

**ADDENDUM #1
October 31, 2025**

**New York State Department of Health
Office of Public Health, Office of Local Health Services**

**Request for Applications (RFA) #20635
Outreach, Education, Training and Technical Assistance for Local
Health Departments**

The following are official modifications, which are hereby incorporated into **RFA #20635**, SFS #: OETLHD25, Outreach, Education, Training and Technical Assistance for Local Health Departments.

Deleted language appears in strikethrough (“xxx”) and added language appears in **red** text. The information contained in this amendment prevails over the original RFA language. **Applicants should review all documents in their entirety to ensure all amended language is incorporated into their applications.**

Attachment 4 – Workplan

See the attached document which has been amended for **Objective 2, Task 2.1 and 2.2, and Performance Measure 2.2.3.**

ATTACHMENT 4 - WORK PLAN

RFA #20635 / SFS # OETLHD25

PROJECT NAME: Outreach, Education, Training and Technical Assistance for Local Health Departments

CONTRACTOR SFS PAYEE NAME: _____

CONTRACT PERIOD: From: 1/1/2027

To: 12/31/2031

Project Summary: The Grantee will provide training and education to Local Health Departments (LHDs) across New York State in both virtual and in-person settings. Education and training efforts will be focused on 1) addressing current and emerging issues in early intervention, children and youth with special health care needs, environmental health, chronic disease prevention, maternal and child health, sexual health, drug user health, community health assessment, and community health improvement strategies; and 2) increasing vaccination equity (outside of New York City) by supporting efforts to identify, access, and utilize relevant data sources to distinguish areas of low vaccinations/communities of focus and respond to, increase, and maintain immunization coverage rates in an equitable manner.

The Grantee will provide technical assistance to LHDs across New York State related to: the utilization of evidence-based strategies to deliver core public health services; The Department program deliverables related to current and emerging public health issues; and current and emerging issues specific to immunization (outside of New York City) including NYS school immunization requirements, NYS Immunization Information System (NYSIIS) reporting requirements, and immunization practices or recommendations. In addition, technical assistance and training will be provided as needed to address public health workforce recruitment and retention gaps/challenges.

The Grantee will serve as a liaison between the Department and LHD leadership and field staff. They will foster cooperation and collaboration among LHDs and the New York State and federal governments for the exchange of information, implementation of laws and regulations, the implementation of federal grant deliverables related to early intervention, children and youth with special health care needs, environmental health, chronic disease prevention, maternal and child health, sexual health, and drug user health, and the achievement of federal immunization program grant deliverables.

**ATTACHMENT C – WORK PLAN
DETAIL**

OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Provide technical support and assistance for the New York State Department of Health Environmental Health Program	Task Name: Coordinate Statewide Conferences/Conference Calls/Virtual Meetings	Performance Measure Name: Successful conduct of Conferences/Conference Calls/Virtual Meetings
1. Provide technical support for the New York State Department of Health (the Department) Center for Environmental Health Program (CEH).	1.1 Coordinate statewide conferences/conference calls/virtual meetings, including the Conference of Environmental Health Directors (CEHD) in the planning, organization, and coordination of annual fall technical meetings. Activities may include facilitate conducting surveys, planning calls; scheduling, sending notices, registration, taking meeting minutes and other administrative support as needed.	1.1.1 Successful coordination of statewide conferences/conference calls/virtual meetings.
		Performance Measure Name: Successful completion of Annual Fall Technical Meeting
		1.1.2 Successful planning, organization, and coordination of annual fall CEHD meeting.
		Performance Measure Name: Documented Provision of Technical Assistance
	Task Name: Provide Monthly Updates to LHDs	1.1.3 Documented provision of technical assistance needed to applicable groups for meetings.
	1.2 Track, review, and provide monthly updates to LHDs, including the CEHD, and CEH, on state legislation and regulations relevant to environmental health. Provide more frequent (i.e., weekly) updates as necessary/required.	Performance Measure Name: Communication
		1.2.1 Conduct and document monthly updates to all LHDs, CEH, and CEHD.
		Performance Measure Name: Shared knowledge and information re: pending legislation and regulatory changes
	1.2.2 Contractor will monitor appropriated data sources to be aware of any pending legislation and/or regulatory changes which will impact LHDs, CEH, and CEHD and document communicated information.	
	Task Name: Provide Technical Assistance (TA) to LHDs	Performance Measure Name: Evaluation of CEHD sponsorship
1.3 Provide Technical Assistance (TA) to LHDs, and where appropriate, connect LHDs to CEH subject matter experts. TA services should align with (1) the overall scope of this contract for EH deliverables, (2) core and/or emerging environmental public health issues, and (3) support statewide LHD environmental health	1.3.1 Conduct and document evaluation activities and results related to the benefits of CEHD sponsored Environmental Health Director onboarding and mentorship programs.	
	Performance Measure Name: Technical Assistance Reporting 1.3.2 Documented ongoing technical assistance related to Environmental Health topics.	

