

# RFA # 20591 / SFS # ITC2025

## New York State Department of Health Office of Primary Care and Health Systems Management Center for Health Care Policy and Resource Development Office of Healthcare Workforce Innovation

### *Increasing Training Capacity in Statewide Healthcare Facilities*

#### Addendum #1

The following RFA number noted on the Statewide Financial System grant opportunity is incorrect. The correct RFA number is **20591**. It is correctly published everywhere else.

The solicitation profile has been updated.

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#### Overview

Grant Opportunity ID ITC2025

Agency Department of Health

Grant Opportunity RFA 20529 Increasing Training Capacity

Contact Name Carrie Roseamela

Contact Email [IncreasingTrainingCapacity@health.ny.gov](mailto:IncreasingTrainingCapacity@health.ny.gov)

Solicitation Profile The Office of Healthcare Workforce Innovation announces the availability of up to \$32,500,000 annually for five years in funding to support the Increasing Training Capacity in Statewide Healthcare Facilities program. This program seeks to fund facility training programs in New York State that provide an innovative response to meet the State's healthcare workforce demands. Article 28, not-for-profit facilities can apply and utilize these funds to increase their capacity to train current and future healthcare workers. The goal of the program is to increase the healthcare workforce by assisting facilities in training more healthcare workers. The anticipated term of these awards is October 1, 2026, to September 30, 2031.

# **RFA # 20591 / SFS # ITC2025**

**New York State Department of Health**  
Office of Primary Care and Health Systems Management  
Center for Health Care Policy and Resource Development  
Office of Healthcare Workforce Innovation

## **Request for Applications (RFA)**

*Increasing Training Capacity in Statewide Healthcare Facilities*

### **KEY DATES:**

<b>Release Date:</b>	<b>August 14, 2025</b>
<b>Questions Due:</b>	<b>September 12, 2025</b>
<b>Questions, Answers and Updates Posted (on or about):</b>	<b>September 30, 2025</b>
<b>Applications Due:</b>	<b>October 14, 2025 by 4:00 PM</b>

<b>NYSDOH Contact Name &amp; Address:</b>	Carrie Roseamelia New York State Department of Health Office of Healthcare Workforce Innovation ESP, Corning Tower – Room 1696 Albany, New York 12237 <a href="mailto:IncreasingTrainingCapacity@health.ny.gov">IncreasingTrainingCapacity@health.ny.gov</a>
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## Table of Contents

I.	Introduction.....	3
II.	Who May Apply .....	5
III.	Project Narrative/Work Plan Outcomes .....	6
IV.	Administrative Requirements .....	10
A.	Issuing Agency .....	10
B.	Question and Answer Phase.....	10
C.	Letter of Interest .....	11
D.	Applicant Conference .....	11
E.	How to file an Application .....	11
F.	Department of Health’s Reserved Rights.....	13
G.	Term of Contract .....	14
H.	Payment & Reporting Requirements of Grant Awardees.....	15
I.	Procurement Requirements .....	16
J.	Assurances of No Conflicts of Interest and/or Other Detrimental Effects.....	17
K.	Minority & Woman-Owned Business Enterprise Requirements.....	18
L.	Vendor Identification Number.....	19
M.	Vendor Responsibility Questionnaire.....	20
N.	Vendor Prequalification for Not-for-Profits .....	20
O.	General Specifications .....	22
V.	Completing the Application.....	23
A.	Application Format/Content.....	23
B.	Freedom of Information Law .....	28
C.	Review & Award Process .....	28
VI.	Attachments .....	30

# I. Introduction

## A. Intent

The Office of Healthcare Workforce Innovation is situated in the New York State Department of Health's Center for Health Care Policy and Resource Development in the Office of Primary Care and Health Systems Management. The office was established in 2022 in response to New York's commitment to rebuilding and growing the healthcare workforce. The office is committed to fostering innovative initiatives that expand the healthcare workforce and develop future professionals through training and support.

The Office of Healthcare Workforce Innovation announces the availability of up to \$32,500,000 annually for five years in funding to support the Increasing Training Capacity in Statewide Healthcare Facilities program. This program seeks to fund facility training programs in New York State that provide an innovative response to meet the State's healthcare workforce demands. Article 28, not-for-profit facilities can apply and utilize these funds to increase their capacity to train current and future healthcare workers. The goal of the program is to increase the healthcare workforce by assisting facilities in training more healthcare workers. The anticipated term of these awards is October 1, 2026, to September 30, 2031.

## B. Increasing Training Capacity

The Center for Health Workforce Studies reported in 2024 that New York State is facing healthcare workforce shortages, particularly in the areas of registered nurses, licensed practical nurses, and entry-level aides.<sup>1</sup> The Health Resources and Services Administration projects healthcare workforce shortages in allied health, behavioral health, primary care, and oral health through 2036.<sup>2</sup>

To meet these demands, New York State pledged a \$10 billion, multi-year investment in healthcare and invested more than \$4 billion into wages and bonuses to increase employment, recruitment, and retention.<sup>3</sup> Furthermore, the State committed more than \$4.6 million in diversifying the healthcare workforce to improve access to care and eliminate health disparities in marginalized communities.<sup>4</sup>

This opportunity focuses on the State's healthcare facilities by optimizing their training capacity. While healthcare facilities prioritize immediate care, they often lack the necessary resources to increase their ability to train – or better train - future healthcare professionals. Increasing Training Capacity in Statewide Healthcare Facilities in New York State aims to support training programs that strengthen the healthcare workforce by building up the training infrastructure. A strong healthcare workforce training infrastructure is essential for ensuring quality care and meeting the increasing demands of the healthcare industry.

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<sup>1</sup> SPH Study: Health Workforce Shortages Persist in New York State | University at Albany

<sup>2</sup> <https://bhwr.hrsa.gov/data-research/projecting-health-workforce-supply-demand>

<sup>3</sup> Governor Hochul Announces Direct Payments to Healthcare Workers as Part of \$10 Billion Healthcare Plan | Governor Kathy Hochul (ny.gov)

<sup>4</sup> Governor Hochul Announces More Than \$2.4 Million to Diversify Physician Workforce | Governor Kathy Hochul (ny.gov)

### C. Preparing the next generation of healthcare professionals

Employee retention and recruitment should be a top priority for healthcare facilities, with special attention paid to the new generation of healthcare professionals. The Bureau of Labor indicates that turnover rates are higher for recent hires due to limited workplace support and barriers to on-the-job training. Additionally, research suggests that the succession planning of seasoned workers and knowledge transfer can be delayed, negatively impacting the professional development of younger workers, and contributing to significant skill gaps.<sup>5</sup> Furthermore, data suggests healthcare facilities may struggle to provide adequate resources to address the high stress and burnout prevalent within the industry. The COVID-19 pandemic exacerbated these issues, as frontline workers faced exhaustion, increased exposure to death, heightened anxiety for their health and safety, and an uptick in mental health diagnoses. The burnout and stress found among the current workforce appears to impact retention and the quality of mentorship and training of those joining the healthcare workforce.

As stated, this opportunity focuses on the State’s healthcare facilities and optimizing their training capacity. The primary aim is to increase the healthcare workforce and provide the opportunity to improve facilities’ ability to support a capable, well-functioning, and highly skilled population of healthcare professionals. This program’s secondary aim is to train healthcare students or employees to become licensed or certified healthcare workers. The program can accommodate current, new, and/or future employees.

