New York State Department of Health
Center for Home and Community Based Services/
Division of Community Integration and Alzheimer's Disease/Money Follows the Person Program

Request for Applications

Money Follows the Person Transition Center

RFA # 20599 / SFS # MFTP-2026

KEY DATES:

Release Date:	**May 5, 2025**
Questions Due:	**May 23, 2025**
Questions, Answers and Updates Posted (on or about):	**June 5, 2025**
Applications Due:	**June 20, 2025 by 4:00 PM**

NYSDOH Contact Name & Address:

Stacey Agnello, Program Manager
New York State Department of Health
One Commerce Plaza, 16th floor
Room 1622
Albany, NY 12210
MFP@health.ny.gov

Table of Contents

I. Introduction ... 3
II. Who May Apply ... 4
  A. Minimum Eligibility Requirements ... 4
III. Project Narrative/Work Plan Outcomes ... 4
  A. Program Expectations ... 4
  B. Program Objectives ... 6
IV. Administrative Requirements ... 12
  A. Issuing Agency ... 12
  B. Question and Answer Phase ... 12
  C. Letter of Interest ... 13
  D. Applicant Conference ... 13
  E. How to file an Application ... 13
  F. Department of Health's Reserved Rights ... 15
  G. Term of Contract ... 16
  H. Payment & Reporting Requirements of Grant Awardees ... 17
  I. Procurement Requirements ... 18
  J. Assurances of No Conflicts of Interest and/or Other Detrimental Effects ... 19
  K. Minority & Woman-Owned Business Enterprise Requirements ... 20
  L. Vendor Identification Number ... 21
  M. Vendor Responsibility Questionnaire ... 22
  N. Vendor Prequalification for Not-for-Profits ... 22
  O. General Specifications ... 24
V. Completing the Application ... 25
  A. Application Format/Content ... 25
  B. Program Specific Questions (PSQ)/Bid Factors ... 26
    1. Program Summary *(Not Scored)* ... 26
    2. Organizational Experience and Capacity (Maximum Score: 15 points) ... 26
    3. Program Design (Maximum Score: 65 points) ... 27
    4. Work Plan *(Not Scored)* ... 29
    5. Budget (Maximum Score: 20 points) ... 30
    6. Subcontractor Letters of Commitment (*Not scored)* ... 31
  C. Freedom of Information Law ... 31
  D. Review & Award Process ... 32
VI. Attachments ... 33

I. Introduction

A. Background

New York State's Money Follows the Person (MFP) program is part of federal and state initiatives to rebalance the state's long-term services and supports away from institutional care and toward integrated home and community-based care.

New York State's participation in the federal MFP program provides funding for the operation of a statewide Transition Center program, operationalized through a network of regionally based Transition Centers. Transition specialists provide transition assistance and other community transition support to eligible Medicaid recipients who are elderly or who are 18 years of age or older with a physical or developmental disability or a traumatic brain injury, and who want to transition from an institutional setting such as a nursing home or intermediate care facility to living and receiving services in communities of their choice. Transition specialists provide information about options for living and receiving services in the community and assist participants with planning transitions to the community. Transition specialists assist with resolving transition barriers and follow-up with participants for 365 days post transition to provide supplemental support and barrier resolution regarding access to home and community-based services and supports.

Since 2008, MFP has assisted over 6,000 individuals to transition from institutions back into community settings.

B. Intent

The intent of this Request for Applications (RFA) is to procure a single organization to administer a statewide Transition Center infrastructure which will provide the core activities listed under Section III: Project Narrative/Work Plan Outcomes.

C. Available Funding and Anticipated Award

It is anticipated that $8,200,000 per year ($41,000,000 total over a five-year contract period) will be available to award one (1) contract to a not-for-profit organization (501(c)3). The Awardee will deliver the Transition Center core activities statewide and in accordance with activities and objectives described in Section III. Project Narrative/Work Plan Outcomes; B. Project Objectives.

Only one (1) application per agency will be allowed. If multiple applications from the same agency are received for this RFA, only the first application will be reviewed and considered for funding. All other applications from the same agency will be rejected.

