Non-Competitive RFA # 20849 / SFS # ISHRSB1-27

New York State Department of Health
and the
New York State Health Research Science Board

Request for Applications (RFA)

Institutional Support for Breast Cancer Research and Education Programs (Round 1)

KEY DATES

RFA Release Date:	**November 13, 2026**
Applicant Conference Registration Deadline:	**November 18, 2026**
Applicant Conference:	**November 19, 2026, 10:00AM**
Questions Due:	**December 2, 2026**
Questions & Answers Published (on or about):	**December 9, 2026**
RFA Applications Due in SFS:	**January 6, 2027 by 4:00 PM**

Department of Health Contact Name & Address:
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(518) 474-7002
ega@health.ny.gov

IMPORTANT – PLEASE NOTE: Applications must be submitted by completing the online questions in the Statewide Financial System (SFS) AND by submitting an application with all required information to ega@health.ny.gov by the date and time posted above. Please see Section V. Completing the Application, A. Application Format/Content for complete submission instructions.

Both the SFS submission and email to ega@health.ny.gov are required to be completed or an application will *not* be reviewed.

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I. Introduction

The New York State Department of Health (herein referred to as the Department), Wadsworth Center, Extramural Grants Administration, announces the availability of $620,000 in New York State funds over a one (1) year term to reinvigorate the breast cancer research and education community as it develops a continuum of competitive funding opportunities for investigator-initiated research and education for breast cancer studies and education projects.

A. Background

Each year, nearly 15,000 New Yorkers are diagnosed with breast cancer.

The Health Research Science Board's (HRSB) mission, since 1996, has been to support innovative breast cancer scientific research and education projects within New York State. The HRSB will make funding recommendations to the Commissioner of Health following review of applications for breast cancer research studies and education projects submitted in response to this Request for Applications (RFA). To support the funded projects, the New York State's Breast Cancer Research and Education Fund (the Fund) was initiated to support projects recommended by the HRSB. The Fund is financed primarily by personal income tax check-off contributions and donations. In addition, the Fund receives fifty percent of the proceeds from the sale of "Drive for the Cure" specialty license plates. Since 2002, those funds are matched by the state each year, essentially doubling funds available for breast cancer research and education awards. Since 1996, the Fund has received in excess of $26 million in contributions and over $26 million has been awarded.

The HRSB also supports activities related to studying the possible links between exposure to pesticides and breast cancer, including review of researcher applications requesting confidential data from the Pesticide Registry maintained by the State Department of Environmental Conservation. The HRSB Biennial Reports and other useful information can be found at: https://wadsworth.org/extramural/breastcancer.

The New York State Department of Health, Wadsworth Center, Extramural Grants Administration Program (Program) provides administrative support for the HRSB and the Fund.

B. Purpose of the Funds

The intent of the RFA is to facilitate the HRSB's wishes to support and expand previously peer-reviewed breast cancer research statewide and reinvigorate interest in future scientific RFAs offered by the Breast Cancer Research and Education Program. This will be done by offering supplemental funding to Community Based Organizations with existing educational programs.

The HRSB wishes to encourage the implementation of innovative projects in breast cancer risk reduction and general education with additional funding to fill gaps in current funding.

C. Available Funds

Approximately $620,000 is available for a one (1) year contact term for multiple awards under this RFA to support education-based awards to Community Based Organizations. The total anticipated award amount will not exceed $75,000 per Community Based Organization (CBO) contract depending on the number of awarded applicants. Anticipated annual contract amount includes Facilities and Administrative (F&A) costs up to 8% total modified indirect costs for each awardee. See RFA **Attachment 1 - Application Checklist and Instructions** for allowable expenses.

Funds will be allocated and distributed **evenly** to all organizations that demonstrate eligibility as stated in Section II. Who May Apply, and the capability to utilize the funding for salaries, laboratory supplies and other customary expenses necessary to support breast cancer research and education efforts at those organizations. Organizations will be reimbursed upon receipt of a voucher and brief progress report that meet established criteria.

The final budget amounts will be calculated based on actual number of eligible applications received. Awardees will be notified of the final budget at the time of award. Program staff will work with awardees to adjust budgets during contract negotiations.

Applicants may submit no more than one (1) application in response to this RFA. If more than one (1) application is submitted in response to this Request for Applications, the first application that is submitted will be reviewed and considered for funding. All other applications will be rejected.