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	program delivery needs. This will also include assessing the existing value of a CEHD sponsored Environmental Health Director onboarding or mentorship program.	
	Task Name: Accreditation	Performance Measure Name: Provision of TA regarding Accreditation
	1.4 Work with LHDs that have already or are in the process of achieving accreditation by the Public Health Accreditation Board (PHAB) to identify challenges, commonalities, and ‘best practice’ for content submittals experienced during the accreditation process. Staff will provide additional technical assistance related to the toolkit resources as requested by the Department and/or LHDs seeking PHAB accreditation.	1.4.1 Documented ongoing technical assistance about implementing/meeting accreditation standards provided to LHDs.
		Performance Measure Name: Evaluation
		1.4.2 Reported evaluation activities and documented assessment of challenges, commonalities, and ‘best practices’ of LHDs which have, or will be, performed throughout the accreditation process.

OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Provide technical support and assistance for the Department of Health Early Intervention (EI) and Children and Youth with Special Health Care Needs (CYSHCN) Programs.	Task Name: Facilitate Meetings/Conference Calls	Performance Measure Name: Meeting Support
2. Provide support to the Department of Health Early Intervention (EI) and Children and Youth with Special Health Care Needs (CYSHCN) Programs.	2.1 Coordinate meeting logistics for one in-person annual meeting, up to six virtual meetings, up to 5 Statewide conference calls, and other LHD/Department webinars/meetings/calls to increase knowledge and awareness of EI/CYSHCN topics. This will include preparing surveys, notices, agendas, roll call, minutes, county travel, location, and administrative support printing of some limited materials/document.	2.1.1 Support provided and meeting successfully conducted.
		Performance Measure Name: Meeting Planning
		2.1.2 Meeting agenda is developed, location identified and arranged, and speakers identified and scheduled.
		Performance Measure Name: Meeting evaluation
	Task Name: Provide Technical Assistance	Performance Measure Name: Identified Training Needs
		2.1.3 Participant feedback is collected and analyzed, and results shared with the Department.

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	2.2 Promote CYSHCN and CYSHCN Center of Excellence (COE) Regional Support Center (RSC) training opportunities and inform LHD staff about relevant information on trainings and new developments in the field of maternal child health. This will include responding to statewide email questions from LHDs, engaging LHDs which are not currently performing program activities that are not currently participating in CYSHCN Program funding , sharing opportunities to cross-promote program activities in marketing materials, and identifying subject matter experts where needed.	2.2.1 Training needs of LHD staff are identified and documented. Necessary research is performed to meet needs.
		Performance Measure Name: Communication
		2.2.2 Documentation of how LHDs are informed about upcoming training opportunities and new developments in the field of maternal child health.
		Performance Measure Name: Outreach
		2.2.3 Document identification and engagement of LHDs not performing activities aligned with Department standards currently participating in CYSHCN Program funding , along with measures to ensure marketing materials used by the LHDs discuss the maternal child health program, when appropriate.
		Performance Measure Name: Participation
	Task Name: Stay apprised of program activities	
	2.3 Participate in State and RSC COE webinars and quarterly calls to stay apprised of program activities.	2.3.1 Participation in both State and RSC COE webinars,
		Performance Measure Name: Program Knowledge
		2.3.2 Documented measures of communication and education to stay apprised of program activities.

OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Support Department of Health AIDS Institute.	Task Name: Facilitate Meetings/Conference Calls	Performance Measure Name: Successful conduct of Conferences/Conference Calls/Virtual Meetings
3. Provide support to the Department of Health Acquired Immunodeficiency Syndrome (AIDS) Institute.	3.1 1. Schedule and facilitate webinars, meetings and calls between local health department staff and AIDS Institute staff to increase knowledge and awareness of various programs being developed by the institute.	3.1.1 Scheduled and facilitated conferences/conference calls/virtual meetings with LHDs and AIDS Institute staff.
		Performance Measure Name: Communication
		3.1.2 Documentation that LHDs were informed about upcoming training opportunities and new developments by the AIDS institute.

