

RFA #20615 / SFS # OHCN2025

New York State Department of Health
Center for Environmental Health
Division of Environmental Health Assessment
Bureau of Occupational Health and Injury Prevention

Request for Applications

Occupational Health Clinic Network-Eastern Region

KEY DATES:

Release Date:	4/1/25
Questions Due:	5/21/25 4:00 PM
Questions, Answers and Updates Posted (on or about):	6/9/25
Applications Due:	6/30/25 by 4:00 PM
NYSDOH Contact Name & Address:	Bianca Hedges bianca.hedges@health.ny.gov

Table of Contents

I.	Introduction.....	3
II.	Who May Apply	4
III.	Project Narrative/Work Plan Outcomes.....	4
IV.	Administrative Requirements	5
	A. Issuing Agency.....	5
	B. Question and Answer Phase.....	5
	C. Letter of Interest.....	6
	D. Applicant Conference	6
	E. How to file an application.....	7
	F. Department of Health’s Reserved Rights	8
	G. Term of Contract.....	9
	H. Payment & Reporting Requirements of Grant Awardees.....	10
	I. Procurement Requirements.....	12
	J. Assurances of No Conflicts of Interest and/or Other Detrimental Effects	13
	K. Minority & Woman-Owned Business Enterprise Requirements.....	13
	L. Vendor Identification Number	14
	M. Vendor Responsibility Questionnaire	15
	N. Vendor Prequalification for Not-for-Profits	15
	O. General Specifications	17
V.	Completing the Application.....	18
	A. Application Format/Content	18
	B. Freedom of Information Law.....	26
	C. Review & Award Process	26
VI.	Attachments	28

I. Introduction

The New York State Department of Health (NYSDOH), Division of Environmental Health Assessment, Bureau of Occupational Health and Injury Prevention, is soliciting applications for the operation of an occupational health clinic to participate in a statewide clinic network. Oversight and coordination of the Occupational Health Clinic Network (OHCN) will be provided through the NYSDOH's Division of Environmental Health Assessment (DEHA). The Bureau and Division will direct several activities related to the operation of the Network.

A. Background

New York residents are exposed to a vast array of hazardous materials. According to the US Department of Labor, Bureau of Labor Statistics, there were 9,267,000 full-time workers in New York State in 2020. Of those, 189,300 were estimated to have a non-fatal occupational injury or illness (this represents workers in all industries including state and local government). There were 129,000 estimated cases of non-fatal occupational injuries and illnesses occurring to workers in the private industry. This number excludes governmental employers, both Federal and State, the self-employed and employees of certain other employers covered by other Federal agencies (e.g., railroads). It is generally accepted that these numbers vastly underestimate occupational diseases. (US House of Representatives. "Hidden Tragedy: Underreporting of Workplace Injuries and Illnesses", A Majority Staff Report by the Committee of Education and Labor. June 2008.)

B. Intent

The New York State (NYS) Occupational Health Clinic Network (OHCN) is unique in the United States as a partially public funded, statewide, public health-based network offering clinical and preventive occupational disease services. The regionally based clinics should use a public health approach to appropriately diagnose and treat occupational diseases to help improve the working environments in New York. These Clinics must employ multidisciplinary teams trained in occupational health including physicians, nurses, industrial hygienists, health educators and social workers, who will perform a variety of prevention activities as well as provide clinical services. In addition to seeing individual patients, the clinics must conduct screenings of groups of workers who may be at increased risk of such diseases as asbestosis, silicosis, or lead poisoning. The funded Clinics in the OHCN must also assist New Yorkers by helping them to return to work quickly and safely. For more detailed information on the OHCN click the below hyperlink:

http://www.health.ny.gov/environmental/workplace/clinic_network.htm

C. Available Funding and Anticipated Awards

Through this RFA, \$1,922,000 over 2 years, is expected to be awarded during the period July 1, 2026, through June 30, 2028, to support the operation of the State's Occupational Health Network. Every effort will be made to ensure workers in every county in NYS have reasonable access to services. The award will be distributed in the Eastern New York on a competitive basis. The Eastern New York region makes up 8.93% of the work force, and includes the following counties: Albany, Clinton, Essex, Franklin, Fulton, Greene, Hamilton, Herkimer, Montgomery, Oneida, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington.