- Awards will be given to all applicants who meet the minimum eligibility (pass/fail) requirements until funds are exhausted.
- If there is not a fundable application, the Department reserves the right to re-solicit.
- The Department reserves the right to revise the award amount as necessary due to changes in availability of funding.

Applicants should complete and submit **Attachment 5 - Applicant Attestation** signed by the Chief Executive Officer (CEO), Executive Officer or Designee to certify the organization meets all criteria listed on **Attachment 5.** Both documents should be included as part of the full application submission.

II. Who May Apply

Eligible Applicants must meet the following requirements:

1. Eligible Applicant must be prequalified in the New York 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 Request for Applications (RFA).
2. Eligible Applicant must be a tax-exempt not-for-profit Community Based Organization under section 501(c)(3) of the U.S. Internal Revenue Code.
3. Eligible Applicant must be an organization incorporated in New York that serves one (1) or more New York community(ies).
4. Eligible Applicant must be a free-standing[1] organization in New York, where breast cancer patients/survivors hold significant decision-making responsibilities.
5. Eligible Applicant must currently offer breast cancer education or support services (e.g. programs, activities) free of charge.
6. The CBO must provide at least one (1) current notice of funding award/renewal and abstract that demonstrates the work being done in the field of Breast Cancer Research and/or Education. The notice of funding award/renewal and abstract must be submitted as instructed in Section V. Completing the Application, A. Application Format/Content.

III. Project Narrative/Work Plan Outcomes

The New York State Health Research Science Board supports this RFA as an opportunity to reinvigorate the Breast Cancer Research and Education Communities as it develops a continuum of competitive funding opportunities for education and development of therapeutic and rehabilitative approaches for breast cancer diagnosis and treatment.

This funding may only be used to expand existing activities pursuant to this funding opportunity. Funds awarded by this program may not be used to supplant or duplicate other existing support for the same work. Patient care, tuition and new subcontracting are not allowable expenses. 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. Salaries, if requested, are for personnel related to this project only and not the general work of the employee. See RFA Attachment 1 for the Application Instructions.

The work plan must outline the objectives, tasks and goals of the funded project and include how this Institutional Support will be used to enhance and support the funded project.

IV. Administrative Requirements

1 Under New York State health regulations (10 NYCRR § 86-4.1), a **free-standing ambulatory care facility, diagnostic and/or treatment center and clinic** is legally defined as an organized medical facility that operates independently from an inpatient hospital or vocational rehabilitation center.

A. Issuing Agency

This RFA is issued by the Department, Wadsworth Center, Extramural Grants Administration. 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 David Googins, New York State Department of Health, Wadsworth Center, Extramural Grants Administration at the following email address: ega@health.ny.gov. This includes Minority and Woman-Owned Business Enterprise (MWBE) Requirements questions and related forms. Refer to Section IV.K. Minority and 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 through Friday 8am to 5pm
  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/.

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# 20849, Institutional Support for Breast Cancer Research and Educational Programs (Round 1)) 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 be held for this project. The conference will be held at via WebEx on the date and time posted on the Cover Page of this RFA. The Department requests that potential Applicants register for this conference by completing the survey found here: https://meetny-gov.webex.com/weblink/register/r424541647c4ced25c1791b06c8d87338
The Registration Deadline for the Applicant Conference is posted on the Cover Page of this RFA. The failure of any potential Applicant to attend the Applicant Conference will not preclude the submission of an Application by that Applicant.

E. How to File an Application

Applications must be submitted by completing the online questions in the Statewide Financial System AND by submitting the Application with all required attachments to ega@health.ny.gov by the date and time posted on the Cover Page of this RFA under "Key Dates".

Reference materials and videos are available for Applicants 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: **SFS # 20849**. 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 staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time for the submission of an Application, there is no guarantee that they will be resolved in time for the Application to be submitted on time and, therefore, considered for funding.

During the Application process, please pay particular attention to the following:

- Not-for-profit Applicants must be prequalified, if not exempt, on the date and time Applications in response to this Request for Applications 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 or Section IV. N. 3 of the RFA. **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 Grantees 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: one (1) year, from 5/1/27 to 4/30/28. These contracts are not eligible for carry forwards or no cost extensions.

Continued funding throughout this one (1) 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 State of New York 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.

