Request for Proposals

RFP # C042654R

Helen Hayes Hospital Security Director

Issued: November 9, 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.

Flora Bernard
New York State Department of Health
Helen Hayes Hospital
51-55 N Route 9W
West Haverstraw, New York 10993
(845)786-4424
Flora.bernard@helenhayeshosp.org

DESIGNATED CONTACT:

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.

Ryan VanDerVoort
Bureau of Contracts
New York State Department of Health
Corning Tower, Room 2827
Governor Nelson A. Rockefeller Empire State Plaza
Albany, New York 12237
Telephone: 518-474-7896
Email Address: Ryan.Vandervoort@health.ny.gov

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1.0 CALENDAR OF EVENTS

RFP #C042654R – HELEN HAYES HOSPITAL SECURITY DIRECTOR	
EVENT	**DATE**
Issuance of Request for Proposals	Issue Date: November 9, 2026
Deadline for Submission of Written Questions	Questions Due By: **November 19, 2026 4:00 p.m. ET**
Responses to Written Questions Posted by the Department	Responses Posted On or About December 3, 2026
Deadline for Submission of Proposals	Proposals Due On Or Before December 17, 2026 **4:00 p.m. ET**
Anticipated Contract Start Date	October 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 provide one (1) full-time Security Director at Helen Hayes Hospital 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

Helen Hayes Hospital is a 155-bed rehabilitation Hospital, consisting of 106 inpatient rehabilitation facility beds, 25 Skilled Nursing Facility beds and 24 Transitional Care beds, located in Rockland County, Rt. 9W, West Haverstraw, New York 10993. It is part of the New York State Department of Health. The Hospital offers care and treatment to people of all ages with physical disabilities and chronic disabling diseases.

The Security Director provides oversight of all security operations and Security personnel at Helen Hayes Hospital. Helen Hayes Hospital has built a reputation of being one of the national leaders in physical rehabilitation and has maintained that reputation and standard of care with our Environment of Care and Life Safety programs run by our Security Director. The Security Director is critical in ensuring the Hospital maintains a safe and secure environment for all who enter its premises. The Security Director is tasked with the development, implementation and adherence to security policies, procedures, protocols and the Hospitals' Emergency Management program. The Security Director provides direction and guidance in disaster mitigation, preparation, response and recovery and conducts disaster drills to ensure Hospital staff are properly prepared to handle internal and external disaster events, and works closely with state and local emergency management offices and state and local law enforcement, fire, and EMS. Functions under this important role include, but are not limited to, conducting mandatory security and fire safety drills, assessment of response and deficiencies, implementing performance improvement, identifying areas of improvement, liaison with law enforcement and emergency services, risk assessment and security audits, security reports, logs and mandatory documentation as required by the New York State Department of Health, The Joint Commission, and federal statutes. This position fosters a patient care and work environment built on safe work practices and a work environment free from workplace violence and workplace hazards.

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 (5) 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).

3.0 BIDDERS' MINIMUM QUALIFICATIONS TO PROPOSE

The Department will only accept bid proposals from bidders who meet all minimum requirements.

- Bidder must be a company or an agency having two (2) years' experience with placement of Security Directors in a Hospital or healthcare setting.

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

3.1 Definitions

For the purposes of this RFP, the following terms shall have the following definitions:

"Emergency Management program" shall mean the direction and guidance in disaster mitigation, preparation, response and recovery and conducts disaster drills to ensure Hospital staff are properly prepared to handle

internal and external disaster events, and works closely with state and local emergency management offices and state and local law enforcement, fire, and EMS.

"Environment of Care and Life Safety Program" shall mean programs that are essential components of healthcare facilities to ensure a safe and effective environment for patients, staff, and visitors. These programs focus on managing the physical setting where patient treatment occurs.

"Hospital Safety Program" shall mean a structured framework designed to prevent, mitigate, and report harmful incidents to patients, staff, and visitors during healthcare delivery.