The New York State 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

Eligible Applicants must meet the minimum eligibility requirements listed below and be able to adequately address all the Program Expectations and Goals listed in **Section III: Project Narrative/Work Plan Outcomes.**

A. Minimum Eligibility Requirements

1. 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 RFA are due as specified in the "Key Dates" set forth on the Cover Page of this RFA.
2. Must be a not-for-profit organization that is tax-exempt under Section 501(c)(3) of the Internal Revenue Code, currently doing business in New York State and have executive offices located in New York State.
3. Must have a statewide presence that can provide the required core services as expressed in the Program Goals in Section III, Project Narrative/Work Plan Outcomes, either directly or through subcontract(s), in all 62 New York State counties.
4. Must submit a completed and signed **Attachment 1 – Application Cover Sheet and Attestation of Minimum Eligibility**

Applicants who are unable to demonstrate fulfillment of the above minimum eligibility requirements will not be considered for award and the remainder of their applications will not be reviewed.

III. Project Narrative/Work Plan Outcomes

A. Program Expectations

The Grantee will administer a statewide Transition Center infrastructure that adheres to the principles of the most integrated setting mandate of Title II of the Americans with Disabilities Act (ADA) of 1990, the Olmstead decision, MFP statute and federal guidance, the concepts embedded in person-centered planning and practice such as informed personal choice and dignity of risk, and includes the program objectives listed in Section III.B.

The Grantee will develop and maintain collaborative relationships with MFP partners to assist members of vulnerable populations (e.g., older adults, individuals with physical, intellectual, and/or developmental disabilities, and individuals with traumatic brain injury) residing in nursing homes and intermediate care facilities with access to Medicaid home and community-based services through:

- New York State Nursing Home Transition and Diversion (NHTD) waiver

- New York State Traumatic Brain Injury (TBI) waiver
- New York State Office of People with Developmental Disabilities (OPWDD) Comprehensive Home and Community-Based Services waiver
- Medicaid Managed Care
- Medicaid Managed Long Term Care
- Health Homes
- Medicaid State Plan services authorized by local Departments of Social Services

The Transition Center will be expected to accept referrals from any referral source to assist individuals to transition from a nursing home or intermediate care facility to the community and will act as the New York State Department of Health's designated Local Contact Agency for the Minimum Data Set (MDS) Section Q referrals.

Transition Center activities include identifying potential participants residing in nursing homes and intermediate care facilities, obtaining informed consent to participate in Transition Center transition assistance activities and supports, providing education on return-to-community options and available home and community-based services and supports to interested nursing home and intermediate care facility residents, providing community preparedness education to transitioning participants prior to discharge to prepare them for successful transition to the community, facilitating access to needed assessments and services, transition barrier resolution, peer support, and follow-up for 365 days post-transition.

Transition Center activities also include targeted education and outreach to long-term care facilities on a biennial (every two years) basis to encourage referrals and to support compliance with MDS Section Q requirements regarding referral to the Local Contact Agency. Topics will include the identification of potential referrals, best practices for the MDS Section Q assessment process, availability of transition assistance, peer support and other Transition Center supports, and the process for referral to the Local Contact Agency. In addition, education and outreach staff will also provide presentations to community-based organizations and other referral sources, and at other community outreach events to increase awareness of the Transition Center and encourage collaboration to support transitions from long-term care facilities to the community with home and community-based services.

The Grantee will administer a Transition Center project that provides informal support to MFP qualified individuals that transition from a long-term care facility for whom lack of an informal support network is a barrier to transition, with the goal of providing backup support, increasing community integration, developing a social network, and decreasing loneliness. The initiative will include recruitment, training, and oversight of the informal support volunteers.

In addition, the Grantee will provide ancillary transition support to meet identified needs during the contract period, such as meeting communication gaps using disposable phones and addressing short-term food insecurity in the first month post discharge with grocery store food cards. The Grantee must be able to be identify emerging needs and work with the state MFP program staff to address those needs.

B. Program Objectives

I. Program Infrastructure and Oversight

1. Develop and implement an integrated statewide infrastructure to carry out the Transition Center core activities of transition assistance, education and outreach, peer support, informal support, and ancillary transition support. Priorities include, but are not limited to:
    - statewide reach
    - consistent messaging in all areas of the state
    - staffing recruitment and retention plan
    - training plan for all staff responsibilities, specific to those responsibilities
    - provision of technical assistance in all areas of the state
2. Obtain Stakeholder input to guide barrier resolution and planning for program design and operation through ongoing participation in and attendance at NY Connects Long Term Care Council meetings, semi-annual participant surveys, and other means as needed.
3. Develop and implement a statewide outreach and marketing infrastructure that supports strategies to identify individuals residing in nursing homes and intermediate care facilities interested in receiving information about, and potentially transitioning to, community settings with home and community-based services. Priorities include, but are not limited to:
    - multiple media strategies
    - development and distribution of approved outreach material
    - public website/webpage and social media presence
4. Establish an infrastructure that coordinates all referrals to the Transition Center as the state-designated Local Contact Agency for Minimum Data Set Section Q referrals and other referrals for transition assistance.
5. Develop and maintain a HIPAA compliant data collection and reporting system which maintains complete and accurate case information regarding participants served and services delivered and ensures that the confidentiality of all personally identifiable information is protected.

