



# Department of Health

## Request for Proposals

**RFP # C042235R**

### **Consultant Services for the New York State Perinatal Quality Collaborative - Reissue**

**Issued: March 24, 2026**

#### **Permissible Subject Matter Contact:**

Pursuant to State Finance Law § 139-j(3)(a), the Department identifies the following allowable person to contact for communications related to the submission of written bids, written questions, pre-bid questions, and debriefings.

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Pursuant to State Finance Law §§ 139-j and 139-k, the New York State Department of Health (hereinafter referred to as the “**Department**”) identifies the following designated person to whom all communications attempting to influence the Department’s conduct or decision regarding this procurement must be made.

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## **TABLE OF CONTENTS**

(Hyperlinked; click to go directly to desired topic.)

<b>TABLE OF CONTENTS</b> .....	2
1.0 CALENDAR OF EVENTS .....	4
2.0 OVERVIEW .....	4
2.1 Introductory Background.....	4
2.2 Important Information.....	6
2.3 Term of the Agreement.....	6
3.0 BIDDERS' QUALIFICATIONS TO PROPOSE .....	6
3.1 Minimum Qualifications.....	6
3.2 Preferred Qualifications .....	7
4.0 SCOPE OF WORK .....	7
4.1 Tasks/Deliverables .....	7
4.1.1 Project Management.....	7
4.1.2 Planning and Implementation of Learning Collaborative Projects.....	9
4.1.3 Coaching Call Webinars and Educational Webinars .....	9
4.1.4 Learning Sessions .....	10
4.1.5 Clinical Quality Improvement .....	10
4.1.6 Quality Improvement Advisement .....	11
4.1.7 Administration of Learning Collaborative.....	12
4.2 Staffing .....	13
4.2.1 Project Director.....	13
4.2.2 Project Coordinator.....	14
4.2.3 Clinical Leaders .....	14
4.2.4 Equity Leader .....	14
4.2.5 QI Advisors.....	15
4.3 Reporting.....	15
4.4 Information Technology .....	15
4.5 Security .....	15
4.6 Transition.....	16
4.7 Payment .....	16
4.8 Subcontracting.....	17
4.9 Contract Insurance Requirements .....	17
4.10 Minority & Women-Owned Business Enterprise (M/WBE) Requirements .....	18
4.11 Participation Opportunities for NYS Certified Service-Disabled Veteran-Owned Businesses .....	19
5.0 ADMINISTRATIVE INFORMATION .....	20
5.1 Restricted Period .....	20
5.2 Questions .....	20
5.3 Right to Modify RFP.....	20
5.4 The Department's Reserved Rights .....	21
5.5 Debriefing .....	21
5.6 Protest Procedures.....	21
5.7 Freedom of Information Law ("FOIL") .....	22
5.8 Piggybacking .....	22
6.0 PROPOSAL CONTENT .....	22
6.1 Administrative Proposal .....	22
6.1.1 Bidder's Disclosure of Prior Non-Responsibility Determinations.....	22
6.1.2 Freedom of Information Law – Proposal Redactions.....	23
6.1.3 Vendor Responsibility Questionnaire .....	23
6.1.4 Vendor Assurance of No Conflict of Interest or Detrimental Effect .....	23
6.1.5 M/WBE Forms .....	23
6.1.6 Encouraging Use of New York Businesses in Contract Performance.....	23
6.1.7 Bidder's Certified Statements .....	23
6.1.8 Diversity Practices Questionnaire .....	23

6.1.9	Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination	24
6.1.10	Executive Order 16 Prohibiting Contracting with Businesses Conducting Business in Russia	24
6.1.11	State Finance Law Consultant Disclosure Provisions	24
6.1.12	Sales and Compensating Use Tax Certification (Tax Law, § 5-a)	24
6.1.13	Gender-Based Violence and the Workplace Certification	25
6.2	Technical Proposal	25
6.2.1	Title Page	25
6.2.2	Table of Contents	25
6.2.3	Documentation of Bidder's Eligibility Responsive to Section 3.0 of RFP	25
6.2.4	Technical Proposal Narrative	26
6.2.4.1	Tasks/ Deliverables	26
6.2.4.2	Staffing and Qualifications	27
6.2.4.3	Proposed Approach - Reporting	27
6.2.4.4	Proposed Approach - Information Technology	27
6.2.4.5	Proposed Approach - Security	27
6.2.4.6	Proposed Approach - Transition	27
6.3	Cost Proposal	28
7.0	PROPOSAL SUBMISSION	28
7.1	No Bid Form	29
8.0	METHOD OF AWARD	29
8.1	General Information	29
8.2	Submission Review	30
8.3	Technical Evaluation	30
8.4	Cost Evaluation	30
8.5	Composite Score	30
8.6	Best and Final Offers	31
8.7	Award Recommendation	31
9.0	ATTACHMENTS	32
	ATTACHMENT A	9-1

## 1.0 CALENDAR OF EVENTS

<b>RFP C042235R – Consultant Services for the New York State Perinatal Quality Collaborative - Reissue</b>	
<b><u>Event</u></b>	<b><u>Date</u></b>
Issuance of Request for Proposals	March 24, 2026
Deadline for Submission of Written Questions	Questions Due By April 14, 2026 by <b>4:00 p.m. ET</b>
Responses to Written Questions Posted by the Department	On or About Responses Posted By May 5, 2026
Deadline for Submission of Proposals	Proposals Due On Or Before May 26, 2026 by <b>4:00 p.m. ET</b>
<i><u>Anticipated</u></i> Contract Start Date	July 1, 2027

## 2.0 OVERVIEW

Through this Request for Proposals (RFP), the New York State Department of Health (the Department) is seeking competitive proposals from qualified bidders to support the work and activities of the Department's New York State Perinatal Quality Collaborative (NYSPQC) with assistance in planning, developing, operationalizing, and evaluating the various projects of the NYSPQC as further detailed in Section 4.0 (Scope of Work). It is the Department's intent to award one (1) contract from this procurement.

### 2.1 Introductory Background

The Department, as the lead State agency for maternal and child health programs, is issuing this RFP to identify a Contractor with the skills, abilities and resources to support the work and activities of the New York State Perinatal Quality Collaborative (NYSPQC).

The Contractor will provide the Department with:

- Quality improvement (QI) expertise and guidance to assist with all aspects of the NYSPQC projects, based on the framework and recommendations of organizations such as the Institute for Healthcare Improvement (IHI) and Agency for Healthcare Research and Quality (AHRQ);
- Ongoing, consistent faculty with clinical experience to serve as subject matter experts as well as guest speakers with lived experience, as needed to implement and sustain projects;
- Current research, evidence-based practice and standard of care, and information relevant to project focus areas to ensure project success;
- Access to ad hoc guest speakers for NYSPQC educational events, such as speakers for Coaching Call webinars or educational webinars and in-person/virtual Learning Sessions; and
- Access to parent/family partners as members of the NYSPQC team to implement and sustain projects.

## **New York State Perinatal Quality Collaborative (NYSPQC)**

The NYSPQC commenced in 2010 and is overseen by the Department's Division of Family Health (DFH). It is a nationally recognized initiative that engages a statewide network of birthing facilities that seek to provide the best, safest, and most equitable care for NYS' birthing people and infants. The NYSPQC aims to improve maternal and infant outcomes, reducing morbidity and mortality, by moving evidence-based guidelines to action through intervention-specific projects. The NYSPQC works closely with state and national professional organizations and associations, community organizations, parent/family partners, and others. The NYSPQC's projects are offered at no cost to participating birthing facility teams.

The NYSPQC has adapted the Institute for Healthcare Improvements (IHI) model for Idealized Design of Perinatal Care and Breakthrough Series Methodology as a framework to guide improvement.<sup>1</sup> This model consists of the development of reliable clinical processes to manage perinatal care; uses principles that improve safety by preventing, detecting, and mitigating errors; and establishes prepared and activated care teams that communicate effectively with each other and with birthing people and families.

Specific priorities set by the Department are implemented by participating stakeholders, which include NYS birthing facilities, health care professionals, and community-based organizations. Projects of the NYSPQC focus on improving outcomes for birthing people, families, and infants.

Each project is conducted over a period of at least two years and continues until there is a consensus among project stakeholders to close the project, following the achievement of project deliverables. The projects are implemented using the Quality Improvement (QI) process. Each project includes at least two (2) virtual/in-person Learning Sessions over the project timeline, with monthly technical assistance Coaching Call webinars. There is routine feedback of QI data submitted by project participants with discussions of successes and barriers and strategies for change. The feedback time frame is based on the focus of the specific project and frequency of health occurrence. There is also discussion of specific strategies to enable project participants to learn from each other's experiences. A NYSPQC website has been established ([health.ny.gov/community/pregnancy/nyspqc/](http://health.ny.gov/community/pregnancy/nyspqc/)) as well as project-specific Basecamps as a repository of project materials for participating birthing facility teams. Project-specific listservs have also been established for ongoing communication between NYSPQC staff and stakeholders, including birthing facility teams.

The contractor will support current/ongoing NYSPQC projects, a maximum of four concurrent projects at any given time, and their eventual closing, as well as the implementation and eventual closing of new projects. Current and potential areas of focus include but are not limited to:

- Improving perinatal outcomes for Black birthing people as well as their experience of care during the birth hospitalization with a focus on reducing rates of Nulliparous, Term, Singleton, Vertex (NTSV) cesarean births to improve perinatal outcomes;
- Improving outcomes for infants receiving care in NYS' Neonatal Intensive Care Units (NICUs) as well as their parent's/caregiver's experience of care while their infant is being cared for in the NICU; and
- Other perinatal priorities identified by the Department and NYSPQC to modify ongoing projects and/or develop new projects with a goal of improving birth and other maternal and child health outcomes.

While the focus areas of the NYSPQC projects evolve, change and/or expand over time, and all must be approved by the Department, the general format and process of the learning collaborative for each intervention project remains similar.

