



Department of Health

Invitation for Bids

IFB # - C041226
Internal Program # 24-0002

Epidemiologic and Program Evaluation Staffing

Issued: March 27, 2025

DESIGNATED CONTACT:

Pursuant to State Finance Law §§ 139-j and 139-k, the New York State Department of Health (hereinafter referred to as the “**Department**” or as “**DOH**”) identifies the following designated person to whom all communications attempting to influence the Department’s conduct or decision regarding this procurement must be made.

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Bureau of Contracts
New York State Department of Health
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PERMISSIBLE SUBJECT MATTER CONTACT:

Pursuant to State Finance Law § 139-j(3)(a), the Department identifies the following allowable person to contact for communications related to the submission of written bids, written questions, pre-bid questions, and debriefings.

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New York State Department of Health
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1.0 CALENDAR OF EVENTS

IFB C041226 - Epidemiologic and Program Evaluation Staffing	
<u>EVENT</u>	<u>DATE</u>
Issuance of Invitation for Bids	March 27, 2025
Deadline for Submission of Written Questions	April 10, 2025, at 4:00 p.m. ET
Responses to Written Questions Posted by DOH	On or About April 24, 2025
Deadline for Submission of Bids	May 14, 2025, at 4:00 p.m. ET
<u>Anticipated</u> Contract Start Date	October 1, 2025

2.0 OVERVIEW

Through this Invitation for Bids (“IFB”), the New York State (“NYS”) Department of Health (the “Department” or “DOH”) is seeking competitive bids from a qualified organization for the provision of staffing services to place professional research and epidemiologic staff in the New York State Department of Health Central Office located in Albany, New York. Up to fifteen (15) contract staff will be placed. The term of this contract is a maximum of five (5) years with an anticipated contract period from October 1, 2025 – September 30, 2030, and is subject to the New York State Department of Health’s need for services, availability of funds and acceptable performance by the contractor as further detailed in [Section 4](#) (DETAILED SPECIFICATIONS). It is the Department’s intent to award one (1) contract from this procurement.

2.1 Introductory Background

The goal of this IFB is to identify and contract with a staffing provider who will place up to fifteen (15) 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. 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](#).

2.2 Important Information

The Bidder **must** review, and is requested to have its legal counsel review, [Attachment 8](#), the New York State Department of Health Agreement (Standard Contract), as the successful Bidder must be willing to enter into the Contract awarded pursuant to this Invitation for Bid in the terms of [Attachment 8](#), **subject only to any amendments to the Standard Contract agreed by the Department during the Question and Answer phase of this Invitation for Bid** (see, [Section 5.2](#)). Please note that this Invitation for Bid and the awarded Bidder's Bid will become part of the Contract as Appendix B and C, respectively.

It should be noted that Appendix A of [Attachment 8](#), "Standard Clauses for New York State Contracts", contains important information, terms and conditions related to the Contract to be entered into as a result of this Invitation for Bid and **will be incorporated, without change or amendment**, into the Contract entered into between New York State Department of Health and the successful Bidder. By submitting a response to this Invitation for Bid, the Bidder agrees to comply with all the provisions of the Contract, including all of the provisions of Appendix A.

Note, [Attachment 7](#), the Bidder's Certified Statements, **must** be submitted by each Bidder and includes a statement that the Bidder accepts, **without any added conditions, qualifications or exceptions**, the contract terms and conditions contained in this IFB including any exhibits and attachments, including, without limitation, [Attachment 8](#). It also includes a statement that the Bidder acknowledges that, should any alternative proposals or extraneous terms be submitted with its Bid, such alternate proposals or extraneous terms will not be evaluated by the New York State Department of Health.

Any qualifications or exceptions proposed by a Bidder to this Invitation for Bid should be submitted in writing using the process set forth in [Section 5.2](#) (Questions) prior to the deadline for submission of written questions indicated in [Section 1](#), (Calendar of Events). Any such qualifications or exceptions that are not proposed prior to the deadline for the submission of written questions will not be considered by the New York State Department of Health after contract award. Any amendments the New York State Department of Health makes to the Invitation for Bid as a result of questions and answers will be publicized on the New York State Department of Health web site and will be available and applicable to all Bidders equally.

2.3 Term of the Agreement

The term of the Contract that will be entered into pursuant to this Invitation for Bid between the Department and the successful Bidder is expected to be for a period of five (5) years commencing on the date shown on the Calendar of Events in [Section 1](#), subject to the availability of sufficient funding, successful Contractor performance, and approvals from the New York State Attorney General (AG) and the Office of the State Comptroller (OSC).

3.0 MINIMUM QUALIFICATIONS TO BID

3.1 Mandatory Qualifications

The New York State Department of Health will only accept Bid proposals from Bidders who meet all of the following specified minimum requirements:

- Bidders must have a minimum of three (3) years of experience as an employer (hiring and placement) within the Capital District of four (4) or more professional level staff such as evaluation specialists or epidemiologists.
- Bidder must be able to demonstrate an average annual volume of sales equaling a minimum of \$750,000 within the last three (3) years.

For the purposes of this Invitation for Bid, a “Prime Contractor” is defined as one who, in relation to a given project, job or product, has the contract with the owner of a project or job, or entity procuring the product, and has full responsibility for the successful completion or delivery of the project or job or product pursuant to the terms of the contract.

3.2 References

Provide references using Attachment 9 (References), for three current or former customers (excluding NYS DOH) that will verify the bidder’s provision of services similar to those in this IFB for a period of 3 years. Provide firm names, addresses, contact names, telephone numbers, and email addresses.

Failure to meet these Minimum Qualifications will result in a Bid being found non-responsive and eliminated from consideration.

4.0 DETAILED SPECIFICATIONS

PLEASE NOTE: To be considered responsive, a Bidder will be required to provide responses that address all of the requirements of this IFB as part of its Bid.