    Note: To ensure the integrity, security, and confidentiality of information contained in the MDS, the Grantee selected under this RFA must comply with New York State's MDS Data Use Agreement with Centers for Medicare & Medicaid Services. This form will be completed by the Grantee during the contracting process. The selected Grantee will be held to the same standards as the Department of Health regarding data security and confidentiality that are set forth in the Data Use Agreement. The Grantee selected through this RFA will be required to sign an Addendum to New York State's current MDS Data Use Agreement.

6. Track and accurately report activities, including information regarding participants and services, on a monthly, quarterly, semi-annual, and ad hoc basis, as directed by state MFP program staff.
7. Provide oversight and conduct quality assurance/quality improvement activities to ensure that contract activities are of high quality and meet contract deliverables as directed by state MFP program staff. Priorities include development and implementation of a comprehensive quality assurance/quality improvement plan that uses data analysis on an ongoing basis to both assure compliance with program requirements, and identify barriers and opportunities for improvement.

II. Transition Assistance

1. Provide objective information, in a consistent manner across the statewide infrastructure, about options for home and community-based services for older adults and individuals with physical or developmental disabilities, or traumatic brain injury who express a desire to leave institutional settings and return to the community. Priorities include, but are not limited to:
    - maintaining comprehensive knowledge about available home and community-based supports and services in each region of the state
    - ensuring consistent messaging and information is provided by transition specialists to institutional residents interested in community transition
    - meeting with potential participants no more than 10 days from receipt of a referral
2. Facilitate transition of individuals living in nursing homes and intermediate care facilities into community settings with appropriate home and community-based services and supports to enable them to remain in the community, in collaboration with facility and home and community-based services staff, including, but not limited to, the following priorities:
    - accept MDS Section Q referrals as the state designated Local Contact Agency, as well as referrals from all other referral sources for individuals transitioning from nursing homes and intermediate care facilities
    - ensure that full information about Transition Center supports is provided and informed consent and permission for release of information is obtained according to state MFP program informed consent policies and procedures from potential participants or their legal guardians
    - assist facility discharge planners with the coordination of home and community-based services and supports so that all the necessary service elements are in place for a successful transition

      Please note that this program will not supplant any existing responsibility that the discharge planner has for assisting their interested nursing home/intermediate care facility residents with transitioning to the community.

    - develop collaborative relationships with, at a minimum, the following entities in each county and region in the state, to identify and address barriers to a

safe transition back to the community:
  - Nursing home social workers/discharge planning staff
  - Intermediate Care facility staff
  - New York Independent Assessor
  - Medicaid Mainstream Managed Care plans
  - Medicaid Managed Long Term Care plans and care managers
  - Local Departments of Social Services
  - 1915(c) Waiver providers and Regional Resource Development Centers (RRDCs)
  - Office for People With Developmental Disabilities' (OPWDD) State Operations Office, Regional Office's Front Door staff, and community service providers
  - Health Home Care Managers (including Coordinated Care Organizations)
  - Local Area Agencies on Aging
  - NY Connects Information and Referral staff
  - NY Connects Long Term Care Councils
  - Community-based service providers

- ensure that necessary referrals are made in a timely manner to the entities described above and others, as needed, to begin assessment and enrollment processes for home and community-based service
- coordinate transition activity with staff of the entities listed above and other entities
- collaborate with local Departments of Social Services to ensure steps related to community budgeting, immediate need, etc., are occurring as needed
- link individuals with, and collaborate with peers
- follow-up with the entities identified above and others to ensure progress towards home and community-based services enrollment is being made and to resolve barriers
- ensure timely referrals are made to needed housing services and subsidies to support participants' access to accessible and affordable housing to support their transitions
- identify and work to resolve barriers to successful transition, and bring all unresolved individual and systemic barriers to the attention of state MFP staff

3. Provide community preparedness education to transitioning participants prior to discharge to prepare them for successful re-entry into the community on a variety of topics including, but not limited to, accessing services, home management, self-advocacy, transportation, budgeting, etc.