II. Who May Apply

A. Minimum Eligibility Requirements

Each applicant **must** meet the following eligibility requirements:

1. Eligible Applicants 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 of this RFA
2. Applicant must be at least one of the following:
 1. a not-for-profit corporation or other not-for-profit entity or a governmental entity, organized or existing under the laws of the State of New York, that is licensed pursuant to Article 28 of the New York Public Health Law (PHL) to operate a diagnostic and treatment center (D&TC); OR
 2. a not-for-profit corporation or other not-for-profit entity as defined in Section 2801 subdivision 10 of the PHL to operate a general hospital in the State of New York; OR
 3. a recognized faculty practice plan
3. Applicant must submit **Attachment 2 - Attestation** signed by the Chief Executive Officer (CEO) or Designee to certify the organization meets all criteria listed on **Attachment 2**. Applicants must upload the signed Attachment 2 in the online application of the Statewide Financial System in response to Bid Factor Question 1b.

III. Project Narrative/Work Plan Outcomes

A. Program Goal

The goal of this RFA is to focus on the diagnosis, screening, treatment, referral, identification of exposures and prevention of occupational disease which is of greatest public health significance in the designated regions.

B. Objectives

- The major emphasis must be on the accurate diagnosis of workers (or former workers) with illnesses potentially related to their workplace environments. Referring patients for further diagnostic or treatment services and for rehabilitative services, as appropriate, is an important clinic function. Integration and coordination with other medical care providers and institutions in the area to ensure comprehensive care will be essential. It is expected the clinic will provide expert diagnostic services and not ongoing medical care to most of their patients.
- Providing counseling for patients and their families regarding financial, social, and psychological aspects of occupational disease will be another important objective.
- Disease prevention activities will be a major focus for each clinic. Steps should be taken to ensure that workplace exposures causing the illness are appropriately identified and the question of co-workers at risk

addressed. Where possible, recommendations for mitigating exposures should be developed and promulgated. The objectives are a prompt, safe return to work for the affected individual, and the prevention of other cases of occupational illness.

- Another key component of the clinic's prevention activities is the provision of occupational health and safety education. Education should be provided to individual patients, as well as to groups including workers, employers, unions, or community organizations. In addition, education and training should be offered to health professionals outside the clinic in order to broaden the base of occupational health and safety knowledge within the medical community and increase awareness of potential occupational health hazards.

- Applicants must demonstrate that a comprehensive, coordinated, integrated service system is in place to meet the complex needs of their patients. This includes a description of the proposed facility program or provider practice including its mission, and provider years of experience including any relevant history working with the targeted communities.

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 (90% maximum) as well as the names of the subcontractors. 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 NYSDOH. 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, or the Department), Division of Environmental Health Assessment, Bureau of Occupational Health and Injury Prevention. 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 Bianca Hedges, NYSDOH, Bureau of Occupational Health and Injury Prevention, at the following email address: bianca.hedges@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
(Application Completion & Policy)
- Grants Management Team Email:
grantsmanagement@its.ny.gov Phone: 518-474-5595
Hours: Monday thru Friday 8am to 4pm
(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#20615, Occupational Health Clinic Network-Eastern Region) 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. 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: Occupational Health Clinic Network-Eastern Region. 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-worded" 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 contract resulting from this RFA will have the following time period: July 1, 2026, through June 30, 2028.

Continued funding throughout this 3 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>

H. Payment & Reporting Requirements of Grant Awardees

1. No advances will be allowed for contracts resulting from this procurement.
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:

Bureau of Occupational Health and Injury Prevention
New York State Department of Health
Corning Tower, Room 1325
Albany, NY 12237
Attn: Bianca Hedges
Bianca.Hedges@health.ny.gov

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 are as follows: Contractor 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 or, if requested by the Department, through the Statewide Financial System:

Patient Data (within 30 days of the patient visit) - Information on each patient evaluated at the clinic will be reported to the Department via the clinic network database, OHNIS in a format specified by the Department.