"Hospital Setting" shall mean a structured environment where medical care is provided to patients, encompassing various services, departments, and healthcare professionals dedicated for the care and treatment of people with disabilities and chronic disabling diseases.

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.

4.0 SCOPE OF WORK

This Section describes the services that are required to be provided by the candidate from the selected Bidder. The selected Bidder must be able to provide a candidate of whom is qualified to perform 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", "Contractors" 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 Location and Scope of Work:

The Contractor must provide one full-time Security Director who will report to the Helen Hayes Hospital, located at 51-55 N Route 9W, West Haverstraw, New York 10993.

The Security Director must report five (5) days a week, Mondays through Fridays, eight (8) hours a day from 8:00am to 5:00pm with a one-hour unpaid lunch period. In addition, the Contractor must ensure availability of the Security Director to be responsive to emergencies as needed on nights, weekends and holidays. Currently the Hospital permits the Security Director to request an alternate schedule in the event of an emergency need. The position would follow the same New York State holidays which in general are New Year's Day, Dr. Martin Luther King, Jr. Day, Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

The full-time Security Director will be responsible for managing, providing required reporting as listed in Section 4.3, overseeing and operationalizing the Hospital's overall safety program, including management of approximately 15 Hospital Safety Officers.

Bidders must provide candidates with experience in and able to perform the following duties:

4.1.1.1 Safety Department

Performs supervisory and managerial functions of the Safety Department and its safety officers. Train all new safety and security employees utilizing training materials already established by the Hospital. Coordinate various safety and security trainings for the Safety Department, including Orientation, annual competency training, new policy & procedure training, and emergency preparedness training. Monitor and inspect safety and security employee work performance daily to assure performance standards are maintained through use of computer records. Schedule Safety staff and review time and attendance, overtime usage and billable hours of safety subcontractors consisting of 15 security guards. Establish and coordinate weekly safety and security employee work schedule to assure necessary staff coverage. Approve and verify coordinated scheduled vacations and holidays and time off requests of safety and security personnel. Evaluate, assess, and analyze performance of safety and security personnel and reports results to the Director of Facilities Management and senior management. Oversees two safety and security staff during each shift who screen visitors before allowing them to enter the premises. Handles Human Resources matters, in conjunction with Director of Human Resources, in relation to employee performance, disciplinary action, recruitment and retention. Ensure compliance of applicable policies and regulations while implementing safety and security measures. Communicate with patients, residents, families, visitors and staff in a professional manner.

4.1.1.2 Security Equipment

Ensure all security equipment, such as two-way radios and the Hospital security camera system, and any other security equipment assigned to the Safety Department are in good working condition and report any malfunctioning equipment to the Hospital IT Department immediately. The Hospital's Safety Officers do not carry or possess a weapon as part of their responsibilities. Maintains and monitors the Safety Department work order system. Maintains flow and quality of work to assure timely completion of assigned workload and adherence to standards of quality control.

4.1.1.3 Emergency Management Services

Direct the Hospital's Emergency Management Program. Provide guidance in disaster mitigation, preparation, response and recovery; works closely with state and local Office of Emergency Management (OEM) managers; prepare and conduct disaster drills and recommends improvement to committees, the Administrator and Director of Facilities Management. Serves as liaison between State & local Law Enforcement, Fire, EMS and Rockland County office of Emergency Management.

4.1.1.4 Life Safety and Physical Environment

Work with the Director of Facilities Management in meeting all Hospital Life Safety requirements and goals. Attends Environment of Care Committee meetings, reports on compliance with TJC and Department standards and local authorities. Oversees life safety inspections and other applicable areas to ensure compliance with TJC standards. Plans, organizes, and controls the safety protocol of the Hospital under the guidelines of the Director of Facilities Management to keep staff engaged in operating, maintaining, repairing and renovating Hospital's plant and facilities. Reviews and evaluates existing methods, systems, programs, practices, and procedures. Develops a plan of action that addresses any deficient controls and submits recommendations including target start dates of new procedures to the Director of Facilities Management. Guides start-up of new and/or modifies methods, systems, programs, and practices within target timeframe. All controls will be consistent with federal and state policies and standards. Evaluates and updates at least annually, the Hospital's existing safety procedure plan and programs electronically within the Hospital's internal network storage server and recommends modifications and new program guidelines to comply with TJC standards and State and Federal Regulations.