- Attachment A-1, Agency Specific Terms and Conditions;
- Attachment A-2, Program Specific Terms and Conditions (if applicable);
- Attachment M, Participation by Minority Group Members and Women With Respect to State Contracts: Requirements and Procedures

H. Payment & Reporting Requirements of Grant Awardee(s)

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

2. The Grantee will be required to submit invoices and required reports of expenditures based upon the terms for payment set forth in Attachment A-1 to its Grant Contract to the State's designated payment office (below) or, if requested by the Department, through the Statewide Financial System:

Wadsworth Center
Extramural Grants Administration
New York State Department of Health
Empire State Plaza, Room C345
Albany, NY 12237

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: https://www.osc.ny.gov/state-vendors, by email at: Ecommerce@osc.ny.gov 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*:*

- The contractor will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Work Plan.

- All claims for payment submitted by the contractor pursuant to this agreement shall be submitted to the State no later than 30 days after the end of the quarter for which reimbursement is being claimed.

- Quarterly claims for payment will not be paid until all required progress reports for that period are submitted and deemed acceptable by Breast Cancer Research and Education Program staff.

- The final claim for payment will be paid following the acceptance and approval of the final progress report.

- In no event shall the amount received by the contractor exceed the amount approved by the State.

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:

    - A final cumulative progress report in accordance with the forms and formats provided by the HRSB Program, no later than 60 days after the end of the contract term.

    All payment and reporting requirements will be detailed in "Attachment D: Payment and Reporting Schedule", 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 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 and 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 ("MWBE") 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 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 the Department 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 7** of this RFA. The Department will review the MWBE Utilization Plan submitted be 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 to a Grantee, pursuant to the terms of this RFA and in order to initiate a Grant Contract with the Department, 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.ny.gov/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf

Additional information concerning the New York State Vendor File can be obtained on-line at: https://www.osc.ny.gov/state-vendors , 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.ny.gov/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire or go directly to the VendRep system online at https://onlineservices.osc.state.ny.us/Enrollment/login?1

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 and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, https://www.osc.ny.gov/state-vendors/vendrep/vendor-responsibility-forms. The document will be requested upon a potential award.

N. Vendor Prequalification for Not-for-Profits

Each not-for-profit Applicant subject to prequalification is required to prequalify prior to having the ability to submit an Application in the NYS Statewide Financial System.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, and revised on December 9, 2023, the new Prequalification Policy became effective as of January 16, 2024. The updated policy requires that not-for-profit organizations register and prequalify in the SFS using the updated Prequalification Application. The updated Prequalification Application and New York State Prequalification Manual for Grantees can be found on the Grants Management website at: https://grantsmanagement.ny.gov/get-prequalified.

New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer. Due to the length of time this process could take to complete, it is advised that nonprofits Prequalify as soon as possible. Failure to successfully complete the Prequalification process early enough may result in a grant application being disqualified.

An Application cannot be submitted/received from a not-for-profit Applicant that (a) has not Registered in the NYS Statewide Financial System and (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 a Self Service portal account in SFS and 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 22 of the "SFS Handbook: Grantee Processing in SFS (Grantee User Manual)". 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 22 of the Manual, for complete instructions on how to complete and submit an SFS Prequalification in the NYS Statewide Financial System.
- Specific guidance on review questions and/ or documents within the application can be found in the New York State Prequalification Manual For Grantees located here: https://grantsmanagement.ny.gov/system/files/documents/2023/12/january-2024-grantee-prequalification-manual.pdf. If you need further assistance, contact 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] Grantee pursuant to the terms of the Grant Contract entered into with the Department shall at all times be 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.

6. Gender-Based Violence and the Workplace Certification

   New York State Finance Law §139-M requires Applicants on competitive state procurements to certify that they have a written policy addressing gender-based violence and the workplace and that such policy meets the minimum requirements outlined on **Attachment 7**. Applicants should review, sign, date, and include as part of their submission **Attachment 7.**

V. Completing the Application

A. Application Format/Content

Applications must be submitted by completing the online questions in the Statewide Financial System (SFS) AND by submitting an email with all required information and attachments. Please refer to the Statewide Financial System: Vendor User Guide for assistance in the application process 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 all items within **Attachment 1 - Checklist and Instructions**. 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.

An **Application Checklist and Instructions (Attachment 1)** 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 and Instructions (Attachment 1).**

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

ALL APPLICATIONS SHOULD CONFORM WITH THE FORMAT/CONTENT PRESCRIBED IN **ATTACHMENT 1 - CHECKLIST AND INSTRUCTIONS**.

