

Request for Proposals # C042783
Special Supplemental Nutrition Program for Women, Infants and Children
(WIC) – Training Services for the Bureau of Supplemental Food Programs
AMENDMENT #1

July 15, 2026

The following are official modifications, which are hereby incorporated into RFP # C042783 Special Supplemental Nutrition Program for Women, Infants and Children (WIC) – Training Services for the Bureau of Supplemental Food Programs.

Deleted language appears in strikethrough (“~~XXX~~”) and added language appears in **red** text. The information contained in this amendment prevails over the original RFP language.

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

Section 4.2.1 Training Modalities and Training Programs is amended as detailed below:

Modality	Expected Class Size Range
Classroom Trainings (virtual online) • This type of training must be provided virtually online with live trainer(s) teaching specified curriculum to groups of adult learner trainees. • New classroom trainings developed during the life of the contract must be offered multiple times during the contract period. • The Contractor must use the materials provided to deliver existing classroom trainings when requested. • Participants must have the ability to speak or use a chat box feature to direct questions to the trainer(s). These training components allow for more communication and must include interaction between live trainers and participants. • Certificates of completion, including applicable continuing education unit credits, must be provided immediately upon completion on the NYS WIC LMS. • This type of training must range from one (1) to three (3) days. • The expected class size range is 15-30 for the trainings listed in Section 4.2.2- Virtual Classroom Training Modality table. • Trainings that have 10 or less learners signed up may be canceled or rescheduled at the discretion of BSFP.	15 – 30
Webinar Trainings (Live Virtual Online) • This type of training is delivered by way of the internet, with adult learner trainees watching a visual presentation on a computer monitor or other electronic device and listening to the trainer(s) talk live by audio stream or by telephone. • Participants must have the ability to speak or use a chat box feature to direct questions to the trainer(s). Webinars have less interaction between trainees and trainers than Classroom Trainings and are presented as an online lecture. • The Contractor may engage the services of outside content experts as trainers (requirements listed in Section 4.2.9) . • Each webinar training developed must be delivered live at least once during the contract period and at the Department’s request the Contractor must deliver additional live trainings of any webinar. • Certificates of completion and applicable continuing education unit credits must be provided via the NYS WIC LMS within 3 days upon completion of the webinar.	30 – 600

All Webinar Trainings provided under this contract must be recorded to be implemented as On-Demand Webinar Trainings. Only one recorded Webinar delivery is required to be posted in the On-Demand Webinar Training section which will be determined by the Department.	
On-Demand Webinar Training (online) - Webinar Trainings provided under this contract must be recorded and posted within 30 days of the conclusion of the Live Webinar to the NYS WIC LMS, managed by the Contractor for viewing by WIC Local Agency, Vendor Management Agency, and BSFP staff. - If there are multiple recorded deliveries of the same Webinar Training, only one must be posted - On-demand Webinars viewable on NYS WIC LMS must include the recordings of existing webinars (currently over 60) and be managed by the Contractor. - Certificates of completion, including applicable continuing education unit credits, must be provided immediately upon completion on the NYS WIC LMS. - All posted online materials must be Section 508 compliant. - Any costs for maintaining this modality must be charged to the "Monthly Fee for Content Management and Maintenance of Websites" and included line of the Cost Proposal (Attachment B) as detailed in Section 4.2.4.	N/A
Self-Paced Online Computer-Based Training - Online self-paced learning modules with varying levels of interactive technology must be developed by the Contractor, posted and managed by the Contractor on the NYS WIC LMS website. - Training must be posted to NYS WIC LMS within 3 days of being fully approved by the Department. - These trainings must be brand new trainings or converted content from classroom training to online training. - These trainings must include the requirements list in Section 4.2.5 - Trainings can include specially produced video clips to reinforce content. - Certificates of completion and continuing education unit credits must be provided immediately upon completion, when applicable, for all Self-Paced Online Computer-Based Trainings via the NYS WIC LMS. - The Contractor must administer the existing training courses and modules (over 30). - All posted online materials must be Section 508 compliant. - Any costs for maintaining this modality must be charged to the "Monthly Fee for Content Management and Maintenance of Websites" and included in the Cost Proposal (Attachment B) as detailed in Section 4.2.4.	N/A

The Contractor must develop and deliver training programs that are requested by the Department that must include but are not limited to the following:

Training Programs	Expected Class Size Range
WIC Learning Community (virtual online) The WIC Learning Community is an innovative and collaborative learning opportunity. The Contractor must develop and deliver two (2) WIC Learning Communities during the life of the contract. - The first Learning Community must have its first training in year two (2) of the contract and the second Learning Community must have its first training in year four (4) of the contract. - The last training for each Learning Community must be completed within twelve to eighteen months after the first training is completed. The Contractor must work with BSFP during the development of the Learning Communities to determine when the	40 - 75