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	Task Name: Provide Technical Assistance	Performance Measure Name: Technical Assistance to LHDs
	3.2 Provide technical assistance services to LHDs, which will include core and/or emerging AIDS Institute issues, support for statewide LHD program delivery needs, and relevant information on training and new developments in the field of AIDS/ Human Immunodeficiency Virus (HIV), Sexually Transmitted Infections (STIs), Hepatitis C, and drug user health.	3.2.1 Documentation provision of ongoing technical assistance services about core and/or emerging AIDS Institute issues.
		Performance Measure Name: Technical Assistance to the Department
		3.2.2 Documented provision of ongoing technical assistance services to the Department of Health AIDS Institute regarding program delivery needs.

OBJECTIVE	TASKS	PERFORMANCE MEASURES
Objective Name: Support the Department of Health Division of Vaccine Excellence (DOVE).	Task Name: Facilitate Meetings/Conference Calls	Performance Measure Name: Annual Meeting Conduct
4. Provide support to the Department of Health Division of Vaccine Excellence (DOVE).	4.1 Arrange and facilitate an annual statewide immunization meeting for local health department staff and New York State Bureau of Immunization staff. The purpose of the annual meeting is to coordinate the efforts of local health departments in meeting State and Federal immunization action plan goals as well as provide support to increase and sustain immunization rates of New York State residents. Attendee size will be a minimum of 200.	4.1.1 Successful Planning, organization, and coordination of annual meeting.
	Task Name: Provide Technical Assistance	Performance Measure Name: Technical Assistance
	4.2 Provide in-person and virtual training and technical assistance to all 57 county health departments across New York State (outside New York City) on current and emerging issues related to immunization, including NYS school immunization requirements, NYS Immunization Information System (NYSIIS) reporting requirements, and Advisory Committee on	4.2.1 Documented ongoing technical assistance about current and emerging issues related to immunization.
		Performance Measure Name: Outreach
		4.2.2 Fostered collaboration among local health departments and the New York State and Federal governments and documented exchange of information and implementation of laws and regulations.

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	<p>Immunization Practices (ACIP) recommendations. Promoting cooperation and collaboration among county health departments and the New York State and Federal governments for the exchange of information, implementation of laws and regulations, and the implementation of federal immunization deliverables. This includes the distribution of up-to-date materials provided by The New York State Department of Health and other resources for evidence-based immunization programs.</p>	<p>Performance Measure Name: Distribution of Materials 4.2.3 Documented distribution of up-to-date materials provided by The New York State Department of Health and other resources for evidence-based immunization programs.</p>
	<p>Task Name: Outreach 4.3 Foster cooperation and collaboration among county health departments, immunization stakeholders (including health care provider associations, the State University of New York and other NYS colleges, and organizations representing underserved and high-risk populations), and the New York State and Federal governments for the exchange of information, implementation of laws and regulations, and fostering cooperation and collaboration among stakeholders within or across counties for specific actions and outreach. This would include distribution of up-to-date materials provided by The New York State Department of Health and other resources for evidence-based immunization programs, media, and public health detailing tool-kit materials (examples include Vaccine Equity School Toolkit, Community Outreach, Child and Adult Immunization).</p>	<p>Performance Measure Name: Outreach 4.3.1 Fostered cooperation among county health departments, immunization stakeholders, and the New York State and Federal governments.</p> <p>Performance Measure Name: Distribution of Materials 4.3.2 Documented distribution of up-to-date materials provided by The New York State Department of Health and other resources for evidence-based immunization programs, media, and public health detailing tool-kit materials.</p>

OBJECTIVE	TASKS	PERFORMANCE MEASURES
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Objective Name: Support the Department of Health Office of Local Health Services.	Task Name: LHD Leadership Trainings	Performance Measure Name: Training New LHD Leadership
5. Provide support to the Department of Health Office of Local Health Services (OLHS).	5.1 Conduct and Design a Public Health Director/Commissioner of Health Orientation and Leadership Program, which may include meetings with Department leadership and coaching hours for local public health leaders by linking current, experienced or recently retired Public Health (PH) leaders with newer PH leaders.	5.1.1 Conduct of Public Health Director/Commissioner of Health Orientation and Leadership Program.
		Performance Measure Name: Mentoring
		5.1.2 Established linkages between current, experienced, or recently retired PH leaders with newer PH leaders.
	Task Name: Technical Assistance	Performance Measure Name: Meeting/Virtual Meetings
	5.2 Schedule sessions with LHDs, either virtually or in-person, to discuss public health topics/related skills/resources and pertinent public health issues identified by the Department.	5.2.1 Scheduled meetings with LHDs to discuss public health topics/related skills/resources and pertinent public health issues.
	Task Name: Workforce Development	Performance Measure Name: Develop Workforce Resiliency Program
5.3 Develop a public health workforce resiliency program, led by an appropriate mental health consultant, to work with public health professionals and help address the burnout and mental health challenges faced. This will include providing technical assistance and training, as needed, to address public health workforce recruitment and retention gaps/challenges	5.3.1 Documented identification of subject matter experts and developed resiliency program which addresses the burnout and mental health challenges of LHD staff.	
		Performance Measure Name: Workforce Development-related Technical Assistance
		5.3.2 Documented provision of technical assistance and training to address public health workforce recruitment and retention gaps/challenges
	Task Name: PHAB Accreditation 5.4 Establish and hold PHAB Accreditation Coordinator Meetings, as needed, for both Counties which have received accreditation or those which are interested in pursuing accreditation.	Performance Measure Name: PHAB Technical Assistance 5.4.1 Documented ongoing technical assistance services to LHDs regarding the accreditation.
	Task Name: Logistical Support	Performance Measure Name: Managed Meeting Logistics