Workers Comp (within 30 days of the initial patient visit) – Information on patients' initial worker's compensation status must be reported via OHNIS, status changes must be updated within 12 months from original visit date. Any future worker's compensation status changes must be updated when they are changed or at a minimum on an annual basis.

Occupational Disease Registry Reports (within 30 days of the patient visit) - For patients with conditions meeting the diagnostic criteria of the Heavy Metals, Pesticide Poisoning or Occupational Lung Disease Registries, the information submitted will be in accordance with the requirements for those registries. Timely and complete submission to OHNIS, will fulfill reporting requirements. All follow up test results resulting from these visits must be submitted to OHNIS, within 60 days of visit date. Any additional visits for these conditions must also be updated in a timely and complete manner.

Advisory Board Reports (at the time they are distributed to committee members) - Advisory Committee's meeting notices, agendas, and minutes will be posted to the OHCN SharePoint site. The Department shall approve the composition of the committee prior to the first meeting. Annually, an updated contact list of advisory board members must be shared with the Department. (For more information on the Advisory Board requirements, see Completing the Application A. Application Format/Content, under the heading Program Specific Questions, 4. Integration with the Local Community)

Quarterly Report (due no later than 45 days from the end of the quarter) – This report will include information about the clinic's education, outreach, quality assurance/quality improvement activities, and workplace intervention activities, and must be reported to the Department on a quarterly basis utilizing a format provided by the Department. In addition, the report will include a short narrative summary of notable developments and of issues warranting Network discussion.

External Earned Income – Clinics will provide a comprehensive assessment showing all possible income sources including, but not limited to, research grants, insurance reimbursement, Worker's Compensation, and service contracts (e.g., screenings). Documentation of income must be submitted annually.

Annual Report (due no later than 75 days from the end of the period) - The annual report will include descriptive epidemiology, the identification of high-risk industries/occupations/workplaces, and a comparison with previous years' patients. In addition, the report will include a brief programmatic summary. That summary will review outstanding issues from the report period, an assessment of the effectiveness of the targeted outreach plan for that period, and an updated targeted outreach plan for the next period.

Quarterly Meetings - Key personnel, including medical directors, must attend meetings of the entire Occupational Health Clinic Network held by the Department. These meetings are generally held quarterly to discuss a variety of medical, scientific, and administrative issues that are of importance to the Clinic Network. The meetings generally will be of one-day duration held either in person in Albany or via WebEx. Each clinic must be represented by senior staff at these meetings.

Supporting Documentation (with voucher as requested) – Clinics will upon request submit documentation for all expenses vouchered. This documentation includes, but is not limited to contracts, invoices, receiving documents, receipts and timesheets for the period covered by the voucher. Vouchers cannot be approved for payment until all requested documentation has been reviewed and accepted.

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 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 6** 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, 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 3) 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 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).

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. The representative specific to the NYS Department of Health can be reached at: 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.

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. Application Documents

Not Scored

- 1a) Applicants are instructed to complete and upload **Attachment 1: Application Cover Sheet** in response to this Bid Factor Question.
- 1b) Applicants are instructed to complete and upload **Attachment 2: Attestation** in response to this Bid Factor Question.
- 1c) Applicants are instructed to complete and upload **Attachment 3: Vendor Responsibility Attestation** in response to this Bid Factor Question.
- 1d) Applicants are instructed to complete and upload **Attachment 6: MWBE Utilization Plan** in response to this Bid Factor Question.