4.1.1.5 Employee Orientation and Education

Participates in the Hospital's new employee Orientation to provide instruction to all new employees on Safety Procedures. Meets with Department Heads and Administrative staff to evaluate and explain current safety issues

and the goals and objectives of the facility. Assists Department Heads and subcommittees in the development and implementation of preventative measures to reduce accidents and injuries. Educates Hospital staff, as needed, throughout the year on safety and security matters.

4.2 Staffing

The Contractor is required to provide one (1) full-time Security Director. The Security Director will serve as the primary contact person for the Department.

Within 30 days of the contract award, or not later than sixty (60) days before the commencement date of the Contract Term, whichever is later, the Contractor will submit to the Department for review and approval not fewer than three (3) resumes of candidates for the position of the Director of Security, with references and other supporting documentation confirming that each proposed candidate satisfies the qualifications referred to in Section 4.2.1 and is otherwise an appropriate candidate to perform the tasks/deliverables enumerated in Subsection 4.1, sub-subsections 4.1.1.1 through 4.1.1.5. The Department shall have the discretion to permit the Contractor to supply less than three (3) candidates.

In the event an employee is found by the Contractor to not be performing at a level consistent with expected standards, the Contractor will provide such employee with warnings and/or termination notice.

The Contractor will be responsible for approving or denying time off requests presented by the Contractor's employees. The Contractor shall notify the DOH designee of the time off request and confirm with DOH prior to approving such time off requests. It shall be the Contractor's responsibility to ensure that DOH staffing needs are fully and competently covered at all times, regardless of the Contractor's employees' vacation, leave requests and/or other scheduled or unscheduled absences. The Contractor will consult with the DOH designee before approving leave requests. Any unplanned absences by the Contractor's staff must be reported by the contracted staff to both the Contractor and the DOH designee within in 1 hour of designated start time.

The Contractor will provide all of the benefits required by State and Federal Labor laws, including:

- Leave as required by law, including but not limited to the New York State Paid Family Leave Act, New York Mandatory Sick Leave Law, New York City's Paid Safe and Sick Leave Law, the Westchester County Earned Sick Leave Law, and any other applicable federal, State and local laws that mandates employers provide paid time off;
- Emergency paid sick leave;
- Medical insurance as required by law; and
- Any optional employee-paid benefits offered by vendor at no additional cost to the state.

It is understood and agreed that the contractor and its employees are independently employed, and in no manner, shall they be deemed employees of the New York State Department of Health, and therefore are not entitled to any of the benefits associated with such employment.

4.2.1 Contracted Staff Qualifications

The Security Director provided must meet all of the following experience and educational requirements:

- An associate's degree OR two (2) years of experience in police work or public safety, and
- A minimum of two (2) years of experience working in a Hospital or healthcare setting, and
- A minimum of two (2) years of experience overseeing an Emergency Management program, one (1) year of which must have been in a Hospital setting, and
- A minimum of two (2) years of experience in Environment of Care and Life Safety Programs

Experience acquired concurrently is acceptable.

4.2.2 Changes in Staffing

It is anticipated that staff hired for this contract will be employed for the entire duration of the assignment per the contract. However, if staff voluntarily or involuntarily leave their assignment, the Contractor must replace staff as described in Section 4.2. If either the Contractor, or the Department, for any reason, deems that a contracted staff member must be removed from their assignment prior to the completion of this contract, each party shall mutually agree that removal shall take place.