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	<p>5.5. Schedule, determine the agenda, and capture notes for both virtual and in-person meetings with all LHDs and Department staff, including conducting surveys of LHDs as needed and approved by Department.</p>	<p>5.5.1 Successful scheduling, agenda development, and note taking for meetings between LHDs and Department staff.</p>
		<p>Performance Measure Name: Conducted Surveys</p>
		<p>5.5.2 LHD surveys conducted and analyzed with the results shared with the Department.</p>
	<p>Task Name: Maintain LHD Contact Information</p>	<p>Performance Measure Name: LHD Directory Maintenance</p>
	<p>5.6 Maintain and update LHD directory and annual print directory.</p>	<p>5.6.1 Creation of an annual directory of all LHD information. This directory should be printed, along with posted on a website.</p>

RFA #20635 / SFS # OETLHD25

New York State Department of Health
Office of Public Health,
Office of Local Health Services

Request for Applications (RFA)

*Outreach, Education, Training and Technical
Assistance for Local Health Departments*

KEY DATES

RFA Release Date:	October 1, 2025
Questions Due:	October 15, 2025 by 4:00 PM
Questions & Answers Published (on or about):	October 29, 2025
RFA Applications Due in SFS:	December 3, 2025 by 4:00 PM

Department of Health Contact Name & Address:

Bryan Tarr
New York State Department of Health
ESP, Corning Tower, Room 1010
Albany, NY 12237
Email: OPH.GrantContract@health.ny.gov

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I. Introduction

A. Background

The New York State Department of Health (herein referred to as the Department), Office of Public Health (OPH) announces the availability of \$782,120 annually in New York State and federal funds to provide services to support a qualified Applicant to build and sustain relationships with Local Health Departments (LHDs) to conduct and create professional and tailored communications and outreach with technical assistance, capacity building, and partnership in matters related to current and emerging public health issues.

The Department works closely with LHDs to promote and protect the health of the state's residents. Communication between the Department and LHDs along with capacity building and education of its leaders and staff are essential for the Department to be effective in achieving its public health goals and improving the safety of all New Yorkers.

Key public health issues that will be supported by this grant opportunity include communicable disease prevention (including vaccine-preventable diseases), preparedness and outbreak response; environmental health; family health including early intervention and children and youth with special health care needs; sexually transmitted infections; nutrition; and the Prevention Agenda. The goal of this grant is to support LHDs to strengthen their ability to meet their public health obligations to the residents of New York State, including their ability to increase vaccination coverage across the population and within population subgroups, reflecting progress toward reduced vaccination coverage disparities (e.g., inequity based on socioeconomic status, race/ethnicity, or education).

The Division of Vaccine Excellence (Division) works to increase vaccination coverage, and vaccine confidence, demand, and uptake. The Division contracts with LHDs to complete activities to support this goal. These activities are prescribed in the LHD Immunization Action Plan (IAP) which encourages LHDs to build and leverage existing infrastructure and collaborations with health care practitioners, community agencies, and statewide organizations. Because of the complexity of the IAP tasks and the diversity among the implementing counties, there is a need for significant collaboration and provision of technical assistance to the local health partners.

Immediate action is needed to increase public trust in vaccines, as well as vaccine access, and uptake in priority communities. Long-term innovative strategies are required to integrate immunization into the culture of health in communities across the state. To do so, work with LHDs focuses on:

- Education about vaccine-preventable diseases, school vaccination requirements, and child and adult vaccination best practices.
- Building partnerships among immunization stakeholders to help align immunization related messaging, efforts, and initiatives.
- Facilitating communication between immunization stakeholders and the Department.
- Researching, disseminating, and advocating evidence-based immunization policies and practices; and
- Identifying and addressing barriers to and opportunities for achieving recommended

vaccination rates.