2. Description of Applicant Organization and Capability

Total 40 points

- 2a) Briefly describe the capacity of the organization to plan and implement a program to meet the service objectives specified by this RFA.
- 2b) Describe the proposed scope of services; expected service capacity; and how the activities proposed in this application fit within the facility's current range of services or how the current services might complement the proposed program, all while meeting the goals of the organization's mission.
- 2c) Describe how the Applicant will provide access to auxiliary diagnostic services, access to care for patients, and other factors regarding accessibility.
- 2d) Describe how Applicant will provide services to all counties within the region for which they are applying.
- 2e) Discuss how the Applicant and key staff will provide comprehensive occupational health services and coordinate medical services, mental health, industrial hygiene, and other supportive services, including the Applicant's existing and proposed methods for referring and receiving referrals from other health care providers and social services agencies in the Region.
- 2f) Describe the populations that have been or will be recipients of services provided by the organization. Please discuss any accomplishments the organization has made with those client populations where relevant. Describe the experiences of the organization and key staff in providing comprehensive occupational health services and coordinating medical services, mental health, industrial hygiene, and other supportive services. Describe the proximity of the organization to designated regions in the State with provisions to be accessible to the entire geographic area. Describe other community health and population-based initiatives in which the organization is involved.
- The clinics are expected to provide counseling for patients and their families regarding financial, social, and psychological aspects of occupational disease; provide recommendations for mitigating workplace exposures; develop safe return-to-work criteria; and provide occupational health and safety education.
- If you are not a current member of the Network, please note that it is reasonable to expect that a clinic will be fully operational within 12 months of receiving the award.
- 2g) Describe any problems you anticipate in providing services under this RFA, and a plan to address them.
- 2h) Applicants may subcontract components of the scope of work. For those applicants that propose subcontracting, it is preferable to identify subcontracting agencies during the application process. Applicants that plan to subcontract are expected to state in the application the specific components of the scope of work to be performed through subcontracts. Applicant must: (i) identify with whom it proposes to subcontract for the performance of plan objectives, (ii) precisely what each proposed subcontractor will do or assist applicant in doing, (iii) evidence of the commitment of the subcontractor to perform the role(s) proposed, (iv) acknowledgement of each subcontractor and each subcontract is subject to the approval of the Department and must cooperate with the Department's vetting process, and, (v) applicant remains solely responsible for Contract/Work Plan performance.
- 2i) Describe key personnel for this project, current staff and how additional staff will be recruited and educated.

The clinic must have a Medical Director and other staff including access to an industrial hygienist and social work services.

- i. The Medical Director is responsible for conducting oversight of diagnosis and treatment, and for working with the parent organization, if applicable, to develop long- term policy and planning. Your description of this position should include all of the following requirements. The Medical Director should spend at least 10% of his/her time providing clinical services in the funded clinic. The Medical Director must be authorized by the Workers Compensation Board. The same individual may maintain the roles of the Medical Director and the staff physician. The Medical Director will ensure the clinic is achieving the goals as established in this RFA and is required to attend the quarterly meetings. They will participate in administrative, preventive, education, research, and clinical activities, including:
 - developing long and short-term goals for the clinic;
 - developing the annual work plan and corresponding budget;
 - directing clinical management meetings, establishing protocols, and standing orders for the clinic, overseeing quality assurance programs;
 - attending advisory board meetings;
 - working with other professional staff to identify those worker populations at high risk of serious occupational disease and develop a plan for delivering the appropriate occupational health services and prevention/education services to those populations;
 - designing and delivering educational programs/lectures on a wide variety of occupational health issues;
 - testifying at Workers Compensation hearings and providing medical expertise at court proceedings;

- conducting and/or collaborating on research projects focused on occupational illness and disease with publication in appropriate peer- reviewed journals.
- ii. A staff physician (who may also be the Medical Director) or a nurse practitioner (NP) is required to:
 - assess patient health status through medical/occupational history taking, physical examination, and ordering appropriate tests; evaluate and treat workers with occupational and environmental illness or injury;
 - perform medical surveillance exams to monitor workplace exposures;
 - testifying at Workers Compensation (physician only) hearings and providing medical expertise at court proceedings;
 - Assist with disability assessments and rehabilitation services to facilitate safe return to work; serve as a preceptor for medical and nursing students and residents, as appropriate.