For purposes of this Invitation for Bid, the terms “shall”, “must” and “will” are used interchangeably when describing the requirements for a Bidder’s responsive Bid or the Contractor’s duties under the Contract to be entered into between the Department and the successful Bidder.

4.1 Location and Scope of Work

Staff will work a full-time work week which is considered 37.5 hours a week, with no overtime. The work location is in the New York State Department of Health offices located at the Empire State Plaza, Corning Tower in Albany, New York. Staff may be approved to telecommute up to 50% of the time, following DOH policy. Time off requests are submitted to and approved by the DOH supervisor. The contractor must offer paid time off to their employees.

All employees of the contractor, who shall perform research and epidemiologic consulting services under the resulting contract, shall possess the qualifications, training, and licenses that are required within New York State where the services specified are to be provided or performed, and shall be legally authorized to work in New York State. All persons that perform services under the

contract on behalf of New York State Department of Health shall, in performing these services, comply with all applicable Federal, State, and local laws concerning employment in the United States.

It is understood and agreed that the contractor and its employees are independently employed, and in no manner, shall they be deemed employees of the New York State Department of Health, and therefore are not entitled to any of the benefits associated with such employment.

4.2 Staffing

Upon contract award, the contractor will have up to 90 calendar days for initial placement of staff. New York State Department of Health will use the following procedures when engaging a contractor for hiring initial and replacement staff:

- i. The New York State Department of Health will submit a written request that identifies job title and description, duties, and necessary qualifications to the contractor;
- ii. The contractor will pre-screen all candidates and identify candidates that meet the staff qualifications outlined in Contracted Staff Qualifications;
- iii. Contractor will supply a minimum of one (1) or more resume(s) per vacancy within 10 business days after New York State Department of Health's initial request. New York State Department of Health staff will review resumes and choose the candidate(s) for interview;
- iv. In the event the contractor's candidates are not approved by the New York State Department of Health as outlined in Section 4.2(iii), the New York State Department of Health reserves the right to request additional resumes based on the Department's needs and urgency in filling these positions; and
- v. Steps 4.2.(i-v) will continue with the contractor until all positions are filled.

4.3 Changes in Staffing:

It is anticipated that all staff hired for this contract will be employed for the entire duration of the assignment per the contract. However, if staff voluntarily or involuntarily leave their assignment, the contractor will replace staff as described in Section 4.2 (i-v). If either the contractor, or New York State Department of Health, for any reason, deems that a contracted staff must be removed from their assignment prior to the completion of this contract, each party shall mutually agree that such removal shall take place.

4.4 Contracted Staff Qualifications:

Contracted staff for the professional research and epidemiologic positions must meet the following minimum qualifications:

- A bachelor's degree with a minimum of nine (9) semester hours of mathematics or statistics; and a minimum of two (2) years of research, evaluation, or epidemiologic experience OR a Master's degree in public health or a related field and a minimum of one (1) year of research, evaluation or epidemiologic experience.
- Experience working with relational databases, SQL Programming, SAS, SPSS or other statistical software.

4.5 Contracted Staff Duties:

Reporting Requirements: Contracted staff will electronically submit monthly reports to the NYSDOH supervisor that briefly summarizes their activities performed each month. An activity reporting template will be provided by the New York State Department of Health assigned supervisor. Each report will include, but will not be limited to, a summary of assigned tasks, status of progress, details

regarding barriers or concerns of meeting goals, and anticipated completion date(s). Each month, the assigned New York State Department of Health supervisor will review staff reports and acknowledge time and attendance.

Confidentiality Requirements: Contracted staff are required to sign all applicable data use agreements, abide by New York State Department of Health required confidentiality training and attestation, and abide by New York State Department of Health non-disclosure agreements. All documents, notes, or references (recorded and hard copy) will remain the property of the New York State Department of Health. The contractor, and its employees, shall maintain the confidentiality of all material, identity of any parties, and content of any material related to work performed in the context of this contract. Any documents received by the NYSDOH are public documents accessible for public inspection and copying under the terms and provisions of NYS Public Officers Law Section 87. A copy of the New York State Department of Health HIV Surveillance and Partner Services Attestation of Confidentiality for Staff Who Work with Highly Confidential Data is included (Attachment C

Work Activities for research and epidemiologic positions: Under the direction of the New York State Department of Health supervising staff, contracted staff will perform 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](#). Specific job duties include, but are not limited to, the following:

- Participate in the development, implementation, collection, processing and analysis of AIDS Institute maintained databases, including HIV surveillance data and AIDS Institute Reporting System (AIRS) data.
- Serve as a “data-related liaison” between the AIDS Institute’s surveillance staff, AI program staff including contract managers, and external collaborators (e.g., Department of Corrections and Community Supervision staff, OASAS staff, and other key collaborators), to ensure appropriate coordination and management of data associated with Ending the Epidemic (ETE) programming.
- Facilitate the use of AIDS Institute maintained databases for programmatic purposes consistent with the ETE Initiative (e.g., conduct searches within the New York State HIV surveillance data for patients thought to have fallen out of HIV-related medical care and use this information to generate field assignments to link out-of-care persons back to HIV-related medical care).
- Participate in data-driven continuous quality improvement activities designed to improve the quality of HIV ETE-related programming, including (but not limited to), targeted and routine HIV testing, linkage to prevention and care, treatment adherence and viral load suppression.
- Assist in the review, update, and revision of partner services field manuals, policies and procedures, and operations guidance to reflect ETE-related additions and the breadth of current practice. Provide in-service training on legal mandates, case definition and reporting requirements, and the use of HIV-related data for programmatic purposes.
- Assist with the development of SMART (Specific, Measurable, Attainable, Relevant and Time-bound) objectives, key variable measurements, and evaluation planning for new ETE programming.
- Conduct medical record reviews to verify cases of HIV infection, to verify the offer of HIV testing per public health law and to facilitate new ETE-related programming.
- Provide technical assistance to hospital, primary care, and ambulatory care practices related to the implementation of routine testing and compliance with New York State public health law. Provide training and technical assistance to AIDS Institute contract management staff and AIDS Institute-funded HIV testing providers related to improving the efficiency of targeted testing initiatives in New York State.