### D. Available Funding

It is anticipated that approximately \$32.5 million in State funding will be available to support programs across ten New York State regions per year (\$162.5 million). The goal of this Request for Applications is to fund at least three awards per region. Awards will be made on a competitive basis and will be for a five-year period. Award amounts will be a minimum of \$500,000 and a maximum of \$1,000,000 per year. Proposed budgets must be between \$500,000 and \$1,000,000 per year.

The regions designated in this Request for Applications are determined using Empire State Development designations. An Applicant’s region will be determined by the location of the Article 28, not-for-profit facility responsible for training licensed or certified healthcare workers.

The table below illustrates the counties included in the regions.

<b>Region</b>	<b>Counties</b>
Capital	Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, Washington
Central	Cayuga, Cortland, Madison, Onondaga, Oswego

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<sup>5</sup> Age and Turnover in the Healthcare Workforce: Navigating the Challenges and Solutions - MRINetwork

Finger Lakes	Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, Yates
Long Island	Nassau, Suffolk
Mid-Hudson	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester
Mohawk Valley	Fulton, Herkimer, Montgomery, Oneida, Otsego, Schoharie
New York City	Bronx, Kings, New York, Richmond, Queens
North Country	Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, St. Lawrence
Southern Tier	Broome, Chemung, Chenango, Delaware, Steuben, Schuylar, Tioga, Tompkins
Western	Allegany, Cattaraugus, Chautauqua, Erie, Niagara

**Only one (1) application per facility will be accepted. If multiple applications are received, the first application received will be accepted and scored. Additional applications from the facility will be disqualified and not scored.**

Funds under this solicitation are intended to create new training programs, or to enhance and expand existing training programs. Funds are not allowed to supplant existing funding, and programs should not be contingent upon other funding sources.

The Department of Health reserves the right to revise the award amount as necessary due to changes in the availability of funding.

## **II. Who May Apply**

### **A. Minimum Eligibility Requirements**

Applicant **must** meet **all** the following eligibility requirements stated below.

1. An Eligible Applicant must be prequalified in the New York State Statewide Financial System (SFS), if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due, as specified in the “Key Dates” set forth on the Cover Page.
2. Applicant must be a legally existing facility located in New York State, capable of entering a Master Grant Contract with the New York State Department of Health.
3. Applicant must be a not-for-profit, Article 28 facility, including County or State-run facilities, responsible for training New York State licensed or certified healthcare professionals. Applicant must attest to the Not-for-Profit facility type on the Attachment 1: Checklist and Commitment form.

Not-for-profit, Article 28 facilities may include:

- General Hospitals certified or licensed under Article 28
- Diagnostic and Treatment Centers certified or licensed under Article 28
- Residential Health Care Facility - Skilled Nursing Facility certified or licensed under Article 28

- A consortium of facilities certified or licensed under Article 28
4. Applicant must submit Attachment 1: Checklist and Commitment Form, signed by the Executive Director or Chief Executive Officer, which attests that the facility meets the conditions for the program, including the minimum eligibility requirements as outlined in the Request for Applications.

**Failure to meet the above minimum requirements will result in the application being disqualified and not scored.**

### **III. Project Narrative/Work Plan Outcomes**

Training programs funded under this initiative will increase the healthcare workforce in the region by providing increased training support to facilities. Applications submitted in response to this Request for Applications should demonstrate the applicant's ability to design, implement, and monitor a program to provide targeted and measurable support to the training efforts at Article 28 facilities.

#### **A. Overview**

Training programs should be designed to meet an identified regional, or local, health workforce need. Programs should be designed to monitor and evaluate the program's impact on number of trainees served by the program. Programs should be designed to monitor and evaluate their objectives and goals.

#### **B. Population Served**

Applicants must be a not-for-profit, Article 28, facility (or consortium) that offers training to those pursuing careers in healthcare. The target trainee population should be determined by regional or local healthcare workforce needs.

Applications may cover a wide spectrum of trainee levels and a wide spectrum of healthcare disciplines. "Healthcare student" is broadly defined as those pursuing an education that prepares them for a career in healthcare delivery. "Healthcare trainee" is broadly defined as those pursuing educational or training courses designed to prepare for a career in the healthcare field. Such programs can range from short-term certificate programs to lengthy degree programs. However, trainees should be in licensed or certified training programs. Licensed and certified programs may include the following: Audiology, Clinical Laboratory Technologists, Dentistry, Dietetics and Nutrition, Massage Therapy, Medical Physics, Mental Health Practitioners, Midwifery, Nursing, Occupational Therapy, Optometry, Pathologists' Assistant, Perfusion, Physicians, Physician Assistant, Pharmacy, Physical Therapy, Podiatry, Polysomnographic Technology, Psychology, Radiologic Technology, Respiratory Therapy, Social Work, Speech-Language and Pathology. Applicant should clearly demonstrate that the selected trainee population is determined by the healthcare workforce needs of the local or regional community.

Eligible program expenses should be those that support activities that lead to participants

receiving a recognized license or certification from the above list, including but not limited to:

- Tuition and costs, including books, fees, etc.
- License, certification, and exam fees
- Backfill costs (including overtime for replacement staff) to cover those participants being trained under the program
- Wage subsidies to cover participant wages while they are in school or training
- Virtual training costs
- Salary and fringe benefits of trainers teaching participants under the program (percent of salary and benefits must be less than, or equal to, percent of time allocated to the program)
- Recruitment costs related to participants entering a training program
- Recruitment costs related to hiring educators and trainers
- Equipment expenses (e.g., simulation lab mannequins, training stations) that are tied directly to an increase in the number of training slots and participants trained

Ineligible program expenses include but are not limited to:

- Unaccredited training programs and training programs that do not lead to an approved NYS license or certification
- Orientation and other facility-required trainings
- Costs related to retention agreements or employment contracts
- Facility improvements or expenses greater than 10% of the annual contract budget

Applications should consider program recruitment of trainees from marginalized and/or underrepresented communities, including, but not limited to the following:

- Asylum seekers/New Americans
- Black, Indigenous, and People of Color
- Formerly incarcerated individuals
- Lesbian, Gay, Bisexual, Transgender, and Queer individuals
- Recipients of public assistance or financially disadvantaged individuals
- Rural individuals
- Veterans
- Other: as determined to meet regional or local community need.

Applicant should identify and document the health workforce shortage needs of the local or regional community and describe how the training program will improve the healthcare workforce shortage in the identified region. Applications should provide a rationale for the target population served by the program (i.e., type of trainee, discipline of focus).

### **C. Program Services**

#### Assessment Activities

Applicants should describe how the needs of the facility were determined, or assessed, and how the training program will be reaching the goal of increasing the healthcare workforce.

This discussion should include the unique challenges and assets under consideration in designing and implementing the proposed training program. Note: An asset-based approach focuses on the facilities' strengths, in contrast with the more common deficit-based approach which focuses on inadequacies. Applicants should provide a rationale for how the program design addresses the needs of the facility and draws on the assets of the facility in their ability to increase the healthcare workforce in the region.

An assessment of needs will vary by region and trainee population. It is recommended that grantees utilize representatives of the training population directly in the assessment of needs, program design, and later in the program implementation and evaluation.