4. Follow-up with participants for 365 days post transition to identify and resolve barriers to successful community functioning to prevent reinstitutionalization post transition, including, but not limited to:

- intensive follow up in the first 30 days with participants, home and community-based service providers, and service coordinators/care managers to ensure enrollment and service provision are occurring as needed from Day 1 following discharge, and to work to resolve any barriers to home and community-based services enrollment and service provision, as they arise, to prevent reinstitutionalization
- periodic follow-up with participants in the community, at a minimum, to identify and assist with the resolution of barriers to successful maintenance in the community, as follows:
  - weekly for the first month
  - twice/month for months 2 and 3
  - monthly for months 4-12
- identifying and assisting participants to access community services and supports that may be needed by individuals to sustain living in the community
- identifying and addressing barriers to successful community living in the immediate post-transition period

5. Repatriate New York State residents who are living in out-of-state facilities to their home communities in New York State.

6. Administer a Quality-of-Life survey to individuals transitioning from facilities to the community, as prescribed by state MFP program staff, including a baseline survey prior to facility discharge and a follow-up survey at 11 months post discharge.

III. Peer Support

1. Recruit and train paid peers who have experience living independently in the community and have characteristics (i.e., physical, and developmental disabilities and/or age) that approximate those characteristics of individuals requesting peer services (and, where possible, have themselves transitioned from a facility setting into the community). Priorities include, but are not limited to:

   - a recruitment plan for peers with experience living independently in the community that ensures coverage across all regions in New York State
   - comprehensive skill training for peers, including, but not limited to, reflective listening, problem solving, time management, professionalism, and documentation

2. Provide peer support to individuals who are planning to transition from long-term care facilities to homes in the community, to support their successful transitions. Priorities include, but are not limited to:

   - one-on-one meetings between peers and participants who are transitioning from nursing homes or intermediate care facilities to the community
   - consistent messaging and information provided by peers to facility residents interested in community transition
   - collaboration with transition specialists and facility discharge planners, social workers, and other facility staff as needed

- identifying and addressing participant concerns relating to community transition

3. Provide peer follow-up meetings during the first 60-days post transition to identify barriers and assist, through collaboration with transition specialists, with addressing issues to prevent avoidable reinstitutionalization.

IV. Education and Outreach

1. Increase the knowledge of nursing home staff regarding the availability of Transition Center supports and requirements related to Minimum Data Set Section Q referral to the Local Contact Agency, including, but not limited to:
   - development of education and outreach presentation materials
   - intensive training to education and outreach specialists to ensure they are well-versed in the requirements for the administration of Section Q and referral to the Local Contact Agency, including the barriers and misconceptions that inhibit compliance
   - education and outreach presentations to all New York State skilled nursing homes on a bi-annual (every two years) basis
   - updating presentation materials and contents based on presentation evaluation results, new developments, and the experience of transition specialists, education and outreach specialists, and peers in the field

2. Increase the knowledge of staff within the Office for People with Developmental Disabilities (OPWDD) service delivery system regarding the availability of Transition Center supports, including, but not limited to:
   - development of education and outreach presentation materials
   - presentations to Continuing Care Organizations, Regional Office/Front Door staff and other OPWDD divisions on at least an annual basis
   - updating presentation materials and contents based on presentation evaluation results, new developments, and the experience of transition specialists, education and outreach specialists, and peers in the field

3. Increase the knowledge of community referral sources regarding the availability of Transition Center supports, including, but not limited to:
   - development of education and outreach presentation materials
   - regular presentations to agencies identified in Section B.II.2 of Program Objectives, including, but not limited to, Health Homes, and Managed Long Term Care plans
   - updating presentation materials and contents based on presentation evaluation results, new developments, and the experience of transition specialists, education and outreach specialists, and peers in the field

4. Conduct outreach activities and establish collaborative relationships with statewide provider associations, consumer organizations, NY Connects' local Long Term Care Councils, and other statewide referral sources and stakeholders to provide information about the Transition Center program, the referral process,

and the assistance available for individuals to accomplish community transitions. Priorities include, but are not limited to:

- fostering collaborative relationships between statewide and community referral sources and the Transition Center program
- presenting to the membership of the nursing home and other statewide provider associations and statewide consumer and consumer support organizations, including Ombuds programs, on at least an annual basis
- seeking opportunities to present at conferences, trade shows, agencies, and other venues to introduce relevant parties to the Transition Center program

V. Informal Support

1. Provide informal backup and support utilizing volunteers for facility residents planning a community transition for whom the lack of informal support is a barrier to transition, with the goals of accomplishing a community transition, providing backup support, increasing community integration, assisting participants to develop social networks, and decreasing loneliness and the likelihood of reinstitutionalization. Priorities include, but are not limited to:
    - development and implementation of a plan to recruit and retain informal support volunteers
    - comprehensive training and oversight of informal support volunteers

VI. Ancillary Transition Supports

1. Provide ancillary transition supports to transitioning participants to address barriers and meet emerging needs, including, but not limited to:
    - disposable phones with pre-paid data plans to address communication gaps
    - grocery store cards to address short-term food insecurity in the first month post discharge
    - one-time home start up supplies
    - training/skill-building to increase participants' active participation in their person-centered planning process
2. Work with state MFP program staff to plan potential strategies and solutions for identifying and addressing emerging needs.