- Provide data driven decision making technical assistance related to priority ETE initiatives.
- Provide support and technical assistance in the development and modification of the tools, the ETE Dashboard and other mechanisms for measuring ETE progress.

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.
- Contractor will provide New York State Department of Health monthly invoices that detail staff hours worked along with timesheets signed by the DOH supervisor or accompanied by an approval email to verify staff hours worked. Invoices must be accompanied by a monthly report, which will include, but will not be limited to, a summary of assigned tasks, status of progress, details regarding barriers or concerns of meeting goals, and anticipated completion date(s). Each month, the assigned New York State Department of Health supervisor will review staff reports and acknowledge time and attendance.
- The contractor will also comply with the following requirements as a condition of the contract. The New York State Department of Health requires background checks which must be conducted at the expense of the contractor, including the following non-exhaustive list:
 - Any loyalty or terrorism issue;
 - Patterns of conduct (e.g., alcoholism/drug addiction, financial irresponsibility/major liabilities, dishonesty, employability for negligence or misconduct, criminal conduct);
 - Dishonorable military discharge;
 - Felony and misdemeanor offenses;
 - Drug manufacturing/trafficking/sale;
 - Criminal sexual misconduct;
 - Employment related misconduct involving dishonesty, criminal or violent behavior; and
 - Misrepresentation of information including educational and professional background, legal status or valid licensure.
- In making a suitability determination, the Contractor must consider the information obtained through the Federal and State background checks and evaluate them against the work to be performed, the performance location, and the degree of risk to the organization in accordance with [New York State Correction Law §752](#).
- Contractor will ensure that all contracted staff abide by confidentiality requirements specified in Section 4.5. Confidentiality Requirements.
- Contractor will supply a minimum of one (1) or more resume(s) per vacancy within 10 business days after New York State Department of Health's initial request.
- 100% of candidates provided by contractor will meet the following criteria for research and epidemiologic positions: a bachelor's degree with a minimum of nine (9) semester hours of mathematics or statistics; and a minimum of two (2) years of research, evaluation, or epidemiologic experience OR a master's degree in public health or a related field and a minimum of one (1) year of research, evaluation, or epidemiologic experience.
- 100% of candidates provided for research and epidemiologic positions will have experience working with relational databases, SQL Programming, SAS, SPSS or other statistical

software.

- DOH seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. As such, the contractor must actively solicit and provide applications from candidates with diverse backgrounds.
- In conjunction with the DOH supervisor, evaluate staff on an annual basis and replace any staff that do not receive a satisfactory or greater performance evaluation.

4.7 New York State Department of Health Responsibilities

- New York State Department of Health will provide direction and supervision over contracted staff activities. If staff issues or discrepancies are identified, (e.g., time and attendance, work performance, etc.), New York State Department of Health will notify the contractor and a mutually agreed upon corrective action plan will be implemented. Any supervision costs incurred by the contractor must be included as administrative costs (as part of the hourly rate) and may not be separately billed to the New York State Department of Health;
- The New York State Department of Health will provide the following at no charge to the Contractor: Office space for contract staff at the New York State Department of Health's Central Office in Albany; office furniture and supplies; communications equipment and services including workstation telephones, fax machines, personal computers and computer support services as required;
- New York State Department of Health will provide any specialty training for experience not otherwise specified under Section 4.2. Contracted Staff Qualifications.
- All hired candidates will undergo orientation, confidentiality, and on-the-job surveillance and investigation training given by New York State Department of Health staff.

4.8 Payment

Payment of invoices and/or vouchers submitted by the successful Bidder pursuant to the terms of the Contract entered into pursuant to this IFB by the Department shall be made in accordance with Article XI-A of the New York State Finance Law.

If awarded a contract, the contractor shall submit monthly invoices and/or claims to the State's designated payment office:

a) Preferred Method: Email a pdf copy of your signed claim to the NYS Business Services Center (BSC) at: AccountsPayable@ogs.ny.gov with a subject field as follows: Subject: **Unit ID: 3450340-Contract # C041226**

b) Alternate Method: Mail claims to BSC at the following U.S. postal address:

**NYS Department of Health
Unit ID 3450340
PO Box 2093
Albany, NY 12220-0093**

c) Payment for invoices and/or claims submitted by the contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner of Health, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are

available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm or by email at epunit@osc.state.ny.us or by telephone at 518-474-6019. Contractor acknowledges that it will not receive payment on any invoices and/or claims submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

In addition to the Electronic Payment Authorization Form, a Substitute Form W-9 must be on file with the Office of the State Comptroller, Bureau of Accounting Operations. Additional information and procedures for enrollment can be found at <http://www.osc.state.ny.us/epay>.

Completed W-9 forms shall be submitted to the following address:

NYS Office of the State Comptroller Bureau of Accounting Operations Warrant & Payment Control Unit

110 State Street, 9th Floor
Albany, NY 12236

d) The contractor will submit monthly invoices for expenses that have been incurred, due 30 days after the end of each month, and must be accompanied by a New York State Claim for Payment (Form AC3253-S) to ensure payment. The Claim for Payment must include a time sheet signed by the NYSDOH supervisor depicting the number of hours worked by contracted staff, along with the detailed activity reporting template, for the same time period. Claims for Payment received without the required documents will be held for payment until the documents are received and reviewed for accuracy and completeness.

The contractor will be reimbursed on an hourly rate for the number of hours worked on conducting project activities/contract deliverables, not to exceed the total number of hours outlined in the agreed upon contract.

