



Department of Health

Request for Proposals

RFP # - C042783

Special Supplemental Nutrition Program for Women, Infants and Children (WIC) -Training Services for the Bureau of Supplemental Food programs

Issued: June 9, 2026

PERMISSIBLE SUBJECT MATTER CONTACT:

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1.0 CALENDAR OF EVENTS

RFP C042783 – SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND CHILDREN (WIC) – TRAINING SERVICES FOR THE BUREAU OF SUPPLEMENTAL FOOD PROGRAMS	
<u>EVENT</u>	<u>DATE</u>
Issuance of Request for Proposals	June 9, 2026
Deadline for Submission of Written Questions	June 23, 2026 5:00 p.m. ET
Responses to Written Questions Posted by the Department	On or About July 14, 2026
Deadline for Submission of Proposals	Proposals Due On Or Before August 4, 2026 5:00 p.m. ET
<i>Anticipated</i> Contract Start Date	June 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 a statewide training program for staff of the Division of Nutrition (DON), Bureau of Supplemental Food Programs (BSFP), Supplemental Nutrition Program for Women, Infants, and Children (WIC) Local Agency staff and Vendor Management Agency staff, as further detailed in [Section 4.0](#) (Scope of Work). The Contractor will be required to develop, modify, and deliver adult-based training via various modalities and training programs in support of WIC. It is the Department’s intent to award one (1) contract from this procurement.

2.1 Abbreviations and Definitions

- **Adult Learner:** any learners over the age of 18.
- **Bidder’s Library:** a resource for prospective bidders, which contains illustrative copies of training materials currently available to WIC staff. The training materials consist of training slides, trainer manuals, webinar presentations, and online learning modules.
- **BD:** Bureau Direction - a team consisting of the Bureau of Supplemental Food Programs WIC Director and Assistant Directors.
- **BSFP:** Bureau of Supplemental Food Programs
- **BSFP Staff:** individuals who work at the Bureau of Supplemental Food Programs.
- **CEU:** Continuing Education Unit - A measure of continuing education used to document training.
- **CERP:** Continuing Education Recognition Point - The measurement of continuing education for Certified Lactation Counselor and International Board-Certified Lactation Consultants.
- **CLC:** Certified Lactation Counselor - A person who has received training and competency verification in breastfeeding and human lactation support.

- **CPEU:** Continuing Professional Education Unit - The measurement of continuing education for Registered Dietitians and Dietetic Technicians Registered.
- **CPA:** Competent Professional Authority - An individual qualified to perform nutrition-related duties at the WIC Local Agency under the supervision of a Qualified Nutritionist.
- **Day:** when not otherwise referred to as a Training Day, the use of day throughout the Request for Proposal shall mean calendar day.
- **DD:** Division Direction - a team consisting of the Division of Nutrition Director and Assistant Directors
- **DOH:** New York State Department of Health
- **DON:** Division of Nutrition
- **DTR:** Dietetic Technician Registered – A food and nutrition practitioner educated and trained at the technical level of nutrition and dietetics practice.
- **eWIC:** The method to electronically make benefits available to participant accounts
- **FMNP:** Farmers' Market Nutrition Program
- **FNS:** United States Department of Agriculture Food and Nutrition Service
- **IBCLC:** International Board-Certified Lactation Consultant - A health care professional who specializes in the clinical management of breastfeeding.
- **IT:** Information Technology-practical application of technology to solve business and user problems
- **LA:** Local Agency - a hospital, public health or human service agency or a private, non-profit health or human service agency that provides health services, either directly or through contract, in accordance with the federal regulations. Generally used to refer to an agency that has contracted with New York State to provide WIC benefits to participants.
- **LMS:** Learning Management System
- **ME:** Management Evaluation - Bureau of Supplemental Foods Program management evaluation process is used to determine if WIC local agencies are administering and operating in accordance with program and civil rights regulations and requirements.
- **MIS:** Management Information System
- **Motivational Interviewing:** A collaborative, client-centered counseling approach designed to strengthen a person's own motivation and commitment to change by exploring and resolving ambivalence
- **NYS:** New York State
- **NYS WIC Resource Hub:** New York State WIC Learning Management System Platform
- **NYWIC:** The New York State WIC Management Information System
- **QA:** Quality Assurance
- **QI:** Quality Improvement

- **QN:** Qualified Nutritionist – This person at a WIC Local Agency has completed the educational requirements and practical experience required to earn a degree and/or credential in the field of nutrition.
- **RA:** Reasonable Accommodation – New York State is committed to providing equal opportunities for participation in education and training programs for persons with disabilities. This is based on [New York State Human Rights Law](#), [Sections 503/504 of the Federal Rehabilitation Act of 1973](#), as amended, [the Americans with Disabilities Act \(ADA\)](#).
- **RD:** Registered Dietitian - An individual who has met academic and professional requirements and is recognized as the food and nutrition expert.
- **RFP:** Request for Proposals
- **Section 508 Complaint:** Section 508 is an amendment to the United States Workforce Rehabilitation Act of 1973 that requires all website content be accessible to people with disabilities. This applies to Web applications, Web pages and all attached files on the Intranet, as well as the Internet.
- **SMART:** a system for making effective goals, stands for: Specific, Measurable, Achievable, Relevant, and Time-bound.
- **SME:** Subject Matter Expert
- **TA:** Technical Assistance
- **USDA:** United States Department of Agriculture
- **VMA:** Vendor Management Agency
- **VMA Director:** The vendor management agency's highest WIC management and policy making position. Major functions of this position include policy development, planning, evaluation, fiscal control, management, and supervision.
- **Vendor Management Agency Staff:** individuals who work at Vendor Management Agencies.
- **Virtual Classroom Training Day:** A unit of time for virtual classroom trainings. A virtual classroom training day must be between three (3) and eight hours (8) in duration in one calendar day.
- **WIC:** Special Supplemental Nutrition Program for Women, Infants, and Children
- **WIC Coordinator Toolkit:** Also referred to in the document as "Toolkit", a reference guide available in the NYS WIC Resource Hub designed to provide WIC Coordinators with foundational knowledge that offers policy guidance, operational advice, and customizable tools for both new and experienced WIC Coordinators.
- **WIC LA Coordinator:** The local agency's highest WIC management and policy making position. Major functions of this position include policy development, planning, evaluation, fiscal control, management, and supervision.
- **WIC Local Agency Staff:** individuals who work at local agencies and administer WIC services to the public.
- **Workshop Training Day:** A unit of time for workshop trainings. Trainings between six (6) to eight (8) hours in a calendar day equates to one workshop training day. Trainings between three (3) to four (4) hours in a calendar day equates to one-half workshop training day.

2.2 Introductory Background

The Bureau of Supplemental Food Programs (BSFP) administers large, federal nutrition programs that provide supplemental food, nutrition education/counseling, breastfeeding promotion and support, and linkages with health and social services for low-income, at-risk populations in New York State. BSFP program goals include improving pregnancy outcomes, promoting optimal growth and development for infants and children, influencing lifetime nutrition and health behaviors, encouraging New Yorkers to transition to healthier lifestyles, and preventing or decreasing obesity. BSFP aims to achieve these goals via two programs:

1. Special Supplemental Nutrition Program for Women, Infants and Children (WIC) - Congress established this program in 1972 to serve low-income pregnant women, new mothers, and children less than five years old who are at medical and/or nutritional risk. The WIC Program provides nutrition education and counseling; breastfeeding support; supplemental foods that are a good source of the essential nutrients often missing from the diets of women and young children; and referrals, if necessary, for health and social services. WIC's purpose is to improve pregnancy outcomes, promote optimal growth and development for infants and children, and influence lifetime nutrition and health behaviors.

This highly regulated, complex program addresses the needs of a specific population and is administered under agreement with the United States Department of Agriculture (USDA). The State WIC Program serves approximately 460,000 women, infants and children each month through 85 local providers (hospitals, local health departments and community-based organizations) at over 320 service sites. WIC provides individually tailored food prescriptions issued to each participant for specific types and brands of foods that meet strict nutrition requirements. These food benefits, valued at over \$430 million annually, can be redeemed at more than 2,800 authorized vendors across the state.

Basic Elements of the Program:

- a. Breastfeeding Promotion and Support: The WIC Program actively supports and encourages breastfeeding. All WIC local agencies offer breastfeeding peer counseling programs.
- b. Healthy Lifestyles: Nutrition education is a core component of the WIC Program. WIC Local Agency staff assist participants in making positive behavior changes that result in lifelong healthy eating habits and being physically active.
- c. Participant-Centered Services: WIC Program participants are supported and encouraged based on their concerns, needs, and interests. Providing services designed with participants' needs in mind can result in increased positive behavior change and more satisfied participants and staff.
- d. Certification and Issuance of Food Benefits: Applicants and participants are certified for participation in the WIC Program based on four eligibility criteria (category, residency, income, and nutritional risk) and issued electronic benefits (referred to as eWIC) that provide a carefully prescribed, age-appropriate package of supplemental foods.
- e. Referrals to Other Health and Social Services: Applicants and participants are provided relevant referral information on health-related and public assistance programs from WIC Local Agency staff.

WIC Local Agency staff employed by the 85 contracted agencies are the frontline staff providing daily services to enrolled participants. WIC Local Agency Staff are required to participate in training. The WIC Program also includes the WIC Vendor Management Agency (VMA), which is responsible for assisting the Department in managing the retail food delivery system, a critical component of the WIC Program. The WIC VMA must ensure an adequate number of vendors (retail food stores and pharmacies) are authorized for convenient participant access to obtain prescribed WIC foods. The WIC VMA is responsible for conducting all activities related to the oversight and management of the vendors, including application processing and authorization, monitoring, and training to ensure compliance with USDA and State requirements. VMA staff are required to participate in training. Additional information about the WIC Program can be found on the Department's public website:

<http://www.health.ny.gov/prevention/nutrition/wic/>.

2. The Farmers' Market Nutrition Program (FMNP) is designed to encourage low-income families at nutritional risk to increase their consumption of fresh fruits and vegetables through the issuance of benefits that may be redeemed at participating farmers' markets throughout the state. From June to November each year, about 200,000 WIC participants enjoy the benefits of the FMNP. By introducing WIC participants to farmers' markets through FMNP, they develop an interest in purchasing fresh produce and continue to frequent these markets. Additional information about the FMNP program can be found on the Department's public website: <http://www.health.ny.gov/prevention/nutrition/fmnp/>.