An Applicant may subcontract activities of the work plan to be performed by the Applicant pursuant to the terms of its application. If known, the Applicant is expected to state in their application the specific activities to be performed through subcontracts, as well as the names of the subcontractors. Letters of commitment from each subcontractor are strongly recommended and should be uploaded in SFS as **Attachment 7**. Grantees will need to name subcontractors prior to reimbursement. Applicants should note that the lead organization (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.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the New York State Department of Health (hereinafter referred to as NYSDOH, DOH, or the Department), Center for Home and Community Based Services/Division of Community Integration and Alzheimer's Disease/Money Follows the Person Program. 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 *Stacey Agnello, Program Manager,* NYSDOH, *Money Follows the Person program,* at the following email address: MFP@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

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 20599, Money Follows the Person Transition Center*) in the subject line of the email.

C. Letter of Interest

A 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 website. 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: Money Follows the Person Transition Center. 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.** SFS 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 SFS Help Desk 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. f 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-worded" documents.

The Applicant's Delegated Administrator can assign, modify, or 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 time period: 7/1/2026-6/30/2031.

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 state and federal 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

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:

   Money Follows the Person
New York State Department of Health
One Commerce Plaza
16th floor, Room 1622
Albany, NY 12210

   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 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: *Grantee will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Workplan.*

3. The Grantee will be required to submit the following reports to the Department of Health at the address above:
   - Monthly data reports as defined by state MFP Program staff due the last business day of the month following the reporting month.
   - Semi-Annual data report and narrative summary of progress toward goals and objectives due:
     - Last business day of July for the period January 1- June 30

- Last business day of January for the period July 1- December 31

- Ad Hoc Reports as requested by state MFP Program staff
- Referral outcomes report semi annually
  - Last business day of July for the period January 1- June 30
  - Last business day of January for the period July 1- December 31

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 five percent 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 3** of this RFA. NYSDOH will review the M/WBE Utilization Plan submitted be 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 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, by contacting the SFS Help Desk at 855-233-8363 or by emailing at 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.

Applicants opting to complete online should complete and upload the Vendor Responsibility Attestation (**Attachment 2**) 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, 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 became 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 be registered in SFS and the Grants Management portion of the system. Applicants that need to register their organization should submit the required form(s) found at the following link: Register Your Organization in SFS | Grants Management. Any questions related to current and previously existing SFS accounts should be sent to the SFS Help Desk (HelpDesk@sfs.ny.gov).

- If you have previously registered and do not know your Username, please email 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).

- 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. 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 (vendor.responsibility@health.ny.gov) or to the Grants Management Team at grantsmanagement@its.ny.gov.

3) Add SFS Roles to Submit a Bid and to Add a signatory or "Grant Contract Approver" to your account

SFS Security Role Name	Description	Access Provided
NY_GM_VENDOR_EVENT_INITIATE	Bid Response Initiator	Allows the vendor user to initiate a bid response to a bid

		event but not submit the bid response to the agency.
NY_GM_VENDOR_EVENT_INQUIRY	Bid Event Inquiry	Allows a vendor user the ability to review bid events. This is a view-only role.
NY_GM_VENDOR_EVENT_SUBMIT	Bid Response Submitter	Allows a vendor user to both initiate a bid response and submit a bid response to the agency.

- 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.

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.

B. **Program Specific Questions (PSQ)/Bid Factors**

1. Program Summary *(Not Scored)*

1a. Summarize the proposed program and how it meets the Program Objectives in Section III. Project Narrative/Work Plan Outcomes of this RFA in a high-quality and cost-effective manner.

1b. Applicants are instructed to complete and upload **Attachment 1 – Application Cover Page and Minimum Eligibility Attestation** to this Program Specific Question/Bid Factor Question.

1c. Applicants are instructed to complete and upload **Attachment 2 – Vendor Responsibility Attestation** to this Program Specific Question/Bid Factor Question.