4.3 Reporting

The Contractor is responsible for establishing and maintaining a process to produce monthly, quarterly, annual and/or other reports as may be required by the Department. Monthly data reports are due fifteen (15) calendar days following the end of each calendar month. Quarterly data reports are due fifteen (15) calendar days following the end of each state Fiscal Quarter. Bi-annual data reports are due fifteen (15) calendar days following the end of each six-month period. Yearly data reports are due fifteen (15) calendar days following the end of each calendar or fiscal state year.

The internal comprehensive safety and security reports to be compiled for the Director of Facilities Management include, but are not limited to:

Immediately
- Emergency Management Event After-Action Reports

Daily
- Security Reports for Rapid Response Team (RRT), Code Grey, Hospital incidents requiring written reports
- Streetlights and Campus Lighting Status

Monthly
- Contract Evaluations
- Fire Drill Evaluations
- Exit Signs Evaluations
- Fire Pump Tests Evaluations
- Elevators Call Bells Evaluations
- Campus Phones Evaluations
- Control Valves and Standpipes Evaluations
- Fire Extinguishers Evaluations
- Stairwells Evaluations
- Vehicle Logs Evaluations

Quarterly
- Documentation Review Results
- Parking Permit Reviews
- Emergency Management Planned Drill After-Action Reports
- Emergency Management Environment of Care Committee Update

Bi-Annually
- DOH Review Results

Annually
- The New York State Evacuation of Facilities in Disasters System (NYS e-FINDS) Reporters Review, an emergency location tracking system for Hospital patients and nursing home and adult care facility residents that is utilized during facility evacuations

- Safety Inventory Control
- Safety Statistics

4.4 Information Technology

The Contractor shall ensure that any software or digital application utilized in the performance of duties under this contract is properly licensed, authorized, and fully compliant with all applicable federal and state regulations, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health (HITECH) Act, and any corresponding New York State data privacy and security requirements.

All software and related systems must conform to recognized industry standards for cybersecurity, data integrity, and access control. This requirement applies to all systems, forms, databases and or applications that collect, store, transmit, or otherwise process data related to the Hospital's operations, including any information containing or derived from Protected Health Information (PHI), Personal Identification or other New York State information, and must comply with all NYS security policies and standards listed at http://its.ny.gov/tables/technologypolicyindex.htm. The Contractor shall ensure that appropriate administrative, technical, and physical safeguards are in place to prevent unauthorized access to, or disclosure of, PHI or other confidential information.

Upon request, the Contractor shall provide documentation verifying software licensing, compliance certifications, and the implementation of safeguards consistent with federal information security policies and compliance 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. If any breach or suspected breach of the data or confidentiality occurs 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.

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 transition represents a period when the current contract activities performed by the Contractor must be turned over to the Department, another Department agent, or successor Contractor during or at the end of the contract term.

The Contractor shall ensure that any transition to the Department, Departmental agency or successor Contractor be done in a way that provides the Department with uninterrupted Security Director services. This includes a complete and total transfer of all data, files, reports, and records generated from the inception of the Contract through the end of the Contract to the Department or another Department agent should that be required during or upon expiration of its contract.

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.

The Contractor shall manage and maintain the appropriate number of staff to meet all requirements listed in the RFP during the transition. All reporting and record requirements, security standards, and performance standards are still in effect during the transition period.

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:

1. Invoices must be submitted on a monthly basis.
2. Invoices must include the contract number, name of the Safety Director, day of the week, and number of hours worked on each day.

The Contractor shall submit invoices for Payment to the State's designated payment office:

Preferred Method: Email a .pdf copy of your invoice to Helen Hayes Hospital at: AP@helenhayeshosp.org

Subject: Vendor Name - Contract Number C042654R – Billing Month

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, by email at 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

4.8 Subcontracting

Bidders may not propose the use of a subcontractor.