Approximately 70% of the WIC Local Agency staff to be trained are located in the New York City Metropolitan region, with the remaining 30% located across the rest of New York State. Training topics are best described as a range of nutrition, health, outreach, and programmatic content that utilize all available training modalities and training programs to meet subject matter needs. Some trainings will be heavily policy/knowledge based, while others will be skills-based however all trainings must be developed with a WIC focus. Topics can include, but are not limited to:

- Breastfeeding promotion and support
- Infant formula
- WIC food package prescriptions
- Nutrition assessment and education
- Utilization of WIC program data
- Quality Improvement (QI)
- Program eligibility and income assessment
- Physical activity
- High risk care
- Cultural competency
- Use of management information system (MIS)
- Customer service
- Communication skills
- Anthropometry (heights and weights)
- Note writing
- Outreach and referrals
- Quality assurance (QA)
- Supervisory skills enhancement

Training topics are identified by the Department from a variety of sources, to include (but not limited to):

- State and Federal regulations;
- Program policies and priorities;
- State Plan objectives;
- Needs/gaps identified through a finding and necessity for a WIC Local Agency Corrective Action Plan as a result of the Management Evaluation process or as part of general contract management conducted by NYS Department of Health staff; and
- Gaps identified from the training needs assessment.

This RFP describes to potential bidders the anticipated training needs of the Department. All quantities identified in the RFP are best estimates; actual quantities may vary during the contract term. These quantities may include, but are not limited to: expected class size, number of training days, number of annual offerings, number of training courses and number of course hours. The New York State Department of Health reserves the right to alter quantities from year to year, based on the best interests of the New York State Department of Health. The awarded Contractor shall only be paid for actual deliverables provided.

The NYS WIC Program employs an estimated 1,350 WIC Local Agency staff. There are approximately 650 Qualified Nutritionists (QNs)/Competent Professional Authorities (CPAs) who are responsible for determining participant nutritional risk, providing participant-centered nutrition education, prescribing supplemental food packages and providing necessary referrals. There are approximately 700 program support staff that provide

either managerial oversight of clinic operations, administrative support in the local agencies, or vendor oversight of WIC vendors.

The NYS WIC Program employs an additional 170 BSFP staff. Staff often grow professionally through their work in WIC: gaining confidence, learning new job skills, and moving on to other positions within the program. This ever-changing organization assures that there will always be people who need training on all aspects of the program.

2.3 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 1.0](#) (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.

2.4 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 1.0](#) 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' QUALIFICATIONS TO PROPOSE

3.1 Minimum Qualifications

The Department will accept proposals from bidders with two (2) years of experience in the development and delivery of training programs for adult learners. Qualifying experience must include experience in each of the following categories: curriculum development, training coordination, curriculum modification, and training delivery.

Experience acquired concurrently is considered acceptable.

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

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

4.0 SCOPE OF WORK

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

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

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

4.1 Summary

The Contractor must manage all aspects of the day-to-day operations of a large, dynamic, and complex statewide training program, including, but not limited to:

- Training a large number of adult learners utilizing the modalities and training programs detailed in [Section 4.2.1](#).
- Providing qualified training and administrative staff in a capacity sufficient to meet the volume of work expected from this contract
- Administering trainings utilizing the modalities and training programs listed in [Section 4.2.1](#)
 - Identify training locations for Managers Workshop and BSFP Staff Workshop, which historically have been in the Capital District Region (Attachment F - NYS WIC Region Map), and Local Agency Training/BSFP Staff training as explained in [Section 4.2.1](#).
 - Obtain approval for Continuing Education Unit credits
 - Carry out training registration
 - Publicize all scheduled trainings
 - Develop an annual training schedule
 - Disseminate the training schedule to BSFP, VMA, and WIC Local Agency staff
 - Manage all content for a website for the provision of on-line training registration and training delivery services management, including self-paced online computer-based trainings, webinar registration and on-demand webinar access
- Providing Technical Assistance (TA) to BSFP and/or WIC Local Agency staff
- Providing targeted training for WIC Local Agency staff. Trainings must be developed in the scope of WIC Local Agency work.
- Managing training content on an LMS.
- Ensuring that any in-person trainings adhere to health guidance issued by state and/or federal regulatory authorities in the event of a pandemic/outbreak.

The Contractor must utilize training modalities and programs outlined in [Section 4.2.1](#) to train large numbers of adult staff (professional and paraprofessional) on a variety of topics. The Contractor must meet deadlines, accomplish independent goals within a limited timeframe, have experience working with subcontractors, and possess the knowledge, skills, drive, and organizational capacity (staff) to produce high-volume, multi-focused trainings. Trainers must be detailed, dynamic, engaging, and creative, and possess experience that is relevant to the task(s) at hand, including familiarity with conducting and/or managing training programs designed for adult learners.

4.2 Tasks/Deliverables

The following sub-sections provide details regarding the scope of training services being solicited from this RFP and further describe selected Contractor's responsibilities.

4.2.1 Training Modalities and Training Programs

The Contractor must develop and deliver a variety of trainings as described in [Section 4.2](#) and its subsections. Depending on the specific training, the Contractor must develop and deliver training and technical assistance using these modalities:

Modality	Expected Class Size Range
<p>Classroom Trainings (virtual online)</p> <ul style="list-style-type: none"> • 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
<p>Webinar Trainings (Live Virtual Online)</p> <ul style="list-style-type: none"> • 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. • 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. 	30 – 600
<p>On-Demand Webinar Training (online)</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ If there are multiple recorded deliveries of the same Webinar Training, only 	N/A

<p>one must be posted</p> <ul style="list-style-type: none"> 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. 	
<p>Self-Paced Online Computer-Based Training</p> <ul style="list-style-type: none"> 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
<p>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.</p> <ul style="list-style-type: none"> 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 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 	40 - 75

<p>share Learning Community findings with other WIC Staff and DOH Staff.</p> <ul style="list-style-type: none"> • 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. 	
<p>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.</p> <ul style="list-style-type: none"> • 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
<p>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.</p> <ul style="list-style-type: none"> • The workshop must be delivered in-person to large audiences. • At the Department’s direction, it may include: <ul style="list-style-type: none"> ○ Expert keynote presentation(s) ○ Plenaries for the entire group (to take place on one or more days of the events) ○ 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. • These trainings must include the details provided in Section 4.2.9. 	100 – 250

<p>BSFP Staff Workshop Training (in-person) This workshop must be delivered to BSFP staff.</p> <ul style="list-style-type: none"> • The workshop must be in-person, given to a medium to large audience. • At the Department’s direction, may include <ul style="list-style-type: none"> ○ Outside content expert speakers. ○ Full group plenaries ○ 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. • This workshop must occur no more than twice per contract year. • Please see Section 4.2.9 for additional details. 	50 – 150
<p>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:</p> <ul style="list-style-type: none"> • Staffing deficiencies • Identified training deficits or needs to improve productivity or skills • To comply with program requirements <p>The Contractor must:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ In person at a department site for BSFP Staff Training ○ In person at WIC Local Agency for Local Agency Training ○ Virtual Online training. • Provide certificates of completion and applicable continuing education unit credits via the NYS WIC LMS within a week of training completion. • Have prior approval from the Department’s contract manager. 	3 – 50
<p>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.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ SMART goals; ○ Program evaluation and measurement; ○ Best practices for conducting site visits; ○ How to run effective meetings; ○ Enhanced communication skills; ○ 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. 	1-150

<ul style="list-style-type: none"> 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. 	
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4.2.2 Training Services

All estimates within this RFP are based on the past, current, and estimated future needs of trainees, including WIC Local Agency, Vendor Management Agency, and BSFP staff.

The Contractor must develop and/or provide Classroom (Virtual), Workshop (In-Person), Online Self-paced Computer-based, and Webinar (Live Virtual, On-demand) trainings each year as directed by the Department. Refer to the tables that follow.

The Contractor must meet the highly specialized needs of the Department, including delivery of tailored, topic-specific and policy-driven training for the BSFP, WIC Local agency, and Vendor Management Agency staff. The Contractor must work with the Department to determine the modality or training program, topics, locations, and dates for all trainings. The rate that trainings must be developed will be determined by the Department's Subject Matter Expert's (SME's) availability. The frequency that each training must be offered will vary to meet the Department's needs and priorities that may change from year to year. Please see Attachment D- Bidder's Library for examples of existing training curricula.

Training needs are determined on an ongoing basis by the Department with input from the Contractor and training needs of the Department must be modified as needed. The Contractor must work with the Department to ensure any Executive Order proclamations related to a state of emergency (ie: COVID-19, natural disasters, etc.) issued by state and/or federal regulatory authorities which might impact the provision of in-person trainings are addressed and factored into training. The Contractor must provide all training materials at no cost to the trainee.

The following tables reflect the estimated annual training needs of the Department. The total training day units for classroom and workshop trainings, the number of self-paced online computer-based trainings, and the number of webinars is not guaranteed in any year of the contract. The Department reserves the right to revise the number of trainings and/or the length of each topic, and the Contractor must accommodate all requested revisions. A historical training summary is included in this RFP as Attachment C. Use of new training technology may impact estimated or future projections. The Contractor must deliver existing classroom (virtual) trainings and continue to make On-Demand Webinars and Online Computer Based Self-Paced trainings available to all applicable learners. Additional training topics must be developed for Classroom (Virtual), Webinar (Live), and Self-paced Online Computer-based modalities during the contract period. Training topics may include, but are not limited to, the following:

Classroom (Virtual) Training Modality

Training Topic	Training Length (Days)	Estimated Number of Annual Offerings	Annual Estimated Total Units (Training Days)	CPEUs for RDs and DTRs (Y=Yes; N=No)	CERPs for CLCs and IBCLCs (Y=Yes; N=No)
Existing Classroom Trainings					
Breastfeeding: It's What We Do! Competencies for Support Staff	1	4	4	Y	N
Breastfeeding: It's What We Do! Competencies for QNs/CPAs	1	4	4	Y	Y
Building Skills: Assessing and Counseling Breastfeeding Participants	1	4	4	Y	Y
Building Skills for the CPA: Conducting a Breast Pump Assessment	1	4	4	Y	Y

High Risk Care	2	1	2	Y	N
Participant-Centered Nutrition Assessment, Education, and Counseling	2	2	4	Y	N
Advanced Formula	1	4	4	Y	N
Income Assessment and Reassessment for Staff Who Determine Income Eligibility	1	4	4	Y	N
Building Continuity of Care: Critical Thinking and Note Writing in WIC	1	4	4	Y	N
Talking About Weight: From Age One to Five	1	1	1	Y	N
YOU are the Face of WIC: Enhanced Skills for Engagement and Conflict Management for Support Staff	1	1	1	N	N
Coaching for Success: Fostering Growth and Transformative Teams	1	3	3	Y	N
Delivering High Quality Phone Services	1	4	4	Y	N
Enhancing Note Writing and Documentation Skills	1	3	3	Y	N
How to Effectively Orient New Participants	1	3	3	Y	N
Strengthening Note Writing Skills: Documentation for Support Staff	1	3	3	Y	N
WIC Nutrition Education for Program Support Staff	1	4	4	Y	N
Income Case Scenarios	2	5	5	Y	N
The Art of High Quality Performance Feedback	2	1	2	Y	N
Using Professional Judgment to Guide Nutrition Services	1	3	3	Y	N
Caseload Management Strategies	1	4	4	Y	N
Develop and Offer					
Series of 2 WIC Learning Community (topic to be determined annually by the Department) 1 st in year 2 2 nd in year 4	1, 1, 1	See Section 4.2.1	6	Depends on Topic	Depends on Topic
To Be Determined by the Department - #1	1	5	5	Depends on Topic	Depends on Topic
To Be Determined by the Department - #2	1	5	5	Depends on Topic	Depends on Topic