### Administrative Structure

Applicant should describe the administrative structure required to support the proposed training program in a timely manner. Program design should include a timeline that takes into consideration planning, curriculum development, participant recruitment, the necessity of adhering to an academic calendar, and so forth. Program design should include representatives of the trainee population served in the planning, implementation, and evaluation of the program.

Grantees will be expected to implement the program within a three-month period from the date of contract execution. Grantees will be expected to have appropriately trained staff to carry out the proposed duties, including the following:

- Develop assessments, training, and other functions necessary for the successful implementation of the program.
- Implement, manage, and coordinate the program.
- Meet fiscal and programmatic contract requirements with the Department of Health.
- Monitor and evaluate the program.

### Other Requirements

Applicants should describe the administrative structure required to evaluate the program and adhere to Department of Health reporting requirements. Grantees will be expected to fully collaborate with Department of Health during contracting, implementation, and program evaluation. Grantees will be expected to have appropriately trained staff to carry out the following proposed duties:

- Participate in Department of Health meetings.
- Comply with Department of Health reporting and vouchering requirements as outlined in the resulting contract.
- Provide relevant presentations on program design, implementation, and evaluation as requested.
- Participate in program evaluation activities. Assessment of the program, target population, and individual student/trainee will be an ongoing and iterative process.

Activities may include:

- o Site visits, stakeholder focus groups, and other data collection requirements as

- o outlined in the resulting contract.
- o The provision of quarterly outcome and expenditure reports, and annual reports in a timely manner.
- o The provision of supporting documentation of outcomes and expenditures and other data, as may be necessary to assess the success of the program and monitor program expectations.

### Other Reporting Requirements

Reporting requirements also include entering trainee-level data into the One-Stop Operating System (OSOS), which is run by Empire State Development through the New York State Office of Strategic Workforce Development, to track training program progress for trainees obtaining licenses and certifications. Examples of data collected include participant-level demographic, license or certification, program outcome data, etc. This data is vital to the mission of the Department and this program, as it shows progress and status of the professionals being trained across the state. It is required that each program awardee designate an OSOS administrator to collect the required trainee-level data. This data must be entered into OSOS monthly.

Information on OSOS access, training, and contact information for Empire State Development will be provided to awardees in their award letter.

### Subcontracting

An Applicant may subcontract components of the Work Plan to be performed by Applicant pursuant to the terms of its application. If known, the Applicant is expected to state in their application the specific components to be performed through subcontracts as well as the names of the subcontractors. Applicants may subcontract up to 25% of the components of the scope of work. The applicant must retain at least 75% of the scope of work within their agency. Grantees need to name their subcontractors prior to contract execution. Applicants should note that the lead facility (that is, the successful Applicant, as Contractor) will have overall responsibility for all Contract activities, including those performed by subcontractors and will be the primary contact for the New York State Department of Health. All subcontractors and subcontracts will be required to be approved by the Department of Health. If a subcontractor is proposed being subcontracted under multiple applications, the subcontracted total annual award amount may not exceed the annual budget limit of \$1,000,000 across all applications.

If utilizing subcontractors, applicants are requested to provide a Statement of Scope of Work along with a Letter of Collaboration and Discussion as Attachment 7: Subcontract Utilization Plan.

Services directly related to the license or certification of healthcare students or trainees are exempt (e.g., tuition, fees, etc.) from the 25% subcontractor rule. Partnering with an educational institution to provide direct training to healthcare students or trainees for a recognized license or certification training program is allowable.

Letters of Collaboration should be specific to each proposed partnership in the application. The Scope of Work statement should describe the following:

- Who the partnering organization is;
- Why the collaboration is a necessary component of the program;
- What the partnering organization proposes to do (i.e., what the partner will contribute);
- When the collaborative activities will take place; and
- How collaboration will be assessed.

## **IV. Administrative Requirements**

### **A. Issuing Agency**

This RFA is issued by the New York State Department of Health (hereinafter referred to as NYSDOH, or the Department), Office of Primary Care and Health Systems Management/Center for Health Care Policy and Resource Development/Office of Healthcare Workforce Innovation. The Department is responsible for the requirements specified herein and for the evaluation of all Applications. See, Section V.C. (Review and Award Process).

### **B. Question and Answer Phase**

All substantive questions by Applicants with respect to any aspect of the RFA must be submitted in writing to Carrie Roseamelia, PhD New York State Department of Health, Office of Healthcare Workforce Innovation, at the following email address: [increasingtrainingcapacity@health.ny.gov](mailto:increasingtrainingcapacity@health.ny.gov). This includes Minority and Woman Owned Business Enterprise (MWBE) Requirements questions and related forms. See, Section IV.K. (Minority & Woman-Owned Business Enterprise Requirements). Questions of a technical nature related to formatting or other minor details related to preparation of an Application may also be addressed in writing to the email address noted above. Questions are of a technical nature if they are limited to how to prepare your Application (e.g., formatting) rather than relating to the substance of the Application.

To the degree possible, each question submitted by a potential Applicant pursuant to the terms of this RFA should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the Cover Page of this RFA.

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or Applications should be directed to the NYSDOH contact listed on the cover of this RFA.

- On-Demand Statewide Financial System Training Videos: On-demand training focused on using the new grants management features in SFS is available by logging in to the SFS Vendor Portal and clicking the SFS Coach icon available on the homepage. Additional questions? Contact the SFS Help Desk listed below:
- Statewide Financial System Technical Support Help Desk  
Phone: 1-877-737-4185 toll-free / 518-457-7737

Hours: Monday thru Friday 8am to 8pm  
Email: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)

- Grants Management Team Email: [grantsreform@its.ny.gov](mailto:grantsreform@its.ny.gov)  
Phone: 518-474-5595  
Hours: Monday thru Friday 8am to 4pm  
(Application Completion, Policy, Prequalification and Registration questions)

Prospective Applicants must submit all requests for clarifications of, or exceptions or changes to, the terms, conditions or provisions of this RFA or the Master Contract for Grants during the Question and Answer Phase, which will end on the “Questions Due” date specified on the Cover Page of this RFA. An Applicant must clearly indicate the clarification, exception or change in the RFA or the Master Contract for Grants the Applicant is requesting. All questions, answers, and requests for clarification, exception or change will be published by the Department at [SFS Public Portal Homepage](#) to ensure equal access and knowledge by all prospective Applicants, on or about the date specified on the Cover Page of this RFA.

This RFA has been posted on the NYS Statewide Financial System website at: [SFS Public Portal Homepage](#) and additionally, via a link provided on the Department's public website at: <https://www.health.ny.gov/funding/>.

Questions and answers, as well as any updates, addendums to, and/or other modifications of this RFA, will be posted on these websites. All such questions and answers, updates, addendums to, and other modifications to this RFA will be posted by the date identified on the Cover Page of this RFA under “Key Dates”.

**All Questions must be received by the date and time specified on the Cover Page of this RFA, under “Key Dates”, opposite the heading “Questions Due”.**

**All questions submitted by email should state the RFA Title and Number set forth on the Cover Page (RFA #, Increase Training Capacity for Statewide Healthcare Facilities) in the subject line of the email.**

#### **C. Letter of Interest**

Letter of Interest is not requested for this project.

#### **D. Applicant Conference**

An Applicant Conference will not be held for this project.

