

**New York State
Department of Health
Office of Public Health, Office of Local Health Services
Request for Applications #20635**

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

SFS #:OETLHD25

**SFS Event Name: RFA #20635 Outreach, Education, Training and Technical Assistance
for Local Health Departments**

Questions and Answers

Questions below were received by the deadline announced in the Request for Applications (RFA). New York State Department of Health is not responsible for any errors or misinterpretation of any questions received.

The responses to questions included herein are the official responses by the State to questions posted by potential bidders and are hereby incorporated into the **RFA #20635**. In the event of any conflict between the Request for Applications and these responses, the requirements or information contained in these responses will prevail.

General Questions

Question 1: My business is focusing on medical interpretation, how much funding can you provide?

Answer 1: Per Section III. Project Narrative/Work Plan Outcomes, of the RFA, the Grantee will be responsible for the requirements of the program outlined in this section. Per Section I.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."

Question 2: Is there a version or pathway within this grant that allows technology partners or digital equity vendors to participate as subcontractors under a public health lead applicant?

Answer 2: Per Section III. Project Narrative/Work Plan Outcomes, of the RFA, "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."

Question 3: Is NYC DOHMH currently seeking support with:

- a. Hardware provisioning
- b. Broadband/connectivity services

Answer 3: This RFA was released by the New York State Department of Health. Please contact New York City Department of Health and Mental Hygiene to answer this question.

Question 4: Could you please provide us with a list of not-for-profit organizations that have expressed a sincere desire to work with the Department of Health on similar community initiatives in the past? Our intent is to reach out to these organizations to explore a potential teaming agreement that would combine their community standing with our expertise.

Answer 4: The information you are requesting is available on <https://www.osc.ny.gov/open-book-new-york>. If additional information is desired, a Freedom of Information Law (FOIL) request may be submitted.

Question 5A: Please confirm that the 25% maximum allowed for subcontracts refers to the percentage of total grant dollars that can be paid to subcontractors.

Question 5B: If the 25% maximum allowed for subcontracts does not refer to a percentage of total grant dollars, please confirm that it refers to a percentage of the level of effort that can be assigned to subcontractors.

Question 5C: This section states that applicants may subcontract up to 25% of the components of the scope of work. Please confirm this refers to the percentage of total grant dollars that can be paid to subcontractors.

Answer 5A-C: The 25% maximum allowance represents the total grant dollars which may be paid to subcontractors.

Question 6: This section states that the Department has established a goal of 30% business participation for minority-owned business enterprises and women-owned business enterprises. However, p. 6 and p. 24 indicate that there is a maximum percentage of 25% that can be subcontracted. Please clarify.

Answer 6: Per Section IV. Administrative Requirements K. Minority & Woman-Owned Business Enterprise Requirements of the RFA, "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. "

Question 7: Do all of the local health departments included in this RFA have field staff?

Answer 7: Yes, all local health departments have field staff to some degree, but the number of staff and services provided vary.

Application Submission In the Statewide Financial System (SFS)

Question 8: The RFA states, "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."

- a. What is the definition of subcontractor you are following?
- b. Are speakers/subject matter experts presenting at events separate from subcontractors?
- c. Does this include administrative subcontractors (accounting firm, auditing firms, insurance firms, website administrator, IT)?

- d. If our organization decides to transfer from one subcontractor to another during the total contract period, will there be a process to make that amendment?
- e. If we have not secured a subcontractor yet (e.g. mental health resiliency coach) and need to go out to bid for this work, can we get approval after the contract is awarded to use that contractor?

Answer 8a-e: A subcontractor includes any entity that receives funds from the Grantee to perform work on a contract awarded by the State.

If there is a change of subcontractor during the 5-year contract period, the awardee should contact the New York State Department of Health, Office of Local Health Services.

Per Section III, Reporting, of the RFA, "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."

Question 9: Can you confirm that the awardee will be asked to voucher expenses every month?

Answer 9: Per Section III, Reporting of the RFA, "the contractor will prepare and submit monthly reports and vouchers in a format to be determined by the Department."

Question 10A: This section states that "Any portion of an Application that an Applicant believes constitutes proprietary information...must be clearly and specifically designated in the Application." The application is primarily entered in plain text within SFS and responses are character limited. Accordingly, there doesn't appear to be a feasible means of identifying such content aside from providing this information within a separate attachment. Please confirm that applicants may provide their designated proprietary information within a separate attachment.

Question 10B: If applicants are NOT permitted to provide their designated proprietary information within a separate attachment, please clarify where and how they should provide this information.

Question 10C: If applicants ARE permitted to provide their designated proprietary information within a separate attachment, please clarify where in the application portal this file should be attached.

Answer 10A-C: Applicants are instructed to clearly and specifically identify all proprietary information from the application on a separate word document and upload to the Event Comments and Attachments section link at the bottom of the Bid Event page of the SFS Application. Label the attachment as Proprietary Information and include the following sentence in the document, "Subject to Public Officers Law the following materials are considered trade secrets, proprietary, and/or confidential commercial information.". This will be the only document reviewed from the Event Comments and Attachment section of an Application.

