

Request for Quote:
Title VI of the Civil Rights Act of 1964 Policies, Procedures, and Investigations

The New York State Department of Health (hereafter may be referred to as the “Department” in short) is currently seeking price quotations from a vendor to develop a training on **Title VI of the Civil Rights Act of 1964 Policies, Procedures, and Investigations** (hereafter referred to as the “Training”) tailored to staff employed by a state governmental health agency.

As a recipient of federal funding assistance, the New York State Department of Health is required to operate a Federal Civil Rights Nondiscrimination Program in order to meet its Title VI regulatory requirements attached to the receipt of all federal assistance.

The New York State Department of Health is committed to ensuring that no person in New York is, on the ground of race, color, national origin (including limited English proficiency and primary language), sex, age, or disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program, activity, or service that New York State Department of Health or an entity receiving funding from the Department provides. Subrecipients of federal funds that flow through the New York State Department of Health are also required to comply with Title VI/nondiscrimination requirements. The Center for Diversity, Equity and Inclusion within the New York State Department of Health oversees the [Department's Federal Civil Rights Nondiscrimination Program](#).

Minimum Qualifications: Vendor must have experienced instructor(s) with at least three years of professional experience developing curriculum for and delivering instruction during a live, recorded training. Vendor must have knowledge and expertise of Title VI of the Civil Rights Act of 1964 and other civil rights laws, and how Title VI applies within state governmental agencies. Vendor must be able to provide detailed, tailored (specialized) instruction to training participants on policies and procedures related to an agency's Title VI obligations and operational activities (i.e. initial screening and determination of complaint or allegation; investigations). Vendor must have familiarity with federal and state civil rights laws and regulations.

Overview of Title VI of the Civil Rights Act of 1964: Title VI of the Civil Rights Act of 1964 is the overarching federal civil rights law that prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.” Nondiscrimination prohibitions have been further broadened and supplemented by related federal and state statutes, regulations, and executive orders to include sex, age, disability, or limited-English proficiency.

Request: Vendor will construct a detailed curriculum for the Training, with clear Training objectives and expectations. The Training curriculum, at minimum, must cover the following topics:

- General overview of Title VI of the Civil Rights Act of 1964;
- Applicability of the Title VI of the Civil Rights Act of 1964 to the New York State Department of Health;
- New York State Department of Health's obligations and operational activities in ensuring compliance with Title VI of the Civil Rights Act of 1964;
- Federal and state laws (i.e. federal Civil Rights law, New York State Human Rights Law), legal frameworks (i.e. First Amendment principles), and regulations that impact the New York State Department of Health's Federal Civil Rights Nondiscrimination Program (including but not limited to the U.S. Health and Human Services and U.S. Environmental Protection Agency);
- Detailed policies and procedures for the New York State Department of Health's Title VI operational activities (i.e. initial screening and determination of complaint or allegation; comprehensive investigative process, scripts for letters sent throughout investigation stages, managing privacy concerns, and alternative non-investigative resolution methods) and;
- Reporting requirements under Title VI.

Vendor will provide recommendations on how best to structure and deliver the Training (i.e. one-day intensive training, or deliver in multiple parts), given the minimum covered topics. Vendor will compile the content being covered within the Training curriculum via presentation slides and accompanying Training materials/documents. The Training is expected to be highly interactive, incorporate practical scenario-based examples, and utilize plain, accessible language. The New York State Department of Health will work with the vendor to provide training participant list and contact information (email addresses). Vendor will deliver the Training live through a meeting platform (i.e. Webex, Microsoft Teams, or Zoom) no later than November 30, 2026. The training must be recorded for asynchronous future use. The vendor will provide all equipment and materials necessary to deliver and record the training, and the New York State Department of Health will own and store the Training.

All training materials will be submitted to the New York State Department of Health for review throughout the duration of development and will be submitted for final approval one week prior to the first scheduled training. The term of the Contract, resulting from this Request for Quote, that will be entered into between the Department and the successful vendor is expected to be for a period of 4 months.

Audience: This Training audience will include select New York State Department of Health employees who have little to no prior formal experience, educational background, expertise, and/or training related to the Title VI of the Civil Rights Act of 1964.

We are requesting your formal quote under the New York State discretionary purchasing threshold. Vendor responses will be evaluated based on best value. All costs associated with the Quote should be reflected in the Response Form (Title VI Training Quote Tab). All Vendor experience associated with minimum qualifications should be reflected in the Response Form (Title VI Training Vendor Info Tab). Please submit your Response Form with the Subject Line “[Vendor Name] - Title VI Training RFQ Response Form” in Microsoft Excel format to ProcurementManagement@health.ny.gov by 5:00 PM on August 21, 2026.

All questions concerning this RFQ must be emailed to ProcurementManagement@health.ny.gov with the Subject Line “RFQ - Title VI Question Submission” no later than August 3rd. Answers to all questions will be compiled and shared publicly on the Department’s website and New York State Contract Reporter. Any amendments the Department makes to this RFQ as a result of questions and answers, if applicable, will be publicized on the Department’s website and New York State Contract Reporter.

Date of Issue: July 29, 2026

Bidder Questions Due: August 3, 2026

Department of Health Answers Posted: August 10, 2026

Response Form Due: August 21, 2026 by 5:00 PM

Sample Timeline (all dates are subject to change):

Weekly: Center for Diversity, Equity and Inclusion and selected Vendor will meet for 30 minutes to discuss Training expectations, development, delivery, timeline, etc.

Late August/Early September: Center for Diversity, Equity and Inclusion will select Vendor and develop contract.

Late August/Early September: Center for Diversity, Equity and Inclusion will meet with selected Vendor to define expectations.

Early September to Late September: Selected Vendor will develop the Training.

Late September to Early October: Center for Diversity, Equity and Inclusion and selected Vendor will discuss and apply Training feedback.

October 30th: The selected Vendor will submit the Training with feedback applied.

November 2nd to 6th: Center for Diversity, Equity and Inclusion and the selected Vendor will conduct a final review of the Training and apply edits.

November 9th to 20th: The selected Vendor will deliver the Training to Department of Health employees.

November 30th: The selected Vendor will submit additional materials based on needs assessed during the Training, including a frequently asked questions (FAQ) sheet.