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<sup>1</sup> Institute for Healthcare Improvement (IHI), Boston MA.

## 2.2 Important Information

The Bidder **must** review, and is requested to have its legal counsel review, [Attachment 8](#), the DOH Agreement (Standard Contract), as the successful Bidder must be willing to enter into the Contract awarded pursuant to this RFP in the terms of [Attachment 8](#), **subject only to any amendments to the Standard Contract agreed by the Department during the Question and Answer Phase of this RFP** (see, [Section 5.2](#)). Please note that this RFP and the awarded Bidder's Bid will become part of the Contract as Appendix B and C, respectively.

It should be noted that Appendix A of [Attachment 8](#), "Standard Clauses for New York State Contracts", contains important information, terms and conditions related to the Contract to be entered into as a result of this RFP and **will be incorporated, without change or amendment**, into the Contract entered into between the Department and the successful Bidder. By submitting a response to this RFP, the Bidder agrees to comply with all the provisions of the Contract, including all of the provisions of Appendix A.

Note, [Attachment 7](#), the Bidder's Certified Statements, **must** be submitted by each Bidder and includes a statement that the Bidder accepts, **without any added conditions, qualifications or exceptions**, the contract terms and conditions contained in this RFP including any exhibits and attachments, including, without limitation, [Attachment 8](#). It also includes a statement that the Bidder acknowledges that, should any alternative proposals or extraneous terms be submitted with its Bid, such alternate proposals or extraneous terms will not be evaluated by the Department.

Any qualifications or exceptions proposed by a Bidder to this RFP should be submitted in writing using the process set forth in [Section 5.2](#) (Questions) prior to the deadline for submission of written questions indicated in [Section 1](#). (Calendar of Events). Any such qualifications or exceptions that are not proposed prior to the deadline for the submission of written questions will not be considered by the Department after contract award. Any amendments the Department makes to the RFP as a result of questions and answers will be publicized on the Department's web site and will be available and applicable to all Bidders equally.

## 2.3 Term of the Agreement

The term of the Contract that will be entered into pursuant to this RFP between the Department and the successful Bidder is expected to be for a period of five years commencing on the date shown on the Calendar of Events in [Section 1](#), subject to the availability of sufficient funding, successful Contractor performance, and approvals from the New York State Attorney General (AG) and the Office of the State Comptroller (OSC).

The maximum allowable annual total bid price must not exceed \$731,000 per contract years 1 through 3, and \$753,000 per contract years 4 and 5. Proposals received above the maximum allowable annual total bid price will be disqualified. See Sections 4.7 Payment, 6.3 Cost Proposal and Attachment B Cost Proposal. The pricing for years four (4) and five (5) of the Contract is subject to an annual increase or decrease as described in [Section 4.7](#) (Payment).

## 3.0 BIDDERS' QUALIFICATIONS TO PROPOSE

### 3.1 Minimum Qualifications

The Department will accept proposals from bidders with the following types and levels of experience as a prime contractor:

- Bidders must have a minimum of three (3) years of experience in healthcare-based QI/performance management;
- Bidders must have a minimum of three (3) years of experience with the development of resources, services and evaluation related to healthcare-based QI/performance management; and
- Bidders must have three (3) years of experience with addressing health disparities in maternal and child health and working with culturally and ethnically diverse groups.

Experience acquired concurrently is considered acceptable.

For the purposes of this RFP, a “prime contractor” is defined as one who has the contract with the owner of a project or job and has full responsibility for its completion. A prime contractor undertakes to perform a complete contract and may employ (and manage) one or more subcontractors to carry out specific parts of the contract.

Failure to meet these Minimum Qualifications will result in a proposal being found non-responsive and eliminated from consideration.

### **3.2 Preferred Qualifications**

The Department will provide additional points in scoring for proposals from bidders with the following types and levels of experience as a prime contractor:

- A minimum of three (3) years of experience with involving individuals with lived experience and/or parent/family partners in development, administration and/or monitoring of learning collaboratives.

### **4.0 SCOPE OF WORK**

This Section describes the NYSPQC consulting services that are required to be provided by the selected bidder. The selected bidder must be able to provide all of these services throughout the contract term.

**PLEASE NOTE:** Bidders will be requested to provide responses that address all of the requirements of this RFP as part of its Technical Proposal.

The terms “bidders”, “vendors” and “proposers” are also used interchangeably. For purposes of this RFP, the use of the terms “shall”, “must” and “will” are used interchangeably when describing the Contractor’s/Bidder’s duties.

#### **4.1 Tasks/Deliverables**

##### **4.1.1 Project Management**

The Contractor must provide and coordinate a project management team which supports the planning, developing, implementing, operationalizing, summarizing, and evaluating of various NYSPQC projects.

The Contractor’s project management team will provide targeted support to the Department as follows:

- Provide assistance with the management of projects and administrative tasks related to the NYSPQC projects;
- Provide technical assistance and support for meeting and webinar participants using the NYSPQC’s Zoom, Webex, or similar platform for meetings and webinar events, including technical assistance in preparation for and during events, such as with creating links for pre-registration, troubleshooting connection issues for attendees, running in-webinar polls, answering questions in chat, and generating attendance reports;
- Coordinate activities of project management team members, as necessary, to ensure contract work is being completed;
- Plan, create and distribute agendas and materials (i.e., worksheets to facilitate team planning and implementation), facilitate and attend meetings with stakeholders internal and external to Department, and provide written summaries of those meetings;
- Organize project related materials, including forms and resources submitted by participating birthing facility teams, meeting agendas and summaries, project tools such as, but not limited to, Driver Diagrams and Change Packages, and Plan–Do–Study–Act (PDSA) Worksheets, a quality improvement tool used when running small tests of change (<https://www.ihl.org/resources/tools/plan-do-study-act-pdsa-worksheet>);
- Create and develop communication tools and resources (i.e., email updates, tables, and meeting summaries) for participating birthing facility teams and partners regarding project progress, and data,

- concerns, in consultation with Department;
- Work with the Department to identify areas of concern or those requiring clarification from project participants;
- Communicate progress and concerns related to data with Department as appropriate on a weekly or bi-weekly basis;
- Ensure communication with all project participants as identified by the Department, including drafting e-mails related to project progress and updates, developing project summaries and presentations, and developing dissemination plans for these items;
- Draft emails to be distributed by Department via project listservs to communicate with all project participants on all relevant updates, clarifications, upcoming meetings and events, and data reminders;
- Create NYSPQC project summaries that consist of an analysis of the data collected as well as impact of strategies implemented through the course of the project to be shared with all project participants as requested by Department; and
- Meet via phone and/or webinar with Department on a bi-weekly or as needed basis to ensure a mutual understanding of project progress, as well for in-person Learning Sessions.

Project development activities include, but are not limited to:

- Identifying emerging issues and best practices related to ongoing projects to ensure integration into project strategies;
- Assisting with the identification and selection of new project focus areas by researching clinical standards and emerging issues as requested by the Department;
- Gathering literature as well as information from other state based PQCs on related topic areas;
- Assist with the identification, engagement, and coordination of advisory work groups, including planning, hosting, facilitating, and evaluating meetings and events;
- Develop up to four (4) Recruitment Packages\* for new projects over the five-year period, including developing other project materials such as: project measures, Driver Diagram\*\*, Change Packages\*\*\*, and other materials as appropriate; and
- Develop materials for activities related to new and ongoing projects.

\*The **Recruitment Package** is a resource that defines the project in detail, outlines responsibilities, and describes the collaborative QI process. It contains the project schedule, the data to be collected in support of the project, the defined measures and the suggested composition of project teams. Once recruited, teams perform pre-work data collection for baseline measurement of the perinatal issue to be addressed during the project.

\*\*The **Driver Diagram** is a visual display that depicts the relationship between the project aim, the primary drivers that contribute directly to achieving the aim, and the secondary drivers that are necessary to achieve the primary drivers. For more information about the Driver Diagram or other resources appropriate to this project, visit the Institute for Healthcare Improvement website at <https://www.ihl.org/resources/tools/driver-diagram>.

\*\*\*The **Change Package** includes a list of high leverage key change concepts or “ideas” for changes at the system level and specific strategies for those changes. These changes come from evidence provided by previous research. This “change package” is the basis for project participants’ strategies that they will implement in their birthing facility to reach the project goal(s).

#### **4.1.2 Planning and Implementation of Learning Collaborative Projects**

The Contractor must support ongoing projects and assist with the planning and implementation of the NYSPQC projects. This consists of planning for ongoing and new NYSPQC projects, preparing materials for Coaching Call webinars, educational webinars and Learning Sessions, and implementing IHI's model for QI activities related to each project.

The Contractor must perform the following specific contract requirements to the satisfaction of the Department:

- Support ongoing NYSPQC projects, and the development of new NYSPQC projects to ensure objectives set by the Department are being met;
- Provide the Department with relevant information regarding maternal and child health and the outcomes the project is seeking to achieve (e.g. evidence behind the strategy to improve a maternal and child health outcome) to ensure continued project success;
- Work with the Department to identify topic areas of concentration and guest speakers for Coaching Call webinars, educational webinars and Learning Sessions based on participant needs and progress;
- Work with the Department to identify, engage, and coordinate advisory work group members, which will include the coordination of up to two in-person advisory work group meetings per year. Advisory work group members vary from project-to-project, and may include clinical providers, quality improvement experts, staff from professional and/or hospital associations, and parent family partners;
- Work with the Department to identify, engage, coordinate, and compensate local and national guest speakers for presentations during Coaching Call webinars, educational webinars and Learning Sessions;
- Work with the Department, clinical/content and QI guest speakers to ensure content of Coaching Call webinars, educational webinars and Learning Sessions are relevant, complete and provide information and guidance to assist project participants to improve their project strategies;
- Assist in closing projects as appropriate, including writing project summaries that may include data analysis, summary of the evidence and strategies used by the project participants, successes and challenges as well as other components as requested by the Department to clearly depict the project as needed; and
- Aid in disseminating the findings of NYSPQC projects as requested and approved by the Department such as, but not limited to, evaluation of quality improvement and project performance, implementation methods, assisting with design of project curriculum (i.e., Coaching Call webinars, educational webinars, Learning Sessions, etc.), and engaging and coordinating teams (i.e., high performers).