B. Available Funding

It is anticipated that up to \$3,910,600 will be available to support one award of up to \$782,120 per year for five years.

II. Who May Apply

A. Minimum Eligibility Requirements

All Applicants must meet the following Minimum Eligibility Requirements:

- 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;
- Applicant is New York State not-for-profit organization that is tax-exempt under Section 501 (c) (3) of the Internal Revenue Code;
- At least three years’ experience providing both training and technical assistance to LHDs.

III. Project Narrative/Work Plan Outcomes

Requirements for the Program

The funded Applicant will be responsible for performing and providing the following activities and services throughout the grant term:

Outreach, Education, Training, and Technical Assistance

The funded Applicant will provide training and education to LHDs across New York State in both virtual and in-person settings. Education and training efforts will be focused on 1) addressing **current and emerging issues** in early intervention, children and youth with special health care needs, environmental health, chronic disease prevention, maternal and child health, sexual health, drug user health, community health assessment, and community health improvement strategies; and 2) **increasing vaccination equity (outside of New York City)** by supporting efforts to identify, access, and utilize relevant data sources to distinguish areas of low vaccinations/communities of focus and respond to, increase, and maintain immunization coverage rates in an equitable manner.

The funded Applicant will provide technical assistance to LHDs across New York State related to: the utilization of evidence-based strategies to deliver core public health services; The Department program deliverables related to current and emerging public health issues; and current and emerging issues specific to immunization (outside of New York City) including NYS school immunization requirements, NYS Immunization Information System (NYSIIS) reporting requirements, and immunization practices or recommendations. In

addition, technical assistance and training will be provided as needed to address public health workforce recruitment and retention gaps/challenges.

The funded Applicant will serve as a liaison between the Department and LHD leadership and field staff. They will foster cooperation and collaboration among LHDs and the New York State and federal governments for the exchange of information, implementation of laws and regulations, the implementation of federal grant deliverables related to early intervention, children and youth with special health care needs, environmental health, chronic disease prevention, maternal and child health, sexual health, and drug user health, and the achievement of federal immunization program grant deliverables. Funded Applicants will conduct various communication activities including but not limited to:

- Developing and conducting surveys of LHDs to assess needs and feedback related to program activities.
- Providing regular updates on pertinent and emerging national and state issues related to early intervention, children and youth with special health care needs, environmental health, chronic disease prevention, maternal and child health, sexual health, and drug user health.
- Strengthening and ensuring optimal operations of coalitions among immunization and vaccine-preventable disease partners within and across counties (outside of New York City) to maintain and increase vaccination coverage across the lifespan. Engage with existing trusted messengers and recruit new messengers such as health care provider associations, the State University of New York and other colleges/universities, organizations representing communities of focus (e.g., known under-vaccinated populations and communities), faith-based leaders, and non-traditional partners.
- Arranging, facilitating, and supporting meetings, conference calls, and webinars to foster cooperation and collaboration among partners including but not limited to:
 - Emerging and current public health issues;
 - An annual statewide meeting on Early Intervention and Children and Youth with Special Health Care Needs;
 - Up to six virtual Regional Early Intervention meetings;
 - An annual Conference of Environmental Health Directors; and
 - Public Health Accreditation Board (PHAB) accreditation meetings.
- Other webinars, meetings, and calls between LHDs and Department staff to increase knowledge and awareness around early intervention, children and youth with special health care needs, environmental health, chronic disease prevention, maternal and child health, sexual health, drug user health, and general public health work.
- Improving immunization coverage and equity (outside of New York City):
 - Review qualitative and quantitative data about vaccination coverage for routine vaccinations in New York State and provide opportunities for partners to coordinate response, and share best practices and lessons learned;
 - Quarterly regional immunization coalition meetings to plan and coordinate efforts to increase vaccination in racial and ethnic minority populations as well as other disproportionately affected populations;
 - LHD consortia activities; and
 - An annual statewide immunization meeting of 200+ attendees for LHD staff and Division of Vaccine Excellence staff. The purpose of the annual meeting is to

coordinate LHD activities to achieve state and federal Immunization Action Plan requirements as well as provide support to increase and sustain immunization rates of New Yorkers.

The funded applicant will develop resources to support 1) LHD quality improvement/assurance activities and 2) vaccine confidence and demand building outreach, media, and public health detailing tool-kit materials for LHD (outside of New York City) use.