Self-Paced Online Computer Based Modality

Training Topic	Training Length (Hours)	CPEUs for RDs and DTRs (Y=Yes; N=No)	CERPs for CLCs and IBCLCs (Y=Yes; N=No)
Existing Online Courses			
16 & Pregnant: Providing WIC Services to Adolescents	2 hours	Y	N
Enhancing Customer Service	1.5 hours	Y	N
Finessing the Front Desk	2 hours	Y	N
Understanding Baby Behavior	2 hours	Y	N
Basic Training for QNs/CPAs	7.75 hours	Y	N
Basic Training for Support Staff	4.5 hours	Y	N
Participant-Centered Communication Skills	3.5 hours	Y	N
Life Cycle Nutrition of WIC Participants	8.75 hours	Y	N

Advanced Participant-Centered Communication Skills	2 hours	Y	N
Public Health Detailing	1.5 hours	Y	N
Perinatal Mood and Anxiety Disorder	1.5 hours	Y	N
Core Competencies of WIC Managers	3.75 hours	Y	N
Anthropometry and Hematology	3 hours	N	N
Talking About Safe Sleep	0.5 hours	N	N
Wellness and WIC	1.5 hours	N	N
WIC Together: Growing Stronger Families	0.5 hours	N	N
Effective Supervision: The Key to a Quality Program	1.0 hour	Y	N
Building Relationship W/ Community Partners	1.5 hours	Y	N
How to Make a Referral	1.5 hours	Y	N
Developing and Maintaining an Effective Referral System	2 hours	Y	N
Communication in the Bureau of Supplemental Food Programs (BSFP) Workplace	1.5 hours	Y	N
Develop and Offer			
Topic to be determined by the Department – annually	1 hour	Depends on topic	Depends on topic
Convert from Classroom and Offer			
Topics to be determined by the Department – annually <i>Note: 4 hours could be for one course or several shorter courses. The Department needs will be determined annually</i>	4 hours*	Depends on topic	Depends on topic

*Estimated total quantity for life of the contract, not annual.

Webinar Modality

Training Topic	Estimated Length (hours)	CPEUs for RDs and DTRs	CERPs for CLCs and IBCLCs
Series of 2 WIC Learning Community (topic to be determined by the Department) – biennially. 1 st in year 2 2 nd in year 4	8,8	Depends on topic	Depends on topic
Cultural Competency (60 minutes)- annually	1	Depends on topic	Depends on topic
Topics to be determined by the Department – annually 60 Minutes	2	Depends on topic	Depends on topic

Workshop (In-Person) Training Programs – Entire Contract

Training Topic	Workshop Length (Days)	Estimated Number of Annual Offerings	Estimated Total Units for Entire Contract (workshop days)	CPEUs for RDs and DTRs	CERPs for CLCs and IBCLCs
Managers Workshop Training for WIC LA Coordinators and VMA Directors (topics to be determined by the Department)	2	1	10	Depends on topic	Depends on topic
BSFP Staff Workshop Training (topics to be determined by the Department)	1.5	2	15	Depends on topic	Depends on topic

Refer to Attachment D - Bidder's Library for more information on current curricula, which exists in classroom, webinar, and self-paced online formats.

4.2.2.a Identify Trainers, Consultants, and Subject Matter Experts (SMEs)

The Contractor must identify trainers to lead and/or develop the trainings to be delivered under this contract. Trainers must be contractor staff, paid and unpaid consultants or Subject Matter Experts (SMEs). Contractor staff who will be utilized to lead trainings must be identified as outlined in [Section 4.3](#). For new contractor staff trainers who are hired throughout the contract term, resumes must be provided to the Department for review and approval at least two (2) months prior to their first scheduled training.

For sub-contracted consultants or SMEs who are proposed to lead and/or develop training, their resumes must be provided to the Department for review and approval after the initial curriculum discussion and before a preliminary training outline is submitted (see [Section 4.2.5](#): New Curricula Development and Conversion of Classroom to Online Computer-Based Training). At a minimum, this must occur three (3) months prior to the first scheduled training.

All trainers, consultants and SMEs must be approved by the Department, and that approval must occur prior to any work undertaken by said contractor staff, paid/unpaid consultants, or SMEs. All trainers, consultants and SMEs must provide disclosures of any actual or potential conflicts of interest. When SMEs are needed, the Contractor may subcontract with SMEs or consultants regarding topics that could include, but are not limited to: certified lactation counseling, nutrition topics, drug/alcohol/substance abuse, healthy lifestyles, participant-centered nutrition services, cultural competency, and civil rights.

Note: Current NYS WIC Local Agency staff are expressly excluded from being used as trainers, SME's and/or content developers/reviewers.

4.2.2.b Training Curricula and Materials

The Department has previously developed training curricula for classroom, webinar, and self-paced online trainings. Review Attachment D - Bidder's Library for samples of existing training curricula. The training content must consist exclusively of pertinent information intended to enhance LA, BSFP, and VMA staff's knowledge, skills, and application of federal regulations and state policies and procedures. The Department may instruct the Contractor to make curriculum updates or revisions, including all related training materials (i.e.: training agendas, curricula, slides, handouts, etc.) based on changes in laws, regulations, training evaluation data or the Department determination. The Contractor must meet all training requests of the Department. The topic areas must be identified through WIC Local Agency training needs assessments, federal and state regulations and mandates, State Nutrition Coordinator recommendations, management evaluations, the WIC Association of NYS, Inc. and other methods.

The Contractor must develop new training curricula and/or a series of trainings as directed by the Department. The Contractor may be directed to suggest new training curricula based on need. Copies of training materials must be formally submitted electronically (means of electronic submission are at the Department's discretion) and in hard copy, upon request, at the completion of the development of training. All course content and materials must be reviewed and approved by the Department prior to use. All materials developed under this contract will become the sole property of the Department and must not be used by the Contractor outside of this project in any manner without prior consultation with and approval from the Department. The Contractor must remove all their company logos, watermarks or other company identifiers from all materials at least one (1) year prior to the end of the contract. The Contractor must provide an unbranded version of all materials developed in the final year of the contract.

All new and existing curricula must be provided by the Contractor to the Department upon request.

The Contractor is responsible for the development, coordination, reproduction, and distribution of all training materials required to deliver trainings.

The Contractor must develop and provide access to asynchronous computer trainings (i.e.: self-paced online courses, on-demand webinars) that do not require the presence of a live trainer(s) and can be used at the

trainees' convenience in terms of time and location, and at no cost to trainees. The training materials must reinforce the learning.

As part of the Training Delivery costs the Contractor must create, maintain, and analyze post-training evaluations for every training in collaboration with the BSFP. The purpose of these evaluations will be to track quality of current offerings and gather data to improve future trainings. Evaluation data must be shared with the Department upon request.

4.2.3 Administration of Trainings

As part of the Training Delivery costs the Contractor must provide all logistical support including but not limited to publicity, information dissemination, and registration.

a. Continuing Education Unit (CEU)

The Contractor must obtain approval for CEU credits from the Department after curriculum development and length of training is determined.

The Contractor must be a Continuing Professional Education (CPE) Accredited Provider with the Commission on Dietetic Registration (<https://www.cdrnet.org/>) for the entire life of the contract and issue CPEU hours for applicable trainings conducted for Registered Dietitians and Dietetic Technicians. The fee structure is available at <https://www.cdrnet.org/>.

The Contractor must be a short-term provider of Continuing Education Recognition Points (CERPs) with the International Board of Lactation Consultant Examiners (IBLCE) (<https://iblce.org/>) for the entire life of the contract. Short Term Providers (STPs) must submit each educational activity to IBLCE for consideration and may not assign CERPs to their education without IBLCE approval. IBLCE has the sole authority to review and assign CERPs to education provided by STPs. STP status is valid for 1 year but must be maintained for the life of the contract. The fee structure is available at <https://iblce.org/>.

The contractor is responsible for all costs related to being an accredited CPE and CERP provider.

b. Trainee Registration

The Contractor must have the ability to register trainees for trainings by telephone, email, and online during the hours listed in [Section 4.3](#). The Contractor must verify that staff attempting to register for trainings are in appropriate titles as designated by the Department to attend the trainings before accepting the registration. The Contractor must notify the Department when staff whose titles are not on the Department's designated trainee list attempt to register; the Department may, at its discretion, approve training to these individuals.

The Contractor must ensure that all trainees and their supervisors receive a registration confirmation at least a week prior to the training. The Contractor must develop and implement a wait-list policy for ensuring follow-up to trainees who are registered and subsequently are closed out of a training session due to full enrollment or cancelation.

c. Publicize all Scheduled Trainings

The Contractor must publicize all scheduled trainings and the training schedule must be publicized via email and posting information on the LMS at least 90 days in advance of the training or at the Departments discretion.

d. Training Calendar

The Contractor must develop an annual training calendar that meets the Department's training needs. At the request of the Department, the Contractor must conduct a survey of WIC Local Agency staff, prior to creating the annual training calendar, in order to ascertain information such as: demand for existing classroom trainings in certain regions, training calendar preferences (i.e.: days of week to hold trainings), preferred times for webinars, etc. The annual training calendar must cover the period of October 1 through September 30. The draft calendar, once developed, must be sent to the Department for review and approval prior to its release. The final calendar and the registration activities in the NYS WIC LMS must be developed and published by June 1st each year. For year 1 of the contract, the annual training calendar must be provided within three (3) months of the start of the contract and include all trainings for remainder of year 1. The Contractor must provide the Department with an updated training calendar upon request and keep calendar in the NYS WIC LMS up to date.

e. Disseminate Schedules

Schedules must be made available to WIC Local Agency, Vendor Management Agency, and BSFP staff via the NYS WIC LMS by the Contractor. Schedules must be continuously maintained and posted.

f. Document Training Sessions

The Contractor must maintain and submit monthly summary training reports that detail demographics. The reports must include but not limited to:

- Names of all trainings provided
- Locations of all trainings provided
- Names of the trainer(s) for each training
- Attendance sheets for each training with
 - Trainee names and titles
 - Agency names
 - Agency numbers for all attendees for each day of training
- Number of registrants and actual number of attendees for each training
- Number and type of all Continuing Education Credits issued for each training.

g. Deliverables Chart

The Contractor must develop and maintain a curriculum development/deliverables tracker that must be submitted to the Department on a weekly basis prior to the Department/Contractor weekly meetings. This tracker must be reviewed during the weekly meeting to ensure that the Department and Contractor are in agreement with development status of current curriculums.