1d. Applicants are instructed to complete and upload **Attachment 3 – Minority & Women Owned Business Enterprise Requirement Forms** to this Program Specific Question/Bid Factor Question.

1e. Letters of commitment from each subcontractor are not required but strongly recommended. If submitting letters of commitment, Applicants are instructed to upload a single read-only PDF document as **Attachment 7 – Letters of Commitment** in response to this Program Specific Question/Bid Factor Question.

2. Organizational Experience and Capacity (Maximum Score: 15 points)

2a. Describe the lead Applicant's mission, and the length and breadth of the relevant experience working within the field of long-term care, including experience with the home and community-based services delivery system (e.g., home and community-based waivers, managed care and managed long-term care plans, health homes, and state plan long-term care services) in relation to program goals related to community transitions.

2b. Describe the lead Applicant's experience administering a health and/or human services related program with statewide reach, including length and breadth of experience and populations served.

2c. Complete an organizational chart that outlines staffing and reporting relationships within the Applicant's lead organization and upload a single read-only PDF document as **Attachment 4 – Lead Agency Organizational Chart** in response to this Program Specific Question/Bid Factor Question.

2d. Describe the relevant experience of the lead Applicant in performing each of the core activities listed in Section III. Project Narrative/Work Plan Outcomes; B. Program Goals, including length and breadth of experience and populations served:

   i. Transitioning individuals from facility-based care to the community
   ii. Administering peer support services
   iii. Delivering education and outreach to health care professionals/providers, including nursing homes, community organizations, and other stakeholders
   iv. Providing an informal support backup program

3. Program Design (Maximum Score: 65 points)

3a. <u>Transition Center Infrastructure</u>

1. Describe the organizational structure of the proposed program, including program design, essential staff and their qualifications, (i.e., appropriate qualifications, skills, and experience of the staff person(s) who will oversee and implement the project and those who will be performing program monitoring, evaluation, and the fiscal management), and the relationship(s) between program management and direct service, including the role of any proposed subcontractors.

2. Complete a chart that outlines program structure and reporting relationships, including subcontractors and/or other local entities involved in direct service delivery. Upload the chart as a single read-only PDF document as **Attachment 5 – Program Structure and Reporting Relationship Chart** in response to this Program Specific Question/Bid Factor Question (Question 3a2).

3. Describe the staffing plan that will provide dedicated staff to perform each of the following core activities in all regions/counties in the state. Please detail the plan for staffing for each core activity listed below, including FTE allocation and training:

   - Transition assistance
   - Education and outreach to nursing homes and other referral source and community agencies
   - Peer support
   - Informal support program

- Ancillary transition supports

4. Describe how the lead Applicant will:
   i. Provide oversight, quality assurance, and continuous quality improvement activities to ensure contracted activities, including coordination and consistency across core activities, occur according to accepted standards and as directed by DOH.
   ii. Address deficiencies in quality and/or compliance. If lead Applicant plans to subcontract, include the plan to address subcontractor deficiencies.
   iii. Analyze data trends related to the implementation and ongoing operation of the Transition Center program functions to support continuous quality improvement.
5. Describe the Information Technology (IT) infrastructure that will be put in place to maintain all case information in a manner that is accurate, confidential, and provides for standard and ad hoc reporting to meet state MFP program staff's information needs.
6. Describe a plan for obtaining stakeholder input (not limited to the use of a recipient survey) and for using the input to improve program design and operation.

3b. <u>Core Activity: Transition Assistance</u>

1. Describe how the lead Applicant and any proposed subcontractors will implement the core activity of transition assistance to facilitate transitions from institutional to community-based settings in all regions/counties in the state.
2. Describe the strategies that will be put in place to enable collaborative working relationships with home and community-based services programs and other stakeholders, and to create linkages for home and community-based supports and services.
3. Describe how Transition Specialists will assist nursing home and intermediate care facility staff involved in the discharge planning process to coordinate transitions from nursing homes/intermediate care facilities to the community.
4. Describe the follow-up strategies that will be used to help prevent re-institutionalization, to identify re-institutionalization when it occurs, and to assist participants to return to the community after a re-institutionalization if they wish to do so.
5. Describe how barriers to transition will be identified, tracked, addressed, and resolved.

3c. <u>Core Activity: Peer Support</u>

1. Describe how the lead Applicant and any proposed subcontractors will implement the core function of providing peer support to individuals interested in pursuing a transition to the community.

2. Describe how individuals' concerns related to community transition, community integration, and readiness to transition will be addressed through the provision of peer support.