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 Contract, Section IV. Contract Insurance Requirements.
The successful Bidder shall furnish an insurance certificate, naming the Helen Hayes Hospital as co-holder. The certificate(s) must show that the Bidder has complied with the requirements of this section, and the certificate(s) will state that the policies shall not be changed or canceled until thirty (30) days' written notice has been given by the CONTRACTOR to the State. The kinds and amounts of insurance required as a condition for performance are as follows:

a. Contractor agrees to maintain professional liability insurance during the Term of this Agreement in an amount not less than one million dollars ($1,000,000) per claim and three million dollars ($3,000,000) in the aggregate.

b. Workers' Compensation, The Contractor agrees to provide one of the following:

- **CE-200,** Affidavit For New York Entities and Any Out-Of-State Entities with No Employees, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage Is Not Required; OR
- **C-105.2** – Certificate of Workers' Compensation Insurance. PLEASE NOTE: The State Insurance Fund provides its own version of this form, the **U-26.3**; OR
- **SI-12** – Certificate of Workers' Compensation Self-Insurance, OR **GSI-105.2** – Certificate of Participation in Workers' Compensation Group Self-Insurance.

Disability Benefits coverage, The Group agrees to provide one of the following:

- **CE-200,** Affidavit For New York Entities and Any Out-Of-State Entities with No Employees, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required; OR
- **DB-120.1** – Certificate of Disability Benefits Insurance; OR
- **DB-155** – Certificate of Disability Benefits Self-Insurance

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 **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, the Department hereby establishes an overall goal of 0**%** for M/WBE participation, 0**%** for Minority-Owned Business Enterprises ("MBEs") participation and 0**%** 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 a 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 10th 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 Businesses (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 HHHbidrequest@helenhayeshosp.org 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 to discuss methods of maximizing participation by SDVOBs on the Contract.

4.12 Equal Employment Opportunity ("EEO") Reporting

By submission of a bid in response to this solicitation, the Bidder agrees with all of the terms and conditions of Attachment 8, Appendix A, including Clause 12 - Equal Employment Opportunities for Minorities and Women. Additionally, the successful bidder will be required to certify they have an acceptable Equal Employment Opportunity ("EEO") policy statement in accordance with Section III of Appendix M in Attachment 8.
Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.
The Contractor is required to ensure that it and any subcontractors awarded a subcontract over $25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.
To ensure compliance with this Section, the Bidder should submit, with the bid or proposal, an Equal Employment Opportunity Staffing Plan (Attachment 5, Form #4) identifying the anticipated work force to be utilized on the Contract. Additionally, the Bidder should submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement (Attachment 5, Form # 5), to the Department with their bid.

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 (RFP #C042654R Security Director), 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 HHHbidrequest@helenhayeshosp.org 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 the Department of such error in writing at HHHbidrequest@helenhayeshosp.org and request that the Department clarify or modify the Terms of this RFP. If, prior to the deadline for the Submission of Bids, 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 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 1.0 (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.

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.

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.

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.

Bidders opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, 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 #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 References

Provide references using Attachment 9, (References) for three current organizations or prior organizations within the last 5 years for which the Bidder provided a Security Director. Provide firm names, addresses, contact names, telephone numbers, and email addresses.

6.1.9 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.

6.1.10 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.

6.1.11 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.

6.1.12 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.

6.1.13 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 ST-220 TD: http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf

6.1.14 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. Bidders are requested to provide such documentation in the form of a table outlining project names, dates, and a brief synopsis of each project to document eligibility.

The NYS DOH Helen Hayes Hospital will only accept bid proposals from Bidders who meet all minimum requirements.

- Bidder must be a company or agency having two (2) years' experience with placement of Security Directors in a Hospital or healthcare setting.

6.2.4 Technical Proposal Narrative

The purpose of the Technical Proposal is to demonstrate the capacity of the Bidder to perform the services contained in this RFP. The Technical Proposal should demonstrate the qualifications of the Bidder and the qualifications and competence of the assigned staff to provide services related to the services included in this RFP. The Technical Proposal should provide satisfactory evidence of the Bidder's ability to meet the performance requirements of this RFP including special techniques or abilities of the organization and should expressly respond to each element listed below.