4.2.4 Training Learning Management System Content Management and Website Administration

The Contractor must act as a content manager in the NYS WIC LMS and manage all aspects of the training delivery services described in this RFP, for all training modalities and programs. The Contractor must provide management functions, including but not limited to:

- Maintaining training schedules, calendars and announcements
- Descriptions of training
- User guides, as necessary, for staff to understand functionality of the site
- Oversee and maintain trainee registration, bulk enrollments and registration confirmations.
- Wait-list management

- Provision of online learning (computer-based training and webinars), including synchronous and asynchronous.
- Pre/post-tests, if required
- Evaluation tools
- Monitoring staff completion progress for mandatory trainings
- Distribution of certificates of completion and applicable continuing education unit credits.
- Provide IT staff support and end user support.
- Maintaining reference library with all applicable current training materials for each training, including, but not limited to:
 - Course outlines and agenda.
 - PowerPoint presentations.
 - Handouts and/or desk aids
 - Other resource tools as developed and/or requested by the Department

The Contractor must manage trainings in the NYS WIC LMS. The Contractor must learn and use the platform chosen by the Department for the NYS WIC LMS. The Department anticipates the platform will be Moodle Workplace but the Department can change the platform at their discretion. The Contractor must not use the site to promote themselves or advertise services outside of this contract. Monthly website maintenance fees charged by the Contractor against the contract include general administration, oversight, maintenance, and support of the site that may be required by the Contractor, as well as administrative and course management for all training components (classroom, online, and webinars). The Contractor must have a designated contact for technical support available to registrants/users navigating these websites, Monday through Friday, 8:30 am to 5:00 pm ET excluding NYS legal holidays for State employees. The list of NYS legal holidays will be provided to the Contractor upon start of contract. The Contractor and the Department must work together to identify a complete list of technical support tasks and an agreed upon timeframe for resolution (ranging anywhere from one business day to five business days).

Technical support tasks that the Contractor must be able to address include, but are not limited to:

- Training registration questions/issues;
- Technical issues with course operation/navigation; training cancellations;
- Requests to take training not mapped to a person's job role;
- Training completion certificate issues;
- User account maintenance;
- Fixing broken links;
- Accessing and navigating any reporting features that users and/or supervisors may have access to.

The ongoing maintenance of the NYS WIC LMS website must include, but is not limited to:

- Removal of outdated materials;
- Addition of updated materials, related links, pictures, pages, module and multimedia content
- Punctuation and text edits;
- Content reorganization;
- Checking all hyperlinks for functionality (and fixing broken links upon the Department's request);
- Ensuring content is 508 compliant;
- Job Role Mapping database updates
- Other activities necessary to maintain accuracy, relevance, and functionality of the sites and site content.

The Contractor must supply quarterly reports to the Department, identifying content/functionality issues, identification of broken links and outdated materials, suggestions for changes, etc., which the Department must review and approve prior to any changes being made. The Department would also use the quarterly reports to identify changes to any site content it requests. Specifically excluded from ongoing website maintenance are activities involving actual training content modifications/updates (this includes training modules, reference library materials, handouts, desk aids, and other resource tools). These activities would fall under Curriculum Modifications.

4.2.5 New Curricula Development and Conversion of Classroom to Self-Paced Online Computer-Based Training

Based on changes in federal and state laws, regulations and guidance, or program evaluations, program priorities, and/or training needs assessment data, the Contractor, under the direction of BSFP staff, must develop new training curricula, including all related ancillary training materials for classroom (virtual online), workshop (in-person), self-paced online computer-based training, and webinar training. The Contractor must meet the training requests from the Department. All training curricula and associated training materials developed with funds from this contract must become the sole property of the Department and must not be used in any way outside of this contract without prior consultation with and approval from the Department.

New curricula development and conversion activities must be at the direction of the Department; however, the Contractor can submit recommendations for current curriculums that could be converted to self-paced online computer-based trainings. The Department must prepare and provide the Contractor with a written curriculum request to start the process. The request must detail the curriculum content area, the preferred training delivery modality or program, the priority of the training to the Department, and requested due dates for the curriculum deliverables outlined in the following sub-sections. Upon Contractor's receipt of the Department's curriculum request, the following processes must be followed and included as part of the curriculum development or conversion activities:

- a. An initial meeting, and subsequent meetings if needed, between the Department and Contractor staff must take place to review the curriculum request and discuss goals, objectives and key content areas of the training. Due dates for curriculum deliverables contained in the curriculum request must be reviewed by the Contractor and BSFP staff and agreed upon. These meetings must take place either by way of conference calls or virtual meeting platforms, depending on the nature of the training topics. BSFP staff may provide the Contractor with relevant materials that support the content of the training, to aid in the design and creation of the training (i.e.: policies, guidance documents, published reports, data, etc.) and BSFP staff may also provide a high-level outline that illustrates their scope and vision for the training. After the initial and any subsequent meetings, and before an outline is submitted, the Contractor must submit current resumes of all outside consultants/SMEs they intend to use as curriculum content experts and/or trainers, for the Department's approval. The Contractor must not commence any work until the Department has approved the proposed content expert(s) and/or trainer(s).

As part of the curriculum development process for the Learning Community trainings, the Contractor must also advertise, solicit WIC Local Agency interest, develop, distribute, and review Learning Community applications, and recommend local agencies for participation in the Learning Community. BSFP staff will work with the Contractor to determine Learning Community participant requirements. The Department, at its discretion, may also require the Contractor to conduct interviews of agencies as part of the application process. The Department must make the final selection of local agencies for participation in the Learning Community.

The Contractor must prepare training outlines that includes the following:

- Training title;
- Outline of content areas;
- Target audience by staff role;
- Continuing education credits, if applicable;
- Definition of clear and measurable goals and objectives;
- Description of teaching methodologies and modalities;
- Listing and description of all training materials to be used as part of the training;
- Description of pre/post-testing measurements, if required;
- Expected length of training; and
- Proposed trainers for the delivery of the classroom, workshop, and webinar trainings.

- b. The Contractor must submit the training outlines to the Department for review, editing, and approval. The Department reserves the right to request revisions to any areas.
- c. For Classroom Trainings (virtual online) and Workshop Trainings only (In-person): The Contractor must proceed with the development of a draft curriculum including training slides and a trainer and trainee manual, if applicable, once the outline requirements cited above have been approved.

The trainer manual must, at a minimum, contain:

- A training agenda, description, goals, and trainee outcomes/competencies;
- Speaker notes, materials needed, course activities;
- Methodologies, pre/post-tests (if required), trainee evaluation tool, handouts and PowerPoint presentation; and
- All ancillary items required for training activities.

The trainee manual must, at a minimum, contain:

- Title page;
 - Agenda;
 - Training description;
 - Introduction which clearly outlines the overall goals and objectives of the training;
 - Content sections presented in narrative form or expanded outlines with major points;
 - Copies of handouts, PowerPoint presentations, case studies and any other training resource materials; and
 - Pre/post-tests (if required) and trainee evaluation tool.
- d. If, during the curriculum development phase, the Contractor identifies any significant deviations from the approved outline, the Contractor must cease work and request a meeting (either in person or via phone conference/virtual meeting) with the Department to discuss the deviations and any potential changes to the approved outline. If the Department determines that changes to the outline are needed the Department must direct the Contractor to make such changes and the Contractor must resubmit an updated outline for approval. Upon the Department's approval of the revised outline, the Contractor must then resume curriculum development activities based on the newly updated outline.
 - e. For Webinar Trainings (Live Virtual Online): upon the Department's approval of the outline, the Contractor must commence work on the Department approved curriculum (i.e. PowerPoint template or other department approved document type) which shall include moderate content in the speaker's notes area (enough to provide a good sense of what the trainer plans to discuss but does not need to be verbatim). The curriculum slides must also include any polls or other interactions with learners, if that is planned as part of the presentation.
 - f. For Self-Paced Online Computer-Based Training development (includes new and conversion of classroom to online training): upon the Department's approval of the outline, the Contractor must commence work on the curriculum, which will include training content and a detailed script, to reflect what audio the learner will hear. The curriculum must include detailed instructions, regarding slide flow and interactions/functionality of learner activities, and must also reflect, for any learner exercises, what the correct and incorrect responses are, along with appropriate feedback. Reference sources for training content must also be cited and included. Additionally, some modules may include specially produced video clips to reinforce content. All online training materials must be Section 508 compliant.
 - g. The Contractor must submit all draft curriculum materials to the Department for review, at least 75 days prior to the expected launch/pilot of the first training for Workshops, Classroom Trainings and Webinar (Live Virtual Online) Trainings. For Self-Paced Online Computer-Based Trainings, the Department and Contractor must mutually agree upon a deadline for submission of draft content. For the Learning Community curriculum must be submitted by a date mutually agreed to by the Department and the Contractor. The Department must review all draft curriculum materials and advise the Contractor if any revisions are needed. The Contractor must then schedule a curriculum walkthrough meeting with the

Department's SME's during their first round of the curriculum review. The Contactor must use this meeting to review each slide with SME's and answer questions they may have. The Contractor must complete the development of the training, incorporating any revisions that have been directed by the Department.

Upon approval of submitted draft materials for new Workshops, Classroom Trainings and Webinar (Live Virtual Online) Trainings, the Contractor must bill for 50% of the price bid for training development for said deliverables. Upon approval of the submitted first draft of the storyboards for new Self-Paced Online Computer-Based Trainings and conversion of Classroom trainings to Self-Paced Online Computer-Based Trainings the Contractor must bill for 50% of the price bid for said deliverable.