2j) Any other proposed staff positions should be listed, with a brief job description for each. Summarize the qualifications of key personnel by including a short biographical sketch in this portion of the narrative. Curricula vitae of key personnel must be uploaded at the appropriate Program Specific Question. For vacant positions, a recruitment plan should be delineated. All staff must have adequate education, training, and experience in their given fields, including industrial hygienists, social workers, and occupational health nurses. The clinic should have a plan in place for continuing occupational health education for all staff.

- i. All clinics should have access to social work services to:
 - Provide individual counseling for patients and their families regarding financial, social, and psychological aspects of occupational disease;
 - Provide short term counseling and guidance to patients and their families;
 - Develop action plans directed towards resolving issues including crisis intervention, education about illness and injury, legal services, financial issues, and referrals to community agencies;
 - Offer support services, coordinating services, and ensuring that appropriate agencies respond to the patients' needs throughout diagnosis, treatment and recovery;
- ii. All clinics should have access to an industrial hygienist to:
 - Help patients recognize and avoid hazards at work;
 - Make recommendations about and assure proper fitting of proper personal protective equipment, if applicable.
 - Assist in facilitating workplace prevention efforts;
 - Provide expertise in recognizing, evaluating, and controlling health hazards in the workplace;
 - Provide training and education on workplace hazards to the workforce;
 - Provide routine educational and workplace intervention programs;
 - Conduct site visits to identify health and safety problems in the workplace and then develop and recommend corrective measures to prevent future problems.

3. Assessment of Target Community Needs

Total 7 Points

3a) Successful applicants need to demonstrate an understanding of the current occupational health needs and problems of workers in their entire Region. This needs assessment should include known social, cultural, economic, and geographical barriers to care for this population, including:

1. Identify those most at risk of serious occupational disease, including the high-risk employers, industries, occupations, and workers within the Region. This should include identifying the exposures and workplace issues facing these populations.
2. Describe known social, cultural, economic, and geographical barriers to care for population. Then describe provider qualities and other factors likely to address these barriers including improving access, availability, acceptability, and affordability of care.
3. Document the sources for all data cited, including the [New York State Department of Labor](#).

4. Integration with the Local Community

Total 7 Points

The establishment of an advisory board will be a requirement of a contract. The board will assist in the development of policies; define selection criteria and assist in reviewing and retaining qualified staff; review and approve the annual budget; assist in creating and implementing a targeted outreach program linking clinic services to workers, unions, and businesses; and guide the clinics work on an on-going basis. The goal for the make-up of the advisory board is representation from organizations interested or involved in occupational health and safety, including labor unions, business groups or owners representing those in the geographical area, legal and health services, government, universities, activists, and community members from within the Region. The advisory board must meet quarterly, at a minimum. Once successful applicants have been selected and notified, a list of the advisory board members is required to be supplied to the NYSDOH annually or whenever the membership has changed. A mid-contract period Assessment of Target Community Needs (3a) will be required with involvement from the advisory board. Provide a description of the role, structure, and proposed membership of the advisory board.

5. Programmatic/Timeframes

Not Scored

For the following, please refer to Section IV. H

5a) Within 30 days of the patient visit, will you be able to report patient visit data via the clinic network database, OHNIS and will you be able to report information on the patients' initial workers' compensation status? Will you have to ability to update the status of workers' compensation if needed, within 12 months of original patient visit?

5b) Within 30 days of the patient visit, for patients with conditions meeting the diagnostic criteria of the Heavy Metals, Pesticide Poisoning or Occupational Lung Disease, will you be able to submit information in accordance with the requirements for those registries? Will you be able to report all follow up test results resulting from these visits to the Clinic database OHNIS within 60 days of the original visit date?

5c) Will you be able to post all Advisory Committee meeting notices, agendas, and minutes to the OHCN SharePoint site when shared with the board itself?

5d) Will you be able to submit your completed Quarterly report within 45 days of the end of the quarter, and your completed Annual Report within 75 days from the end of the period using the format required by the Department.