Please note the following:

- The contractor will be paid according to the hourly rate listed in the Cost Proposal Form (Attachment B) regardless of the varying levels of staff expertise performing these duties.
- In order to be eligible for appointment and to maintain employment, contracted staff cannot be listed as an excluded individual or entity on any Federal or Federally-assisted program. If contracted staff are appointed and subsequently listed as an excluded individual or entity on any of these lists, this will result in action to remove contracted staff from the position.

4.9 Subcontracting

Bidders **may not** propose the use of a subcontractor.

4.10 Contract Insurance Requirements

Prior to the start of work under this Contract, the Contractor shall procure, at its sole cost and expense, and shall maintain in force at all times during the term of this Contract, insurance of the types and in the amounts set forth in [Attachment 8](#), the New York State Department of Health Contract, Section IV. Contract Insurance Requirements as well as below.

- General Liability
- Professional Liability
- Workers Compensation

4.11 Minority & Women-Owned Business Enterprise (M/WBE) Requirements

Pursuant to New York State Executive Law Article 15-A, the Department recognizes its obligation to promote opportunities for maximum feasible participation of **certified** minority-and woman-owned business enterprises and the employment of minority group members and women in the performance of DOH contracts.

Business Participation Opportunities for M/WBEs

For purposes of this IFB, DOH hereby establishes an overall goal of 30% for M/WBE participation, **15%** for Minority-Owned Business Enterprises (“MBE”) participation and **15%** for Women-Owned Business Enterprises (“WBE”), based on the current availability of qualified MBEs and WBEs and outreach efforts to certified MWBE firms. The successful Bidder who becomes the Contractor under the Contract entered into with the Department pursuant to this IFB must document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of the Contract consistent with the M/WBE participation goals established for this procurement, and Contractor must agree that DOH may withhold payment pending receipt of the required M/WBE documentation. For guidance on how DOH will determine “good faith efforts,” refer to 5 NYCRR §142.8.

The directory of New York State Certified M/WBEs can be viewed at:

<https://ny.newnycontracts.com>. The directory is found in the upper right-hand side of the webpage under “Search for Certified Firms” and accessed by clicking on the link entitled “MWBE Directory”. Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged, and all communication efforts and responses should be well documented to establish Contractor’s “good faith efforts”.

By submitting a Bid in response to this IFB, a Bidder agrees to complete an M/WBE Utilization Plan ([Attachment 5](#), Form #1) for this IFB. DOH will review the submitted M/WBE Utilization Plan. If the Plan is not accepted, DOH may issue a notice of deficiency. If a notice of deficiency is issued, Bidder agrees that it shall respond to the notice of deficiency within seven (7) business days after Bidder’s receipt of such notice. DOH may disqualify a Bidder as being non-responsive to this IFB under the following circumstances:

- a) If a Bidder fails to submit a M/WBE Utilization Plan;
- b) If a Bidder fails to submit a written remedy to a notice of deficiency;
- c) If a Bidder fails to submit a request for waiver (if applicable); or
- d) If DOH determines that the Bidder has failed to document good-faith efforts to provide meaningful participation by M/WBEs under the Contract in accordance with the goals for this IFB established by the Department;

The Contractor will be required to attempt to utilize, in good faith, any MBE or WBE identified within its M/WBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to DOH but must be made no later than prior to the submission of a request for final payment on the Contract.

The Contractor will be required to submit a Contractor's Quarterly M/WBE Contractor Compliance & Payment Report to the DOH, by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the M/WBE goals of the Contract.

If the Contractor is found to have willfully and intentionally failed to comply with the M/WBE participation goals set forth in the Contract, such finding will constitute a breach of Contract and DOH may withhold payment from the Contractor as liquidated damages. Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to M/WBEs had the Contractor achieved the contractual M/WBE goals; and (2) all sums actually paid to M/WBEs for work performed or materials supplied under the Contract.

A New York State certified Minority- and Women-Owned Businesses (M/WBE) may request that their firm's contact information be included on a list of M/WBE firms interested in serving as a subcontractor for this procurement. The listing will be publicly posted on the Department's website for reference by the bidding community. A firm requesting inclusion on this list should send contact information and a copy of its NYS M/WBE certification to insert a *BML or contact information* before the Deadline for Questions as specified in [Section 1](#) (Calendar of Events). Nothing prohibits an M/WBE Vendor from proposing as a prime Contractor.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.)

5.0 ADMINISTRATIVE INFORMATION

The following administrative requirements, terms and information will apply to this IFB. Failure to comply fully with any of these requirements or terms, or this information, may result in disqualification of a Bidder's Bid.

5.1 Restricted Period

"Restricted Period" means the period of time (a) commencing with the earliest written notice, advertisement, or solicitation of this Invitation for Bids, soliciting a response from Bidders and intending to result in a procurement contract with DOH and (b) ending with the final Contract award and approval by the Office of the State Comptroller.

Pursuant to State Finance Law Sections 139-j and 139-k, the Department has identified a "Designated Contact" and a "Permissible Subject Matter Contact" on the Face Page of this IFB to whom all communications with regard to this procurement during the Restricted Period must be made.

During the Restricted Period of this IFB, any oral, written, or electronic communication between a potential Bidder and the Department, except communications between a potential Bidder and the Designated Contact or the Permissible Subject Matter Contact specified on the Cover Page of this IFB, under circumstances where a reasonable person would infer that the communication was intended to influence this procurement, is prohibited by law. The violation of the requirements described in this Section may be grounds for a determination that a Bidder is non-responsible and therefore ineligible for a contract award pursuant to this IFB. Two violations within four years of the rules against impermissible contacts during a “Restricted Period” may result in the violator being debarred from participating in all procurements by New York State agencies and authorities for a period of four years.