#### **E. How to file an Application**

Applications must be submitted online via the Statewide Financial System by the date and time posted on the Cover Page of this RFA under the heading “Key Dates”.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Statewide Financial System. Please visit the Statewide Financial System website at the following web address: [SFS Public Portal Homepage](#) and click the “Search for Grant Opportunities” tile. There is also a more detailed “Statewide Financial System: Vendor User Guide” available in the documents section under Training & Guidance; For Grant Applicants located in SFS Coach. Training webinars are also provided by the Grants Management Team. Dates and times for webinar instruction can be located at the following web address: [Live Webinars | Grants Management \(ny.gov\)](#)

To submit an Application an Applicant must:

1. Log into the [Statewide Financial System Vendor Portal](#) .
2. Click the Grant Management Tile. Next, Click the Bid Event Search tile.
3. Enter the applicable search criteria in the Search Criteria Fields. Locate an opportunity; search by Funding Agency (DOH01) or enter the Grant Opportunity name into the Search by Grant Opportunity field: Increase Training Capacity in Statewide Healthcare Facilities You can also filter search by Status such as “available” which filters to include only the bid events that are published and open for potential bid response.
4. Click on “Search” button to initiate the search.
5. Click on Event ID link to initiate a bid response.
6. Please review the Grantee User Manual found in SFS Coach for additional steps on how to respond to various types of Bid Events.

Once the Application is complete, a prospective Applicant is **strongly encouraged** to submit their Application at least **48 hours prior to the** Application’s due date and time specified on the Cover Page of this RFA. This will allow sufficient opportunity for the Applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. **Failure to leave adequate time to address issues identified during this process may jeopardize an Applicant’s ability to submit their Application.** Both NYSDOH, SFS, and Grants Management staff are available to answer an Applicant’s technical questions and provide technical assistance prior to the Application due date and time. Contact information for the Grants Management Staff and SFS is available under Section IV.B. (Question and Answer Phase) of this RFA.

**PLEASE NOTE:** Although NYSDOH and the Grants Management staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time for the submission of an Application, there is no guarantee that they will be resolved in time for the Application to be submitted on time and, therefore, considered for funding.

During the Application process, please pay particular attention to the following:

- Not-for-profit Applicants must be prequalified, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the “Key Dates” set forth on the Cover Page of this RFA. Be sure to maintain prequalification status between funding opportunities. **NOTE:** Three of a not-for-profit’s essential financial documents - the IRS990, its Financial Statement, and its Charities Bureau filing - expire on an annual basis. If these documents are allowed to

expire, the not-for-profit's prequalification status expires as well, and it will not be eligible for State grant funding until its documentation is updated and approved, and prequalified status is reinstated.

- Only individuals with the role of "Bid Response Submitter" can submit an Application on behalf of an Applicant.
- Prior to submission, the Statewide Financial System will automatically initiate a global error checking process to protect against an incomplete Application. An Applicant may need to attend to certain parts of the Application prior to being able to submit the Application successfully. An Applicant must be sure to allow time after pressing the submit button to clean up any global errors that may arise. (Vendor User Guide).
- Applicants should use numbers, letters, and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. Also, be aware of the restriction on file size (20 MB) when uploading documents. Applicants should ensure that any attachments uploaded with their application are not "protected" or "pass-warded" documents.

The Applicant's Delegated Administrator is able to assign, modify, remove roles for the applicant in SFS. Please see [SFS Vendor Portal Access Reference Guide, SFS\\_Vendor\\_Portal\\_Access\\_Reference\\_Guide.pdf \(ny.gov\)](#), for additional information on roles. **Bid Response Initiator** and **Bid Response Submitter** are the **necessary roles for applying to a Bid Event in SFS**. If you are a not-for-profit you will also need Prequalification Processor for Prequalification purposes.

**PLEASE NOTE: Waiting until the last several days to complete your Application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.**

**Applications will not be accepted via fax, e-mail, paper copy or hand delivery.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

#### **F. Department of Health's Reserved Rights**

The Department of Health reserves the right to:

1. Reject any or all Applications received in response to this RFA.
2. Withdraw the RFA at any time, at the Department's sole discretion.
3. Make an award under the RFA in whole or in part.
4. Disqualify any Applicant whose conduct and/or Application fails to conform to the requirements of the RFA.
5. Seek clarifications and revisions of Applications, in the Department's sole discretion.
6. Use Application information obtained through site visits, management interviews, and the

State's investigation of an Applicant's qualifications, experience, ability, or financial standing, and any material or information submitted by the Applicant in response to the Department's request for clarifying information in the course of evaluation and/or selection under the RFA.

7. Prior to Application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to Application opening, direct Applicants to submit proposal modifications addressing subsequent RFA amendments.
9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this RFA.
12. Negotiate with successful Applicants within the scope of the RFA in the best interests of the State.
13. Conduct contract negotiations with the next responsible Applicant, should the Department be unsuccessful in negotiating with the selected Applicant.
14. Utilize any and all ideas submitted with the Applications received, at the Department's sole discretion.
15. Unless otherwise specified in the RFA, every offer in an Applicant's Application is firm and not revocable for a period of 60 days from the Application opening.
16. Waive or modify minor irregularities in Applications received after prior notification to the Applicant.
17. 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 an Applicant's Application and/or to determine an Applicant's compliance with the requirements of the RFA.
18. Eliminate any term of this RFA that can be complied with by none of the Applicants.
19. Award grants based on geographic or regional considerations to serve the best interests of the State.

#### **G. Term of Contract**

Any Contract resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller.

It is expected that contracts resulting from this RFA will have the following period: five-year contracts October 1, 2026, to September 30, 2031.

Continued funding throughout this five-year period is contingent upon availability of funding and state budget appropriations and the Grantee's continued satisfactory performance of its obligations under the Contract. NYSDOH also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

A sample New York State Master Contract for Grants can be found at <https://grantsmanagement.ny.gov/system/files/documents/2023/12/january-2024-contract-for-grants.pdf>

See the following Department of Health specific State of New York Contract for Grants documents in the "Attachments Section" of the Statewide Financial System online Application/Bid Event:

- Attachment A-1, Agency Specific Terms and Conditions (Attachment 8)
- Attachment M, Minority Group Members and Women with Respect to State Contracts: Requirements and Procedures (Attachment 9)

## **H. Payment & Reporting Requirements of Grant Awardees**

1. The Department may, at its discretion, make an advance payment to a successful not-for-profit grant Applicant under this RFA (a "Grantee") in an amount not to exceed 25 percent of the annual grant provided for under the Grantee's Contract.
2. The Grantee will be required to submit invoices and required reports of expenditures based upon the terms for payment set forth in Attachment A-1 to its Grant Contract to the State's designated payment office (below) or, if requested by the Department, through the Statewide Financial System:

Office of Healthcare Workforce Innovation  
New York State Department of Health  
Corning Tower, Room #1696  
Albany, NY 12237

A Grantee must provide complete and accurate billing invoices in order to receive payment of the grant funding provided for under the terms of its Grant Contract. Invoices submitted to the Department must contain all information and supporting documentation required by the Contract, the Department, and the Office of the State Comptroller (OSC). Payment for invoices submitted by the Grantee 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 OSC's procedures and practices to authorize electronic payments. Authorization forms are available at OSC's website at: <http://www.osc.state.ny.us/epay/index.htm>, by email at: [epayments@osc.state.ny.us](mailto:epayments@osc.state.ny.us) or by

telephone at 855-233-8363. Each Grantee acknowledges that it will not receive payment on any claims for reimbursement submitted under its Grant Contract if it does not comply with OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Payment of claims for reimbursement by the State (Department) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be: Grantee will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Work plan.

