

Request for Proposals
RFP #20017
Training Services for NY State of Health Application Assistors and Local
Departments of Social Services

AMENDMENT #4

March 27, 2019

The following are official modifications, which are hereby incorporated into RFP #20017: Training Services for NY State of Health Application Assistors and Local Departments of Social Services.

An amended version of the RFP including Amendments #1 through Amendment #4 with attachments has been posted. Deleted language appears in strikethrough (“~~xxx~~”) and added language appears in underline (“xxx”) and red text for Amendments 1, 2 and 3. Deleted language appears in strikethrough (“~~xxx~~”) and added language appears in underline (“xxx”) and bold red text for Amendment 4.

The amended version and the information contained in Amendments #1 through Amendment #4 prevails over the original RFP language.

Bidders should review all documents in their entirety to ensure all amended language is incorporated into proposals.

1.0 CALENDAR OF EVENTS

RFP 20017 - TRAINING SERVICES FOR NY STATE OF HEALTH APPLICATION ASSISTORS AND LOCAL DEPARTMENTS OF SOCIAL SERVICES	
<u>EVENT</u>	<u>DATE</u>
Issuance of Request for Proposals	January 30, 2019
Deadline for Submission of Written Questions	February 13, 2019 4:00 p.m. ET
Responses to Written Questions Posted by DOH	On or About March 1, 2019 <u>March 12, 2019</u>
Deadline for Submission of Proposals	March 22, 2019 April 10, 2019 <u>April 17, 2019</u> 4:00 p.m. ET
<u>Anticipated</u> Contract Start Date	January 1, 2020

6.0 Proposal Content

Section 6.3. Cost Proposal

Submit a completed and signed **FINAL REVISED Attachment B – Cost Proposal dated March 27, 2019**. The Cost Proposal shall comply with the format and content requirements as detailed in this document and in Attachment B. Failure to comply with the format and content requirements may result in disqualification.

The bid price is to be all-inclusive to cover Section 4.0 Scope of Work and the cost of furnishing all of the said services, including but not limited to travel (not including reimbursable travel per Section 4.1.4.E), materials, equipment, overhead, location rentals, reporting, profit and labor and any other expenses incurred to the satisfaction of the Department of Health and the performance of all work set forth in said specifications, Section 4.0 Scope of Work and this RFP.

Attachments

The following attachments are included in this RFP and are available via hyperlink or can be found at: <https://www.health.ny.gov/funding/forms/>.

1. [Bidder's Disclosure of Prior Non-Responsibility Determination](#)
2. [No-Bid Form](#)
3. [Vendor Responsibility Attestation](#)
4. [Vendor Assurance of No Conflict of Interest or Detrimental Effect](#)
5. [Guide to New York State DOH M/WBE Required Forms & Forms](#)
6. [Encouraging Use of New York Businesses in Contract Performance](#)
7. [Bidder's Certified Statements](#)
8. [DOH Agreement](#) (Standard Contract)
9. [References](#)
10. [Diversity Practices Questionnaire](#)
11. [Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination](#)

The following attachments are included in this RFP and can be found at: <https://www.health.ny.gov/funding/rfp/20017/index.htm>

- ~~B. Revised Cost Proposal ***~~
- B. FINAL Revised Cost Proposal dated March 27, 2019******
- E. Revised Current Training and Modality Summary****
- G. Assistor Online Certification Training Sample**
- H. Classroom LDSS Training Sample**
- I. Webinar Training Sample**

The following attachments are attached and included in this RFP:

- A. Proposal Document Checklist**
- ~~B. Cost Proposal~~
- C. Regional Medicaid Consortia: New York State County Listing
- D. Summary of Staff Qualifications**
- ~~E. Current Training and Modality Summary~~
- F. Recommended Class Size Per Training Modality

***** Attachment B – Revised Cost Proposal**

The attachment has been removed and replaced with *FINAL Revised Attachment B Cost Proposal dated March 27, 2019 to be found at: <https://www.health.ny.gov/funding/rfp/20017/index.htm>**

Bidders must submit the FINAL Revised Attachment B Cost Proposal dated March 27, 2019 as their Cost Proposal.

***Attachment B – Cost Proposal**

The attachment has been removed and replaced with Revised Attachment B Cost Proposal to be found at: <https://www.health.ny.gov/funding/rfp/20017/index.htm>

Bidders must submit the REVISED Attachment B as their Cost Proposal.

**ATTACHMENT A
PROPOSAL DOCUMENT CHECKLIST**

Please reference Section 7.0 for the appropriate format and quantities for each proposal submission.

RFP#20017 TRAINING SERVICES FOR NY STATE OF HEALTH APPLICATION ASSISTORS AND LOCAL DEPARTMENTS OF SOCIAL SERVICES		
FOR THE ADMINISTRATIVE PROPOSAL		
RFP §	SUBMISSION	INCLUDED
§ 6.1.1	Attachment 1 – Bidder’s Disclosure of Prior Non-Responsibility Determinations, completed and signed.	<input type="checkbox"/>
§ 6.1.2	Freedom of Information Law – Proposal Redactions (If Applicable)	<input type="checkbox"/>
§ 6.1.3	Attachment 3- Vendor Responsibility Attestation	<input type="checkbox"/>
§ 6.1.4	Attachment 4 - Vendor Assurance of No Conflict of Interest or Detrimental Effect	<input type="checkbox"/>
§ 6.1.5	M/WBE Participation Requirements:	<input type="checkbox"/>
	Attachment 5 Form 1	<input type="checkbox"/>
	Attachment 5 Form 2 (If Applicable)	<input type="checkbox"/>
§ 6.1.6	Attachment 6- Encouraging Use of New York Businesses	<input type="checkbox"/>
§ 6.1.7	Attachment 7 - Bidder’s Certified Statements, completed & signed.	<input type="checkbox"/>
§ 6.1.8	Attachment 9 – References	<input type="checkbox"/>
§ 6.1.9	Attachment 10 - Diversity Practices Questionnaire	<input type="checkbox"/>
§ 6.1.10	Attachment 11 - Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination	<input type="checkbox"/>
FOR THE TECHNICAL PROPOSAL		
RFP §	SUBMISSION	INCLUDED
§ 6.2.1	Title Page	<input type="checkbox"/>
§ 6.2.2	Table of Contents	<input type="checkbox"/>
§ 6.2.3.a	Documentation of Minimum Qualifications to Propose (Requirement)	<input type="checkbox"/>
§ 6.2.3.b	Documentation of Preferred Qualifications, if applicable.	<input type="checkbox"/>
§ 6.2.4	Technical Proposal Narrative	<input type="checkbox"/>
FOR THE COST PROPOSAL REQUIREMENT		
RFP §	REQUIREMENT	INCLUDED
§ 6.3	FINAL Revised Attachment B- Cost Proposal dated March 27, 2019	<input type="checkbox"/>