- h. Final training materials must be submitted to the Department electronically by the specified deadline and must be comprised of:
 - Classroom Trainings/Workshop Programs: approved outline, trainer and trainee manuals, PowerPoint slide presentation(s), all ancillary materials
 - Self-Paced Online Computer-Based Trainings: approved outline, final storyboards, programmed files for the LMS
 - Webinar Trainings (Live Virtual Online): approved outline, final slide deck inclusive of speaker's notes
- i. For new Classroom Trainings (virtual online) development, excluding Learning Community trainings, the Contractor must deliver one (1) or two (2) pilot trainings, as directed by the Department. WIC Local Agency staff and BSFP staff must attend the pilot trainings. After one or both pilots, the Contractor and BSFP staff must debrief the trainings, and determine if additional curriculum revisions are needed based on trainer, trainee, and the Department's evaluation of the pilot presentations. These revisions must be incorporated by the Contractor in the finalized training curriculum, trainer/trainee manuals, and any ancillary training materials, which must be provided to the Department electronically for final approval. All curriculum revisions must be completed within 30 calendar days after the final pilot, or upon such other date as is mutually agreeable between the Department and Contractor. The cost of all post-pilot revisions shall be included in the training development cost.
- j. Upon electronic receipt of all finalized training materials, the Department must review all materials and issue a final approval in writing to the Contractor. The Contractor must then bill for the remaining 50% of the deliverables' development cost.
- k. Upon the Department's approval of finalized training materials, any changes/modifications required thereafter must follow the process described in [Section 4.2.6](#) Modifications to Existing Curricula and must be billed and paid in accordance with the corresponding Curriculum Modification lines of the budget.

The Department reserves the right to reduce the payment by 5% for any curriculum development deliverable agreed upon for deadlines that are not met. An additional 5% of the original payment will be deducted for every 30 days past the agreed upon deadline that the curriculum deliverable remains unmet. This penalty will continue until the work is completed and is approved by the Department.

4.2.6 Modifications to Existing Curricula (Classroom, Toolkit, Self-Paced Online Computer-Based Training)

The Contractor must update and refine trainings throughout the course of the contract as the need arises. These refinements must be identified by way of the Department's course monitoring, trainer observations, Contractor suggestions, and/or changes to state and federal regulations and policies. Upon the Department's request, the Contractor must submit a written statement of work outlining the requested or proposed revisions. The statement of work must include at minimum:

- The source of the change with details of how it was identified (i.e.: updated policy, change in regulations,

- training evaluations, etc.)
- What the change(s) is/are
- Total number of Curriculum Modification hours requested and an itemization of how staff time will be spent making the changes, including changes to but not limited to:
 - Training design,
 - Training PowerPoint,
 - Trainee materials, and/or
 - Ancillary materials,
 - Contractor staff time spent reviewing training materials, if the Department requests the Contractor to review trainings and recommend needed updates (i.e.: due to policy changes, MIS changes, etc.).
- The total hours requested must reflect the maximum number of hours that the Contractor may require to complete the changes.

The Department will review the statement of work and 1) accept it as written and authorize the Contractor to begin revisions, or 2) disapprove and request modifications. Revisions to Classroom Trainings, Self-Paced Online Computer-Based Trainings, and the toolkit must be completed within thirty (30) days' notice of authorization to begin work from the Department, or within a reasonable timeframe, based on the extent of the required revision(s), as agreed between the Department and Contractor. The Contractor must submit revision(s) of curricula to the Department for approval prior to initiation. The Contractor must document the actual hours that were utilized to make the revisions and will be paid only for this time. If Contractor discovers that more time is needed beyond what was originally requested and approved, Contractor must cease work and not continue until a revised statement of work is submitted to the Department and is approved.

The Department reserves the right to reduce the payment by 5% for any curriculum development deliverable agreed upon for deadlines that are not met. An additional 5% of the original payment will be deducted for every 30 days past the agreed upon deadline that the curriculum deliverable remains unmet. This penalty will continue until the work is completed and is approved by the Department.

4.2.7 Nutrition Content Review

The Contractor must schedule and conduct two reviews of all nutrition-related training materials within the contract term, with the express purpose of reviewing the nutritional education content for accuracy and ensuring it is the most up-to-date information. This includes, but is not limited to, new research and guidelines published by professional organizations like the American Academy of Pediatrics, the Academy of Nutrition and Dietetics, and the American Medical Association and government agencies such as the United States Department of Agriculture. This task must be assigned to one of the Registered Dietitians (RDs) on the contractor's staff. The RD must determine the review schedule and present a schedule to the Department for approval within six (6) months from the start of the contract, or upon request by the Department. Upon approval, the RD must commence review and must issue a written report of content identified needing modifications within 90 days upon the completion of each training curriculum review. This report must include, but not limited to, the following:

- Name of RD Reviewer
- Title of Curriculum
- Date Reviewed
- Suggested content modifications, which may include but not limited to: sources, links, images, statistics/data, facts, gaps in research/new information
- Recommendation for all nutrition-related training materials: No changes, minor updates needed, major revisions needed, remove/archive

The Department will review the findings and if the Department determines updates are warranted, a formal modification request must be submitted by the Contractor, following the steps outlined in [Section 4.2.6 Modifications to Existing Curricula](#).

4.2.8 Technical Assistance (TA)

The Contractor must provide Technical Assistance (TA) throughout the contract term. TA involves providing targeted coaching 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. The need for TA can be initiated at the Department's request or proposed by the Contractor. The Department will require a written estimate of how many hours of TA time the Contractor proposes to address the specific need. The Department must review and approve all requests prior to the commencement of TA. Once the estimated hours are approved the Contractor must provide the Department with the scheduled date for the TA before it is delivered. No new curriculum will be developed by the Contractor for this service. 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: SMART goals; program evaluation and measurement; best practices for conducting site visits; how to run effective meetings; enhanced communication skills; note writing, etc. TA must be provided in-person (to include presentations at meetings), over the phone, and/or via use of a webinar or online meeting, this must be determined in collaboration with the Contractor and staff requesting the TA.

4.2.9 Training Delivery and Payment

The Contractor must deliver trainings in each one of the modalities and training programs specified below, at no cost to attendees/registrants; attendees shall pay for their own travel costs/expenses and must not be charged anything by the Contractor to attend/take a training. All in-person training events must comply with any Executive Order proclamations related to a state of emergency (such as a public health emergency or natural disaster) issued by state and/or federal regulatory authorities. See the Cost Proposal [Section 6.3](#) for details on the payment of training development and delivery.

- a. Classroom Trainings (virtual online including Learning Communities)

The Contractor must provide Classroom Trainings (including Learning Communities), as virtual online events, with live trainer(s) teaching specified curricula to groups of adult trainees. These trainings can run from one to three days in length. Payment to the Contractor will be based on training days delivered times the cost bid per training day.

- b. Managers Workshop Training for WIC LA Coordinators and VMA Directors (in-person)

The Contractor must develop and provide an annual two-day workshop for WIC LA Coordinators and VMA Directors. At the Department's discretion or the Contractor's suggestion, the Managers Workshop may include an expert keynote speaker any or each day for the entire group, and may include multiple, smaller, trainer-led break-out sessions for attendees to choose from.

The engagement of any outside speakers/trainers require prior Department approval. If provided by the Department, the minimum qualification guidelines for speakers/trainers must be followed. Trainers and all speakers/trainers will be required to provide disclosures of any actual or potential conflicts of interest. All resumes for speakers/trainers must be submitted to the Department prior to submission of a preliminary training outline, as described in [Section 4.2.5: New Curricula Development](#).

The number of Workshop attendees is anticipated to range from 100 to 250 attendees. The Contractor must develop and deliver the workshop based on the Department's requested format. The format of the two-day workshop must be either two full days of training or spread over three days, with half a day of training first day taking place in the afternoon, a full day of training second day and half day third day taking place in the morning. Regardless of whether the training is over two or three days, the payment is such that the Contractor must provide two days' worth of training and will be paid for such (two workshop training delivery days times the cost bid). Workshop delivery cost must include the costs, if any, for an expert keynote speaker(s) or trainer(s).

c. BSFP Staff Workshop (In-Person)

The Contractor must develop and provide 1.5-day workshop trainings for BSFP staff twice per year. BSFP Staff will inform the Contractor if the workshop must be less than 1.5 days before the development starts. The workshops must be delivered to an audience of 50 to 150 BSFP staff. At the Department's direction or the Contractor's suggestion, it may include outside content expert speakers. The engagement of any outside speakers/trainers require prior Department approval. If provided by the Department the minimum qualification guidelines for speakers/trainers must be followed. All trainers and speakers must provide disclosures of any actual or potential conflicts of interest. All resumes for speakers/trainers must be submitted to the Department prior to submission of a preliminary training outline, as described in [Section 4.2.5: New Curricula Development](#). This training may consist of full-group plenaries and/or multiple, smaller break-out workshops for adult learner staff to choose from. The Contractor will be paid for 1.5 workshop training delivery days times the cost bid. Workshop delivery cost must include the costs, if any, for an expert keynote speaker(s).

d. Webinar Trainings (Live Virtual Online, including Learning Communities)

The Contractor may utilize existing curricula (see Attachment D- Bidder's Library) as one resource when developing webinars. This type of training is essentially an online lecture held over the Internet. It can take the form of a presentation, discussion, demonstration, or other type of instructional session. Participants watch a visual presentation on a computer monitor or other electronic device and listen to the trainer(s) talk live by way of an audio stream or by telephone. Participants must be able to speak or email (chat) questions to the trainer(s). Depending on the topic, it is expected that the Contractor may need to engage the services of an outside consultant or subject matter expert (SME), to assist in the creation of the webinar content and/or present the webinar. If provided by the Department the minimum qualification for the trainers, consultants or SMEs must be followed. All trainers, consultants or SMEs will all be required to provide disclosures of any actual or potential conflicts of interest. All resumes for trainers, consultants or SMEs must be submitted to the Department prior to submission of a preliminary training outline, as described in [Section 4.2.5: New Curricula Development](#). Webinars not developed for the Learning Community must be approximately 1 hour (60 minutes) in length. Webinars developed for the Learning Community may vary in length, but the five (5) live webinars must not exceed eight (8) hours total for each Learning Community. Payment will be based on the delivery cost bid per 60-minute webinar delivered and may be pro-rated for Learning Community webinars over 60 minutes.

e. On-Demand Webinar Trainings (online)

All webinars provided under this contract must be recorded and posted to the NYS WIC LMS administered by the Contractor for viewing on-demand by WIC Local Agency and the BSFP staff. The Contractor must post recorded webinars in LMS within 30 days of Live Webinar training delivery date. Contractor must include a Video Text Track (VTT) or similar file, of the Department's choosing, with all recorded webinars to ensure Section 508 compliances. Other caption file formats may be requested by the Department. There shall be no cost to trainees to view an On-Demand Webinar. Existing webinars (see Attachment D - Bidder's Library) must be posted to the NYS WIC LMS administered by the Contractor for viewing by WIC Local Agency and BSFP staff. There will be no training delivery payment for On-Demand Webinar Trainings beyond the Monthly Fee for Content Management and Maintenance of Websites.

f. Self-Paced Online Computer-Based Trainings

For this training modality, there are two classifications of Self-Paced Online Computer-Based Training:

1. The Contractor must convert existing Classroom Trainings to Self-Paced Online Computer-Based Training per the Department's request, and will be paid based upon the Conversion of Classroom Curriculum to Self-Paced Online Computer-Based Training cost bid by the Contractor

for each hour of Self-Paced Online Computer-Based Training that resulted from the conversion;
and

2. The Contractor must develop new Self-Paced Online Computer-Based Trainings per the Department's request, and payment will be based on the Self-Paced Online Computer-Based Trainings curriculum development cost bid by the Contractor for each Training Course Hour developed; and

The Department may request the Contractor's recommendations on which classroom trainings or new training topics should be converted or developed as Self-Paced Online Computer-Based Trainings. There will be no training delivery payment to the Contractor beyond Monthly Fee for Content Management and Maintenance of Websites bid for new or converted Self-Paced Online Computer-Based Trainings.

g. Local Agency Training/BSFP Staff Training (Virtual Online or In-Person)

The Contractor must provide this type of training if required by the Department. These trainings may be required based BSFP staff needs, staffing deficiencies, identified training deficits (skills and/or knowledge based), when an organization first becomes a WIC Local Agency or required by a corrective action plan. The trainings must be comprised of topics that exist as Classroom Trainings at the time of Local Agency/BSFP Training. Prior approval from the Department's Contract Manager is required for this type of training.