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 email with all required information and attachments to ega@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 email submission of the required attachments must be sent to ega@health.ny.gov for an application to be considered complete, or an application will NOT be reviewed. The subject line of the email should be as follows: *RFA #20849: Institutional Support for Breast Cancer Research and Education Programs (Round 1)*. Only one (1) email with the required attachments in the requested format is allowed.

Applicants are instructed to include each attachment named under "Required Attachment" below and in Attachment 1 in their email application submission. 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 Attachment 1 – Checklist and Instructions for further Budget instructions).

Please ensure that submitted files are not fillable PDFs or "secure" or "password protected" or your document will not upload properly. Any material added to a Bid Factor "Add Comments" box in SFS will not be reviewed as part of a submitted application. Each attachment should be submitted in the format as provided to the applicant.

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.

<u>Required Attachments</u>

1. All Applicants are instructed to submit **their Notice of Award and Abstract** in PDF format as part of your full Application submission.
2. All Applicants are instructed to complete and submit, as a Word document, **Attachment 2 – Applicant Face Page** as part of your full Application submission.

3. All Applicants are instructed to complete and submit, as an Excel document, **Attachment 3 – Applicant Budget** as part of your full Application submission.
4. All Applicants are instructed to complete and submit, as a Word document, **Attachment 4 – Work Plan Summary** as part of your full Application submission. .
5. All Applicants are instructed to complete and submit, as a Word document, **Attachment 5 – Applicant Attestation** as part of your full PDF Application submission.
6. If completed, Applicants are instructed to submit, as a single PDF document, the optional **Attachment 6 – Appendices Document** as part of your full Application submission.
7. All Applicants are instructed to complete and submit, as a PDF document, **Attachment 7 – Minority and Women Owned Business Enterprise Requirement Forms** as part of your full Application submission.
8. All Applicants are instructed to complete and submit, as a PDF document, **Attachment 8 – Gender Based Violence Attestation**.

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.** Applicants are instructed to clearly and specifically identify all proprietary/confidential information from the application on a separate MS Word document and upload the document to the full PDF of the Application. Label the attachment as "Proprietary/Confidential 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." 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, Wadsworth Center, Extramural Grants Administration. A minimum eligibility criteria pass/fail review will determine eligibility of award

for both components. An Application that does not meet the minimum criteria (PASS/FAIL) will not be evaluated. An Application that does not provide all required information may be omitted from consideration.

ALL APPLICATIONS SHOULD CONFORM TO THE FORMAT/CONTENT PRESCRIBED in **Attachment 1 – Application Checklist and Instructions**.

Eligible Community-Based Organizations will be awarded if they meet the minimum eligibility requirements in Section II. Who May Apply of the RFA. Funding will be divided evenly among applicants until funds are exhausted, and award amounts will not exceed $75,000 per award depending on the number of awarded applicants.

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. Contract amounts will be calculated based on dividing the available funds evenly among all eligible applicant institutions. Applicants may request a reduced amount based on their individual circumstances. Final amounts are contingent upon the number of applications received and the amounts requested. The Department reserves the right to revise the award amount as necessary due to changes in the availability of funding.

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, Wadsworth Center, Extramural Grants Administration 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 David Googins at ega@health.ny.gov. In the subject line, please write: Debriefing Request Institutional Support for Breast Cancer Research and Educational Programs (Round 1).

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.ny.gov/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 submitted as part of an Application/Bid Event response should be included as part of your full Application submission (See Section V.A., "Application Format/Content").

  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 included with the full Application submission**. Use the **Attachment 1 – Checklist and Instructions** to verify that you are including all required attachments with your full application submission.

Attachment 1: Checklist and Instructions
Attachment 2: Applicant Face Page
Attachment 3: Applicant Budget
Attachment 4: Work Plan Summary
Attachment 5: Applicant Attestation
Attachment 6: Appendices Document; *optional*
Attachment 7: Minority and Women-Owned Business Enterprise Forms - NFP
Attachment 8: Gender-Based Violence and the Workplace Certification
Attachment 9: Attachment A-1, Agency Specific Terms and Conditions

Attachment 10: Attachment A-2, Program Specific Terms and Conditions
Attachment 11: Attachment M, Participation by Minority Group Members and Women With Respect to State Contracts: Requirements and Procedures