- last training must occur during this timeframe. - Each Learning Community must be composed of six (6) to twelve (12) WIC Local Agency multi-disciplinary teams. - Each WIC Local Agency multi-disciplinary team must consist of two to four members. - All the Learning Community teams must come together as a group for three (3) classroom trainings (virtual) and five (5) live webinars for a total of eight (8) trainings per Learning Community period. Live webinars provided as part of the Learning Communities may vary in length, and must include a Summative Congress, but the five (5) live webinars must not exceed eight (8) hours total. - The Summative Congress is a Live Webinar in which the Local Agency participants share Learning Community findings with other WIC Staff and DOH Staff. - Examples of previous Learning Community trainings can be found in Attachment D – Bidder's Library. - These trainings must be provided virtually online with live trainers teaching a specified curriculum to groups of adult learners. - The schedule must be provided with the release of the application to WIC Local Agencies for each Learning Community. - The theme of each Learning Community must be determined by the Department with feedback from the Contractor. - Using a performance management framework, the WIC Learning Community members must work together to consider challenges and best practice associated with an identified service or task. - Any request for additional facilitated classroom trainings or webinars require approval from Bureau Direction. - Certificates of completion and applicable continuing education unit credits must be provided via the NYS WIC LMS immediately upon completion of each virtual online training and webinar. - The trainings delivered as part of a Learning Community are not required to be recorded or posted on the NYS WIC LMS.	
Certified Lactation Counselor Training (online) The Certified Lactation Counselor Training is an evidence based, lactation management course that concludes with a comprehensive examination. Individuals who complete this course and pass the examination earn the Certified Lactation Counselor (CLC) certification. - This training must be delivered by the Contractor if they are an accredited CLC provider or the Contractor must sub-contract with an accredited CLC provider. - This training program must be delivered as self-paced trainings, webinars, virtual classroom trainings or mix of all three based on the preference of the accredited provider. - Participants must complete all components of this training as dictated by the CLC provider before being allowed to take the examination. - BSFP must determine if the training needs to be rescheduled or cancelled due to less than minimum enrollment. - The full course must be offered seven (7) times over the full contract period. The timing of these courses must be spread across the five years of the contract period and must be determined between the Contractor and BSFP. - The Contractor must provide all course and exam materials at no cost to participants.	25 - 75
Managers Workshop Training for WIC LA Coordinators and VMA Directors (in-person) The Contractor must deliver this annual training to WIC LA Coordinators and VMA Directors. - The workshop must be delivered in-person to large audiences. - At the Department's direction, it may include: - Expert keynote presentation(s) - Plenaries for the entire group (to take place on one or more days of the events)	100 – 250

- o Smaller break-out workshops for the adult learner trainees to choose from. • Certificates of completion and applicable continuing education unit credits must be provided via the NYS WIC LMS for the entire workshop within a week of workshop completion. • These training programs must be 2-day workshops. • The Department must determine the region where it will be held and the Contractor must work with the Department to determine the exact location for the workshop. The Contractor must book the venue and pay the associated cost. Historically it has been held in the Capital District Region. • The venue must support the audiovisual connectivity necessary for the training and accommodate the number of anticipated workshop participants at daily lodging rates not to exceed U.S. General Services Administration lodging rates. Catered meals and/or refreshments are not expected to be provided for participants and are not reimbursable. • These trainings must include the details provided in Section 4.2.9.	
BSFP Staff Workshop Training (in-person) This workshop must be delivered to BSFP staff. • The workshop must be in-person, given to a medium to large audience. • At the Department's direction, may include - o Outside content expert speakers. - o Full group plenaries - o Multiple, smaller break-out workshops for the BSFP to choose from. • Certificates of completion and applicable continuing education unit credits must be provided via the NYS WIC LMS for the entire workshop within a week of workshop completion. • These training programs must be 1.5-day workshops. • The Department must determine the region where it is held and the Contractor must work with the Department to determine the exact location for the workshop. The Contractor must book the venue and pay the associated cost. Historically it has been held in the Capital District Region. • The venue must support the audiovisual connectivity necessary for the training and accommodate the number of anticipated workshop participants at daily lodging rates not to exceed U.S. General Services Administration lodging rates. Catered meals and/or refreshments are not expected to be provided for participants and are not reimbursable. • This workshop must occur no more than twice per contract year. • Please see Section 4.2.9 for additional details.	50 – 150
Local Agency Training/BSFP Staff Training (virtual online or in-person) The Contractor must deliver this type of training when approved by the Department's Contract Manager. These trainings will only occur in the event of one or more of the following: • Staffing deficiencies • Identified training deficits or needs to improve productivity or skills • To comply with program requirements The Contractor must: • Use existing classroom trainings available at the time the Local Agency Training/BSFP Staff training is administered. No new curriculum shall be created for this training. • Work with BSFP and/or WIC Local Agency staff to determine which of the following ways the training must be conducted: - o In person at a department site for BSFP Staff Training - o In person at WIC Local Agency for Local Agency Training - o Virtual Online training. • Provide certificates of completion and applicable continuing education unit credits via the NYS WIC LMS within a week of training completion.	3 – 50

• Have prior approval from the Department's contract manager.	
Technical Assistance The Contractor must provide targeted support to staff (WIC Local Agency, Vendor Management Agency, and/or BSFP staff) with a professional development need or problem regarding a particular topic or skill. • No new curriculum can be developed by the contractor for Technical Assistance (TA). The Contractor can use existing curriculum material for TA but cannot deliver a full existing curriculum as TA. • The Contractor must use their knowledge and expertise to provide TA on a variety of WIC-related topics, including but not limited to: - o SMART goals; - o Program evaluation and measurement; - o Best practices for conducting site visits; - o How to run effective meetings; - o Enhanced communication skills; - o Note writing. • TA must be provided in-person and/or virtually. The Contractor must work with WIC Local Agency, Vendor Management Agency, and/or BSFP staff to determine where and how these trainings must be held. • When TA is requested by WIC Local Agency, Vendor Management Agency, and/or BSFP staff, the Contractor must submit request to the Department's Contract Manager for approval prior to providing TA.	1-150