3d. Core Activity: Education and Outreach

1. Describe how the lead Applicant and any proposed subcontractors will implement the core function of education and outreach, including delivering current content on MDS Section Q, referral to the Local Contact Agency, and transition barriers to:
   i. all nursing homes in New York State on a bi-annual basis, and
   ii. other statewide and community referral sources and partner programs on a periodic basis.
2. Describe the strategy to engage nursing homes, partner programs and community referral sources to participate in education and outreach presentations and foster a relationship with the Transition Center program.

3e. Core Activity: Informal Support Project

1. Describe how the lead Applicant and any proposed subcontractors will implement an informal support initiative to address the lack of informal support in the community for individuals transitioning from nursing homes to the community. Include:
   i. the role of the informal support volunteers,
   ii. how informal support volunteers will be recruited and how volunteers are matched with participants, and
   iii. the strategies for oversight of informal support volunteers to ensure that program goals are addressed and accomplished.

3f. Core Activity: Ancillary Transition Supports

1. Describe how emerging needs will be identified and addressed through ancillary transition supports.

4. Work Plan *(Not Scored)*

4a) Applicants are instructed to complete and upload **Attachment 6 – Work Plan** found in the "Attachments Section" of the Statewide Financial System (SFS) online Application/Bid Event. **Attachment 6** should be completed according to the instructions in Attachment 6 and below and uploaded in response to this Bid Factor Question.

For the **SFS Work Plan Project Summary**, Applicants are instructed to insert the Project Summary as listed on Page 2 of the **Attachment 6 – Work Plan** into the Work Plan Summary field in the SFS online application. **Any additional information entered in the Project Summary *will not* be considered by reviewers of your application.**

The Work Plan should include the Objectives, Tasks (activities/services) and Performance Measures (outcomes) necessary to meet the Money Follows the Person (MFP) program requirements. The required Work Plan Objectives are prescribed by the New York State MFP program; however, Applicants must add the Tasks (activities/services) and Performance Measures (outcomes) necessary to meet these program objectives. Tasks and Performance Measures proposed by the Applicant in the Work Plan should align with the proposed Program Model, program activities, and the program objectives outlined in the Request for Applications.

Applicants will ***not*** enter any Tasks or Performance Measures into the **SFS Work Plan Section** at the time of application but instead will complete and upload **Attachment 6** in response to this Bid Factor Question. Applicants are instructed to enter Tasks and corresponding Performance Measures of their own choosing in the **Attachment 6 – 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.**

Applicants may add additional Objectives, Tasks, and Performance Measures as described in the instructions below. **If submitting additional Objectives, Tasks, and Performance Measures, they must be attached to Attachment 6 – Work Plan, clearly labeled, and must adhere to the character limitations as described above.**

Flexibility in programming is necessary to ensure that resources are effectively directed to the populations and communities most in need. Contract activities and deliverables may be modified at any point in this contract upon direction of the State Money Follows the Person program to address emerging needs or disparities, or to accommodate advances in best practice.

Please note that successful Applicants may be asked to modify work plans prior to initiation of the contract to address issues identified during the review process. If awarded a contract, Grantees may be instructed to insert Work Plan Tasks and corresponding Performance Measures in the Statewide Financial System (SFS) Work Plan.

5. Budget (Maximum Score: 20 points)

Applicants are instructed to prepare a twelve (12) month budget for year one based on the maximum award as indicated in Section I of this RFA. The budget for year one 7/1/2026 – 6/30/2027 must be entered into the Statewide Financial System (SFS). Refer to **Attachment 8 – SFS Expenditure Budget Instructions.** 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.

All costs must be related to the provision of the Money Follows the Person Transition Center as well as be consistent with the scope of services, reasonable and cost effective. Justification for each cost should be submitted in narrative form. For all existing staff, the Budget narrative must delineate how the percentage of time devoted to this initiative has been determined.

Funding provided under this RFA may only be used to expand existing activities or create new activities pursuant to this RFA. These funds may not be used to supplant 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.

Administrative costs will be limited to a maximum of 10% of total direct costs, etc.

Expenditures will not be allowed for the purchase of major pieces of depreciable equipment (although limited computer/printing equipment may be considered), remodeling or modification of structure or furniture.

6. Subcontractor Letters of Commitment (***Not scored)***

An Applicant may subcontract activities of the work plan to be performed by the Applicant pursuant to the terms of its Application. If known, the Applicant is expected to state in their Application the specific activities to be performed through subcontracts, as well as the names of the subcontractors. Letters of commitment from each subcontractor are strongly recommended and should be uploaded in SFS as **Attachment 7.** Grantees will need to name subcontractors prior to contracting. Applicants should note that the lead organization (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 NYSDOH. All subcontractors and subcontracts will be required to be approved by the Department of Health.