Workplan Questions:

Question 11: How would you envision the training and TA being delivered to LHDs? Meaning, are you thinking of a more statewide approach, or of a more bespoke meet the needs of the LHDs that request assistance?

Answer 11: The workplan includes both individual and statewide training and technical assistance. Please refer to Section VI, Attachments, Attachment 4, for additional information about these expectations.

Question 12: There are a large number of activities outlined in the RFA – would you suggest that our workplan focus on all of these? And if so, in one year or across the five-year period?

Answer 12: All workplan deliverables will be performed throughout the entire five-year period, to varying degrees, as directed by the program areas within the RFA.

Question 13: If you are able to share insight:

- a. Are there priority groups that you hope this work reaches?
- b. Are there priority topic areas that you'd like to see prioritized in Year 1 vs. other years?
- c. Are there priority geographies that you'd like to see collaboration within Year 1 vs. other years?

Answer 13A-C: All 58 local health departments will receive benefits over the entire five-year period of the grant to a varying degree, as directed by program area within the RFA.

Question 14: Regarding Performance Measure 1.1.2 - CEHD hosts both Fall and Spring technical meetings (2x per year), but this workplan only speaks to Fall meetings. For both, they typically request logistic support from (redacted); will this contract allow the contractor to support both Fall and Spring meetings?

Answer 14: The awardee would be expected to provide any assistance requested by the Department's Center for Environmental Health, within the scope of the workplan.

Question 15: Regarding Task 1.2 - Might the state consider expanding this task to include updates such as a monthly summary of state program announcements and press announcements relevant to environmental health? When the legislature is not in session, there can be months with no legislative or regulatory introductions or activities; expanding this can provide additional resources to EH directors that are relevant to their work.

Answer 15: The workplan in the RFA should be used to prepare your response. Any workplan revisions may be discussed between the awarded Grantee and the Department prior to execution of the contract.

Question 16: Regarding Performance Measure 1.2.2 - Can this support only a CEHD sponsored onboarding and mentorship program, or can this be expanded or amended to support CEHD participation in a (redacted)-sponsored mentorship program which is open to EH Directors and Staff, so long as it assures the mentor has the appropriate EH expertise? When we last engaged with CEHD on mentorship, they were interested in the program (redacted) is currently piloting.

Answer 16: The workplan in the RFA should be used to prepare your application. Any workplan revisions may be discussed between the awarded Grantee and the Department prior to execution of the contract.

Question 17A: Regarding Deliverable 4.1 - In previous years, we used contract funding to cover meals for LHD and (redacted) staff only at the Statewide Immunization Meeting. What requirements are there in contract to allow for meals to be covered at conferences?

Question 17B: For the in-person meetings (including the annual statewide immunization meeting; annual statewide meeting on Early Intervention and Children and Youth with Special Health Care Needs; annual Conference of Environmental Health Directors; and Public Health Accreditation Board (PHAB) accreditation meetings) will the contractor be responsible for handling all logistics and event planning including cost of travel for participants, accommodations, food and venue?

Answer 17A-B: Deliverable specifics will be discussed during contract negotiations with the awarded vendor.

Question 18: Regarding Deliverable 4.1 – The deliverable states the statewide meeting must have a minimum of 200 attendees. In previous years, each LHD sent only two participants, which totaled about 114 people, plus 8–10 (redacted) staff. The rest of the attendees were made up of NYSDOH DOVE staff and additional subject matter expert speakers. Is DOVE planning to send additional staff to help meet the 200-person threshold, or is that number flexible/negotiable? And are they adding money to the budget to help cover the cost of additional attendees?

Answer 18: Deliverable specifics will be discussed during contract negotiations with the awarded vendor. The number of participants reflected in the deliverable is an estimated size of meeting attendance. The meeting attendance may be smaller or larger than 200 people.

Question 19A: Regarding Deliverable 4.2 - The RFA requests that applicants review qualitative and quantitative data on vaccination coverage for routine immunizations in New York State and provide opportunities for partners to coordinate responses. As a non-governmental entity, (redacted) only has access to publicly available data sources. Will the DOVE program provide access to NYSIIS or other state-level vaccination data to support this work?

Question 19B: Please confirm that grantees will have access to current and ongoing county-specific data for the identified areas of focus.

Answer 19A-B: The Department will provide access to necessary data to Grantees to perform this deliverable.

Question 20: Regarding Deliverable 4.3 - The RFA and deliverables do not reference hosting regional adult immunization coalition meetings. Is this no longer an expectation under this funding? Our recommendation is that we host a statewide coalition meeting in one year, then alternate, with virtual adult immunization provider trainings in the following year at a time that works for providers (early AM).

Answer 20: The workplan in the RFA should be used to prepare your response. Any workplan revisions may be discussed between the awarded Grantee and the Department prior to execution of the contract.

Question 21: Regarding Deliverable 2.1 – How many meetings are you looking for the contractor to hold total? We see six virtual meetings, and “up to statewide...”, but we assume these meetings are the same, and you only want about six total per year. Is that accurate?