5e) Will you be able to submit a mid-term Assessment of Target Community Needs by January 15, 2025, that contains all elements as listed in the deliverables section?

5f) Will you be able to provide evidence of expenditures with each voucher? The breakdown of vouchered spending should be submitted in a format provided by the Department.

6. Work Plan for Provision of Services

Total 26 Points

The work plan should include objectives, tasks, and performance measures which coincide with the program activities described below.

Describe tasks related specifically to the program activities described in Section III. Completing the Application with sufficient detail will enable the reviewers who score your application to gauge how well you understand what must be done to implement your project, and in what order you need to complete the tasks.

When constructing your work plan, please ensure that:

- The work plan includes goals, objectives; a description of activities to reach each objective; the specific quarter(s) in which each activity will be conducted; and the staff person/position who will be responsible for conducting it.
- All objectives are written in a SMART format: Specific; Measurable, Achievable; Realistic and Time-specific.
 - **Clinical Services.** Led by the Medical Director, each clinic will employ multidisciplinary staff that will provide independent and accurate diagnosis of the broad spectrum of occupational diseases. Patients will be appropriately referred for further diagnostic or treatment services and for rehabilitative services. Integration and coordination with other medical care providers and institutions in the area to ensure comprehensive care will be essential. This integration will involve both the referral of patients to these groups for further diagnosis or care, and the referral of patients from these institutions and from primary care providers for occupational medicine evaluations. Because the focus is providing expert diagnostic services, the clinics will not be expected

to provide ongoing medical care to most of their patients. Group screenings should be offered to high-risk workers. In order to assure a high quality of care, each clinic will implement an ongoing Quality Assurance program, and will participate in a network-wide Quality Improvement program as defined by the Department.

- **Industrial Hygiene Services.** Steps should be taken to ensure that workplace exposures causing illnesses are appropriately identified, evaluated, and controlled. This can involve assisting patients in recognizing and avoiding hazards at work, making recommendations about, and assuring proper fitting of personal protective equipment, providing training and education on workplace hazards to the workforce; and providing routine educational and workplace intervention programs. The question of whether co-workers are at risk must be addressed. Where possible, recommendations for mitigating exposures will be developed and promulgated. The objectives are a prompt, safe return to work for the affected individual, and the prevention of other cases of occupational illness. Outreach to involved work sites is required.
- **Social Work Support Services.** Providing individual counseling for patients and their families regarding financial, social, and psychological aspects of occupational disease is another important objective and a service that must be available. This will involve discussing problems and developing action plans directed towards resolving issues including crisis intervention, education about illness and injury, legal services, financial issues, and referrals to community agencies. Disability assessment and rehabilitation services to facilitate safe return to work need to be addressed.
- **Preventive Services.** Another key component of the clinic's prevention activities is the provision of occupational health and safety education. Group screenings will be conducted, as appropriate. Prevention activities will be part of every group screening. Clinics will provide education to workers on the prevention of occupational injury and illness. Clinics should make these resources publicly available. Education will be provided to individual patients, and to groups including workers, employers, unions, or community organizations.
- **Education of the Medical Community.** In addition, education and training will be offered to health professionals outside the clinic in order to broaden the base of occupational health and safety knowledge within the medical community and to increase awareness of potential occupational health hazards. This should include working with students in the medical community by providing education, acting as preceptors, assisting with clinical rotations, and/or arranging for site visits to industrial settings. Education to primary care providers including conducting grand rounds and speaking at professional meetings should also be provided.
- **Services to Special Populations as Identified by the Assessment of Target Community Needs.** Clinics will identify groups of workers from their Region who are at high-risk of occupational disease and who have limited access to high quality occupational medicine services. A description of provider qualities and

other factors that are likely to address these identified needs will be provided as part of the Assessment of Target Community Needs.