#### **4.1.3 Coaching Call Webinars and Educational Webinars**

Coaching Call webinars are generally one (1) hour webinars where Department, project participants, and contract staff meet to discuss project progress and strategies for improvement. Typically, there is one Coaching Call webinar per month per NYSPQC project. These webinars are opportunities for NYSPQC project participants to connect with other participating birthing facility teams or stakeholders to share strategies, identify lessons learned, overcome barriers, recognize successes, and expedite the implementation of project goals.

Educational webinars are one (1) hour webinars where Department and contract staff share content relative to NYSPQC projects to educate participants, which include perinatal care providers and staff from NYS birthing facility teams. Educational webinars are open to perinatal care providers and NYS birthing facility teams regardless of NYSPQC participation status.

The contractor must support the Department with Coaching Call webinars and educational webinars on a focused maternal child health topic that are open to a broader audience which may include all NYS birthing facilities (regardless of project participation status and/or all NYS perinatal care providers).

The Contractor must:

- Collaborate with the Department to develop content for and participate in Coaching Call webinars and Educational webinars;
- Identify, engage, and coordinate guest speakers, such as national subject matter experts or participating birthing facility teams, for each webinar and in consultation with Department;
- Assist with development of agendas, draft curriculum, and draft email notifications announcing the webinars as well as follow-up information; and
- Provide support for all NYSPQC project webinars, including, but not limited to, scheduling, loading slides, running webinar platform, troubleshooting issues with the webinar platform as technical difficulties arise, assisting project participants with technical issues preventing access or participation, presenting, facilitating and/or moderating discussion, taking notes, providing summaries, and identifying next steps and action items.

#### 4.1.4 Learning Sessions

In-person and/or virtual Learning Sessions occur approximately twice per year per project (in-person sessions are one-day meetings and virtual sessions are two days of two-hour webinars per day) wherein teams from all participating organizations and expert guest speakers convene to exchange ideas and learn from one another. Project participants may be provided with guidance and instruction by the QI Advisors in using the Model for Improvement<sup>2</sup> to improve their performance in the project's focus area. Project participants have direct access to each other and to subject matter experts at these meetings to gain insight and new ideas. Hospital/health care project teams learn from each other as they report on their methods, successes, barriers, and lessons learned in storyboard presentations and discussions. Depending on the number of facilities involved in a project, the number of Learning Session participants ranges from 30 to 200 attendees.

The Contractor will:

- Assist the Department with planning and conducting Learning Sessions;
- Assist the Department with the development and coordination of agendas, materials and presentations;
- Present and facilitate Learning Session discussions, as requested by Department;
- Assist with the identification and engagement of guest speakers (who are not existing members of the project management team) to conduct presentations at virtual or in-person Learning Sessions; and
- Assist in conducting an analysis for the storyboard presentations at the close of each Learning Session.

The Department will be responsible for arranging and providing the venue for the in-person Learning Sessions which will be held within NYS. Other costs associated with the Learning Sessions, including Contractor travel to/from and staffing at the event, guest speaker travel to/from the event and speaker fees are the responsibility of the Contractor, and must be included in the contractor's bid pricing in Attachment B – Cost Proposal.

#### 4.1.5 Clinical Quality Improvement

The Contractor must assist with developing and implementing interventions and materials related to the yearly projects of the NYSPQC, and work with the Department on those plans and materials. The Contractor must accomplish these specific tasks:

- **Provide QI Guidance including:**
  - Prepare annotated bibliographies of perinatal and infant health research pertinent to specified interventions;
  - Participate in the development and implementation of the NYSPQC work plans;
  - Provide advice regarding the learning process and its application to the NYSPQC; and
  - Prepare presentations and materials for workgroup meetings, Coaching Call and/or educational webinars, and Learning Sessions.

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<sup>2</sup> The Model for Improvement was developed by Associates in Process Improvement. [www.apweb.org/API\\_home\\_page.htm](http://www.apweb.org/API_home_page.htm).

- **Develop Performance Improvement Interventions and Change Packages including:**
  - Provide up-to-date project-related information to the Department and NYSPQC project participants as requested by Department;
  - Assist with the identification and selection of performance improvement interventions;
  - Develop change packages to support the clinical performance improvement interventions;
- Utilize the Institute for Healthcare Improvement’s Breakthrough Series improvement methodology (<https://www.ihl.org/resources/white-papers/breakthrough-series-ihis-collaborative-model-achieving-breakthrough>) to guide projects and assist both the NYSPQC and participating NYS birthing facilities in achieving objectives; and
  - Provide expertise and practical guidance in quality improvement methodology implementation to the NYSPQC team at the Department, as well as to participating birthing facility teams.
- **Advise on Data Collection and Measurement Strategies including:**
  - Assist with data collection strategies for the NYSPQC workgroups and teams;
  - Provide clinical and evaluation expertise to support data collection and measurement strategies needed to assess the effectiveness of the interventions; and
  - Review Department analysis of project data to help identify areas for data collection and measurement improvement.

Quality improvement data are collected by the Department through the Health Commerce System (HCS). The contractor will serve in an advisory capacity concerning project subject matter, measurement definition, and interpretation, but will not be involved in directly collecting and/or analyzing the data.

- **Provide Communication and Learning Strategies:**
  - Facilitate communication among the NYSPQC advisory work group and participating birthing facility teams during the project meetings, Coaching Calls and/or educational webinars, and Learning Sessions;
  - Prepare project summaries, as requested by Department, to disseminate findings and lessons learned; and
  - Communicate via telephone, email, and/or webinar on a weekly basis as needed with the Department NYSPQC program team regarding progress, to discuss any questions or concerns, and to plan for next steps. In addition, the Clinical Leaders will communicate with the NYSPQC Project Director on an as needed basis to ensure appropriate progress and clear lines of communication.

#### 4.1.6 Quality Improvement Advisement

The Contractor must provide QI advisement for the development and implementation of all interventions and materials related to the project, and work with the Department on those plans and materials. The Contractor will be responsible for these specific tasks:

- **QI Guidance:**
  - Arrange, host and facilitate virtual meetings and bi-weekly conference calls with the Department;
  - Prepare annotated bibliographies of perinatal and children’s research pertinent to specified interventions;
  - Participate in the development and implementation of the NYSPQC project work plans;
  - Provide guidance regarding the learning process and its application to the NYSPQC project participants;
  - Prepare presentations and materials for workgroup meetings and Learning Sessions;
  - Assist the Department with identifying, planning, and executing improvement projects;
  - Interact with project participants, which may include hospital/health care teams, community-based organizations, etc., as needed, to support and facilitate QI projects; and
  - Provide technical assistance to project participants to prepare project participants to share their progress on Coaching Call webinars.

- **Interventions and Change Packages:**
  - Provide up-to-date clinical information to the Department and NYSPQC project participants;
  - Assist with the identification and selection of clinical interventions;
  - Develop change packages and other relevant materials to support the clinical interventions; and
  - Provide QI guidance for data collection and measurement strategies needed to assess the effectiveness of the interventions.
  
- **Data Strategies:**
  - Assist with the development and implementation of data collection strategies for NYSPQC workgroups and teams;
  - Provide clinical expertise to support data collection and measurement strategies needed to assess the effectiveness of the interventions;
  - Review DOH analysis of project data and help identify areas for improvement; and
  - Provide suggestions for data analysis and evaluation regarding QI methods (i.e., funnel charts, etc.).
  
- **Communication and Learning Strategies:**
  - Attend and facilitate communication among the NYSPQC workgroups and teams during the project meetings, Coaching Call and educational webinars, and Learning Sessions;
  - Assist in the preparation of project summaries, to disseminate findings and lessons learned; and
  - The QI Advisors will participate in conference calls on a bi-weekly basis with the Department to share progress and contribution to the NYSPQC projects.

#### **4.1.7 Administration of Learning Collaborative**

The Contractor must perform the following specific contract requirements:

- Provide the Department with access to expert QI guest speakers with perinatal and children's health clinical and/or lived expertise, as well as content experts, as needed to implement additional QI projects, during in-person and virtual meetings, webinars, and conference calls;
- Work with NYSPQC project participants to ensure an understanding of QI;
- Provide QI coaching via phone or webinar, including one-on-one with participating birthing facility teams as necessary (approximately four per month), small groups of participating facilities (estimated two per month), and hosting at least two hours per month of open office hours via webinar; and

The Contractor must deliver, address, and collaborate with the Department regarding the deliverables and project components listed above in Section 4.1 These deliverables are to be completed at the request of the Department, and the Department reserves the right to alter any of these deliverables, as needed, to fit the current Scope of Work (SOW). Changes to the SOW will need to be made as amendments to the contract as indicated in item I.D. of the Standard Contract (Attachment 8), and subject to review and approval by the AG and OSC.

**Note:** The contractor is responsible for effectuating contractual agreements with guest speakers and parent/family partners, and paying all travel costs and attendance/presentation fees directly to the guest speaker. For each guest speaker utilized, the Contractor will bill the Department the fixed hourly price in the Cost Proposal, and this will be the only means of contractor reimbursement for the utilization of guest speakers.

## 4.2 Staffing

The Contractor must provide the Department with a project management team that has the capacity to fulfill all the required tasks and deliverables. Key staff that comprise the project management team provided by the Contractor will include:

- One (1) Project Director;
- One (1) Project Assistant/Coordinator;
- Clinical Leaders including at least one (1) specializing in obstetrics and at least one (1) specializing in neonatology;
- One (1) Equity Leader; and
- At least one (1) QI Advisor.