3. The Grantee will be required to submit the following reports to the Department of Health at the address above or, if requested by the Department, through the Statewide Financial System: Quarterly outcome and expenditure reports along with an annual report will be required. Provision of supporting documentation of outcomes and expenditures and other data, as may be necessary to assess the success of the project, and monitor project expectations, is required. Program evaluation may include Department of Health site visits, focus groups with stakeholders, and other data collection requirements.

All payment and reporting requirements will be detailed in "Attachment D: Payment and Reporting", of the final STATE OF NEW YORK MASTER CONTRACT FOR GRANTS.

## **I. Procurement Requirements**

### **1. General Requirements**

The Grantee may procure various goods and services in connection with the grant-funded project ranging from routinely purchased goods or services to those that involve substantive programmatic work. The procurement of such goods or services, however, must be conducted in an equitable and competitive manner to promote equal treatment, efficiency, and economy in grant-funded activities.

Any Grantee that is a State entity (i.e., a State agency or political subdivision of the State) must follow the same policies and procedures it uses for procurements from its general funds. All other Grantees (private companies, not-for-profit-organizations, etc.) must have a sufficient and documented procurement process that maintains records to detail the history of procurements associated with any awarded grant project. These records shall include, but are not limited to, rationale for the method of procurement (e.g., micro-purchase, small purchases, sealed bids, request for proposals, noncompetitive/sole source), the selection of a contract type, contractor selection and/or rejection, and the basis of a contract price.

The Grantee's documented procurement process must conform with any applicable federal, State and local laws and regulations. As part of the required procurement procedures, a Grantee must maintain written standards of conduct covering conflict of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. The standards of conduct must provide for disciplinary actions to be applied for violations by officers, employees or agents of the Grantee. Such standards shall provide, at a minimum, that no employee, officer, or agent of the Grantee will participate in the selection,

award, or administration of a contract supported by grant funds if a conflict of interest, real or actual, is involved. Such conflicts may arise when:

- The employee, officer, or agent, or
- Any member of such individual's immediate family, or
- Such individual's partner, or
- Any organization which employs, or is about to employ the selected contractor, has a financial or other interest in or receives or stands to receive a tangible personal benefit from a firm being considered for a contract.

The standards of conduct shall also cover organizational conflicts of interest. Organizational conflicts of interest arise where an entity is or appears to be unable to conduct an impartial procurement action due to relationships with a parent company, affiliate, or subsidiary organization.

## 2. Bid Protest Procedures

Any contractor, subcontractor, or aggrieved party has the right to protest actions before or after the award of a contract utilizing grant funds. The Grantee alone will be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurement contract solicitations and awards.

Grantees shall have written protest procedures, which may be analogous to those set forth in Part 24 of Title 2 of the New York Codes, Rules and Regulations, in order for effective due process to be achieved. A Grantee's specific protest procedures shall be outlined in all bid requests, request for proposals, request for applications, etc. issued by or on behalf of the Grantee concerning any grant-funded projects. In summary, Grantees are responsible for handling all contract activity protests. Except in matters of direct State or possibly Federal concern (in cases involving federally funded grants), the Department of Health will not substitute its judgement for that of the Grantee.

## 3. Procurement Contract Language

Any contract concerning a grant-funded project must be a written agreement between the Grantee and the third party providing specific goods and/or services. Whether with a contractor, subcontractor, consultant or vendor, the contract must as appropriate state the activities to be performed; the time schedule; the policies and requirements that apply to the contractor, subcontractor consultant or vendor, including the above procurement requirements; and any other terms and conditions of the grant and the master grant contract.

## **J. Assurances of No Conflicts of Interest and/or Other Detrimental Effects**

The Grantee as well as any subgrantees, contractors, subcontractors or consultants engaged by the Grantee to provide goods or services in connection with the grant-funded project shall attest that their performance of any contracted services does not and will not create a conflict

of interest with nor position the Grantee to breach any other contract it currently has in force with the State of New York.

The Grantee as well as any subgrantees, contractors, subcontractors or consultants engaged by the Grantee to provide goods or services in connection with the grant-funded project shall disclose any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholder of 5% or more, parent, subsidiary, or affiliate organization, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers/agents of the Grantee, subgrantees, contractors, subcontractors, consultants or former officers and employees of the State and its affiliates, in connection with the providing of goods or rendering of services related to the grant-funded project. The Grantee shall have procedures in place for alerting the State of any such actual or potential conflicts as well as procedures to resolve the same.

#### **K. Minority & Woman-Owned Business Enterprise Requirements**

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

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that NYSDOH establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises ("M/WBE") and the employment of minority groups members and women in the performance of New York State contracts.

#### **Business Participation Opportunities for MWBEs**

For purposes of this solicitation, the Department of Health hereby establishes a goal of 30% as follows:

- 1) For Not-for-Profit Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.

- 2) For-Profit and Municipality Applicants: Eligible Expenditures include the value of the total amount of the Budget provided for the Work Plan in the Grant Contract entered into pursuant to this RFA.

The goal on the Eligible Expenditures portion of a Grant Contract awarded pursuant to this RFA will be 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified M/WBE firms). A Grantee awarded a Grant Contract pursuant to this RFA must document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of the Grant Contract and Grantee will agree under the terms of its Grant Contract that NYSDOH may withhold payment pending receipt of the required M/WBE documentation required by the Department or the OSC. For guidance on how NYSDOH 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 on this page under “NYS Directory of Certified Firms” and accessed by clicking on the link entitled “Search the 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 by a Grantee to evidence its good faith efforts to encourage M/WBE participation in the performance of its obligations under its Grant Contract.

By submitting an Application, each Applicant and potential Grantee agrees to complete an M/WBE Utilization plan as directed in Attachment 7 of this RFA. NYSDOH will review the M/WBE Utilization Plan submitted by each Grantee. If a Grantee’s M/WBE Utilization Plan is not accepted, NYSDOH may issue a Notice of Deficiency. If a Notice of Deficiency is issued, Grantee agrees that it shall respond to the Notice of Deficiency within seven (7) business days of receipt. NYSDOH may disqualify a Grantee as being **non-responsive** under the following circumstances:

- a) If a Grantee fails to submit a M/WBE Utilization Plan;
- b) If a Grantee fails to submit a written remedy to a Notice of Deficiency;
- c) If a Grantee fails to submit a request for waiver (if applicable); or
- d) If NYSDOH determines that the Grantee has failed to document good-faith efforts to meet the established NYSDOH M/WBE participation goals for the procurement.

In addition, Grantees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

#### **L. Vendor Identification Number**

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller's Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File. In the event of an award of a grant to a successful Applicant pursuant to the terms of this RFA and in order to initiate a Grant

Contract with the New York State Department of Health, a Grantee must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, the Applicant should include the Vendor Identification number in your organization information. If not enrolled, to request assignment of a Vendor Identification number, an Applicant should please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at:  
<https://www.osc.state.ny.us/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf>

Additional information concerning the New York State Vendor File can be obtained on-line at: [http://www.osc.state.ny.us/vendor\\_management/index.htm](http://www.osc.state.ny.us/vendor_management/index.htm), by contacting the SFS Help Desk at 855-233-8363 or by emailing at [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov).