Elements of the Technical Proposal are as follows:

6.2.4.1.1.1 Safety Department

Bidder should summarize their recruitment, placement and supervisory experience in managing a Security Director who provides managerial functions of a Safety Department. Summary should include how many years of experience the proposed candidates(s) have in coordinating safety and security trainings, monitoring and inspecting safety and security employee work performance ensuring performance standards are maintained through use of computer records, maintaining secure premises with visitors, and training all new safety and security employees utilizing training materials already established ensuring compliance with policies and regulations. Bidder should describe their recruitment, placement and supervisory experience in managing a Security Director with knowledge/expertise with scheduling safety staff and reviewing time and attendance, overtime usage and billable hours of safety subcontractors.
Bidder should describe their recruitment, placement and supervisory experience in managing a Security Director with knowledge/expertise in assigning and distributing work to safety and security staff along with coordinating weekly safety and security employee work schedules to ensure necessary staff coverage to include vacations, employee performance, disciplinary action, recruitment and retention. Bidder should describe their recruitment, placement and supervisory experience in managing a Security Director with knowledge/expertise in professional interaction and communication with all who enter a Hospital environment.

6.2.4.1.1.2 Security Equipment

Bidder should describe their recruitment, placement, and supervisory experience in managing Security Directors who have knowledge/expertise in evaluating the proper working condition of all security equipment, such as two-way radios and the Hospital security camera system. The Bidder should summarize their experience in placement and managing a Security Director who has experience in Maintaining and monitoring a Safety Department work order system including work assignment, flow, quality of work, timely completion of workload and adherence to standards of quality control.

6.2.4.1.1.3 Emergency Management Services

Bidder should describe their recruitment, placement and supervisory experience in managing a Security Director with knowledge/expertise in directing a Hospital's Emergency Management Program and their ability to provide guidance in disaster mitigation, preparation, response and recovery. Summary should include how they will ensure the Security Director is qualified in the preparation, conducting, and evaluation of disaster drills and how many years of experience the proposed candidates(s) have managing those tasks in a hospital setting. The Bidder should describe their experience in the placement and managing a Security Director with experience in serving as a liaison with state and local law enforcement, fire, EMS and the local Office of Emergency Management.

6.2.4.1.1.4 Life Safety and Physical Environment

Bidder should summarize their recruitment, placement and supervisory experience in managing a Security Director with knowledge of Hospital Life Safety requirements, including TJC and DOH standards and experience in overseeing life safety inspections. Summary should include the number of years of experience their proposed candidate(s) have in Environment of Care and Life Safety Program oversight. The Bidder should describe their experience in placement and managing a Security Director who has managed safety protocols in a Hospital environment, has experience in evaluating systems, programs, practices, and procedures with plans that address deficient controls consistent with federal and state policies and standards, and oversight of corrective action implementation. The Bidder should provide their experience in placement and managing a Security Director with knowledge/expertise in the evaluation of a Hospitals existing safety procedure plan and programs to provide recommended modifications and/or new program guidelines to comply with TJC standards and State and Federal Regulations.

6.2.4.1.1.5 Employee Orientation and Education

Bidder should summarize their recruitment, placement and supervisory experience in managing a Security Director with experience in instructing new Hospital employees during employee orientation. Bidder should provide their experience in placement and managing a Security Director with experience in meeting with Departmental staff to evaluate and explain current safety issues, assisting Department Heads and subcommittees in the development and implementation of preventative measures, and educating Hospital staff throughout the year on safety and security matters.