The minimum qualifications for key staff are defined below. The Department reserves the right to approve candidates for project management team positions upon contract award.

Required experience of key staff can be obtained concurrently. Key staff are also required to attend conference calls/webinars with Department staff bi-weekly or as needed and participate in the various NYSPQC workgroups as advised. The project management team, which includes the QI Advisors, will be expected to attend relevant virtual/in-person meetings, conference calls and webinars as requested by the Department.

**Note:** Reimbursement for staff time and all related travel costs for positions identified within this RFP Section 4.2 shall be paid to the contractor at the hourly rate bid in the Cost Proposal. This is the only means of reimbursement the contractor will receive.

### 4.2.1 Project Director

The Contractor must designate a Project Director who will work closely with the Department and its designees to oversee and direct the contractor team, oversee and coordinate all aspects of the consultant team's work, and facilitate the exchange of necessary information with the Department. The Project Director will be responsible for managing and coordinating the project management team, ensuring all RFP requirements are met in a timely fashion, communicating with designated Department staff as appropriate, and all other specified tasks specified in Section 4.1. The Project Director must have experience in the management of a large multi-stakeholder project or initiative (i.e., within an organization, hospital system, or state), preferably related to maternal and child health. Additionally, the Project Director must be experienced in the practice of QI. The Project Director must have at least five (5) years of experience in program or project management and can anticipate devoting a total of 20 hours per week, or 1,040 hours per year, to this project.

The Project Director will:

- Attend NYSPQC project team meetings and actively participate in project planning, implementation, and evaluation activities during these meetings;
- Attend and participate in meetings with the Department and NYSPQC stakeholders, such as birthing facility teams and professional organizations, in support of project planning, implementation and evaluation activities;
- Collaborate with the Department to develop content for and participate in Coaching Call webinars, educational webinars, and Learning Sessions, including presenting and facilitating discussions;
- Identify, engage, and coordinate guest speakers for webinars as appropriate and in consultation with Department;
- Assist in identification, and recruitment of, establish contracts with, obtain receipts and other documentation, and provide payment to guest speakers, for their presentation during Coaching Calls and Learning Sessions, and arrange for and provide payment to clinical leads, parent/family partners, and QI Advisors, and all subcontracted members of the contractor team (as defined in § 4.2.5 of this RFP);
- Oversee and manage all travel expenses incurred by attending project management team members (all members do not attend all meetings as the Clinical leaders and QI Advisors only attend when

participation is relevant to the topic), including collection and review of supporting travel documentation, and authorizing payment for travel expenses including round-trip transportation, hotel accommodations, meals, and other incidentals for each in-person Learning Session. Reimbursement for all travel costs must be included in the hourly bid rates for staffing. There will be no other means of reimbursing for travel expenses.; and

- Ensure bi-weekly meetings are scheduled and held with designated staff at the Department to discuss project status, updates and next steps.

#### **4.2.2 Project Coordinator**

The Contractor must assign a Project Coordinator who will work closely with the Project Director, the Department and its designees to assist with coordination of all aspects of this project and to facilitate the exchange of necessary information. The Project Coordinator will be responsible for supporting the Project Director with managing and coordinating the project management team, ensuring all RFP deliverables are met in required timeframes, communicating with designated Department staff as appropriate, and all other tasks specified in Section 4.1. The Project Coordinator must have relevant experience in project coordination and strong communication skills. The Project Coordinator must have at least three (3) years of experience in program or project management and can anticipate devoting a total of 20 hours per week, or 1,040 hours per year, to this project.

The Project Coordinator will:

- Provide coordination of NYSPQC planning meetings which may include staff from the Department, clinical advisors, parent/family partners, guest speakers, the contractor team, and other stakeholders. This will include: development of agendas; drafting educational curriculum planning documents; drafting e-mail notifications and follow-ups to stakeholders; coordination and updates of project work plans and timelines; and ongoing communication with the Department related to these items;
- Collaborate with the Department to develop content for and participate in Coaching Call webinars, educational webinars, and Learning Sessions. Prior to such events, this will include: scheduling webinars and events; coordination of agenda development, coordination of slide decks and resources; coordination of participating clinical leaders, parent/family partners, and guest speakers; and communication with Department staff related to outstanding issues and finalized event documents. During and following events this will include: loading slides; running webinar platform; troubleshooting issues with the webinar platform as technical difficulties arise; assisting project participants with technical issues preventing access or participation; presenting; facilitating and/or moderating discussion; taking notes; providing summaries; tracking participation and attendance; and identifying next steps and action items.

#### **4.2.3 Clinical Leaders**

The Contractor must assist in identifying and contracting with a minimum of two (2) clinical leaders for specific projects who will oversee the tasks outlined in Section 4.1.4. The Clinical Leaders must be board certified/board eligible physicians with at least five (5) years of experience in QI related to perinatal health care. Clinical leaders may have specialties in maternal-fetal medicine, obstetrics and/or gynecology, pediatrics, neonatology, or addiction medicine. The Clinical Leaders' activities will be specified per project. Clinical Leaders will be subject to Department approval. The anticipated time for Clinical Leaders to devote on projects are expected to be 120 hours per year. The costs for all Clinical Leaders will be paid by the contractor to the contracted individuals, and these costs must be included in the contractor's pricing submitted in Attachment B – Cost Proposal. There will be no other means of payment to the contractor for Clinical Leaders other than the rates identified in the Cost Proposal.

Additional clinical leadership may be required on an ad hoc basis in other areas such as on Coaching Call webinars, educational webinars, at Learning Sessions, or with resource review. Other Clinical Leaders, such as physicians, nurses, midwives, PAs, psychologists, etc., may provide additional clinical leadership in specific areas.

#### **4.2.4 Equity Leader**

The Contractor must provide an Equity Leader to participate in all projects of the NYSPQC. The Equity Leader will assist with all tasks outlined in Section 4.1 and be responsible for providing leadership and technical expertise related to equity in the development and implementation of all NYSPQC projects. Key responsibilities for this role include, but are not limited to, ensuring equity remains at the forefront of all new and ongoing NYSPQC projects including in each project's goals and objectives, data collection and measurement strategies, Driver Diagrams as well as curriculum design and development, and providing ongoing training, consultation and monitoring of participating project teams in all NYSPQC projects. The Equity Leader must have at least five (5) years of experience in the focused area of maternal and infant/child health equity and/or perinatal equity. It is preferred that the Equity Leader also have at least five (5) years of experience serving as the Equity Leader for a large-scale QI initiative within an organization, hospital system, or state, that provided coaching and technical assistance activities. The Equity Leader will work an average of 65 hours per month, depending on the activities to be completed each month.

#### **4.2.5 QI Advisors**

The Contractor must assign at least one, maybe up to two QI Advisors, who will be selected in collaboration with the Department, to perform and oversee the tasks outlined in Section 4.1.6. The QI Advisors will be responsible for providing leadership and technical expertise in the implementation of all relative NYSPQC projects. Key responsibilities for this role include but are not limited to conducting data-driven QI coaching, ongoing training, consultation and monitoring of project participants, and assist in conducting an analysis for the storyboard presentations at the close of each Learning Session for relative NYSPQC projects. The QI Advisors must have at least five (5) years of experience in perinatal QI. It is preferred that the QI Advisors also have at least five (5) years of perinatal clinical experience and experience serving as the advisor for a large-scale QI initiative within an organization, hospital system, or state, that provided coaching and technical assistance activities. In total, the QI Advisors will work an average of 30 hours per month per QI advisor, depending on the activities to be completed each month.

#### **4.3 Reporting**

The Contractor must submit quarterly progress reports. The progress reports need to detail the Contractor's progress with the contract deliverables detailed in Section 4.1. Quarterly progress reports must be submitted within 30 days after the end of the contract quarter or payment of subsequent vouchers will not be made until the progress report and all other supporting documentation required is submitted.

#### **4.4 Information Technology**

The application and all systems and components supporting it, including, but not limited to, any forms and databases that include Personal Health, Personal Identification or other New York State information, must comply with all NYS security policies and standards listed at <http://its.ny.gov/tables/technologypolicyindex.htm>.

#### **4.5 Security**

The selected Contractor shall comply with all privacy and security policies and procedures of the Department (<https://its.ny.gov/policies>) and applicable State and Federal law and administrative guidance with respect to the performance of the Contract. The Contractor is required, if applicable, to execute a number of security and privacy agreements with the Department including a Business Associate Agreement (Appendix H) and a Data Use Agreement (DUA) at contract signing.

The Contractor is expected to provide secure and confidential backup, storage and transmission for hard copy and electronically stored information. Under no circumstances will any records be released to any person, agency, or organization without specific written permission of the Department. The Contractor is obligated to ensure any Subcontractor hired by Contractor who stores, processes, analyzes or transmits MCD on behalf of Contractor has the appropriate security requirements in place. Contractor is required to include in all subcontracts and Business Associate Agreements with their Subcontractors language surrounding the security

and privacy requirements as well as the language contained in the Confidentiality Language for Third Parties section of the DUA. If any breach or suspected breach of the data or confidentiality occurs, whether the breach occurred with the Contractor or Subcontractor, the Department must be notified immediately.

The Contractor is required to maintain and provide to the Department upon request their data confidentiality plans and procedures for meeting security requirements as they relate to the deliverables and services within this RFP, including all plans as they relate to subcontractor work where applicable.

Contractor will develop and maintain adequate fully trained staff to respond to all stakeholder inquiries while protecting confidentiality and maintaining the security and integrity of all systems. Staff must be trained to understand and observe requirements related to confidentiality and operating guidelines for functions included in this RFP.

The Contractor will comply fully with all current and future updates of the security procedures of the Department as well as with all applicable State and Federal requirements, in performance of the Contract.