### **M. Vendor Responsibility Questionnaire**

The Department strongly encourages each Applicant to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. The Vendor Responsibility Questionnaire must be updated and certified every six (6) months. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire> or go directly to the VendRep system online at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>.

An Applicant must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at [itservicedesk@osc.ny.gov](mailto:itservicedesk@osc.ny.gov).

Applicants opting to complete online should complete and upload the Vendor Responsibility Attestation (Attachment 5) of the RFA. The Attestation is located under the SFS Attachments Section and once completed should be uploaded to the applicable PSQ/Bid Factor.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep), and upload it with their Application in response to the applicable PSQ/Bid Factor.

### **N. Vendor Prequalification for Not-for-Profits**

Each not-for-profit Applicant subject to prequalification is required to prequalify prior to having the ability to submit an Application in the NYS Statewide Financial System.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, and revised on December 9, 2023, the new Prequalification Policy will be effective as of January 16, 2024. The updated policy requires that not-for-profit organizations register and prequalify in the SFS using the updated Prequalification Application. The updated Prequalification Application and New York State Prequalification Manual for Grantees can be found on the Grants Management website at: <https://grantsmanagement.ny.gov/get-prequalified>.

**An Application cannot be submitted/received from a not-for-profit Applicant that (a) has not Registered in the NYS Statewide Financial System or (b) has not Prequalified in the Statewide Financial System by the Application’s due date specified on the Cover Page of this RFA.**

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor User Manual within the Statewide Financial System Website details the requirements and job aid walks users through the process.

### **1) Register for the Statewide Financial System**

- Applicants will first need to create an account in SFS. Applicants that need to create an account should do so at the following link: <https://www.osc.ny.gov/state-vendors/portal/enroll-vendor-self-service-portal>. Any questions related to SFS accounts should be sent to the SFS Help Desk ([HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov)).

If you have previously registered and do not know your Username, please email [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov). If you do not know your Password, please click the “I Forgot My Password” link from the main log-in page and follow the prompts.

### **2) Complete your Prequalification Application**

- Log in to the Statewide Financial System.
- Applicants will first need to create an account in SFS. Applicants that need to create an account should do so at the following link: <https://www.osc.ny.gov/state-vendors/portal/enroll-vendor-self-service-portal>. Any questions related to SFS accounts should be sent to the SFS Help Desk ([HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov)).
- Instructions for SFS Prequalification can be found on Page 20 of the SFS Grantee User Manual entitled, “! Grantee Processing in SFS”. This user manual is accessible to organizations with an SFS account under the SFS Coach Tile/Button in the SFS Vendor Portal. Select “Handbook: User Manual with Screenshots” from the Training Type drop down to locate the manual. If you have any problems accessing the manual please contact [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov). Please see the section entitled, “Enter and Submit a Prequalification Application”, located on page 20 of the SFS Grantee User Manual, for complete instructions on how to complete and submit an SFS Prequalification in the NYS Statewide Financial System.
- Specific questions about the prequalification process should be referred to your primary New York State agency representative. The representative specific to the NYS Department of Health can be reached at: [vendorresponsibility@health.ny.gov](mailto:vendorresponsibility@health.ny.gov).

### **3) Add a signatory or “Grant Contract Approver” to your account**

- In order to have your designated signatory (known in SFS as Grant Contract Approver) sign a contract and have their name appear on the contract agreement you have to add the Grant Contract Approver's name to your SFS Vendor Profile. The Delegated Administrator for your organization can add the Signatory's Name by following the instructions found on page 17-20 of the SFS Grantee User Manual entitled, "Grantee Processing in SFS". This user manual is accessible to organizations with an SFS account under the SFS Coach Tile/Button in the SFS Vendor Portal. Select "Handbook: User Manual with Screenshots" from the Training Type drop down to locate the manual. If you have any problems accessing the manual please contact [HelpDesk@sfs.ny.gov](mailto:HelpDesk@sfs.ny.gov).

**All potential Applicants are strongly encouraged to begin Statewide Financial System Registration and Prequalification process as soon as possible in order to participate in this opportunity.**

## **O. General Specifications**

1. By submitting the "Application Form" each Applicant attests to its express authority to sign on behalf of the Applicant.
2. Grantees will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of any Contract awarded pursuant to this RFA will possess the qualifications, training, licenses, and permits as may be required within such jurisdiction.
3. Submission of an Application indicates the Applicant's acceptance of all terms and conditions contained in this RFA, including the terms and conditions of the Master Contract for Grants. Any exceptions the Applicant would like considered by the Department relating to the terms and conditions of this RFA and/or Master Contract for Grants must have been raised during the Question and Answer Phase of this RFA (See, Section IV.B.).
4. An Applicant may be disqualified from receiving an award if such Applicant or any subsidiary, affiliate, partner, officer, agent, or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts, in the State of New York or otherwise.
5. Provisions Upon Default
  - a. If an Applicant is awarded a grant pursuant to this RFA, the services to be performed by the successful Applicant pursuant to the terms of the Grant Contract entered into with the Department shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the Contract resulting from this RFA.
  - b. In the event that the Grantee, through any cause, fails to perform any of the terms, covenants, or promises of any Contract resulting from this RFA, the Department acting for

and on behalf of the State, shall thereupon have the right to terminate the Contract by giving notice in writing of the fact and date of such termination to the Grantee.

- c. If, in the judgement of the Department, the Grantee acts in such a way which is likely to or does impair or prejudice the interests of the State, the Department acting on behalf of the State, shall thereupon have the right to terminate any Contract resulting from this RFA by giving notice in writing of the fact and date of such termination to the Grantee. In such case the Grantee shall receive equitable compensation for such services as shall, in the judgement of the State Comptroller, have been satisfactorily performed by the Grantee up to the date of the termination of the Contract, which such compensation shall not exceed the total cost incurred for the work which the Grantee was engaged in at the time of such termination, subject to audit by the State Comptroller.

## **V. Completing the Application**

### **A. Application Format/Content**

Please refer to the Statewide Financial System: Vendor User Guide for assistance in applying for this procurement through the NYS Statewide Financial System. This guide is available by logging into the Statewide Financial System and searching under SFS Coach.

Please respond to each of the sections described below when completing the Statewide Financial System online Application. Your responses comprise your Application. Please respond to all items within each section. When responding to the statements and questions, be mindful that Application reviewers may not be familiar with your agency and its services. Your answers should be specific, succinct, and responsive to the statements and questions as outlined. Please be aware that the value assigned to each section described below indicates the relative weight that will be given to each section of your Application when scoring your Application.

It is each Applicant's responsibility to ensure that all materials included in its Application have been properly prepared and submitted. Applications must be submitted via the Statewide Financial System by the Application deadline date and time specified on the Cover Page of this RFA.

**IMPORTANT:** Any material added to a Bid Factor "Add Comments" box in SFS will not be reviewed as part of a submitted application. Applicants are instructed to use the "Response" box for narrative responses unless otherwise instructed within this RFA.

**Please note there is a 2,000-character limit for each response.**

Please provide any requested attachments as specified within this RFA. Applicants are instructed to upload one (1) attachment in response to any request for an attachment. If more than one (1) version of an attachment is uploaded, the final version uploaded will be the version considered for review.