6.2.4.2. Staffing

Bidder should provide a proposed approach and experience with recruitment, placement and management of one full-time Security Director who is qualified to carry out the projected workload during the contract, within 30 days of the contract award, who will serve as the primary contact person for the Department and meet all the requirements below:

- Candidate must be full-time, five (5) days a week, Mondays through Fridays, eight (8) hours a day from 8:00am to 5:00pm with a one-hour unpaid lunch period.
- Be responsive to emergencies as needed on nights, weekends and holidays.
- Accommodate alternate schedule in the event of an emergency need.

Bidder should provide a proposed approach to submitting to the Department for review and approval not fewer than three (3) resumes of candidates for the position of the Director of Security, with references and other supporting documentation confirming that each proposed candidate satisfies the qualifications referred to in Section 3 and is otherwise an appropriate candidate to perform the tasks/deliverables enumerated in Subsection 4.1, sub-subsections 4.1.1.1 through 4.1.1.5. Description should include proposed approach to a solution in the event an employee is found by the Contractor to not be performing at a level consistent with expected standards and providing such employee with warnings and/or termination notice.

Bidder should provide a proposed approach for approving or denying time off requests presented by the Contractor's employees, notifying the DOH designee of the time off request and confirming with DOH prior to approving such time off requests. Description should include Bidders plan to ensure that DOH staffing needs are fully and competently covered at all times, regardless of the Contractor's employees' vacation, leave requests and/or other scheduled or unscheduled absences. Description should include how the Contractor will consult with the DOH designee before approving leave requests and reporting any unplanned absences by the Contractor's staff to both the Contractor and the DOH designee within in 1 hour of designated start time.

Bidder should provide a proposed approach to provide all of the benefits required by State and Federal Labor laws, as described in section 4.2.

The Bidder should describe their proposed plan for transitioning staff at the beginning of the contract period. This description should include a description of the Bidder's general approach for recruiting qualified staff, including all recruitment methods to be utilized. This description should also describe the Bidder's process for interviewing potential candidates for screening purposes and how the Bidder proposes to evaluate the employees' performance. The description should include how the Bidder proposes to notify and report to Department staff on time off requests and approval status of such.

6.2.4.2.1 Contracted Staff Qualifications

Bidder should provide a proposed approach and experience with providing a Security Director who meets the experience and educational requirements as stated in Section 4.2.1.

6.2.4.2.2 Changes in Staffing

Bidder should provide a proposed approach and experience with providing a Security Director who will be employed for the entire duration of the assignment per the contract. Description should include their plan if staff voluntarily or involuntarily leave their assignment, and how they propose to replace staff as described in Section 4.2.

6.2.4.3. Reporting

Bidder should summarize their supervisory experience with placement and management of a Security Director who has experience in establishing and maintaining a system to produce safety and security reports as outlined in Section 4.3 and within the required timeframes.

6.2.4.4. Information Technology

Bidder should describe their plan to ensure any applications, including systems and components supporting it, comply with all NYS security policies and standards.

6.2.4.5. Security

The Bidder should describe their plan to comply with, and ensure the proposed candidate is in compliance with, all privacy and security policies and procedures of the Department, applicable state and federal law and administrative guidance with respect to the performance of the contract.

6.2.4.6 Transition

The Bidder should describe its approach for transitioning operational and technical support activities that have been maintained and operated by the Contractor, and the Contractor's candidate, to the Department or designee. The Bidder should describe the procedures that it plans to use for an orderly, complete, and controlled transition process.

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, 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: HHHbidrequest@helenhayeshosp.org. Use this naming convention for the subject line of each email: Security Director, Bidder Name, RFP#C042654R.
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#C042654R".
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 1 – 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.

The proposal must be received by the Department, no later than the Deadline for Submission of Proposals specified in Section 1.0, (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 70% of a proposal's total score and the information contained in the Cost Proposal will be weighted 30% 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 1.0 (Calendar of Events).

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

(1) lowest cost

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 6.0 (Proposal Content) and Section 7.0 (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)*70
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 Proposal evaluation is **70% (up to 70 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 30 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)* 30
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 **30% (up to 30 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 Reference Checks

The Bidder should submit references using Attachment 9 (References). At the discretion of the Evaluation Committee, references may be checked at any point during the process to verify Bidder's qualifications to propose (Section 3.0).