#### **4.6 Transition**

The Contractor is required to develop a plan to securely and smoothly transfer any records referenced in this agreement to the Department or another Department agent should that be required during or upon expiration of its Contract. The plan and documentation must be submitted to the Department no later than six (6) months before the last day of its Contract with the Department of Health or upon request of the Department.

The Contractor shall provide technical and business process support as necessary and required by the Department to transition and assume contract requirements to the Department or another Department agent should that be required during or at the end of the Contract.

All costs related to transition are the responsibility of the Contractor.

#### **4.7 Payment**

Payment of invoices and/or vouchers submitted by the successful Bidder pursuant to the terms of the Contract entered into pursuant to this RFP by the Department shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be:

Additional payment terms:

1. Invoices must be submitted on a quarterly (three-month) basis no later than thirty (30) days after the end of their respective quarter;
2. Invoices must only include hours worked in the respective quarter;
3. Invoices must be submitted in a format that is consistent with Attachment B Cost Proposal Bid Form;
4. The contractor will only be paid the bid rate for staff time after completing their work, and upon acceptance of the invoiced hours in writing by the Department. The contractor will be responsible for any additional expenses that are incurred.
5. Reimbursement of the invoice is subject to review and approval of actual duties performed.

The contractor shall submit invoices and/or vouchers to the State's designated payment office:

Preferred Method: Email a .pdf copy of your signed voucher to the BSC at: [AccountsPayable@ogs.ny.gov](mailto:AccountsPayable@ogs.ny.gov) and cc to your Contract Manager with a subject field as follows:

Subject: Unit ID 3450257; Contract Number C042235

Alternate Method: Mail vouchers to BSC at the following U.S. postal address:

NYS Department of Health  
Unit ID 3450257 Contract Number C042235  
c/o NYS OGS BSC Accounts Payable  
Building 5, 5th Floor  
1220 Washington Ave.  
Albany, NY 12226-1900

Payment for invoices and/or vouchers submitted by the CONTRACTOR shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The CONTRACTOR shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at [www.osc.state.ny.us/epay/index.htm](http://www.osc.state.ny.us/epay/index.htm), by email at [epayments@osc.state.ny.us](mailto:epayments@osc.state.ny.us) or by telephone at 518-474-6019. CONTRACTOR acknowledges that it will not receive payment on any invoices and/or vouchers submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

In addition to the Electronic Payment Authorization Form, a Substitute Form W-9 must be on file with the Office of the State Comptroller, Bureau of Accounting Operations. Additional information and procedures for enrollment can be found at <http://www.osc.state.ny.us/epay>. Completed W-9 forms should be submitted to the following address:

NYS Office of the State Comptroller  
Bureau of Accounting Operations  
Warrant & Payment Control Unit  
110 State Street, 9th Floor  
Albany, NY 12236

#### **Price Adjustment Clause**

The pricing for years four (4) and five (5) of the Contract can be increased, as long as the increase is no more than three percent (3%) of the Year 1-3 price for each hourly rate AND the total yearly cost does not exceed \$753,000.

#### **4.8 Subcontracting**

Bidders may propose the use of a subcontractor. The Contractor shall obtain prior written approval from the Department before entering into an agreement for services to be provided by a subcontractor. The Contractor is solely responsible for assuring that all the requirements of this RFP is met. All subcontracts shall contain provisions specifying that the work performed by the subcontractor must be in accordance with the terms of the prime contract, and that the subcontractor specifically agrees to be bound by the confidentiality provisions set forth in the agreement between the Department and the Contractor. The Department reserves the right to request removal of any Bidder's staff or subcontractor's staff if, in the Department's discretion, such staff is not performing in accordance with the Contract.

NOTE: Subcontractors whose contracts are valued at or above \$100,000 will be required to submit the Vendor Responsibility Questionnaire upon selection of the prime Contractor.

#### **4.9 Contract Insurance Requirements**

Prior to the start of work under the Contract, the Contractor shall procure, at its sole cost and expense, and shall maintain in force at all times during the term of the Contract, insurance of the types and in the amounts set forth in [Attachment 8](#), the New York State Department of Health Appendix, Section IV. Contract Insurance Requirements as well as below:

- Professional Liability;

- Crime Insurance; and
- Data Breach and Privacy/Cyber Liability including Technology Errors and Omissions.

#### 4.10 Minority & Women-Owned Business Enterprise (M/WBE) 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 woman-owned business enterprises and the employment of minority group members and women in the performance of the Department's contracts.

#### Business Participation Opportunities for M/WBEs

For purposes of this RFP, DOH hereby establishes an overall goal of **30%** for M/WBE participation, **15%** for Minority-Owned Business Enterprises ("MBEs") participation and **15%** for Women-Owned Business Enterprises ("WBEs"), based on the current availability of qualified MBEs and WBEs and outreach efforts to certified M/WBE firms. The successful Bidder who becomes the Contractor under the Contract entered into with the Department pursuant to this RFP must document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of the Contract consistent with the M/WBE participation goals established for this procurement, and Contractor must agree that the Department may withhold payment pending receipt of the required M/WBE documentation. For guidance on how the Department will determine "good faith efforts," refer to 5 NYCRR §142.8.

The directory of New York State Certified M/WBEs can be viewed at: <https://ny.newnycontracts.com>. The directory is found in the upper right-hand side of the webpage under "Search for Certified Firms" and accessed by clicking on the link entitled "MWBE Directory". Engaging with firms found in the directory with like product(s) and/or service(s) is required, and all communication efforts and responses should be well documented to establish Contractor's "good faith efforts".

By submitting a Bid in response to this RFP, for contracts with an MWBE goal above, a Bidder agrees to complete and submit an M/WBE Utilization Plan ([Attachment 5](#), Form #1) prior to award. The Department will review the submitted M/WBE Utilization Plan. If the Plan is not accepted, the Department may issue a notice of deficiency. If a notice of deficiency is issued, Bidder agrees that it shall respond to the notice of deficiency within seven (7) business days after Bidder's receipt of such notice.

The Department may disqualify a Bidder as being non-responsive to this RFP under the following circumstances:

- a) If a Bidder fails to submit a M/WBE Utilization Plan;
- b) If a Bidder fails to submit a written remedy to a notice of deficiency;
- c) If a Bidder fails to submit a request for waiver (if applicable); or
- d) If the Department determines that the Bidder has failed to document good-faith efforts to provide meaningful participation by M/WBEs under the Contract in accordance with the goals for this RFP established by the Department;

The Contractor will be required to attempt to utilize, in good faith, any MBE or WBE identified in its M/WBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to the Department but must be made no later than prior to the submission of a request for final payment on the Contract.

The Contractor will be required to submit a Contractor's Quarterly M/WBE Contractor Compliance & Payment Report to the Department, by the 10<sup>th</sup> day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the M/WBE goals of the Contract.

If (a) the Department determines that the Contractor is not in compliance with the M/WBE requirements of the Contract and the Contractor refuses to comply with such requirements, or (b) the Department finds that the

Contractor has willfully and intentionally failed to comply with the M/WBE participation goals established in the Contract, the Contractor may be required to pay to the Department liquidated damages and will be considered during future Vendor Responsibility Profile reviews should the bidder bid on future opportunities with the Department

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to M/WBEs had the Contractor achieved the contractual M/WBE goals; and (2) all sums actually paid to M/WBEs for work performed or materials supplied under the Contract.

A New York State certified Minority- and Women-Owned Business (M/WBE) may request that their firm's contact information be included on a list of M/WBE firms interested in serving as a subcontractor for this procurement. The listing will be publicly posted on the Department's website for reference by the bidding community. A firm requesting inclusion on this list should send contact information and a copy of its NYS M/WBE certification to [NYSPQCRFP@health.ny.gov](mailto:NYSPQCRFP@health.ny.gov) before the Deadline for Questions as specified in [Section 1](#). (Calendar of Events). Nothing prohibits an M/WBE Vendor from proposing as a prime Contractor.

**Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.)**

#### **4.11 Participation Opportunities for NYS Certified Service-Disabled Veteran-Owned Businesses**

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by NYS-certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. The Department recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of the Department's contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, the Department conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>

Bidders are encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov) to discuss methods of maximizing participation by SDVOBs on the Contract.

## 5.0 ADMINISTRATIVE INFORMATION

The following administrative information will apply to this RFP. Failure to comply fully with this information may result in disqualification of your proposal.

### 5.1 Restricted Period

“Restricted period” means the period of time commencing with the earliest written notice, advertisement, or solicitation of a Request for Proposals (“RFP”), Invitation for Bids (“IFB”), or solicitation of proposals, or any other method for soliciting a response from bidders intending to result in a procurement contract with the Department and ending with the final contract award and approval by the Department and, where applicable, final contract approval by the Office of the State Comptroller.

Pursuant to State Finance Law §§ 139-j and 139-k, the Department identifies designated contacts on face page of this RFP to whom all communications attempting to influence this procurement must be made.

This prohibition applies to any oral, written, or electronic communication under circumstances where a reasonable person would infer that the communication was intended to influence this procurement. Violation of any of the requirements described in this Section may be grounds for a determination that the bidder is non-responsible and therefore ineligible for this contract award. Two (2) violations within four (4) years of the rules against impermissible contacts during the “restricted period” may result in the violator being debarred from participating in the Department’s procurements for a period of four (4) years.

### 5.2 Questions

Potential Bidders may submit written questions and requests for clarification pertaining to this RFP between the issuance of this RFP and the deadline for the submission of written questions specified in [Section 1](#) (Calendar of Events). All questions and requests for clarification of this RFP should cite the relevant RFP, including the RFP number and title (C042235R and CONSULTANT SERVICES FOR THE NEW YORK STATE PERINATAL QUALITY COLLABORATIVE), the section and paragraph number of this RFP or of the Attachment to this RFP to which the question relates, where applicable, and must be submitted via email to [NYSPQCRFP@health.ny.gov](mailto:NYSPQCRFP@health.ny.gov) no later than the Deadline for Submission of Written Questions specified in [Section 1](#). (Calendar of Events). Questions received after the deadline **may not** be answered.