They will support LHD quality improvement by designing and facilitating public health director/commissioner of health orientations and leadership programs, developing a public health workforce resiliency program, creating and maintaining resources for the Public Health Accreditation Board (PHAB) accreditation and reaccreditation, and other relevant activities.

They will lead the development, vetting, and maintenance of a repository of credible immunization-related data sources, outreach, media, and public health toolkits/materials for use by LHDs. Examples include a Vaccine Equity School Toolkit, Community Outreach, and Child and Adult Immunization Vaccination Coverage maps. The funded applicant will amplify and distribute up-to-date materials provided by the Department and other resources for identifying and addressing pockets of low vaccine coverage, vaccine-preventable disease management, and evidence-based immunization programs. Additionally, the contractor will build LHD awareness/capacity in matters related to vaccine equity, vaccine confidence, school immunization requirements, immunization reporting requirements, immunization practices and recommendations approved by the Commissioner of Health

Evaluation

The funded Applicant is expected to conduct ongoing evaluation and monitoring strategies to measure program reach, effectiveness, and critical partner feedback. They will work with LHDs (outside of New York City) to evaluate existing strategies to increase vaccine uptake, implement innovative strategies that are evidence based, and share successes/lessons learned with one another in a strategic and systematic way.

Reporting:

The contractor will prepare and submit monthly reports and vouchers on contract deliverables in a format to be determined by the Department.

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 (up to 25%) 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 Department. All subcontractors and subcontracts will be required to be approved by the Department.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the Department, Office of Public Health. The Department is responsible for the requirements specified herein and for the evaluation of all Applications (refer to 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 Bryan Tarr, New York State Department of Health, Office of Local Health Services, at the following email address: OPH.GrantContract@health.ny.gov. This includes Minority and Woman-Owned Business Enterprise (MWBE) Requirements questions and related forms. Refer to 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 Department 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 State of New York 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 State of New York 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#20635, Outreach, Education, Training and Technical Assistance for Local Health Departments) 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 Applicants 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: **OETLHD25**. 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 the Department and SFS Help Desk 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 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, and 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 risky, as you may have technical questions or issues that will take time to resolve. 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:
January 1, 2027 – December 31, 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. The Department 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/2025/01/mcg_tandc_january_2025.pdf

To view the following Department of Health specific State of New York Contract for Grants documents, follow the instructions in Section VI. Attachments.

RFA #20635, Outreach, Education, Training and Technical Assistance for Local Health Departments

- Attachment A-1, Agency Specific Terms and Conditions;
- Attachment A-3, Federally Funded Terms and Conditions;
- Attachment M, Participation by Minority Group Members and Women With Respect to State Contracts: Requirements and Procedures

H. Payment & Reporting Requirements of Grant Awardees

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

Office of Local Health Services
 New York State Department of Health
 ESP Corning Tower, Room 1010
 Albany, NY 12237
 Email to: OPH.GrantContract@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 will be: 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 at the address above or, if requested by the Department, through the Statewide Financial System:

The Grantee will provide a monthly report no later than 30 days after the end of the month to the Department, Office of Local Health Services which will outline all activities occurring during the month. Monthly contract reports shall include the information listed below.

Trainings and Events including Leadership Development Opportunities:

- Name/Focus of Training/Education Event
- Format, Date, and Time/Length of Training Delivery
- Number of participants and other summarized data collected related to the training event
- Brief summary of participant feedback on the training event. Full evaluation summary results will be maintained as back-up and provided upon request.

Technical Assistance Requests:

- Name of County making request
- Date of Request
- Nature/focus of request for technical assistance

Communications/Media: Copies and summaries of weekly newsletters and social media posts to be included in monthly report.

All payment and reporting requirements will be detailed in “Attachment D: Payment and Reporting”, of the final State of New York 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 New York State Contract for Grants.

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 (MWBEs) and the employment of minority group members and women in the performance of Department 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 the Department 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 MWBE firms). A Grantee awarded a Grant Contract pursuant to this RFA must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Grant Contract and Grantee will agree under the terms of its Grant Contract that the Department may withhold payment pending receipt of the required MWBE 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 MWBEs 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 MWBE participation in the performance of its obligations under its Grant Contract.