As part of this Training Delivery costs the Contractor must create, distribute, maintain, and analyze post-training evaluations. These evaluations must be given to participating learners at the end of the sessions or within 24 hours of the session concluding. The purpose of these evaluations will be to measure the effectiveness of the training and gather data to improve future trainings. The Contractor must provide training to improve productivity, comply with program requirements, and/or enhance skills. Trainings must range from one to five days in length. Local Agency trainings are expected to either be conducted on-site at a WIC Local Agency, or provided via virtual online classroom training. The BSFP training is expected to be conducted at an approved Department location and/or provided via virtual online classroom training.

The Contractor must provide a written summary from the trainer(s) after a training is completed, to address agency and/or staff strengths and challenges as well as additional training needs if directed by the Department. These trainings must be paid based on the Training Delivery Cost bid for Local Agency Training/BSFP Staff Training (Virtual Online or In-Person) per diem of training delivered and must not exceed number of per diems previously approved by the Department.

h. Technical Assistance

Technical assistance (TA) must be provided by the Contractor on an hourly basis, over the phone, in-person, and/or via virtual meeting room. The Contractor must provide these trainings to small, medium, or large size groups of staff as requested by the Department. No new curriculum will be developed. TA must be paid at the hourly rate bid for Coaching/Technical Assistance times the number of Consultant Hours used, which must not exceed the number of hours previously approved by the Department, per request.

i. Certified Lactation Counselor Training (online)

This type of 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. The full course must be offered seven (7) times over the full contract period, and the contractor must submit for payment upon completion of each course. These trainings must be paid based on the Certified Lactation Course (CLC): Virtual Cost bid per Training Course delivered. 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.

4.2.10 Cancellation of a Scheduled Training

The Contractor must monitor enrollment of participants in each training. Classroom Trainings (including Learning Communities), Local Agency Training/BSFP Staff Trainings, Webinar Trainings (including Learning Communities) and Workshop cancellations must be at the sole discretion of the Department. There will be no payment to the Contractor for the cost associated with delivering the training/workshop for cancelled training events. Failure to follow the speaker approval process as stipulated in sections [4.2.2.a](#), [4.2.5](#), and [4.2.9](#) could result in non-payment for any costs incurred for a training that is cancelled. The following process will be followed to determine if a scheduled training event will be cancelled:

- The Contractor must alert the Department one week prior to the scheduled commencement of a Classroom training if enrollment is below the Expected Class Size Range as specified in [Section 4.2.2 Training Services](#). The Department may direct the Contractor to cancel the training. If enrollment drops after the one-week time frame, the Contractor must still hold the classroom training unless directed by the Department.
- In-person trainings of all types (Local Agency Training/BSFP Staff Training, Technical Assistance, and Workshops) could be cancelled due to inclement weather, dangerous weather conditions, or a non-specific Department directive. If in-person training is cancelled due to inclement/dangerous weather conditions, or Department directive, the Department will attempt to provide the Contractor with as much advance notice (written and/or verbal) as possible. The Department will not pay for the cost associated with delivering cancelled Local Agency Training/BSFP Staff Training, Technical Assistance or Workshops.
- For all training cancellations, regardless of reason, the Contractor must notify the enrolled participants and their supervisors, including when cancellations happen last-minute. For any trainings delivered via the NYS WIC Resource Hub participants must be notified of cancellations utilizing the NYS WIC Resource Hub automatic email feature.
- If a training is cancelled, the Department will inform the Contractor if the training must be rescheduled at a later date.
- The Department reserves the right to determine and/or change the size of all classes, on an exception basis as circumstances may warrant and with notification to the Contractor.

4.2.11 Meetings

The Project Manager must have weekly meetings (about 1 hour per week) with the Department's Contract Manager and the Project Manager must participate in additional meetings with BSFP staff as needed. The Contractor must use an online meeting platform which includes a toll-free conference number for the weekly meetings. There will be no payment to the Contractor for the weekly meetings or attendance at any additional meetings. Weekly meetings will include a review of the Deliverables Chart as detailed in [Section 4.2.3](#).

The Contractor staff must attend meetings, conferences (i.e.: NYS WIC Association annual conference; National WIC Association [NWA] Annual conferences) and/or listen to program webinars in order to stay current with the Department's program activities and policies, as well as national issues and initiatives within the WIC program. The Contractor staff must participate in these events and activities as needed/as directed by the Department, at no additional cost to the Department.

4.3 Staffing

The Contractor Staff must travel, primarily within NYS, including overnights and travel to areas that may not be served by public transportation to deliver trainings as needed. The positions in the charts below are the minimum required staff positions. Any staff vacancies related to work on this contract must be filled by the Contractor within 120 days of vacancy.

Project Manager: The Contractor must have one full-time equivalent Project Manager dedicated to the management of this contract. The Project Manager must not be utilized for conducting trainings of any kind. They must oversee the development, revision, and implementation of trainings. The Project Manager must be available, or an assigned backup in case the Project Manager is not available, from 8:30 am to 5:00 pm Monday through Friday (except NYS legal holidays for State employees) to interact with the Department’s management. The list of NYS legal holidays will be provided to the Contractor upon start of contract. The Project Manager must be the liaison regarding training calendar development, curricula development (all modalities and training programs), training delivery (all modalities and training programs), training locations, training registration, training implementation, human resources, website maintenance, monthly vouchers and supporting documentation/report submissions, logistics and decisions regarding contract issues. The Project Manager must be appointed by the Contractor and must be approved by the Department. The Project Manager must have the authority to speak for the Contractor and must be the primary person with whom the Department conducts all business-related tasks to be performed under this contract. The Project Manager must quickly resolve any problems that arise during the contract period.

The individual staffing qualifications are listed below for the required positions:

Position: Project Manager: 1 full-time Equivalent
• Experience with planning, organizing, and developing training curricula for adult learners.
• Experience overseeing the implementation of participant-centered adult trainings.
• General knowledge and experience in administration and business management. Preference given to those with five years (or more) of administrative experience in a health field, of which at least three years are in contract management.
• Strong verbal and written communication skills.
• Baccalaureate degree or master’s degree. Preference given to those with higher degrees and health and education related majors.
• Experience with overseeing and/or producing high volume work deliverables and meeting deadlines.
• Prior knowledge of the WIC Program is preferred.

Position: Registered Dietitian: 2 full-time
• Must possess a current registration as a Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN) with the Commission on Dietetic Registration.
• Experience with implementing nutrition policies and procedures and interpreting regulations and program directives. Preference given to those with full-time professional experience as a dietitian/nutritionist in a public health program.
• At least one of the Registered Dietitian roles must have a Certified Lactation Counselor (CLC) certification or they must obtain this certification within 1 year of hire.
• At least one of the Registered Dietitian roles must be trained in accordance with the Food and Nutrition Service (FNS) competency-based training for WIC Breastfeeding Curriculum and demonstrates ability to lead, organize, and develop breastfeeding related trainings.
• Experience developing and revising training curricula for adult-learners.
• Preference given for experience with administrative and technical activities in support of public health nutrition programs.
• Knowledge of the WIC Program is preferred

Position: Training Staff (Can be full and part-time; number of trainers to be proposed by bidder)
• Experience with conducting policy and skills-based in-person trainings to adult learner groups of professional and para-professional staff.
• High energy, dynamic, engaging, and motivating
• Experience working with diverse groups of learners.
• Strong communication and facilitation skills.
• Experience with counseling techniques, including Motivational Interviewing, preferred.
• Experience conducting classroom style trainings (virtual or in-person).

<ul style="list-style-type: none"> • Preference given for training experience related to public health nutrition programs.
<ul style="list-style-type: none"> • Baccalaureate degree or higher required;

Position: Information Technology Specialist: 1 Full Time Equivalent
<ul style="list-style-type: none"> • Minimum of an Associate or Technical degree in related field.
<ul style="list-style-type: none"> • Experience in the Information Technology field required to fulfill the requirements of this RFP for the administration of a public-facing website and content management of an LMS.
<ul style="list-style-type: none"> • Experience providing input regarding system development/enhancements.
<ul style="list-style-type: none"> • Experience providing support and technical expertise regarding equipment and system issues (equipment and networking troubleshooting skills) to end-users.
<ul style="list-style-type: none"> • Experience developing and maintaining websites.
<ul style="list-style-type: none"> • Experience producing reports (canned and ad hoc).
<ul style="list-style-type: none"> • Experience with management of content in a learning management system for the administration and management of training by all modalities and training programs.
<ul style="list-style-type: none"> • Prior knowledge of Moodle Workplace is preferred.

4.4 Reporting

On a monthly basis, the Contractor must submit the following reports with its voucher package:

- Participant List by training (for all training modalities and programs)
- A copy of the sign-in sheet for each in-person classroom training held. The sign-in sheet must contain the name and title of all attendees. For WIC Local Agency staff attendees, WIC Local Agency name and WIC Local Agency number must be included as part of the sign-in sheet for each attendee.
- Attendance documentation for each virtual online training held must include all participants names and titles. For WIC Local Agency staff participants, WIC Local Agency name and WIC Local Agency number must be included for each participant.
- Monthly summary report on all live trainings conducted. These reports must include at minimum the trainer names, training names, dates, locations [if applicable], and training modalities and/or programs for each training delivered during the reporting month.
- Live Webinar Training Participation report
- On-Demand Webinar Training Participation report
- Online Computer-based Training Participation report
- WIC Local Agency Training Participation report
- Technical Assistance Provided report
- LMS analytics reports, that must at minimum include current month's activity as well as cumulative usage/statistics

The reports listed above reflect the minimum reports required. The Contractor must provide additional reports as requested by the Department. The information presented in the reports must be "clean" (i.e.: data is in a consistent and usable format, such as 10 numeric digits for phone numbers, etc.) and will be visually attractive and "finished". Further details about how the reports must be presented will be provided to the Contractor prior to submission of the first report. The reports listed above must reflect the monthly activity in support of the voucher being submitted. The Contractor must provide cumulative training activity reports if directed by the Department. The Contractor must provide the reports in raw data form if requested and the data must be able to be easily filtered and sorted.