If a potential Bidder discovers any ambiguity, conflict, discrepancy, omission, or other apparent error in this RFP, the Bidder shall immediately notify DOH of such error in writing at [NYSPQCRFP@health.ny.gov](mailto:NYSPQCRFP@health.ny.gov) and request that DOH clarify or modify the Terms of this RFP. If, prior to the deadline for the Submission of Bids, a Bidder fails to notify DOH of a known error or an error that reasonably should have been known, the Bidder shall assume the risk of bidding notwithstanding such apparent ambiguity, conflict, discrepancy, omission or other error. If awarded the Contract pursuant to the terms of this RFP, the Bidder shall not be entitled to an amendment to the terms of the Contract to correct or clarify any such ambiguity, conflict, discrepancy, omission or other error nor to any additional compensation by reason of the error or its correction.

### 5.3 Right to Modify RFP

The Department reserves the right to modify any part of this RFP, including but not limited to, the date and time by which proposals must be submitted and received by the Department, at any time prior to the Deadline for Submission of Proposals specified in [Section 1](#) (Calendar of Events). Modifications to this RFP shall be made by issuance of amendments and/or addenda.

Prior to the Deadline for Submission of Proposals, any such clarifications or modifications as deemed necessary by the Department will be posted to the Department’s website.

If a prospective bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the bidder shall immediately notify the Department of such error in writing at *insert a BML* and request clarification or modification of the RFP.

If, prior to the Deadline for Submission of Proposals, a bidder fails to notify the Department of a known error or an error that reasonably should have been known, the bidder shall assume the risk of proposing. If awarded the Contract, the bidder shall not be entitled to additional compensation by reason of the error or its correction.

#### **5.4 The Department's Reserved Rights**

The Department reserves the right to:

1. Reject any or all proposals received in response to the RFP;
2. Withdraw the RFP at any time, at the Department's sole discretion;
3. Make an award under the RFP in whole or in part;
4. Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
5. Seek clarifications and revisions of proposals;
6. Use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the Department's request for clarifying information in the course of evaluation and/or selection under the RFP;
7. Prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available;
8. Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
9. Change any of the scheduled dates;
10. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
11. Waive any requirements that are not material;
12. Negotiate with the successful bidder within the scope of the RFP in the best interests of the State;
13. Conduct contract negotiations with the next responsible bidder, should the Department be unsuccessful in negotiating with the selected bidder;
14. Utilize any and all ideas submitted in the proposals received;
15. Every offer shall be firm and not revocable for a period of three hundred and sixty-five days from the bid opening, to the extent not inconsistent with section 2-205 of the uniform commercial code. Subsequent to such three hundred and sixty- five days, any bid is subject to withdrawal communicated in a writing signed by the bidder; and,
16. 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 a bidder's proposal and/or to determine a bidder's compliance with the requirements of the solicitation.

#### **5.5 Debriefing**

Pursuant to Section 163(9)(c) of the State Finance Law, once an award has been made, any unsuccessful bidder may request a debriefing regarding the reasons that the proposal or bid submitted by the Bidder was not selected for award. The debriefing will be limited solely to the Bidder's own Bid and will not include any discussion of other bids. Requests for a debriefing must be made within fifteen (15) calendar days of release of the written or electronic notice by the Department that the Bid submitted by the Bidder was not selected for award. Requests should be submitted in writing to a designated contact identified in the award/non-award letter.

#### **5.6 Protest Procedures**

In the event an unsuccessful Bidder wishes to protest the award resulting from this RFP, the protesting Bidder must follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures

can be found in Chapter XI Section 17 of the OSC's Guide to Financial Operations, which is available on-line at: <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>

## **5.7 Freedom of Information Law ("FOIL")**

All Bids may be disclosed or used by the Department to the extent permitted by law. The Department may disclose a Bid to any person for the purpose of assisting in evaluating the Bid or for any other lawful purpose. All Bids will become State agency records, which will be available to the public in accordance with the New York State Freedom of Information Law. **Any portion of the Bid that a Bidder believes constitutes proprietary information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the Bid as specified in Section 6.1.2. of this RFP.** If the Department agrees with the proprietary claim, the designated portion of the Bidder's Bid 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.

## **5.8 Piggybacking**

New York State Finance Law section 163(10)(e) (see also <https://ogs.ny.gov/procurement/piggybacking-using-other-existing-contracts-0>) allows the Commissioner of the NYS Office of General Services to consent to the use of the Contract entered into pursuant to this RFP by other New York State Agencies, and other authorized purchasers, subject to conditions and the Contractor's consent.

## **6.0 PROPOSAL CONTENT**

The following includes the format and information to be provided by each Bidder. Bidders responding to this RFP must satisfy all requirements stated in this RFP. All Bidders are requested to submit complete Administrative and Technical Proposals, and are required to submit a complete Cost Proposal. A proposal that is incomplete in any material respect may be rejected.

To expedite review of the proposals, Bidders are requested to submit proposals in separate Administrative, Technical, and Cost packages inclusive of all materials as summarized in Attachment A, Proposal Documents. This separation of information will facilitate the review of the material requested. No information beyond that specifically requested is required, and Bidders are requested to keep their submissions to the shortest length consistent with making a complete presentation of qualifications. Evaluations of the Administrative, Technical, and Cost Proposals received in response to this RFP will be conducted separately. Bidders are therefore cautioned not to include any Cost Proposal information in the Technical Proposal documents.

The Department will not be responsible for expenses incurred in preparing and submitting the Administrative, Technical, or Cost Proposals.

### **6.1 Administrative Proposal**

The Administrative Proposal should contain all items listed below. An Administrative Proposal that is incomplete in any material respect may be eliminated from consideration. The information requested should be provided in the prescribed format. Responses that do not follow the prescribed format may be eliminated from consideration. All responses to the RFP may be subject to verification for accuracy. Please provide the forms in the same order in which they are requested.

#### **6.1.1 Bidder's Disclosure of Prior Non-Responsibility Determinations**

Submit a completed and signed [Attachment 1](#), "Prior Non-Responsibility Determinations."

### **6.1.2 Freedom of Information Law – Proposal Redactions**

Bidders must clearly and specifically identify any portion of their proposal that a Bidder believes constitutes proprietary information entitled to confidential handling as an exception to the Freedom of Information Law. See [Section 5.7](#), (Freedom of Information Law)

### **6.1.3 Vendor Responsibility Questionnaire**

Complete, certify, and file a New York State Vendor Responsibility Questionnaire. The Department recommends that bidders file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions at <http://www.osc.state.ny.us/vendrep/index.htm> or go directly to the VendRep System online at [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep).

Bidders 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 OSC Help Desk at 866-370-4672 or 518-408-4672 or by email at [ciohelpdesk@osc.state.ny.us](mailto:ciohelpdesk@osc.state.ny.us).

Bidders opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep), or may contact the Office of the State Comptroller's Help Desk for a copy of the paper form. Bidders should complete and submit the Vendor Responsibility Attestation, [Attachment 3](#).

### **6.1.4 Vendor Assurance of No Conflict of Interest or Detrimental Effect**

Submit [Attachment 4](#), Vendor Assurance of No Conflict of Interest or Detrimental Effect, which includes information regarding the Bidder, members, shareholders, parents, affiliates and subcontractors. [Attachment 4](#) must be signed by an individual authorized to bind the Bidder contractually.

### **6.1.5 M/WBE Forms**

Submit completed Form #1 and/or Form #2, Form #4 and Form #5 as directed in [Attachment 5](#), "Guide to New York State DOH M/WBE RFP Required Forms."

### **6.1.6 Encouraging Use of New York Businesses in Contract Performance**

Submit [Attachment 6](#), "Encouraging Use of New York State Businesses in Contract Performance" to indicate the New York Businesses you will use in the performance of the Contract.

### **6.1.7 Bidder's Certified Statements**

Complete, sign and submit Attachment 7, "Bidder's Certified Statements", which includes information regarding the Bidder. Attachment 7 must be signed by an individual authorized to bind the Bidder contractually. Please indicate the title or position that the signer holds with the Bidder.

### **6.1.8 Diversity Practices Questionnaire**

The Department has determined, pursuant to New York State Executive Law Article 15-A, that the assessment of the diversity practices of respondents to this procurement is practical, feasible, and appropriate. Accordingly, respondents to this procurement should include as part of their response to this procurement, [Attachment 10](#) "Diversity Practices Questionnaire". Responses will be formally evaluated and scored.

### **6.1.9 Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination**

Bidder should complete and submit [Attachment 11](#) certifying that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

### **6.1.10 Executive Order 16 Prohibiting Contracting with Businesses Conducting Business in Russia**

Bidder should complete and submit [Attachment 12](#) certifying the status of their business operations in Russia, if any, pursuant to Executive Order 16.

### **6.1.11 State Finance Law Consultant Disclosure Provisions**

In accordance with New York State Finance Law Section 163(4)(g), State agencies must require all Contractors, including subcontractors, that provide consulting services for State purposes pursuant to a contract to submit an annual employment report for each such contract.

The successful bidder for procurements involving consultant services must complete a "State Consultant Services Form A, Contractor's Planned Employment From Contract Start Date through End of Contract Term" in order to be eligible for a contract.

The successful bidder must also agree to complete a "State Consultant Services Form B, Contractor's Annual Employment Report" for each state fiscal year included in the resulting contract. This report must be submitted annually to the Department, the Office of the State Comptroller, and Department of Civil Service.

Submit State Consultant Services Form A: Contractor's Planned Employment and Form B: Contractor's Annual Employment Report, available at: <http://www.osc.state.ny.us/agencies/forms/ac3271s.doc> and <http://www.osc.state.ny.us/agencies/forms/ac3272s.doc>.