5.2 Questions

Potential Bidders may submit written questions and requests for clarification pertaining to this IFB between the issuance of this IFB and the deadline for the submission of written questions specified in [Section 1](#) (Calendar of Events). All questions and requests for clarification of this IFB should cite the relevant IFB, including the IFB number and title (C041226: Epidemiologic and Program Evaluation Assistance), the section and paragraph number of this IFB or of the Attachment to this IFB to which the question relates, where applicable, and must be submitted via email to AIGPU@health.ny.gov no later than the Deadline for Submission of Written Questions specified in [Section 1](#). (Calendar of Events). Questions received after the deadline **may not** be answered.

If a potential Bidder discovers any ambiguity, conflict, discrepancy, omission, or other apparent error in this IFB, the Bidder shall immediately notify DOH of such error in writing at AIGPU@health.ny.gov, and request that DOH clarify or modify the Terms of this IFB. If, prior to the deadline for the Submission of Bids, a Bidder fails to notify DOH of a known error or an error that reasonably should have been known, the Bidder shall assume the risk of bidding notwithstanding such apparent ambiguity, conflict, discrepancy, omission or other error. If awarded the Contract pursuant to the terms of this IFB, the Bidder shall not be entitled to an amendment to the terms of the Contract to correct or clarify any such ambiguity, conflict, discrepancy, omission or other error nor to any additional compensation by reason of the error or its correction.

5.3 Right to Modify IFB

DOH reserves the right to modify any part of this IFB, including, but not limited to, the date and time by which Bids must be submitted and received by DOH, at any time prior to the Deadline for Submission of Bids specified in [Section 1](#). (Calendar of Events). Modifications to this IFB shall be made by the issuance of amendments and/or addenda, which will be posted to the DOH website.

5.4 DOH’s Reserved Rights

The Department reserves the right to:

1. Reject any or all bids received in response to the IFB.
2. Withdraw the IFB at any time, at the Department’s sole discretion.
3. Make an award under the IFB in whole or in part.
4. Disqualify any Bidder whose conduct and/or Bid fails to conform to the requirements of the IFB.
5. Seek clarifications and revisions of Bids.
6. Use Bid information obtained through site visits, management interviews and the State’s investigation of a Bidder’s qualifications, experience, ability or financial standing, and any material or information submitted by the Bidder in response to the Department’s or any other State agency’s request for clarifying information in the course of evaluation and/or selection under the IFB.

7. Prior to the bid opening, amend the IFB specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to the bid opening, direct Bidders to submit bid modifications addressing subsequent IFB amendments.
9. Change any of the scheduled dates set forth in [Section 1](#). (Calendar of Events).
10. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective Bidders.
11. Waive any requirements that are not material.
12. Negotiate with the successful Bidder within the terms of the IFB, including the attachments and exhibits, if any, to this IFB, and any amendments or addenda to the IFB, and the Questions and Answers, if any, posted by the Department in accordance with [Section 5.2](#) (Questions), in the best interests of the State.
13. Conduct contract negotiations with the next responsible Bidder, should the Department be unsuccessful in negotiating with the selected Bidder.
14. Utilize any and all ideas submitted in the bids received.
15. Every offer made by a Bidder pursuant to the terms of the Bid it submits shall be firm and not revocable for a period of three hundred and sixty-five days (365) from the bid opening to the extent not inconsistent with Section 2-205 of the uniform commercial code. Subsequent to such three hundred and sixty- five days (365), any offer is subject to withdrawal communicated in a writing signed by the Bidder.
16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Bidder's Bid and/or to determine a Bidder's compliance with the requirements of the solicitation.

5.5 Freedom of Information Law ("FOIL")

All Bids may be disclosed or used by the Department to the extent permitted by law. The Department may disclose a Bid to any person for the purpose of assisting in evaluating the Bid or for any other lawful purpose. All Bids will become State agency records, which will be available to the public in accordance with the New York State Freedom of Information Law. **Any portion of the Bid that a Bidder believes constitutes proprietary information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the Bid as specified in the paragraph immediately following this paragraph.** If the Department agrees with the proprietary claim, the designated portion of the Bidder's Bid will be withheld from public disclosure. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material may be deemed a waiver of any right to confidential handling of such material.

5.6 Debriefing

Once an award has been made, a Bidder may request a debriefing of their Bid. The debriefing will be limited solely to the Bidder's own Bid and will not include any discussion of other bids. A Bidder's request for a debriefing must be received by the Department no later than fifteen (15) calendar days after the date of the award notification to the successful Bidder or non-award announcement to the unsuccessful Bidder, depending upon whether the Bidder requesting the debriefing is the successful Bidder or an unsuccessful Bidder.

5.7 Protest Procedures

In the event an unsuccessful Bidder wishes to protest the award resulting from this IFB, the protesting Bidder must follow the protest procedures established by the Office of the State Comptroller (OSC).

These procedures can be found in Chapter XI Section 17 of the OSC's Guide to Financial Operations, which is available on-line at: <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>

5.8 Piggybacking

New York State Finance Law Section 163(10)(e) (see, also, <https://ogs.ny.gov/procurement/piggybacking-using-other-existing-contracts-0>) allows the Commissioner of the NYS Office of General Services (OGS) to consent to the use of a Contract entered into pursuant to this IFB by other New York State Agencies, and other authorized purchasers, subject to conditions and the consent of the successful Bidder/Contractor.

6.0 BID FORMAT AND CONTENT

Bidders responding to this IFB must satisfy all requirements stated in this IFB. A Bidder must submit a complete Bid package. A Bid that is incomplete in any material respect must be rejected.

To expedite the review by the Department of the Bids submitted in response to this IFB, Bidders are requested to submit their Bids as summarized in [Attachment A](#), Bid Package Checklist. This separation of information will facilitate the review of the material requested. No information beyond that specifically requested is required, and Bidders are requested to keep their Bid submissions to the shortest length consistent with making a complete presentation of qualifications and a complete and concise response to each component of the IFB.

The Department will not be responsible for expenses incurred in preparing and submitting the Bid Packages. Such costs should not be included in the Bid.