- **Environmental Health Services Clinics** will provide environmental health services to residents in New York State. This may entail educating the public about environmental health issues in their community, providing treatment and prevention of illnesses induced by exposures found in air, food, and water, providing consultations to community members who have questions about specific types of environmental exposures, including questions about the role of biomonitoring or questions about biomonitoring results. Such services may also entail providing information to the NYSDOH regarding environmental health issues, providing timely environmental health information in times of emergency, and/or mobilizing community partners to identify and solve environmental health problems.
- **Climate and Health Adaptation Activities** Increasing temperatures and frequency of extreme weather places additional risks on workers in some industries and occupations. Clinics may provide education about how the risks of climate change (e.g., extreme heat) impact worker health and safety. This may be aligned with efforts outlined in the scored objectives above. For example, clinics could identify special populations who are at high-risk of extreme heat (e.g., migrant workers) and how provider will address these risks, or they could develop educational resources which increase awareness about the impacts of climate change on occupational health and safety. The Clinic can contact the NYSDOH Building Resilience Against Climate Effects program (climatehealth@health.ny.gov) for additional discussion.
- **Public Health Emergency** In times of a State public health emergency, the Clinic is permitted to assist in activities that might otherwise not be considered to be part of the overall objectives of this agreement but are in the best interest of the protection of public health. The Clinic must obtain the Grantor's approval and describe the impact the activities may have on other objectives in this grant PRIOR to the use of any grant personnel or resources.

7. Budget

Total 20 Points

Applicants should submit a 12-month budget, assuming a 7/1/2026 start date, using the on-line template in the Statewide Financial System. The budget for year one must be entered into the Statewide Financial System. All amounts requested must be related to the provision of OHCN, as well as be consistent with the scope of services, reasonable and cost effective. Justification for each cost should be submitted in narrative form. Justification should include the percentage of time and explanation of duties to be performed by both staff and contracted entities. 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.

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 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 (Indirect) costs will be limited to a maximum of 10% of total direct costs.

The budget must include support for key personnel from their institution integrally involved in the clinic operations to attend four meetings held quarterly each year, in Albany.

The application should also include a comprehensive plan showing all possible income sources including research grants, insurance reimbursement, and Service Contracts (screenings).

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 of the guidelines set forth above will be reviewed and evaluated competitively by the NYSDOH Bureau of Occupational Health and Injury Prevention. 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. There will be 3 reviewers.

		Points	Percentage
1.	Application Documents		Not Scored
2.	Description of Applicant Organization & Capability	40	40%
3.	Assessment of Target Community Needs	7	7%
4.	Integration with the Local Community	7	1%
5.	Programmatic/Timeframes		Not Scored
6.	Work Plan for Provision of Services	26	26%

7.	Budget	20	20%
	TOTAL	100	100%

Awards will be made to the highest acceptable scoring applicant in the Eastern Region. There will be 1 awardee. The applicant must receive a passing score of 70% to be considered for funding. If there is not one application (scoring 70% or above) received from the region, the NYSDOH reserves the right to fund an application scoring in the marginal range (60%-69%) from that region. Remaining funding, if any, will be awarded to the next highest acceptable scoring application from the region until the maximum number of awards per region is met. If there are an insufficient number of fundable applications scoring 60% or above in a region, the maximum number of awards may not be met for that region. NYSDOH reserves the right to re-solicit the region where there are an insufficient number of fundable applications.

In the event of a tie score, the applicant with the highest score in Application Section 6- Work Plan for Provision of Services, breaks the tie. In the event of a second tie score, the applicant with the highest score in Application Section 3- Assessment of Target Community Needs, breaks the tie.

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 Bureau of Occupational Health and Injury Prevention 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 Bianca Hedges at OHCN@health.ny.gov. In the subject line, please write: Debriefing request – Occupational Health Clinic Network.

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 ALL Attachments to this RFA are 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 (See Section V.A., “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:	Application Cover Sheet
Attachment 2:	Attestation
Attachment 3:	Vendor Assurance of No Conflict of Interest or Detrimental Effect
Attachment 4:	Budget Instructions
Attachment 5:	Work Plan Instructions
Attachment 6:	Minority & Women-Owned Business Enterprise Requirement Forms