### **6.1.12 Sales and Compensating Use Tax Certification (Tax Law, § 5-a)**

Section 5-a of the Tax Law, as amended, effective April 26, 2006, requires certain Contractors awarded state contracts for commodities, services and technology valued at more than \$100,000 to certify to the Department of Tax and Finance (DTF) that they are registered to collect New York State and local sales and compensating use taxes. The law applies to contracts where the total amount of such contractor's sales delivered into New York State are in excess of \$300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made, and with respect to any affiliates and subcontractors whose sales delivered into New York State exceeded \$300,000 for the four quarterly periods immediately preceding the quarterly period in which the certification is made.

This law imposes upon certain contractors the obligation to certify whether or not the contractor, its affiliates, and its subcontractors are required to register to collect state sales and compensating use tax and contractors must certify to DTF that each affiliate and subcontractor exceeding such sales threshold is registered with DTF to collect New York State and local sales and compensating use taxes. The law prohibits the State Comptroller, or other approving agencies, from approving a contract awarded to an offeror meeting the registration requirements but who is not so registered in accordance with the law.

The successful Bidder must file a properly completed Form ST-220-CA with the Department and Form ST-220-TD with the DTF. These requirements must be met before a contract may take effect. Further information can be found at the New York State Department of Taxation and Finance's website, available through this link: <http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>.

Submit these Forms, available through these links:

ST-220 CA: [http://www.tax.ny.gov/pdf/current\\_forms/st/st220ca\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf)

ST-220 TD: [http://www.tax.ny.gov/pdf/current\\_forms/st/st220td\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf)

### **6.1.13 Gender-Based Violence and the Workplace Certification**

[New York State Finance Law §139-M](#) requires bidders 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 14](#). Bidders should review, sign, date and include as part of their submission [Attachment 14](#).

## **6.2 Technical Proposal**

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the Bidder to perform the services contained in this RFP. The Technical Proposal should demonstrate the qualifications of the Bidder and the staff to be assigned to provide services related to the services included in this RFP.

A Technical Proposal that is incomplete in any material respect may be eliminated from consideration. The following outlines the information requested to be provided by Bidders. The information requested should be provided in the prescribed format. Responses that do not follow the prescribed format may be eliminated from consideration. All responses to the RFP may be subject to verification for accuracy.

While additional data may be presented, the following should be included. Please provide the information in the same order in which it is requested. Your proposal should contain sufficient information to assure the Department of its accuracy. Failure to follow these instructions may result in disqualification.

Pricing information contained in the Cost Proposal cannot be included in the Technical Proposal documents.

### **6.2.1 Title Page**

Submit a Title Page providing the RFP subject and number; the Bidder's name and address, the name, address, telephone number, and email address of the Bidder's contact person; and the date of the Proposal.

### **6.2.2 Table of Contents**

The Table of Contents should clearly identify all material (by section and page number) included in the Bidder's proposal.

### **6.2.3 Documentation of Bidder's Eligibility Responsive to Section 3.0 of RFP**

Bidders must be able to meet all the requirements stated in Section 3.0 of the RFP. The bidder must submit documentation that provides sufficient evidence of meeting the criterion/criteria set forth in Section 3.0. This documentation may be in any format needed to demonstrate how the Bidder meets the minimum qualifications to propose.

The Bidder must provide documentation to prove that they possess:

- A minimum of three (3) years of experience in healthcare-based QI/performance management;
- A minimum of three (3) years of experience with the development of resources, services and evaluation related to healthcare-based QI/performance management; and
- Three (3) years of experience with addressing health disparities in maternal and child health and working with culturally and ethnically diverse groups.

The Bidder may provide documentation to prove that they possess:

- A minimum of three (3) years of experience with involving individuals with lived experience and/or parent/family partners in development, administration and/or monitoring of learning collaboratives.

Experience acquired concurrently is considered acceptable.

## **6.2.4 Technical Proposal Narrative**

The Technical Proposal should provide satisfactory evidence of the Bidder's ability to meet, and expressly respond to each element listed below.

Elements of the Technical Proposal are as follows:

### **i. Executive Summary**

Bidder should summarize their experience with and/or approach to providing expertise and technical assistance to collaborative participants statewide as outlined in Section 4.0, Scope of Work, in this RFP.

### **ii. Organizational Background and Experience**

The bidder should:

- Describe the mission and the services provided by your organization, as they relate to the goals of this RFP.
- Describe experience/expertise in healthcare-based QI/performance management.
- Describe experience with the development of resources, services, and evaluation related to learning collaboratives implemented in the maternal and child health care setting.
- Describe experience with addressing health disparities in maternal and child health and working with culturally and ethnically diverse groups.
- Describe any experience involving individuals with lived experience and/or parent/family partners in the development, administration, and/or monitoring of learning collaboratives.
- Describe any experience with developing communication materials and strategies for healthcare-based QI/performance management. This should include experience with communication of project status to stakeholders through emails, reports, summary documents, infographics, and toolkits.

#### **6.2.4.1 Tasks/ Deliverables**

The bidder should describe their experience with the following items as it relates to the scope of work described in Sections 4.1.1 to 4.1.7 (as detailed in Scope of Work § 4.1):

- Experience with coordinating a project management team which supports the planning, development, implementation, operationalization, summarization, and evaluation of two existing and up to four new NYSPQC projects related to the scope of work.
- Experience with providing administrative support and technical assistance to a project that includes multiple health care providers and hospitals/organizations, including the planning, creation, and development of agendas, materials, and written summaries, as well as facilitating meetings as appropriate.
- Experience with providing technical assistance to project participants during webinars and other events.
- Experience with creating and developing communication strategies, including tools and resources, among project participants and stakeholders.
- Experience with project development, including identifying and recommending new project focus areas, developing recruitment materials, and assisting with the identification of advisory work group members and other stakeholders.
- Experience with planning and implementing a learning collaborative.
- Experience with developing, supporting, and hosting educational webinars and events, including webinars and in-person sessions.
- Experience with providing clinical quality improvement guidance, performance improvement interventions and change packages, data collection and measurement strategies, and facilitating communication and learning strategies among stakeholders.
- Experience with providing quality improvement advisement as it relates to providing quality improvement guidance, interventions and change packages, data strategies, and communication and learning strategies.

- j. Experience with the planning, implementation, and administration of learning collaboratives

#### **6.2.4.2 Staffing and Qualifications**

The bidder should provide details for completion of services that includes the following information for each (as detailed in Scope of Work § 4.2):

- b. Title, responsibility, and type of staff available and physical location of bidder's staff;
- c. How the bidder plans to recruit and train staff;
  - a. Bidder's ability to provide qualified staff to carry out the projected workload during the contract and how they plan to provide staff to meet the scope of work over the entire contract period;
- d. Bidder's ability to provide additional management and administrative support staff necessary to organize, prepare and carry out all administrative tasks associated with conducting the services;
- e. Bidder's process for ensuring all Contractor and subcontractor staff are appropriately trained and how the training protocols provide for consistency among staff and the analysis of findings;
  - b. How the Bidder intends to maintain the staffing levels and personnel planned; and
  - c. An organizational chart that delineates the titles of the staff responsible for fulfilling the tasks/deliverable detailed in Section 4.0 Scope of Work, their lines of communications, and demonstrates how the Bidder intends to organize staff and management for this project.

#### **6.2.4.3 Proposed Approach - Reporting**

The bidder should describe the experience with and proposed approach to submitting reports to the Department as detailed in Scope of Work § 4.3.

#### **6.2.4.4 Proposed Approach - Information Technology**

The bidder should describe in narrative form how their organization will meet the Information Technology requirements described in Scope of Work § 4.4 including how they will meet the NYS security policies and standards listed at <http://its.ny.gov/tables/technologypolicyindex.htm>.

#### **6.2.4.5 Proposed Approach - Security**

The bidder should describe in narrative form how their organization will meet the security requirements described in Scope of Work § 4.5. The bidder should:

- A. Describe how all privacy and security policies and procedures of the Department (<https://its.ny.gov/policies>) will be met throughout the contractual engagement. Include how you will ensure all staff, including subcontractors, will protect all sensitive data;
- B. Describe how you will provide secure and confidential backup, storage and transmission for any hard copy and electronically stored information, including any hard copy or electronically stored documentation of subcontractors, where applicable;
- C. If subcontractor(s) are hired, describe how you will ensure all subcontractors who store, process, analyze or transmit on behalf of you, as the Prime Contractor, have the appropriate Security requirements in place;
- D. Describe how you will ensure data confidentiality. At a high-level, describe your data confidentiality plans and procedures for meeting security requirements as they relate to the deliverables and services within this RFP, including all plans as they relate to subcontractor work, where applicable; and
- E. Describe how you will develop and maintain fully trained staff (including subcontractor staff, where applicable) to respond to any stakeholder inquiries while protecting confidentiality and maintaining the security and integrity of all systems, include how you will train staff to ensure they understand and observe requirements related to confidentiality and operating guidelines for functions included in this RFP.

#### **6.2.4.6 Proposed Approach - Transition**

The bidder should describe in narrative form how their organization will meet the contract Transition requirements described in Scope of Work § 4.6. The bidder should:

- A. Describe the activities and methodologies to be included in the Transition Plan;
- B. Describe the staff responsible for transition;
- C. Describe how the training or transition activities will be performed and provided to the successor Contractor(s) or Department staff; and
- D. Describe your approach to maintaining the documentation repository during Transition.

### 6.3 Cost Proposal

Submit a completed and signed Attachment B – **Cost Proposal**. The Cost Proposal shall comply with the format and content requirements as detailed in this RFP and in Attachment B. Failure to comply with the format and content requirements may result in disqualification.

The bid price is to cover the cost of furnishing all of the product(s)/ services sought to be procured, including but not limited to travel (reimbursement for travel costs must be included in the categorical bid price), materials, equipment, overhead, profit and labor to the satisfaction of the Department and the performance of all work set forth in said specifications.

