

New York State Department of Health
AIDS Institute
Office of the Medical Director

Questions and Answers

AIDS Institute Clinical Guidelines Program RFA RFA #20818/Internal Program #26-0003

SFS ID: AICGP2027

SFS Event Name: RFA #20818 AIDS Institute Clinical Guidelines Prog

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 #20818**. In the event of any conflict between the Request for Applications and these responses, the requirements or information contained in these responses will prevail.

Application Submission

Question 1: Where can I access the RFA?

Answer 1: This opportunity has been posted on the New York Statewide Financial System (SFS) website.

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.

Questions? Contact the SFS Technical Support Help Desk:
helpdesk@sfs.ny.gov | 1-877-737-4185 toll-free | 518-457-7737.

Question 2: How do I review and respond to the RFA in SFS?

Answer 2: To review and respond to the RFA 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: **RFA #20818 AIDS Institute Clinical Guidelines Prog**. 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.

Additionally, you can search using the SFS ID in the Event ID field as follows: **AICGP2027**

You can 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.

Question 3: How do I submit my application?

Answer 3: Please refer to the **Cover Page** and **Section V. Completing the Application** of the RFA for guidance.

Please respond to each of the sections in the Application Format Section of the RFA when completing your Application. Your responses comprise your Application. Please respond to all items within each section. **Number/letter your narrative to correspond to each statement and question in the order presented below.** 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.

An **Application Checklist (Attachment 15)** has been included to help ensure that submission requirements have been met. Applicants should refer to this Attachment before and after writing the application. In assembling your application, please follow the outline provided in the **Application Checklist: Attachment 15**.

IMPORTANT: Any material added to a Bid Factor “Add Comments” box in SFS will not be reviewed as part of a submitted application.

The Application Narrative, including the Program Abstract, should not exceed ten (10) double-spaced pages, using an 11-point Arial font with one-inch margins on all sides. Pages should be numbered consecutively. All Attachments should be labeled with the Attachment name and corresponding attachment number. The ten (10) double-spaced page limitation is specific to the Application Narrative and does **not** include all required Attachments and the response to Program Specific Questions (PSQ)/Bid Factors, 5. Budgets and Justifications, **Question 5d**. Please submit only the requested information in the attachments and **do not add attachments or information that are not requested**. Any additional attachments or narrative exceeding the ten (10) double-spaced page limitation will not be scored or considered by reviewers.

Failure to follow these guidelines will result in a deduction of up to ten (10) points.

It is each Applicant's responsibility to ensure that all materials included in its Application have been properly prepared and submitted

IMPORTANT: Applications must be submitted by completing the online questions in the Statewide Financial System (SFS) AND by submitting an application as one (1) PDF complete with all required information and attachments to AIGPU@health.ny.gov by the date and time as specified in the “Key Dates” set forth on the Cover page of this RFA. Both the SFS questions AND the PDF submission to AIGPU@health.ny.gov are required to be completed, or an application will *not* be reviewed. The subject line of the email should be as follows: **RFA**

#20818: AIDS Institute Clinical Guidelines Program. Only one (1) email with the one (1) attached PDF is allowed.

Applicants are instructed to respond to each of the following statements and questions under “Program Specific Questions (PSQ)/Bid Factors and include as the Application Narrative of their PDF application, including any required, completed attachments. The SFS submission portion of the application only includes general questions with yes/no responses and entering a line bid response. The line bid response is the total grant funds being requested as the Unit Bid Price (see Section V. Completing the Application, A. Application Format/Content, 5. Budget) for further instructions.

Please ensure that PDF files are not fillable or “secure” or “password protected” or your document will not open properly for review. Any material added to a Bid Factor “Add Comments” box in SFS will not be reviewed as part of a submitted application.

Question 4: What if I try to submit my application and it is past the due date/time of the RFA?

Answer 4: Please refer to Section IV. Administrative Requirements, E. How to File an Application in the Request for Applications.

Late applications will not be accepted.

Applications must be submitted by completing the online questions in the Statewide Financial System (SFS) AND by submitting an application as one (1) PDF complete with all required information and attachments to AIGPU@health.ny.gov by the date and time as specified in the “Key Dates” set forth on the Cover page of the RFA.

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 Request for Applications. 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.**

Question 5: How do I determine if my agency is pre-qualified?

Answer 5: Please refer to Section IV. Administrative Requirements, N. Vendor Prequalification for Not-for-Profits in the Request for Applications.

An Application cannot be submitted/received from a not-for-profit Applicant that:

- (a) has not Registered in the New York State 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 the Request for Applications.

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.

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>.

Question 6: Can an agency apply if they are not prequalified?

Answer 6: Not-for-Profit Applicants **must** be prequalified in SFS (if not exempt) by the date and time applications are due.

Please refer to Section IV. Administrative Requirements, N. Vendor Prequalification for Not-for-Profits in the Request for Applications.

An Application cannot be submitted/received from a not-for-profit Applicant that:

- (a) has not Registered in the New York State 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 Request for Applications.