**See the Event Comments and Attachments link at the bottom of the Bid Event page in**

**SFS for required attachments to be completed in response to corresponding bid factor questions, as well as informational only attachments.**

Program Specific Questions (PSQ)/Bid Factors

**1. Mission Fit**

**Maximum Score: 15 Points**

- a) Identify and describe the healthcare worker shortage in the organization's regional or local community, provide what licenses or certifications should be prioritized, and illustrate how the training program will address the shortage(s).
- b) Identify and describe the recognized license(s) or certification(s) that will be completed in the training program.
- c) Identify and describe how the program intends to train, license, and certify healthcare trainees (e.g. internal training, partnership with educational institution).
- d) Identify how many trainees will be trained per year and provide a timeframe for the licenses or certifications to be obtained.
- e) Describe the recruitment strategy that will be used to meet the needs of the training program.
- f) Applicants are instructed to complete and upload Attachment 1: Checklist and Commitment Form to this bid factor.
- g) Applicants are instructed to complete and upload Attachment 2: Proof of Eligibility to this bid factor.
- h) Applicants are instructed to complete and upload Attachment 5: Vendor Responsibility Attestation to this bid factor.
- i) Applicants are instructed to complete and upload Attachment 6: Minority and Women-Owned Business Enterprise Requirement Forms to this bid factor.
- j) Applicants are instructed to complete and upload, if applicable, Attachment 7: Subcontract Utilization Plan to this bid factor.

**2. Project Design**

**Maximum Score: 40 Points**

- a) Describe the organization's capabilities of offering a training program to participants that will serve the local or regional community.
- b) Explain the organization's knowledge/understanding of barriers with the use of

scholarly literature, evidence-based research, experiences, etc. for assessment.

- c) Identify and describe any potential barriers to implementing this program.
- d) Address the barriers to implementation and provide potential solution(s).
- e) Describe the program including, model, approach, or delivery of the curriculum.
- f) Describe how the students/trainees' progression will be monitored throughout the program.
- g) Provide a projection for the number of the students/trainees' progress categorized by quarter for the first year, using the following statuses: enrolled, continuing, withdrawn, completed, and placed (in new position).
- h) Identify and describe any potential barriers to students/trainees' graduation or program completion.
- i) Address all barriers to students/trainees' graduation or program completion and provide potential solution(s).
- j) Identify and describe any potential barriers to students/trainees' employment and career opportunities.
- k) Address all barriers to the student/trainees' career opportunities and provide potential solution(s).

### **3. Administrative Capacity**

**Maximum Score: 10 Points**

- a) Describe the organization's administrative capacity for program implementation, including meeting fiscal and contract requirements.
- b) Describe the organization's administrative capacity in terms of staffing and resource structure, including roles, responsibilities, and resources for monitoring progress and evaluating the program.
- c) Describe the organization's capacity to administer the proposed program in a timely manner, including a timeline for planning, curriculum development, participant recruitment and selection, implementation, evaluation, and reporting responsibilities as required by the Department of Health.

### **4. Work Plan**

**Maximum Score: 10 Points**

- a) Applicants are instructed to complete and upload Attachment 4: Work Plan to this bid factor.

Applicants should define and enter their first year Work Plan Goals, Objectives,

Tasks, and Performance Measures in Attachment 4: Work Plan as found in the “Attachments Section” of the Statewide Financial System (SFS) online Application/Bid Event. Goals, Objectives, Tasks, and Performance Measures proposed by the applicant in the Work Plan should align with the program objectives and activities outlined in this Request for Applications. Applicants should ensure their proposed objectives, tasks, and performance measures are specific, measurable, achievable, realistic, time-bound, inclusive, and equitable (SMARTie). Performance Measures should demonstrate the applicant’s capacity to meet the expected outcomes identified in the Work Plan. Attachment 4 should be completed in accordance with the instructions below and must be uploaded in response to this bid factor 4a.

Instructions:

For the “Project Summary” box in the **SFS Work Plan Section**, applicants are instructed to insert their detailed Project Summary, including what licenses or certifications will be obtained and duration of the training, who will be part of the program, what is the proposed timeline for this program, where is the training going to be located, how is the curriculum delivered to students/trainees, and provide the potential employment opportunities and career ladders after the program is completed, as completed on their Attachment 4: Work Plan.

When completing Goals, Objectives, Tasks, and Performance Measures on Attachment 4: Work Plan, applicants are instructed to thoroughly:

- Identify and document the program’s anticipated outcomes utilizing Objectives that are measurable, achievable, realistic, time-bound, inclusive, and equitable.
- Identify and document the program’s anticipated Tasks or activities associated with each objective.
- Identify and document the program’s anticipated Performance Measures for each objective and its corresponding tasks. Performance measures should demonstrate the applicant’s capacity to meet the expected outcomes as identified in the work plan.

For Goal #1, Objectives, Tasks, and Performance Measures have been established by NYSDOH. Applicants may **not** enter additional tasks or performance measures for Goal #1 in the Attachment 4: Work Plan.

For all other Goals, applicants are instructed to enter Objectives, Tasks, and Performance Measures of their own choosing on the Attachment 4: Work Plan. For these goals, applicants may enter up to three (3) Tasks for each Objective. At least one (1) Task must be entered; if there is no second or third Task, then enter “N/A” in the corresponding “Task” box of Attachment 4. For these goals, at least one (1) Performance Measure must be entered for each of the corresponding Task; if there is no corresponding second or third Performance Measure, then enter “N/A” in the corresponding “Performance Measure” box of Attachment 4.

**When entering Tasks into the Attachment 4: Work Plan, each Task must have a task description of no more than 2,000 characters. In addition, each Task must have a**

corresponding Performance Measure narrative of no more than 2,000 characters.

**The Objectives, Tasks, and Performance Measures proposed by the applicant will be reviewed and scored for competitiveness, reasonableness, and responsiveness to the intent of the Request for Application.**

Applicants will **not** enter any Objectives, Tasks, or Performance Measures into the **SFS Work Plan Section** at the time of application but will complete and upload Attachment 4 to submit this information in response to Bid Factor Question 4a.

If awarded a contract, Grantees will be held to the Objectives, Tasks, and Performance Measures as listed in the Attachment 4: Work Plan and will be instructed **at that time** to insert Work Plan Objectives and corresponding Tasks and Performance Measures in the Statewide Financial System (SFS) Work Plan.

## 5. Budget

**Maximum Score: 20 Points**

*Complete and submit a budget following these instructions:*

- a) Applicants are instructed to prepare an annual budget between \$500,000 to \$1,000,000 per year. The budget for year one (October 1, 2026 – September 30, 2027) must be entered into the Statewide Financial System (SFS). Refer to **Attachment 3: SFS Expenditure Budget Instructions**. The budget for year one will be scored. All budget lines should be calculated as whole dollar amounts. All costs should be related to the proposed activities, as described in the application narrative and work plan, and should be justified in detail. All costs should be reasonable and cost-effective. Contracts established resulting from the Request for Application will be cost reimbursable. Once the budget in SFS is completed, Applicants are required to also enter the total grant funds being requested in the Unit Bid Price field at the bottom of the page. The total grant funds and Unit Bid Price must match in order for the application to submit successfully.
- b) Applicants are instructed to provide a brief budget line narrative justification for each budget line item including annual spending projections. Justification for each cost should be submitted in narrative form. For all existing staff, the budget justification must delineate how the percentage of time devoted to this initiative has been determined. Applicant should illustrate the percentage of funding allocated to each Personal Services line. For staff listed in the Personal services (Salary and Fringe) section of the budget, include a breakdown of the total salary needs for staff. Applicants are instructed to include a justification for each of the requested Full Time Equivalency (FTE) and for the fringe benefits requested. Indicate how the positions relate to program implementation. Indicate whether each position is to be hired (TBH) or existing staff. For each item listed under Non-Personal services, describe how it is necessary for program implementation. Non-Personal services include: Contractual, Travel, Equipment, Space/Property & Utilities, Operating Expenses and Other costs.