### 7.0 PROPOSAL SUBMISSION

A proposal consists of three distinct parts: (1) the Administrative Proposal, (2) the Technical Proposal, and (3) the Cost Proposal. The table below outlines the requested format and volume for submission of each part. Proposals should be submitted in all formats as prescribed below.

	Electronic Submission
Administrative Proposal	1 Email PDF(s) labeled “Administrative Proposal” containing a standard searchable PDF file with copy/read permissions only.
Technical Proposal	1 Email PDF(s) labeled “Technical Proposal” containing a standard searchable PDF file with copy/read permissions only.
Cost Proposal	1 Email PDF(s) “Cost Proposal” containing standard searchable PDF file(s) with copy/read permissions only.

Email PDF / Electronic Submission Instructions:

1. Submit three (3) separate, searchable, and open and permission password protected, PDF proposals in three (3) separate emails to: [NYSPQCRFP@health.ny.gov](mailto:NYSPQCRFP@health.ny.gov). Use this naming convention for the subject line of each email: <Type of Proposal Submission, Bidder Name, RFP#C042235R.
2. Include, as attachment to each email, the distinct PDF file labeled “Administrative Proposal”, “Technical Proposal”, or “Cost Proposal” followed by Company name and RFP number. Example: “Technical Proposal Submission, ABC Company, RFP#C042235R”.
3. All electronic bid submissions should be clear and include page numbers at the bottom of each page.
4. All electronic bid submissions should be in PDF Optical Character Recognition (OCR) searchable format.
5. The body of the email should also include the password to the file, contact information, and indicate the total number of pages intended, and, where indicated, each subset of pages listed. **Example: Administrative Proposal 14 pages total, Attachment 3 – 1 page.**
6. A font size of eleven (11) points or larger should be used. All submitted documents should contain appropriate header and footer information.
7. In the event an electronic submission cannot be read by the Department, the Department reserves the right to request a hard copy and/or electronic resubmission of any unreadable files. Offeror shall have 2 business days to respond to such requests and must certify the resubmission is identical to the original submission.
8. Where signatures are required, the proposals should have a handwritten signature (wet ink) and be signed in blue ink. A scan of the handwritten (wet ink) signature can be used for electronic submission in the PDF. The Department reserves the right to request hard copy originals of all signature pages at any time.
9. The Department discourages overly lengthy Bids. Therefore, marketing brochures, user manuals or other materials beyond that sufficient to present a complete Bid, are not desired and will not be reviewed or evaluated. Elaborate artwork or expensive paper is not necessary or desired. In order for the Department to evaluate bids fairly and completely, all Bids should follow the format described in this RFP and provide all requested information and no extraneous or additional information or material.

10. Audio and/or videotapes are not allowed. Any submitted audio or videotapes will be ignored by the evaluation teams.

Submission of proposals in a manner other than as described in these instructions (e.g., fax) will not be accepted.

The proposal must be received by the Department, no later than the Deadline for Submission of Proposals specified in [Section 1](#), (Calendar of Events). Late bids will not be considered.

## **7.1 No Bid Form**

Bidders choosing not to bid are requested to complete the No-Bid form, [Attachment 2](#). Although not mandatory, such information helps the Department direct solicitations to the correct bidding community.

## **8.0 METHOD OF AWARD**

### **8.1 General Information**

The Department will evaluate each proposal based on the “Best Value” concept. This means that the proposal that best “optimizes quality, cost, and efficiency among responsive and responsible offerors” shall be selected for award (State Finance Law, Article 11, §163(1)(j)).

The Department, at its sole discretion, will determine which proposal(s) best satisfies its requirements. The Department reserves all rights with respect to the award. All proposals deemed to be responsive to the requirements of this procurement will be evaluated and scored for technical qualities and cost. Proposals failing to meet the requirements of this RFP may be eliminated from consideration. The evaluation process will include separate technical and cost evaluations, and the result of each evaluation shall remain confidential until evaluations have been completed and a selection of the winning proposal is made.

The evaluation process will be conducted in a comprehensive and impartial manner, as set forth herein, by an Evaluation Committee. The Technical Proposal and compliance with other RFP requirements (other than the Cost Proposal) will be weighted **75%** of a proposal’s total score and the information contained in the Cost Proposal will be weighted **25%** of a proposal’s total score.

Bidders may be requested by the Department to clarify the contents of their proposals. Other than to provide such information as may be requested by the Department, no Bidder will be allowed to alter its proposal or add information after the Deadline for Submission of Proposals listed in [Section 1](#) (Calendar of Events).

In the event of a tie, the determining factors for award, in descending order, will be:

- (1) lowest cost and
- (2) proposed percentage of M/WBE participation.

## 8.2 Submission Review

The Department will examine all proposals that are received in a proper and timely manner to determine if they meet the proposal submission requirements, as described in [Section 6](#) (Proposal Content) and [Section 7](#) (Proposal Submission), including documentation requested for the Administrative Proposal, as stated in this RFP. Proposals that are materially deficient in meeting the submission requirements or have omitted material documents, in the sole opinion of the Department, may be rejected.

## 8.3 Technical Evaluation

The evaluation process will be conducted in a comprehensive and impartial manner. A Technical Evaluation Committee comprised of Program Staff of Department will review and evaluate all proposals.

Proposals will undergo a preliminary evaluation to verify Minimum Qualifications to Propose (Section 3.0).

The Technical Evaluation Committee members will independently score each Technical Proposal that meets the submission requirements of this RFP. The individual Committee Member scores will be averaged to calculate the Technical Score for each responsive Bidder.

The scores will be normalized by using the following formulas:

$$Z = (X/Y)*75$$

X is the average raw technical score of the proposal being scores;

Y is the average raw technical score of the highest raw Technical Proposal; and

Z is the Total Technical Score.

The technical evaluation is **75%** of the final score.

The Technical Proposal evaluation is **75% (up to 75 points)** of the final score.

## 8.4 Cost Evaluation

The Cost Evaluation Committee will examine the Cost Proposal documents. The Cost Proposals will be opened and reviewed for responsiveness to cost requirements. If a cost proposal is found to be non-responsive, that proposal may not receive a cost score and may be eliminated from consideration.

The Cost Proposals will be scored based on a maximum cost score of 25 points. The maximum cost score will be allocated to the Cost Proposal with the lowest all-inclusive not-to-exceed maximum price. All other responsive proposals will receive a proportionate score based on the relation of their Cost Proposal to the Cost Proposal(s) offered at the lowest final cost, using this formula:

$$C = (A/B)* 25$$

A is Total price of lowest Cost Proposal;

B is Total price of Cost Proposal being scored; and

C is the Cost score.

The Cost Proposal evaluation is **25 (up to 25 points)** of the final score.

## 8.5 Composite Score

A composite score will be calculated by the Department by adding the Technical Proposal points and the Cost Proposal points awarded. Finalists will be determined based on composite scores.

## **8.6 Best and Final Offers**

The Department reserves the right to request best and final offers. In the event the Department exercises this right, all Bidders that submitted a proposal that are susceptible to award will be asked to provide a best and final offer. Bidders will be informed that should they choose not to submit a best and final offer, the offer submitted with their proposal will be construed as their best and final offer.

## **8.7 Award Recommendation**

The Evaluation Committee will submit a recommendation for award to the Bidder(s) with the highest composite score(s) whose experience and qualifications have been verified.

The Department will notify the awarded Bidder(s) and Bidders not awarded. The awarded Bidder(s) will enter into a Contract substantially in accordance with the terms of Attachment 8, DOH Agreement, to provide the required product(s) or services as specified in this RFP. The resultant Contract shall not be binding until fully executed and approved by the New York State Office of the Attorney General and the Office of the State Comptroller.

## 9.0 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 Determinations](#)
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. **Attachment is intentionally not included.**
10. [Diversity Practices Questionnaire](#)
11. [Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination](#)
12. [Executive Order 16 Prohibiting Contracting with Business Conducting Business in Russia](#)
13. [Attachment 14 – State Finance Law 139M Attestation Gender Based Violence](#)

The following attachment is attached and included in this RFP:

- A. [Proposal Document Checklist](#)

The following attachment is located on the DOH funding page for this RFP:

- B. Cost Proposal

**ATTACHMENT A  
PROPOSAL DOCUMENT CHECKLIST**

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

RFP C042235R – Consultant Services for the New York State Perinatal Quality Collaborative - Resubmission		
FOR THE ADMINISTRATIVE PROPOSAL		
RFP §	SUBMISSION	INCLUDED
§ 6.1.1	Attachment 1 - Bidder's Disclosure of Prior Non-Responsibility Determinations	<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"/>
	Attachment 5 - Form 4	<input type="checkbox"/>
	Attachment 5 - Form 5 (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	<input type="checkbox"/>
§ 6.1.8	Attachment 10 - Diversity Practices Questionnaire	<input type="checkbox"/>
§ 6.1.9	Attachment 11 - EO 177 Prohibiting Contracts with Entities that Support Discrimination	<input type="checkbox"/>
§ 6.1.10	Attachment 12 – EO 16 Contracting with Businesses Conducting Business in Russia	<input type="checkbox"/>
§ 6.1.11	State Finance Law Consultant Disclosure	<input type="checkbox"/>
§ 6.1.12	Sales and Compensating Use Tax Certification	<input type="checkbox"/>
§ 6.1.13	Attachment 14 - Gender-Based Violence and the Workplace Certification	<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	Documentation of Bidder's Eligibility (Requirement)	<input type="checkbox"/>
§ 6.2.4	Technical Proposal Narrative	<input type="checkbox"/>
FOR THE COST PROPOSAL REQUIREMENT		
RFP §	REQUIREMENT	INCLUDED
§ 6.3	Attachment B- Cost Proposal	<input type="checkbox"/>