C. **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.

D. **Review & Award Process**

An Application which meets ALL of the guidelines set forth above will be reviewed and evaluated competitively by the NYSDOH *Office of Aging and Long Term Care, Division of Community Integration and Alzheimer's Disease, Money Follows the Person* program. 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.

A numerical scoring system will be used to evaluate responses to organizational experience and capacity, program design and budget questions. The total maximum score will be 100.

The Applicant with the highest total score will receive the grant award. Funding amount will not exceed the designated total funding amount listed in this RFA and for which the Applicant requested per-year funding based on availability of funds.

Program Summary	Maximum Score:	Not Scored
Organizational Experience and Capacity	Maximum Score:	15
Program Design	Maximum Score:	65
Budget	Maximum Score:	20
Work Plan	Maximum Score:	Not Scored
TOTAL MAXIMUM SCORE		100

The minimum passing score is 70%. If there is an insufficient number of acceptable applications (scoring 70 or above) received, the New York State Department of Health reserves the right to fund an application scoring in the range of 60-69.

In the event of a tie score, the Applicant with the highest score for Section 2 – Organizational Experience and Capacity will receive the award. Should there still be a tie score, the Applicant with the highest score in Section 3 – Program Design will receive the award.

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.

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 MFP 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 the MFP program at MFP@health.ny.gov. In the subject line, please write: Debriefing MFP RFA.

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 are not included in the RFA document, but can be accessed on the **"Event Page" for this RFA/Bid Event** located in the Statewide Financial System (SFS) Vendor Portal or once an Application has been started, under the **"Event Comments and Attachments Section"** of the online Application. To access the Event Page and online Application/Bid Event, including required documents such as the Attachments, a prospective Applicant must be registered and logged into the NYS Statewide Financial System Vendor Portal. Once logged into the Vendor Portal, prospective Applicants can locate the "Events Page" for this Bid Event by selecting the "Grants Management – State" tile, selecting the "Bid Event Search" tile, searching for this Bid Event, and then selecting the "View Event Package". Attachments that are requested to be uploaded as part of an Application/Bid Event response will be requested in individual corresponding Bid Factors in the online application (See Section V.A., "Program Specific Questions (PSQ)/Bid Factors").

  Note: Any updates to the RFA/attachments will be addressed in an Addendum to the RFA. **Addendums, as well as questions and answers, will be posted to the SFS Public Portal Homepage under the Grant Opportunity for this Bid Event, not in the application itself.** To access these documents in SFS, Applicants must go to the Grant Opportunity and select "View Grant Opportunity" **which can ONLY be viewed when logged out of the SFS Vendor Portal.** Any updated Attachments will be posted on the NYS Department of Health Funding Opportunity website: https://www.health.ny.gov/funding/**.**

- **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: Application Cover Sheet and Attestation of Minimum Eligibility (Required)*
Attachment 2: Vendor Responsibility Attestation (Required)*
Attachment 3: Minority & Women-Owned Business Enterprise Requirement Forms (Required)*
Attachment 4: Lead Agency Organizational Chart (Required)**
Attachment 5: Program Structure and Reporting Relationship Chart (Required)**
Attachment 6: Work Plan
Attachment 7: Letters of Commitment Letter (strongly recommended) ***
Attachment 8: Statewide Financial System (SFS) Expenditure Budget Instructions
Attachment 9: A-1: Agency Specific Terms and Conditions
Attachment 10: H: Federal HIPPA Business Associate Agreement
Attachment 11: M: MWBE Requirements and Procedures

* Attachments with a singular asterisk **must** be uploaded as part of your organization's Statewide Financial System (SFS) online Application in response to corresponding Bid Factor questions. Forms to be completed are located in the **"Attachments Section"** of the Statewide Financial System online Application/Bid Event.

** Attachments with two asterisks **must** be uploaded as part of your organization's Statewide Financial System (SFS) online Application in response to corresponding Bid Factor questions. These forms should be created by the Applicant and submitted in PDF format.

*** The Attachment with three asterisks is not required, but strongly recommended and should be uploaded as part of your organization's Statewide Financial System (SFS) online Application in response to corresponding Bid Factor question. The letters should be combined by the applicant and submitted in a single PDF document.

Attachments without an asterisk **do not** need to be completed and are for Applicant information only. These Attachments may be accessed in the **"Attachments Section"** of the Statewide Financial System online Application/Bid Event.