The Contractor must provide, within a mutually agreed upon timeframe, periodic ad hoc reports for any of the training modalities and/or programs if directed by the Department.

4.5 Information Technology

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

4.6 Security

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

The Contractor is expected to provide secure and confidential backup, storage and transmission for hard copy and electronically stored information. Under no circumstances will any records be released to any person, agency, or organization without specific written permission of the Department. The Contractor is obligated to ensure any Subcontractor hired by Contractor who stores, processes, analyzes or transmits MCD on behalf of Contractor has the appropriate security requirements in place. The Contractor is required to include in all subcontracts and Business Associate Agreements with their Subcontractors language surrounding the security and privacy requirements as well as the language contained in the Confidentiality Language for Third Parties section of the DUA. If any breach or suspected breach of data or confidentiality occurs, whether the breach occurred with the Contractor or Subcontractor, the Department must be notified immediately.

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

The 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.

4.7 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 must ensure that any transition to the Department, Departmental agency or successor contractor be done in a way that provides the Department with uninterrupted WIC Training Services. This includes complete and total transfer of all data, files, reports, and records with the Contractor's logos and/or watermarks removed if applicable.

The Contractor must develop a plan to securely and smoothly transfer any records referenced in this section to the Department or another Department agent should that be required during or upon expiration of its contract. The plan and documentation must be submitted to the Department no later than three (3) months before the last day of its Contract with the Department or upon request of the Department.

The Contractor must 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.

4.8 Onboarding

At the commencement of the new contract award, it is expected that a new contractor will require start-up time to plan, prepare, and implement training and other services as described herein. Within three (3) months of contract approval date, the Contractor must start providing services under this contract, including but not limited to: submitting a training schedule; to start offering trainings; and provide administrative and technical support for the LMS.

4.9 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:

Vouchers must be submitted using requirements outlined in [Section 4.4](#).

The Contractor shall be paid as outlined in [Section 4.2.5](#), [Section 4.2.9](#) and the Department's acceptance of all work and deliverables as identified in Attachment B – the Cost Proposal. Payment shall be the unit cost bid for each deliverable/service times the number of units completed.

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

Preferred Method: Email a .pdf copy of your signed Claim for Payment to the Business Service Center (BSC) at: AccountsPayable@ogs.ny.gov and cc to your Contract Manager with a subject field as follows:

Subject: Unit **3450270**; Contract Number C042783

Alternate Method: Mail signed, original Claim for Payment at the following U.S. postal address:

NYS Department of Health
Unit ID 3450270; Contract Number C042783
c/o NYS OGS BSC Accounts Payable
Building 5, 5th Floor
1220 Washington Ave.
Albany, NY 12226-1900

Payment for invoices and/or vouchers submitted by the CONTRACTOR shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The CONTRACTOR shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm, 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: [State Vendors | Office of the New York State Comptroller](#). 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

4.10 Subcontracting

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

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

4.11 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.

4.12 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 **30%** for M/WBE participation, **15%** for Minority-Owned Business Enterprises ("MBEs") participation and **15%** for Women-Owned Business Enterprises ("WBEs"), based on the current availability of qualified MBEs and WBEs and outreach efforts to certified M/WBE firms. The successful Bidder who becomes the Contractor under the Contract entered into with the Department pursuant to this RFP must document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of the Contract consistent with the M/WBE participation goals established for this procurement, and Contractor must agree that the Department may withhold payment pending receipt of the required M/WBE documentation. For guidance on how the Department will determine "good faith efforts," refer to 5 NYCRR §142.8.

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

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

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

- a) If a Bidder fails to submit a M/WBE Utilization Plan;
- b) If a Bidder fails to submit a written remedy to a notice of deficiency;

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

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

The Contractor will be required to submit a Contractor's Quarterly M/WBE Contractor Compliance & Payment Report to the Department, by the 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 BSFP-FMS.Procure@health.ny.gov before the Deadline for Questions as specified in [Section 1](#) (Calendar of Events). Nothing prohibits an M/WBE Vendor from proposing as a prime Contractor.

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

4.13 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

4.14 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.

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 1.0](#) (Calendar of Events). All questions and requests for clarification of this RFP should cite the relevant RFP, including the RFP number and title RFP # C042783 Special Supplemental Nutrition Program for Women, Infants and Children (WIC) -Training Services for the Bureau of Supplemental Food programs, 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 BSFP-FMS.Procure@health.ny.gov no later than the Deadline for Submission of Written Questions specified in [Section 1.0](#) (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 BSFP-FMS.Procure@health.ny.gov 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.

If a prospective bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the bidder shall immediately notify the Department of such error in writing at BSFP-FMS.Procure@health.ny.gov and request clarification or modification of the RFP.

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

5.4 The Department’s Reserved Rights

The Department reserves the right to:

1. Reject any or all proposals received in response to the RFP;
2. Withdraw the RFP at any time, at the Department’s sole discretion;
3. Make an award under the RFP in whole or in part;
4. Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the RFP;
5. Seek clarifications and revisions of proposals;
6. Use proposal information obtained through site visits, management interviews and the State’s investigation of a bidder’s qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the Department’s request for clarifying information in

- the course of evaluation and/or selection under the RFP;
7. Prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available;
 8. Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent RFP amendments;
 9. Change any of the scheduled dates;
 10. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
 11. Waive any requirements that are not material;
 12. Negotiate with the successful bidder within the scope of the RFP in the best interests of the State;
 13. Conduct contract negotiations with the next responsible bidder, should the Department be unsuccessful in negotiating with the selected bidder;
 14. Utilize any and all ideas submitted in the proposals received;
 15. Every offer shall be firm and not revocable for a period of three hundred and sixty-five days from the bid opening, to the extent not inconsistent with section 2-205 of the uniform commercial code. Subsequent to such three hundred and sixty- five days, any bid is subject to withdrawal communicated in a writing signed by the bidder; and,
 16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of the solicitation.

5.5 Debriefing

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

5.6 Protest Procedures

In the event an unsuccessful Bidder wishes to protest the award resulting from this RFP, the protesting Bidder must follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found in Chapter XI Section 17 of the OSC's Guide to Financial Operations, which is available on-line at: <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>

5.7 Freedom of Information Law ("FOIL")

All Bids may be disclosed or used by the Department to the extent permitted by law. The Department may disclose a Bid to any person for the purpose of assisting in evaluating the Bid or for any other lawful purpose. All Bids will become State agency records, which will be available to the public in accordance with the New York State Freedom of Information Law. **Any portion of the Bid that a Bidder believes constitutes proprietary information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the Bid as specified in [Section 6.1.2](#) of this RFP.** If the Department agrees with the proprietary claim, the designated portion of the Bidder's Bid will be withheld from public disclosure. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material may be deemed a waiver of any right to confidential handling of such material.

5.8 Piggybacking

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

5.9 Intellectual Property

Any work product created pursuant to this RFP and the Contract awarded hereunder and any subcontract shall become the sole and exclusive property of the Department, which shall have all rights of ownership and authorship in such work product.

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

6.1.6 Encouraging Use of New York Businesses in Contract Performance

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

6.1.7 Bidder's Certified Statements

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

6.1.8 Diversity Practices Questionnaire

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

6.1.9 Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination

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

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

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

6.1.11 State Finance Law Consultant Disclosure Provisions

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

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

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

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

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

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

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

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

Submit these Forms, available through these links:

ST-220 CA: http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf

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

6.1.13 Gender-Based Violence and the Workplace Certification

[New York State Finance Law §139-M](#) requires bidders on competitive state procurements to certify that they have a written policy addressing gender-based violence and the workplace and that such policy meets the minimum requirements outlined on [Attachment 14](#). Bidders should review, sign, date and include as part of their submission [Attachment 14](#).

6.2 Technical Proposal

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

A Technical Proposal that is incomplete in any material respect may be eliminated from consideration. The following outlines the information requested to be provided by Bidders. The information requested should be

provided in the prescribed format. Responses that do not follow the prescribed format may be eliminated from consideration. All responses to the RFP may be subject to verification for accuracy.

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

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

6.2.1 Title Page

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

6.2.2 Table of Contents

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

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

Bidders must be able to meet all the requirements stated in [Section 3.0](#) of the RFP. The bidder must submit documentation that provides sufficient evidence of meeting the criterion/criteria set forth in [Section 3.0](#). Bidders should utilize Attachment E – Minimum Qualifications Verification to demonstrate how the Bidder meets the minimum qualifications to propose.

Minimum Qualifications

The Department will accept proposals from bidders with two (2) years of experience in the development and delivery of training programs for adult learners. Qualifying experience must include experience in each of the following categories: curriculum development, training coordination, curriculum modification, and training delivery.

6.2.4 Technical Proposal Narrative

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

Elements of the Technical Proposal are as follows:

1. Organizational Summary

The Organizational Summary should describe the Bidder's training qualifications and experience conducting and/or managing large training programs; utilizing multiple training sites and training modalities and programs; providing unique training approaches; working with subcontractors (if applicable); and conducting diverse trainings for adult learners.