By submitting an Application, each Applicant and potential Grantee agrees to complete an MWBE Utilization plan as directed in **Attachment 1** of this RFA. The Department will review the MWBE Utilization Plan submitted by each Grantee. If a Grantee’s MWBE Utilization Plan is not accepted, the Department 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. The Department may disqualify a Grantee as being **non-responsive** under the following circumstances:

- a) If a Grantee fails to submit a completed MWBE 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 the Department determines that the Grantee has failed to document good-faith efforts to meet the established MWBE 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 NYSDOH, 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 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 aids walk 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. The representative specific to the NYS Department of Health can be reached at: vendorresponsibility@health.ny.gov.

3) Add SFS Roles to Submit a Bid and to Add a signatory or “Grant Contract Approver” to your Account

- **To start, review, and submit an Application to this Bid Event in SFS, Applicants will need to acquire the following SFS Security Roles:**

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 State of New York Contract for Grants. Any exceptions the Applicant would like considered by the Department relating to the terms and conditions of this RFA and/or State of New York 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. The services to be performed by [the[a] 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.
 - 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 judgment of the Department, the Grantee acts in any way which is detrimental to, or does or is in any way likely to impair or prejudice, the interests of the State, the Department may terminate the Grant Contract awarded pursuant to this RFA. In such case, the Grantee may receive equitable compensation for all services as shall, in the judgment of the State Comptroller, have been satisfactorily performed by the Grantee up to the date of the termination of the Contract

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. Program Summary	Not Scored
2. Applicant Organization	Maximum Score: 25 Points
3. Health Equity	Maximum Score: 20 Points
4. Program Activities	Maximum Score: 30 Points
5. Budget and Justification	Maximum Score: 25 Points
6. Workplan	Not Scored

1. Program Summary (Not Scored)

Applicants should provide a program summary with the following information:

1a) Describe the proposed program detailing the program design, experience in educational resource and training development and delivery, and services to and partnerships with LHDs.

1b) How many years of experience does your organization have in facilitating existing programs that support LHDs to address community needs such as immunization coverage, community health assessment and community health improvement strategies, and current and emerging issues in early intervention, children and youth with special health care needs, RFA #20635, Outreach, Education, Training and Technical Assistance for Local Health Departments

environmental health, chronic disease prevention, maternal and child health, sexual health, and drug user health?

1c) Describe anticipated challenges in delivering the proposed program services to LHDs.

1d) Applicants are instructed to complete and upload **Attachment 1 – M/WBE Utilization Plan** to this bid factor question in the online application.

1e) Applicants are instructed to complete and upload **Attachment 2 – Vendor Responsibility Attestation** to this bid factor question in the online application.

2. Applicant Organization (*Maximum Score: 25 points*)

2a) Describe your agency, its mission, services provided and locations where services are provided. Include information about your organizational structure including: administrative and executive support for program implementation, fiscal management, grants management, data gathering and analysis ability, report writing, and program evaluation capacity.

2b) Describe and indicate how many years your agency has provided effective oversight of administrative, fiscal, and programmatic aspects of government, foundation, or other grant-maker in health contracts, including timely and accurate submission of fiscal and program reports.

2c) Describe how the proposed program will be integrated with other programs and services within your organization.

2d) Describe why your organization is qualified to implement the project activities outlined in **Section III Project Narrative Description**. Include both quantitative and qualitative evidence to address this question.

2e) In what capacity does your organization have educational/training experience regarding immunization coverage, community health assessment and community health improvement strategies, current and emerging issues in early intervention, children and youth with special health care needs, environmental health, chronic disease prevention, maternal and child health, sexual health, and drug user health.

2f) Please describe any current or prior grants your organization has received from the Department that are relevant to this proposal. Include the results of the program and successes of those grants. OR, if your organization has not received funding from the Department, please state this and describe any similar types of programs that your organization has undertaken in the past, including the identified results of the program and the successes in achieving those results.

3. Health Equity (*Maximum Score: 20 points*)

3a) Describe how education on Social Determinants of Health will be incorporated into the education and training provided.

3b) Please provide information on the data you will use to identify the impact Social Determinants of Health have on immunization efforts, community health assessment and community health improvement strategies, current and emerging public health issues in early intervention, children and youth with special health care needs, environmental health, chronic disease prevention, maternal and child health, sexual health, and drug user health, and how the data will be used to inform outreach, education, and training strategies.

3c) What is your organization's policy around addressing Social Determinants of Health? What is the agency's capacity (staff knowledge, staff training, support for collaboration and evaluation) at addressing this?

3d) Describe the diversity (race, ethnicity, gender, sexual orientation) among the organization's leadership and staff, including staff developing the curriculum. Also, if training staff have not yet been identified, please describe how you will ensure diversity among them (race, ethnicity, gender, sexual orientation).