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>.

Question 7: Am I required to enter anything for the Work Plan in SFS at the time of application?

Answer 7: Please review Section V. Completing the Application, A. Application Format/Content, 6. Work Plan.

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 Objectives, Tasks and Performance Measures as they are listed in **Work Plan: Attachment 7**.

Funded Applicants will be held to the Objectives, Tasks, and Performance Measures as listed in **Attachment 7: Work Plan** and will be required to enter the Performance Measures into SFS if funding is awarded.

Question 8: When will announcement of the grant awardee be made?

Answer 8: The estimated award announcement date is March 1, 2027.

Question 9: When do you anticipate that the contract will begin for the project funded under the RFA?

Answer 9: Please refer to Section IV. Administrative Requirements, G. Term of Contract in the Request for Applications.

It is anticipated the contract will have a start date of July 1, 2027.

Question 10: In the RFA, Section "K" Page 19, Minority & Woman-Owned Business Enterprises it states, "each Applicant and potential Grantee agrees to complete an **MWBE Utilization Plan** as directed in **Attachment 13** of this RFA." Kindly clarify whether the **M/WBE Utilization Plan** is incorporated as a reference OR must be completed and submitted with the RFA application in order for the application to be considered complete.

Answer 10: The **M/WBE Utilization Plan** must be completed and submitted with the Application for the Application to be considered complete. Instructions for completing the **M/WBE Utilization Plan** can be found on the first page of the document, **Attachment 13: M/WBE Utilization Plan**.

Question 11: Should the M/WBE Utilization Plan be reflective of just the first-year budget or all five years? Will there be a possibility of applying for a waiver from the MBE and WBE requirements? Is this form required?

Answer 11: The **M/WBE Utilization Plan** (Form #1 of **Attachment 13**) should be based on the life of the contract, which is five (5) years. Eligible M/WBE expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.

Please refer to the instructions on **Attachment 13**, Guide to New York State DOH M/WBE RFA NFP Required Forms, Form #2: M/WBE Utilization Waiver Request for instructions on applying for a waiver. All Applicants must complete Form # 3 (Online Compliance System Payment Submission Confirmation), Form #4 (M/WBE Staffing Plan), and Form #5 (EEO and M/WBE Policy Statement) in addition to the forms noted above.

Program

Question 12: I find in In RFA #20818: AIDS Institute Clinical Guidelines Program, the following instructions:

1. *In Section V. Completing the Application, A. Application Format and Content, 5. Budgets and Justifications, on page 23, paragraph 5 near the bottom of the page, it says the Application Narrative does **not** include all required Attachments and the response to Program Specific Questions, 5. Budgets and Justifications, **Question 5d**.*
2. *In the same section, on page 26, there are instructions to provide “justification for each cost should be submitted in narrative form”.*
3. *In Attachment 17, Expenditure Budget Instructions, in section 1. Personal Services, a. Salary, Personal Services – Salary, at the top of page 2, there are instructions to “enter a brief description, including the duties supported by the contract on the **Budget Justification page**”.*

1) *In Attachment 16, Expenditure Budget Forms, there is no space for a personal or non-personal services narrative. There is space for non-personal “details”, but no space for a narrative. 2) There also does not appear to be a designated space to provide the answer to Program Specific **Question 5d**. 3) There also doesn't appear to be a **Budget Justification page**.*

Please let me know if we just need to work as best we can within the provided budget form, or if we should utilize another form.

Answer 12: Per the instructions in Section V. Completing the Application, A. Application Format and Content, 5. Budgets and Justifications of the RFA, responses for Question 5d should be included with the full application submission. Applicants should include their response for question 5d at the end of the application narrative.

Attachment 16: Expenditure Budgets Forms has been updated to include a budget justification tab. This tab should be used for position descriptions and any additional budget justifications that do not fit within the space allowed on the budget form. **Refer to Addendum #1 issued on 9/30/2026.**

Question 13: Our healthcare company provides phlebotomy, specimen collection, laboratory support, and community-based healthcare services.

We are reviewing RFA #20818 AIDS Institute Clinical Guidelines Program. Although we understand the prime applicant eligibility requirements, we would like clarification regarding subcontracting opportunities.

May an eligible not for profit applicant subcontract a portion of the funded activities to a New York State for profit healthcare organization such as ours? If so, are there limitations on the services or percentage of the award that may be subcontracted?

Answer 13: Please review the RFA in full and see Section III. Project Narrative/Work Plan Outcomes, A. Program Model Description of the RFA for details regarding subcontracting.

The lead organization (funded applicant) will have overall responsibility for all contract activities, including those performed by subcontractors, and will be the primary contact for the New York State Department of Health AIDS Institute. The lead organization may subcontract components of the scope of work up to 50% of the total contract. All subcontractors should be approved by the New York State Department of Health AIDS Institute.

The funded applicant would be responsible for identifying any subcontractors, subject to approval by the AIDS Institute.