6.1 Mandatory Bid Requirements

The purpose of the Mandatory Bid Requirements is to demonstrate the qualifications, competence, and capacity of the Bidder to provide the commodity or services sought to be procured by the Department pursuant to this IFB. The following outlines the required information to be provided by each **responsive** Bidder. The information requested must be provided in the prescribed format. Responses that do not follow the prescribed format will be eliminated from consideration. All responses included in a Bid submitted pursuant to this IFB by a Bidder are subject to verification for accuracy.

6.1.1 Bidder's Minimum Qualifications to Bid

A responsive Bidder must be able to meet all the requirements stated in [Section 3.1](#) of this IFB. The Bidder must submit documentation that provides sufficient evidence of meeting the minimum qualifications to bid. This documentation may be in any format needed to demonstrate how they meet those minimum qualifications:

- Bidder must have a minimum of three (3) years of experience as an employer (hiring and placement) within the Capital District of 4 or more professional level staff such as evaluation specialists or epidemiologists.
- Bidder must be able to demonstrate an average annual volume of sales equaling a minimum of \$750,000 within the last three (3) years.

6.1.2. Bid Form

A responsive Bidder must submit a completed and signed [Attachment B – Bid Form](#). The Bid Form must comply with the format and content requirements as detailed in this IFB and in Attachment B. Failure to comply with the format and content requirements will result in disqualification.

The prices bid must cover the cost of furnishing all of the said products or services specified in this IFB, including, but not limited to, materials, equipment, profit and labor to the satisfaction of the Department and the performance of all work set forth in the specifications for this procurement set forth in this IFB and in the Contract to be awarded pursuant to this IFB to the successful Bidder.

Bidders must provide a price for all products in sizes and quantities exactly as listed in **Bid Form - Attachment B**. Bids which do not include a price for all products may be disqualified. Bids which add alternative products, quantities or sizes will be disqualified.

6.1.3. Bidder's Certified Statements

Complete, sign and submit [Attachment 7](#), "Bidder's Certified Statements", which includes information regarding the Bidder. [Attachment 7](#) must be signed by an individual authorized to bind the Bidder contractually. Please indicate the title or position that the signer holds with the Bidder.

Note: THE DEPARTMENT WILL REJECT AND FIND UNRESPONSIVE ANY BID THAT CONTAINS AN INCOMPLETE, UNSIGNED OR IS MISSING [Attachment 7](#).

6.1.4 References

Provide references using [Attachment 9](#), (References) for three (3) current or former customers (excluding NYS DOH) that will verify the Bidder's provision of services similar to those in this IFB for a period of 3 years. The Bidder must include the organization name, contact name, contact phone number and contact email address for these organizations.

6.2 Other Bid Documents

6.2.1 Bidder's Disclosure of Prior Non-Responsibility Determinations

Submit a completed and signed [Attachment 1](#), "Bidder's Disclosure of Prior Non-Responsibility Determinations".

6.2.2 Vendor Responsibility Questionnaire

Complete, certify, and file a New York State Vendor Responsibility Questionnaire. The Department recommends that Bidders file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions at http://www.osc.state.ny.us/vendrep/info_vrsystem.htm or go directly to the VendRep System online at www.osc.state.ny.us/vendrep.

Bidders must provide their New York State Vendor Identification Number (Vendor ID) when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller (OSC)'s Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

Bidders opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, www.osc.state.ny.us/vendrep, or may contact the OSC's Help Desk for a copy of the paper form. Bidder's should complete and submit the Vendor Responsibility Attestation, [Attachment 3](#).

6.2.3 Vendor Assurance of No Conflict of Interest or Detrimental Effect

Submit [Attachment 4](#), Vendor's Assurance of No Conflict of Interest or Detrimental Effect, which includes information regarding the Bidder, members, shareholders, parents, affiliates and subcontractors. [Attachment 4](#) must be signed by an individual authorized to bind the Bidder contractually.

6.2.4 EO 177 Prohibiting Contracts with Entities that Support Discrimination

Submit [Attachment 11](#), certifying that Bidder does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the New York State Human Rights Law.

6.2.5 Executive Order 16 Prohibiting Contracting with Businesses Conducting Business in Russia

Submit [Attachment 12](#), certifying the status of the Bidder's business operations in Russia, if any, as mandated by Executive Order 16.

6.2.6 M/WBE Forms

Submit completed Form #1 and/or Form #2, Form #4 and Form #5 as directed in [Attachment 5](#), "New York State DOH M/WBE IFB Required Forms".

6.2.7 Encouraging Use of New York Businesses in Contract Performance

Submit [Attachment 6](#) "Encouraging Use of New York State Businesses in Contract Performance" to indicate which New York State Businesses, if any, the Bidder will use in the performance of the Contract to be awarded to the successful Bidder.

6.2.8 State Finance Law Consultant Disclosure Provisions

In accordance with New York State Finance Law Section 163(4)(g), State agencies must require all Contractors, including subcontractors, that provide consulting services for State purposes pursuant to a contract to submit an annual employment report for each such contract.

The successful bidder for procurements involving consultant services must complete a "State Consultant Services Form A, Contractor's Planned Employment from Contract Start Date through End of Contract Term" in order to be eligible for a contract.

The successful bidder must also agree to complete a "State Consultant Services Form B, Contractor's Annual Employment Report" for each state fiscal year included in the resulting contract. This report must be submitted annually to the Department of Health, the Office of the State Comptroller, and Department of Civil Service.

Submit State Consultant Services Form A: Contractor's Planned Employment and Form B: Contractor's Annual Employment Report, available at: <http://www.osc.state.ny.us/agencies/forms/ac3271s.doc> and

<http://www.osc.state.ny.us/agencies/forms/ac3272s.doc>.

