Institute is responsible for the surveillance, investigation, prevention and control of HIV, other sexually transmitted infections, hepatitis B and hepatitis C included on the reportable communicable disease list. The contract will support the work of AIDS Institute units charged with research, surveillance, and program evaluation-related functions. Supported units include the Office of Sexual Health and Epidemiology, the Bureau of HIV/AIDS Epidemiology, the Division of HIV/STI Prevention, the Office of Program Evaluation and Research, and the Bureau of Hepatitis **Health Care and Epidemiology**. The awarded contractor will provide contracted staff to assist in conducting epidemiologic, other data-related investigatory services, and program evaluation assistance related to the Governor’s [Ending the Epidemic Initiative](#), the [AIDS Institute Research Agenda](#), and [AIDS Institute Priority Areas](#).

4.6 Contractor Responsibilities

- The contractor will ensure that contracted staff are licensed and credentialed as specified in Section 4.2. Contracted Staff Qualifications.
- Contractor will ensure that staff undergo orientation, confidentiality, and on-the-job surveillance and investigation training given by New York State Department of Health staff. Trainings will be held at locations close to the Capital District.
- Contractor will cover the cost of staff travel to attend applicable trainings and/or meetings as part of the agreed upon hourly rate. The New York State Department of Health will identify applicable trainings and/or meetings and provide cost information to the contractor. Travel will include monthly in person staff meetings. ~~and one national conference.~~