8.7 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.

8.8 Award Recommendation

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

The Department will notify the awarded Bidder and Bidders not awarded. The awarded Bidder 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. References
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 attachments are attached and included in this RFP:

A. Proposal Document Checklist
B. Cost Proposal

ATTACHMENT A
PROPOSAL DOCUMENT CHECKLIST
Please reference Section 7.0 for the appropriate format and quantities for each proposal submission.

RFP C042654R – Helen Hayes Hospital Security Director		
FOR THE ADMINISTRATIVE PROPOSAL		
RFP §	**SUBMISSION**	**INCLUDED**
§ 6.1.1	Attachment 1 - Bidder's Disclosure of Prior Non-Responsibility Determinations	☐
§ 6.1.2	Freedom of Information Law – Proposal Redactions (If Applicable)	☐
§ 6.1.3	Attachment 3 - Vendor Responsibility Attestation	☐
§ 6.1.4	Attachment 4 - Vendor Assurance of No Conflict of Interest or Detrimental Effect	☐
§ 6.1.5	Attachment 5 - Form 4	☐
	Attachment 5 - Form 5	☐
§ 6.1.6	Attachment 6 - Encouraging Use of New York Businesses	☐
§ 6.1.7	Attachment 7 - Bidder's Certified Statements	☐
§ 6.1.8	Attachment 9 - References	☐
§ 6.1.9	Attachment 10 - Diversity Practices Questionnaire	☐
§ 6.1.10	Attachment 11 - EO 177 Prohibiting Contracts with Entities that Support Discrimination	☐
§ 6.1.11	Attachment 12 – EO 16 Contracting with Businesses Conducting Business in Russia	☐
§ 6.1.12	State Finance Law Consultant Disclosure	☐
§ 6.1.13	Sales and Compensating Use Tax Certification	☐
§ 6.1.14	Attachment 14 - Gender-Based Violence and the Workplace Certification	☐
FOR THE TECHNICAL PROPOSAL		
RFP §	**SUBMISSION**	**INCLUDED**
§ 6.2.1	Title Page	☐
§ 6.2.2	Table of Contents	☐
§ 6.2.3	Documentation of Bidder's Eligibility (Requirement)	☐
§ 6.2.4	Technical Proposal Narrative	☐
FOR THE COST PROPOSAL REQUIREMENT		
RFP §	**REQUIREMENT**	**INCLUDED**
§ 6.3	Attachment B- Cost Proposal	☐

ATTACHMENT B

COST PROPOSAL
RFP C042654R – Helen Hayes Hospital Security Director

Bidder: _____

Bidder must submit a completed and signed Attachment B – Cost Proposal. The Cost Proposal must comply with the format and content requirements as detailed in this document and in Attachment B. Failure to comply with the format and content requirements may result in disqualification.

The bid price will be a fixed hourly rate per year for the Security Director. Reimbursement for services will be solely on an hourly basis for the actual hours worked, with supporting documentation. Hourly rates must be inclusive of all costs including salaries, fringe benefits, administrative costs, cost of living increases, overhead fees, materials, equipment, and travel to the satisfaction of Helen Hayes Hospital and the performance of all the work set forth in said specifications.

Bidder must enter their All-Inclusive Fixed Hourly Rate for the Security Director in Column B for each year 1 through 5 in **whole dollars only**. Bidder shall not make any changes whatsoever to this Cost Proposal and must not include any additional comments or notations.

Column A	Column B -
Contract Year	All-Inclusive Fixed Hourly Rate Per Staff (whole dollars only)
Year 1	$
Year 2	$
Year 3	$
Year 4	$
Year 5	$

By signing this Cost Proposal Form, bidder agrees that the prices above are binding for 365 days from the proposed due date.

_____ _____
Signature Date

_____ _____
Print Name Title