2. Experience Performing Training Services

Bidders should provide a narrative that fully identifies and specifically addresses all training modalities, training programs and other contract deliverables noted in [Section 4.2.1](#) through [Section 4.2.9](#). The narrative should describe the bidder's experience and expertise, and how they propose to provide training for the topics and tasks described in the table below:

Topic/Task Item	Required Response
Training Topics	Bidders should provide a narrative that describes their experience with the various training topics and other services detailed in Section 4.2.2 . If the Bidder has no direct experience with these subject areas, the Bidder should detail their approach to acquiring organizational capacity and content knowledge sufficient to maintain and produce the trainings and other services required in this RFP.
Training modalities and programs	Bidders should provide examples of trainings they have offered using each of the modalities and training programs listed in Section 4.2.1 . If the Bidder does not have exact examples of the modalities and training programs listed in Section 4.2.1 , they may provide similar trainings as examples. The Bidder should include details regarding the size and scope of people trained.
Identify trainers/SMEs to lead trainings and/or develop/revise curricula	Bidders should describe how they plan to identify and locate trainers/subject matter experts (SMEs) (Section 4.2.2a). Bidders should include minimum and preferred qualifications for trainers/SMEs. Bidders should provide sample job postings, if applicable.
Maintain existing training curricula	Bidders should describe how they propose to manage and maintain existing curricula in all modalities and training programs in order to meet the requirements in Section 4.2.2 and its subsections. Details should include the process the Bidder will use for monitoring and maintaining existing curricula for updates or revisions.
Administration of Trainings	<p>Bidders should describe how they propose to manage the aspects of the day-to-day operations, including all logistical support such as publicity, information dissemination, registration, and site arrangements (Section 4.2.3). Bidders should address the following items:</p> <ul style="list-style-type: none"> • Describe proposed system for tracking all continuing education credits (CEUs, CPEUs, and CERPs), and updating them, as required by CDR. • Describe proposed training registration procedures (for all training modalities and training programs), including the registration and waitlist process, system safeguards to prevent staff in inappropriate titles from registering for a training, and data security measures. • Describe the proposed process to inform WIC Local Agency, Vendor Management Agency and BSFP staff of training opportunities and provide them the training schedule. • Provide a one-month excerpt of a proposed the annual training schedule for all training modalities and programs. • Provide a sample monthly summary training report.
Training LMS Content Management and Website Administration	Bidders should describe their experience with content management of a learning management system(s) (LMS) as well as designing and maintaining a public facing website. Bidders should describe how they propose to meet all the needs outlined in Section 4.2.4 . Bidders should describe their method to manage the WIC Training LMS website. Responses should also include details regarding IT staff support and end user support.
New Curricula Development and Conversion of Classroom to Online Computer-Based Training	Bidders should describe their new curricula development process for all training modalities and programs (Section 4.2.5). Details should include the process to be utilized for each training modality and programs and should address how training materials are used to reinforce learning, providing samples where available. Bidders should describe their criteria for selecting Classroom Trainings that lend themselves to Self-Paced Online Computer-Based Training conversions and how existing classroom curricula could be converted to self-paced online training. If applicable, Bidders should highlight current procedures utilized to provide this service for other trainings.
Modifications to Existing Curricula	Bidders should describe how they plan to identify and propose modifications to existing curricula (either required updates and/or enhancements) (Section 4.2.6). The description should include the process as well as methodology for how the number of modification hours needed will be determined.

Nutrition Content Review	Bidders should include a proposed plan for undertaking two nutrition content reviews of all training curricula (all modalities), including but not limited to supporting materials, aids, and resources (Section 4.2.7). The plan should include staff resources, a methodology for the reviews, a process to document the reviews, a sample of a written report to DOH, and a timeframe to complete the reviews.
Technical Assistance	Bidders should describe any prior experience they have with providing Technical Assistance (TA) to other customers (current and/or past) and should include their experience providing TA for the topics mentioned in Section 4.2.8 . Bidders should describe their processes and procedures for responding to requests for TA, the method used to estimate the number of TA hours needed for a particular request, and how they would provide TA as described in Section 4.2.8 .
Training Delivery	Bidders should describe and quantify their experience providing training similar to or matching training modalities and training programs listed in Section 4.2.9 . Written examples of work product can be provided to illustrate bidder's experience. These examples can include supporting images.

3. Staffing and Qualifications

The Bidder should provide a staffing plan for completion of the scope of work and staffing requirements in [Section 4.3](#) that includes the following for each:

- a. Title, responsibility, and type of staff available and physical location of bidder's staff to be engaged in performance of the required services;
- b. How the bidder plans to recruit and train an adequate number of staff;
- c. Bidder's ability to provide qualified staff to carry out the projected workload during the contract and how they plan to provide staff to meet the scope of work over the entire contract period;
- d. Bidder's process for ensuring all Contractor and subcontractor staff are appropriately trained and how the training protocols provide for consistency among all staff and the services provided;
- e. How the Bidder intends to maintain the staffing levels and personnel planned;
- f. An organizational chart that delineates the titles of the staff responsible for fulfilling the tasks/deliverable detailed in [Section 4.0 Scope of Work](#), their lines of communications, and demonstrates how the Bidder intends to organize staff and management for this project;
- g. Bidders should include the Project Manager's experience overseeing large and complex training programs, as applicable. The applicable experience includes programs that train a large number of staff on a variety of topics and skills, where content can be technical (based on federal regulations and policies), and there is an extensive offering of training modalities and/or programs.
- h. Bidders proposing to utilize existing personnel (including subcontractors) involved with this contract should include documented evidence in their proposal of their staff's knowledge and experience in training. Bidders should also provide proposed job postings with the minimum qualifications necessary for new staff (including subcontractors).
- i. Bidders should include additional staff/positions that they will need to work on multiple contract deliverables concurrently and meet all deadlines. Additional staff/positions may include but are not limited to trainers, curriculum writers and designers, IT, management, and support/administrative staff.

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	Submit one (1) password protected PDF labeled “Administrative Proposal” with RFP Number and RFP Title to BSFP-FMS.WICBidSubmissions@health.ny.gov . Provide the password in a separate email from the one containing the protected PDF.
Technical Proposal	Submit one (1) password protected PDF labeled “Technical Proposal” with RFP Number and RFP Title to BSFP-FMS.WICBidSubmissions@health.ny.gov . Provide the password in a separate email from the one containing the protected PDF.
Cost Proposal	Submit one (1) password protected PDF labeled “Cost Proposal” with RFP Number and RFP Title to BSFP-FMS.WICBidSubmissions@health.ny.gov . Provide the password in a separate email from the one containing the protected PDF.

1. Submit three (3) separate, searchable, and open and permission password protected, PDF proposals in three (3) separate emails to: BSFP-FMS.WICBidSubmissions@health.ny.gov. Use this naming convention for the subject line of each email: <Type of Proposal Submission, Bidder Name, RFP#XXXXX>.
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#12345”.
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 include the contact information, and indicate the total number of pages intended, and, where indicated, each subset of pages listed. **Example: Administrative Proposal 14 pages total, Attachment 3 – 1 page.**
6. Each password should be provided in a separate email from the one containing the protected PDF. Use this naming convention for the subject line of each email: <Type of Proposal Submission, Bidder Name, RFP#XXXXX, Password>. The only information needed in the body of the email is the password.
7. A font size of eleven (11) points or larger should be used. All submitted documents should contain appropriate header and footer information.
8. 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.
9. 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.
10. 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.
11. Audio and/or videotapes are not allowed. Any submitted audio or videotapes will be ignored by the evaluation teams.

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

The proposal must be received by the Department, no later than the Deadline for Submission of Proposals specified in [Section 1.0](#), (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 and
- (2) proposed percentage of M/WBE participation.

8.2 Submission Review

The Department will examine all proposals that are received in a proper and timely manner to determine if they meet the proposal submission requirements, as described in [Section 6.0](#) (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 the 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 evaluation is 70% of the final 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 Best and Final Offers

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

8.7 Award Recommendation

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

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

9.0 ATTACHMENTS

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

1. [Bidder's Disclosure of Prior Non-Responsibility Determinations](#)
2. [No-Bid Form](#)
3. [Vendor Responsibility Attestation](#)
4. [Vendor Assurance of No Conflict of Interest or Detrimental Effect](#)
5. [Guide to New York State DOH M/WBE Required Forms & Forms](#)
6. [Encouraging Use of New York Businesses in Contract Performance](#)
7. [Bidder's Certified Statements](#)
8. [DOH Agreement](#) (Standard Contract)
9. [Diversity Practices Questionnaire](#)
10. [Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination](#)
11. [Executive Order 16 Prohibiting Contracting with Business Conducting Business in Russia](#)
12. [Attachment 14 - State Finance Law 139M Attestation Gender Based Violence](#)

The following attachments are attached and included in this RFP:

- A. Proposal Document Checklist loc
- B. Cost Proposal
- C. Historical Training Data
- D. Bidder's Library
- E. Minimum Qualifications Verification
- F. NYS WIC Region Map

**ATTACHMENT A
PROPOSAL DOCUMENT CHECKLIST**

Please reference [Section 7.0](#) for the appropriate format and quantities for each proposal submission.

RFP C042783 – SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND CHILDREN (WIC) – TRAINING SERVICES FOR THE BUREAU OF SUPPLEMENTAL FOOD PROGRAMS		
FOR THE ADMINISTRATIVE PROPOSAL		
RFP §	SUBMISSION	INCLUDED
§ 6.1.1	Attachment 1 - Bidder's Disclosure of Prior Non-Responsibility Determinations	<input type="checkbox"/>
§ 6.1.2	Freedom of Information Law – Proposal Redactions (If Applicable)	<input type="checkbox"/>
§ 6.1.3	Attachment 3 - Vendor Responsibility Attestation	<input type="checkbox"/>
§ 6.1.4	Attachment 4 - Vendor Assurance of No Conflict of Interest or Detrimental Effect	<input type="checkbox"/>
§ 6.1.5	M/WBE Participation Requirements:	<input type="checkbox"/>
	Attachment 5 - Form #1 - Bidder MWBE Utilization plan	<input type="checkbox"/>
	Attachment 5 - Form #2 - MWBE Utilization Waiver Request (If Applicable)	<input type="checkbox"/>
	Attachment 5 - Form #4 - MWBE Staffing Plan	<input type="checkbox"/>
§ 6.1.6	Attachment 5 - Form #5 - EEO and MWBE Policy Statement	<input type="checkbox"/>
§ 6.1.6	Attachment 6 - Encouraging Use of New York Businesses	<input type="checkbox"/>
§ 6.1.7	Attachment 7 - Bidder's Certified Statements	<input type="checkbox"/>
§ 6.1.8	Attachment 10 - Diversity Practices Questionnaire	<input type="checkbox"/>
§ 6.1.9	Attachment 11 - EO 177 Prohibiting Contracts with Entities that Support Discrimination	<input type="checkbox"/>
§ 6.1.10	Attachment 12 – EO 16 Contracting with Businesses Conducting Business in Russia	<input type="checkbox"/>
§ 6.1.11	State Finance Law Consultant Disclosure	<input type="checkbox"/>
§ 6.1.12	Sales and Compensating Use Tax Certification	<input type="checkbox"/>
§ 6.1.13	Attachment 14 – Gender-Based Violence and the Workplace Certification	<input type="checkbox"/>
FOR THE TECHNICAL PROPOSAL		
RFP §	SUBMISSION	INCLUDED
§ 6.2.1	Title Page	<input type="checkbox"/>
§ 6.2.2	Table of Contents	<input type="checkbox"/>
§ 6.2.3	Attachment E – Minimum Qualifications Verification	<input type="checkbox"/>
§ 6.2.4	Technical Proposal Narrative	<input type="checkbox"/>
FOR THE COST PROPOSAL REQUIREMENT		
RFP §	REQUIREMENT	INCLUDED
§ 6.3	Attachment B- Cost Proposal	<input type="checkbox"/>