6.2.9 Sales and Compensating Use Tax Certification (Tax Law, § 5-a)

Section 5-a of the Tax Law, as amended, effective April 26, 2006, requires certain Contractors awarded state contracts for commodities, services and technology valued at more than \$100,000 to certify to the Department of Tax and Finance (DTF) that they are registered to collect New York State and local sales and compensating use taxes. The law applies to contracts where the total amount of such contractors' sales delivered into New York State are in excess of \$300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made, and with respect to any affiliates and subcontractors whose sales delivered into New York State exceeded \$300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made.

This law imposes upon certain contractors the obligation to certify whether or not the contractor, its affiliates, and its subcontractors are required to register to collect state sales and compensating use tax and contractors must certify to DTF that each affiliate and subcontractor exceeding such sales threshold is registered with DTF to collect New York State and local sales and compensating use taxes. The law prohibits the State Comptroller, or other approving agencies, from approving a contract awarded to an offeror meeting the registration requirements but who is not so registered in accordance with the law.

The successful Bidder must file a properly completed Form ST-220-CA with the Department of Health and Form ST-220-TD with the DTF. These requirements must be met before a contract may take effect. Further information can be found at the New York State Department of Taxation and Finance's website, available through this link:

<http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>.

Submit these Forms, available through these links:

- ST-220 CA: http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf
- ST-220 TD: http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf

6.2.10 Freedom of Information Law – Bid Redactions

A Bidder must clearly and specifically identify any portion of their Bid that the Bidder believes constitutes proprietary information entitled to confidential handling as an exception to the Freedom of Information Law.

7.0 BID SUBMISSION

The proposal must be received by the NYSDOH, no later than the Deadline for Submission of Proposals specified in [Section 1.0](#) (Calendar of Events). Late bids will not be considered.

A proposal consists of two (2) distinct parts: (1) the Mandatory Bid Requirements and (2) Other Bid Documents. The table below outlines the requested format and volume for submission of each part. Proposals should be submitted in all formats as prescribed below.

The proposal must be received electronically by DOH's email, AIGPU@health.ny.gov via two (2) separate searchable password protected PDF files. The Subject Line "IFB #C041226 - Epidemiologic and Program Evaluation Assistance (Mandatory Bid Requirements) or (Other Bid

Documents). The body of the email submitted must include the password and indicate the number of total pages intended, and where indicated each subset of pages listed.

All electronic proposal submissions should be clear and include page numbers on the bottom of each page. NOTE: Bidders should request a receipt containing the time and date received. Submission of proposals in a manner other than as described in these instructions (e.g., fax) will not be accepted.

In the event an electronic submission cannot be read by the Department, the Department reserves the right to request a hard copy and/or electronic resubmission of any unreadable files. The Bidder shall have two (2) business days to respond to such requests and must certify the resubmission is identical to the original submission. Hardcopy will prevail.

	Electronic Submission
Mandatory Bid Documents	Email Subject Line: <Bidder Name>, IFB #041226 - Epidemiologic and Program Evaluation Staffing "Mandatory Bid Documents" email attachment containing a standard searchable password protected PDF file with copy/read permissions only. The body of the email must include the password to open the attached PDF document and indicate the number of total pages intended.
Other Bid Documents	Email Subject Line: <Bidder Name>, IFB #041226 - Epidemiologic and Program Evaluation Staffing "Other Bid Documents" email attachment containing a standard searchable password protected PDF file with copy/read permissions only. The body of the email must include the password to open the attached PDF document and indicate the number of total pages intended.

Email PDF Submission Instructions:

1. All electronic bid submissions should be in PDF Optical Character Recognition (OCR) searchable format.
2. A font size of eleven (11) points or larger should be used. All submitted documents should contain appropriate header and footer information.
3. Where signatures are required, the proposals should have a handwritten signature (wet ink) and be signed in blue ink. A scan of the handwritten (wet ink) signature can be used for electronic submission in the PDF. The Department reserves the right to request hard copy originals of all signature pages at any time.
4. The Department discourages overly lengthy Bids. Therefore, marketing brochures, user manuals or other materials beyond that sufficient to present a complete Bid, are not desired and will not be reviewed or evaluated. Elaborate artwork or expensive paper is not necessary or desired. In order for the Department to evaluate bids fairly and completely, all Bids should follow the format described in this IFB and provide all requested information and no extraneous or additional information or material.

The complete bid must be received by the NYSDOH, no later than the Deadline for Submission of Bids specified in [Section 1.0](#), (Calendar of Events). Late bids will not be considered.

7.1 No Bid Form

A prospective Bidder choosing not to bid is requested to complete and submit the No-Bid form [Attachment 2](#), by the Deadline for Submission of Bids specified in [Section 1.0](#) (Calendar of Events). This information helps to enhance future mailing lists for the Department.

8.0 METHOD OF AWARD

At the discretion of the Department, all Bids may be rejected. The Department will award one contract as described in this IFB to the responsible and responsive Bidder who offers the lowest total bid price.

In the event of two or more Bidders offering identical bid prices, the tied bidders will be given the opportunity to provide their best and final bid price to the Department, and, after evaluation of these revised bids, the award will then be made to the lowest bidder.

8.1 General Information

Once a successful Bidder is selected, the Department will issue a Contract to the successful Bidder, substantially in the form of Attachment 8. In order to be considered responsible and responsive, the Bid must include all Invitation for Bid (IFB) required documents and meet the minimum qualifications as stated in the IFB.

Bidders may be requested by the Department to clarify the details of their Bid. Unless requested by the Department to do so, no Bidder will be allowed to alter its Bid after the Deadline for Submission of Proposals listed in [Section 1.0](#) (Calendar of Events).

8.2 Submission Review

The Department will examine all Bids that are received in a proper and timely manner. The Bid containing the lowest total price offered will be further evaluated to determine if it meets all bid submission requirements, as described in [Section 6.0](#) (Bid Format and Content) and [Section 7.0](#) (Bid Submission) for award. That process will be followed until an award is made.