3e) Describe your organization's experience and ability to track immunization rates, identify populations and areas of focus using a data to care model, and provide targeted outreach to engage those communities and improve health equity?

4. Program Activities (*Maximum Score: 30 points*)

4a) Describe the staffing of your proposed program, including essential staff and their qualifications. How does your proposed staffing plan meet the needs of the proposed outreach, education and training model and how will adjustments be made to meet potential future needs and improve program outcomes? Provide a brief description of each position's roles and responsibilities, along with job qualifications, educational background, licensures, and experience required for each Full Time Equivalent position and instructors.

4b) Describe the overall design and structure of your proposed program activities. Include strategies for implementing program services, including innovative approaches you will utilize to implement your program model.

4c) Describe your experience in facilitating existing applicable programs related to immunization efforts, community health assessment and community health improvement strategies, current and emerging public health issues in early intervention, children and youth with special health care needs, environmental health, chronic disease prevention, maternal and child health, sexual health, drug user health or related fields.

4d) Describe how you will maintain up-to-date awareness in related fields to incorporate updated best practices and address emerging topics.

4e) Describe how your program will continuously monitor and evaluate the proposed program activities. Describe how data will be tracked, recorded and reported internally and shared with the Department.

5. Budget and Justification (*Maximum Score: 25 points*)

Complete and submit a budget following these instructions:

5a) Applicants are instructed to prepare an annual budget based on the maximum award as indicated in Section I of this RFA, and for the region in which they are applying, if applicable.. The budget for year one (**1/1/2027 – 12/31/2027**) must be entered into the Statewide Financial System. Refer to **SFS Expenditure Budget Instructions - Attachment 4**. All budget lines should be calculated as whole dollar amounts. All costs should be related to the provision of Outreach, Education, Training and Technical Assistance for Local Health Departments and proposed activities, as described in the Application narrative and work plan. Justification for each cost should be submitted in narrative form and in detail. For all 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.

5b) For staff listed in the Personal services (Salary and Fringe) section of the budget, follow the SFS Expenditure Budget Instructions. Indicate how the positions relate to program implementation.

5c) For each item listed under Non-Personal services, describe how it is necessary for program implementation. Non-Personal services include, but are not limited to: Contractual, Travel, Equipment, Insurance, Telephone, Communication and Media, Audit, Bookkeeping/Payroll, Supplies, Website maintenance, Statewide and/or Regional Meetings, Conferences, and Space/Property & Utilities.

5d) Funding requests must adhere to the following guidelines:
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.

5e) If the budget includes subcontracts to partners, include a Letter of Collaboration for each partner receiving the subcontract. Letters of Collaboration should be specific to each proposed partnership in the application. **All letters need to be combined into 1 pdf and uploaded to this bid factor as Attachment 5.**

Applicants may subcontract up to 25% of the components of the scope of work. The applicant must retain at least 75% of the scope of work within their agency.

Expenditures will not be allowed for the purchase of major pieces of depreciable equipment or for remodeling or modification of structure.

6. Workplan (Not Scored)

For the **SFS Work Plan Project Summary**, Applicants are instructed to insert the Project

RFA #20635, Outreach, Education, Training and Technical Assistance for Local Health Departments

Summary as it is listed in **Attachment 4, Workplan**. Any additional Project Summary language entered in the Project Summary area **will not** be considered or scored by reviewers of your application.

Applicants are **not** required to enter the performance measures for each work plan objective in the SFS Work Plan at the time of application. Applicants should review the performance measures as they are listed in **Attachment 4, Workplan**.

Funded Applicants will be held to the Objectives, Tasks, and Performance Measures as listed in **Attachment 4, Workplan** and will be required to enter the performance measures into SFS if funding is awarded.

B. Freedom of Information Law

All Applications may be disclosed or used by the Department to the extent permitted by law. The Department 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 the Department 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 the Minimum Eligibility Requirements will be reviewed and evaluated competitively by the Department, OPH. 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.

In the event of a tie score, the applicant with the highest score for Section 3. Health Equity will receive the award. Should there still be a tie score, the applicant with the highest score in Section 4. Program Design and Implementation 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 Department Office of Local Health Services 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 Bryan Tarr at ophpgrantcontract@health.ny.gov. In the subject line, please write: Debriefing Request: Outreach, Education, Training and Technical Assistance for Local Health Departments.

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: Minority & Women-Owned Business Enterprise Requirement Forms*

Attachment 2: Vendor Responsibility Attestation*

Attachment 3: SFS Expenditure Budget Instructions**

Attachment 4: Workplan**

*These attachments **must** be uploaded as part of your agency’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.

These attachments 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.