Funding may be requested under the administrative cost line to support a portion of the

organization's structure to the extent that it allows a funded applicant to implement program activities. This includes funding for administrative and fiscal staff, space, supplies, telephone, and other expenses indirectly associated with program implementation and service delivery. Indirect administrative costs may not exceed 10% of the total direct costs, and all indirect expenses need to be itemized or categorized within the applicable budget section of the SFS application.

Ineligible items are those items determined by New York State Department of Health personnel to be inadequately justified relative to the proposed work plan or budget, or not fundable under existing state guidance. The budget amount requested will be reduced to reflect the removal of the ineligible items.

All costs must be related to the provision of Increase Training Capacity in Statewide Healthcare Facilities Program, as well as be consistent with the scope of services, reasonable and cost effective. Expenditures will not be allowed for the purchase of major pieces of depreciable equipment, although simulation lab equipment and limited computer/printing equipment may be considered.

THIS FUNDING MAY ONLY BE USED TO EXPAND EXISTING ACTIVITIES OR CREATE NEW ACTIVITIES PURSUANT TO THIS RFA. THESE FUNDS MAY NOT BE USED TO REPLACE FUNDS FOR CURRENTLY EXISTING STAFF ACTIVITIES.

Any ineligible budget items will be removed from the budget prior to contracting. The budget amount requested will be reduced to reflect the removal of the ineligible items.

## **B. Freedom of Information Law**

All Applications may be disclosed or used by NYSDOH to the extent permitted by law. NYSDOH may disclose an Application to any person for the purpose of assisting in evaluating the Application or for any other lawful purpose. All Applications will become State agency records, and will be available to the public in accordance with the New York State Freedom of Information Law (FOIL). **Any portion of an Application that an Applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the general rule regarding the availability to the public of State agency records under the provisions of the Freedom of Information Law, must be clearly and specifically designated in the Application.** If NYSDOH agrees with the Applicant's claim regarding the proprietary nature of any portion of an Application, the designated portion of the Application 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.

## **C. Review & Award Process**

An Application which meets ALL the guidelines set forth above will be reviewed and evaluated competitively by the New York State Department of Health's Office of Primary Care and Health Systems Management /Center for Health Care Policy and Resource Development /Office of Healthcare Workforce Innovation. An Application that does not meet the minimum

criteria (PASS/FAIL) will not be evaluated. An Application that does not provide all required information will be omitted from consideration.

Only Applications that meet the minimum criteria (PASS/FAIL) and contain all required information will be scored.

Awards will be based on funding availability. The maximum amount of funding available is \$32.5 million annually. It is expected that contracts resulting from this RFA will have the following period: five-year contracts October 1, 2026, to September 30, 2031.

Proposed budgets should be between \$500,000 and \$1,000,000 annually. As stated, the goal of the program is to have at least three awards per region. To accomplish this goal, the three highest, passing, scored applications per region will be awarded.

Based on funding availability, after the initial awards per region are allocated (up to three awards per region), additional awards may be made with the remaining funding; these additional awards will be determined based on score without consideration of region. Applicant(s) with the next highest score(s) across all regions will be awarded until funding is exhausted.

Applications must receive a passing score of 75 to be considered for funding. Applications will be evaluated on a 100-point scale as follows.

Section	Points
Mission Fit	20 points
Program Design	40 points
Administrative Capacity	10 points
Work Plan	10 points
Budget	20 points

In the event of a tie score within a region, the application with the highest score in Section 2: Program Design will receive the award, followed by the highest score in Section 1: Mission Fit, if needed for an additional tie breaker.

Applications with minor issues (for example, an Application missing information that is not essential to timely review and would not impact review scores) MAY be processed and evaluated, at the discretion of the State, but any issues with an Application which are identified by the Department **must** be resolved prior to time of award. An application with unresolved issues at the time award recommendations are made will be determined to be non-responsive and will be disqualified.

Applications failing to provide all response requirements or failing to follow the prescribed format may be removed from consideration.

If changes in funding amounts are necessary for this initiative or if additional funding becomes available, funding will be modified and awarded in the same manner as outlined in

the award process described above.

Applicants will be deemed to fall into one of three categories: 1) not approved, 2) not funded due to limited resources, and 3) approved and funded. Not funded Applications may be awarded should additional funds become available.

Once awards have been made pursuant to the terms of this RFA, an Applicant may request a debriefing of their own Application (whether their Application was funded or not funded). The debriefing will be limited only to the strengths and weaknesses of the Application submitted by the Applicant requesting a debriefing and will not include any discussion of ANY OTHER Applications. Requests for a debriefing must be received by the Department of Health's Office of Healthcare Workforce Innovation Program no later than fifteen (15) Calendar days from date of the award or non-award announcement to the Applicant requesting a debriefing.

To request a debriefing, please send an email to [increasetrainingcapacity@health.ny.gov](mailto:increasetrainingcapacity@health.ny.gov). In the subject line, please write: Increase Training Capacity in Statewide Healthcare Facilities.

Unsuccessful Applicants who wish to protest the award(s) resulting from this RFA on legal and/or factual grounds, should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at <https://www.osc.state.ny.us/state-agencies/gfo/chapter-xi/xi17-protest-procedures> (Section XI. 17.)

## VI. Attachments

- Please note that Attachments to this RFA can be accessed under the “**Attachments Section**” of the Statewide Financial System online Application/Bid Event and are not included in the RFA document. In order to access the online Application/Bid Event and other required documents such as the Attachments, a prospective Applicant must be registered and logged into the NYS Statewide Financial System. Attachments that are requested to be uploaded as part of an Application/Bid Event response will be requested in individual corresponding Bid Factors. Refer to Section V.A., Application Format/Content, Program Specific Questions(PSQ)/Bid Factors.
- **ALL Applicants are instructed to verify each required attachment that has been uploaded to the application.** To check attachments, Applicants are instructed to click "View" in the SFS application for each uploaded attachment to ensure that the attachment and all of its applicable information/data is viewable in its final format.
- **PDF Attachments – due to system constraints, PDF attachments cannot be uploaded with annotations, editable fields, or JAVA/active controls. Please submit PDFs that are read-only.**

Attachment 1: Checklist and Commitment Form

Attachment 2: Proof of Eligibility

Attachment 3: SFS Expenditure Budget Instructions

Attachment 4: Work Plan

Attachment 5: Vendor Responsibility Attestation

Attachment 6: Minority and Women-Owned Business Enterprise Requirement Forms

Attachment 7: Subcontract Utilization Plan  
Attachment 8: Attachment A-1  
Attachment 9: Attachment M