8.3 Reference Checks

The Bidder must submit references using [Attachment 9](#) (References). At the discretion of the Department, references may be checked at any point during the process to verify a Bidder's qualifications to propose (Section 3.2).

8.4 Award Recommendation

The Evaluation Committee will submit a recommendation for award to the responsible and responsive Bidder with the lowest total bid.

The Department will notify the awarded Bidder and Bidders not awarded. The awarded Bidder will enter into a written Agreement substantially in accordance with the terms of [Attachment 8](#), DOH Agreement, to provide the required services or commodities as specified in this IFB. The resultant contract shall not be binding until fully executed and approved by the New York State Office of the Attorney General and the Office of the State Comptroller.

ATTACHMENTS

The following attachments are included in this IFB and are available via hyperlink or can be found at: <https://www.health.ny.gov/funding/forms/>.

1. [Bidder's Disclosure of Prior Non-Responsibility Determinations](#)
2. [No-Bid Form](#)
3. [Vendor Responsibility Attestation](#)
4. [Vendor Assurance of No Conflict of Interest or Detrimental Effect](#)
5. [Guide to New York State DOH M/WBE IFB Required Forms](#)
6. [Encouraging Use of New York Businesses in Contract Performance](#)
7. [Bidder's Certified Statements](#)
8. [DOH Agreement](#) (Standard Contract)
9. [References](#)
10. [Diversity Practices Questionnaire](#)
11. [Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination](#)
12. [Executive Order 16 Prohibiting Contracting with Businesses Conducting Business in Russia](#)

The following attachments are attached and included in this IFB:

- A. Bid Package Checklist
- B. Bid Form
- C. New York State Department of Health HIV Surveillance and Partner Services Attestation of Confidentiality for Staff Who Work with Highly Confidential Data

**ATTACHMENT A -
BID PACKAGE CHECKLIST**

Please reference [Section 7.0](#) for the appropriate format and quantities for proposal submission.

IFB # C041226 – Epidemiologic and Program Evaluation Staffing		
FOR THE MANDATORY BID REQUIREMENTS		
IFB §	REQUIREMENTS	INCLUDED
§ 6.1.1	Documentation of Bidder's Eligibility	☐
§ 6.1.2	Bid Form (Attachment B)	☐
§ 6.1.3	Bidder's Certified Statements (Attachment 7)	☐
§ 6.1.4	Attachment 9 - References	☐
OTHER BID DOCUMENTS		
§ 6.2.1	Disclosure of Prior Non-Responsibility Determinations (Attachment 1)	☐
§ 6.2.2	Vendor Responsibility Attestation (Attachment 3)	☐
§ 6.2.3	Vendor Assurance of No Conflict of Interest or Detrimental Effect (Attachment 4)	☐
§ 6.2.4	EO 177 Prohibiting Contracts with Entities that Support Discrimination (Attachment 11)	☐
§ 6.2.5	EO 16 Prohibiting Contracts with Entities Conducting Business in Russia (Attachment 12)	☐
§ 6.2.6	Attachment 5 - M/WBE Participation Requirements:	☐
	Attachment 5 - Form 1	☐
	Attachment 5 - Form 2 (If Applicable)	☐
	Attachment 5 - Form 4	☐
	Attachment 5 - Form 5	☐
§ 6.2.7	Encouraging Use of New York Businesses (Attachment 6)	☐
§ 6.2.8	State Finance Law Consultant Disclosure	☐
§ 6.2.9	Sales and Compensating Use Tax Certification	☐
§ 6.2.10	FOIL	☐

ATTACHMENT B - BID FORM**IFB# C041226 – Epidemiologic and Program Evaluation Staffing**

Bidder: _____

Bidder must submit a completed and signed Attachment B – **Bid Form**. The Bid Form must comply with the format and content requirements as detailed in this document and in Attachment B. Failure to comply with the format and content requirements will result in disqualification.

The bid price will be a fixed hourly rate per staff per year. Reimbursement for services will be solely on an hourly basis for the actual hours worked, with supporting documentation. Hourly rates must be inclusive of all costs including salaries, fringe benefits, administrative costs, overhead fees, materials, equipment, and travel to the satisfaction of the Department of Health and the performance of all the work set forth in said specifications.

Up to fifteen (15) contracted staff will be located in the New York State Department of Health Central Office, located in the Corning Tower, Empire State Plaza in Albany, New York. The estimated number of hours per staff required by the NYSDOH for each contract year is based on a 37.50 hour per work week and 52 weeks per year and calculated using the formula 1,950 hours per staff, per year (Column C in the table below). This estimate is provided to potential Bidders solely for the purpose of constructing their hourly rate and **does not guarantee that the projected number of staff or number of hours will be billable by the successful Bidder**. Payments will be based on the actual number of staff and hours worked.

Bidder must enter their All-Inclusive Fixed Hourly Rate Per Staff in Column B for each year 1 through 5 in whole dollars only. Bidder must then multiply the rate in Column B by the Maximum Number of Annual Hours shown in Column C to arrive at a Maximum Yearly Contract Value Per Contract Year in Column D. Finally, all amounts in Column D must be summed to arrive at the Total 5 Year Contract Value. Bidder shall not make any changes whatsoever to this Bid Form and must not include any additional comments or notations.

Contract Year (A)	All-Inclusive Fixed Hourly Rate Per Staff (whole dollars only) (B)	Maximum Annual Hours (15 staff x 1,950 hrs. per staff) (C)	Maximum Contract Value Per Contract Year (Column B x Column C) (D)
Year 1:	\$	29,250	\$
Year 2:	\$	29,250	\$
Year 3:	\$	29,250	\$
Year 4:	\$	29,250	\$
Year 5:	\$	29,250	\$
TOTAL 5 YEAR CONTRACT VALUE: (Sum Year 1 through Year 5 Column D)			\$

Signature of Bidder's Authorized Representative

_____/_____/_____
Date

Title of Authorized Representative

Phone Number