Answer 21: The contractor will hold a total of up to 13 meetings, including: one in person annual meeting, up to six virtual meetings, and up to 5 Statewide conference calls **Addendum #1 addresses this change and has been posted to the RFA 10/31/2025.**

Question 22: Regarding Measure 2.2.3 – Can you please provide clarification on what you are looking for? We can make connections and provide encouragement, but (redacted) has no authority to enforce with local health departments.

Answer 22: Please refer to Addendum #1, posted 10/31/2025, Attachment 4 for additional information regarding this workplan deliverable.

Question 23: Please confirm that the work for current and emerging issues includes ALL local health departments including those in New York City area.

Answer 23: Yes, the awardee will be working with all the local health departments including those in the New York City area.

Question 24: Please confirm that the work for increasing vaccination equity includes ALL local health departments outside of the New York City area.

Answer 24: Yes, the awardee will be working with all the local health departments to increase vaccine equity outside of New York City.

Question 25A: This section states that "Applicants are instructed to insert the Project Summary as it is listed in Attachment 4, Workplan." Please confirm that applicants are to copy the text provided by the state in the Attachment 4 Project Summary section and paste it into the corresponding section of the work plan within the application portal.

Question 25B: Aside from inserting the Project Summary, please confirm that applicants are not required to enter anything else into the work plan section of the application portal.

Answer 25A-B: Per Section V, Completing the Application, of the RFA, “applicants are instructed to insert the Project 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 the application.”

Question 26: Is there a minimum number of virtual and in-person local health department (LHD) trainings per year?

Answer 26: Trainings will vary from year to year depending on the needs of the Department, an estimated number of virtual and in-person trainings have been included in the workplan (Attachment 4)

Question 27: Is there a minimum number of surveys for LHDs that the contractor will conduct per year?

Answer 27: Surveys will vary from year to year depending on the needs of the Department. An estimate would be approximately 10 surveys a year.

Question 28: Is there a minimum number of meetings, conference calls, and webinars to foster cooperation and collaboration among partners?

Answer 28: Meetings, conference calls, and webinars will vary from year to year depending on the needs of the Department, an estimated number have been included in the workplan (Attachment 4)

Contract and Budget Questions:

Question 29: On Page 24 of the RFP, it states that the budget for Year 1 is January thru December 2027. Is that correct?

Answer 29: Per Section V, Completing the Application of the RFA, “the budget for year one (1/1/2027 – 12/31/2027) must be entered into the Statewide Financial System.” Budgets for years 2 – 4 will be submitted after the RFA is awarded.

Question 30: Will the total annual funding amount be split between project focus areas (EI, CYSHCN, EH, OLHS, AIDs, DOVE), and if so, what are the total budget amounts for each project?

Answer 30: No, the \$782,120/annually will not be split for each project.

Question 31: Do you have a specific template file that you’d like us to use to compile the workplan budget?

Answer 31: There is no specific template. The budget should be entered into SFS as instructed in Attachment 3 of the RFA.

Question 32: Will the budget for this contract be administered through HRI or the state DOH agency?

Answer 32: The grant contract will be administered by the New York State Department of Health.

Question 33: The list of non-personal services in this section does not match up with the categories available within the application portal. For instance, Insurance is provided as a category of non-personal services and instructions are provided for this category on p. 3, but this category is not available in the application portal. Similarly, the application portal includes an Operating Expenses category, but this is not listed in the instructions in Attachment 3. Please clarify.

Answer 33: SFS allows for 10 pre-determined budget categories (Salary, Fringe, Contractual, Travel, Equipment, Space/Property Rent, Space/Property Own, Utilities, Operating Expenses, and Other). All itemized expenses, including those in Attachment 3, must be reflected within one of ten these categories. For example, Insurance should be reflected within the Operating category.

Question 34: Attachment 3 (and the application portal) does not contain a field or line for applicants' federally approved indirect rates. If indirect rates are allowed, where in the application portal should they be reported?

Answer 34: The federally approved indirect rate should be reflected within the "Other" category.

Question 35: The instructions for the Salary category indicate (under Role/Responsibility) that applicants should "Enter the position description, including the duties supported by the contract." The line items under "Salary" in the application portal do not include a column for Role/Responsibility. Please clarify where in the application portal this information should be provided.

Answer 35: Each budget category in SFS allows for budget information to be entered into the upper box and the narrative to be entered in the lower box. For each Personnel Service position (Salary category), the fields in the top box should be filled in, as appropriate. The additional information requested in Attachment 3 would be reflected in the lower box. Finally, the content in both the upper box and lower boxes should be aligned so we may review information from both boxes together.

Question 36A: Please confirm that, in lieu of completing the budget fields within SFS, applicants may upload the budget as an attachment (with all line items described in Attachment 3) in the portal.

Question 36B: If applicants are permitted to upload the budget as an attachment, please indicate where in the portal this file should be attached.

Answer 36A-B: The budget must be entered into SFS, an attachment will not be acceptable.