

Solicitation of Interest #C040086
New York State Department of Health
Division of Environmental Health Protection
Center for Environmental Health
Lead Rental Registry

QUESTIONS AND ANSWERS
9/4/2024

Question 1:

Could you please define the role of the principal investigator within the context of this project?

Answer: The Principal Investigator affiliated with the organization must have at least five (5) years of experience collecting and managing large and complex sets of housing data, including data analyses and evaluation projects. The Principal Investigator will serve as the managing director assigned to this project.

Question 2:

Will municipalities be mandated to use the solution being developed, for instance, to log-in to the system for certification and management of inspections?

Answer: The system must be customizable enough to both integrate with systems currently in use in municipalities already utilizing a rental registry system or property inspection program, and to function as a standalone, holistic system in municipalities lacking existing registry/inspection programs. Municipalities with existing programs and solution systems will not be mandated to use the state-wide program. The solution system must integrate into existing systems for statewide reporting.

Question 3:

Regarding the upload of inspection data:

- a.) Is it envisioned that property owners will be responsible for uploading inspection results?
- b.) Alternatively, will third-party inspectors be tasked with uploading inspection information?

Answer: It is expected that any Environmental Protection Agency (EPA) certified inspector, property owner, third-party inspector, or county and municipal staff have the ability to upload documents, including but not limited to, inspection data and results.

Question 4:

Will third-party inspectors require access to the system for any part of the process?

Answer: The system must allow for any EPA certified inspector, property owner, third-party inspector, or county and municipal staff to upload documents, including but not limited to, inspection data and results.

Question 5:

Is there a plan to implement a public lookup feature for renters to verify the Lead-free certification status of buildings?

Answer: Solution systems must provide all necessary support and maintenance needed to sustain the system beyond the design and implementation phase. The vendor must be open to feedback and committed to continuous improvement of the system. This may include creating a public facing feature to identify the lead safety certification status of units.

Question 6:

Availability to 3rd party or county data:

- a.) Does the Department currently have access to assessor tax records?
- b.) Is there an intention to engage third-party providers to facilitate data availability?
- c.) Is the expectation that this solution leverages aggregated data or leverage some State system?

Answer: The New York State Department of Health (DOH) will require a data system to mine and integrate publicly available datasets (e.g., tax records) to identify eligible properties and property owners and link properties owned by the same parties (owners, agents, corporations, LLCs). Additionally, the system must integrate with local systems of record to track indicators of substandard housing conditions (e.g., code violations, local inspections, etc.) to identify older, substandard, and/or previously noncompliant properties to prioritize for earlier inspection. Information including tax records, data from third-party providers, and aggregate data outside of DOH access cannot be provided by DOH.

Question 7:

Is there any relation to the existing LEAD pipe replacement grant program for municipalities? If yes, is there any data exchange with existing state system for grants?

Answer: No. This program is not connected to the existing Lead Service Line Replacement Program.

Question 8:

Will the questions and answers be made publicly available, allowing all potential vendors to view the information submitted by their peers?

Answer: All questions received as part of this solicitation will be addressed in formal Q&A document that will be posted publicly to the New York State Contract Reporter on or about Tuesday, September 3, 2024.

Question 9:

Is there an incumbent? If yes, are they allowed to bid on this solicitation?

Answer: No. There is not an incumbent vendor for this project.

Question 10:

Will the New York State Department of Health release the new RFP publicly, or will only the vendors who participated in the SOI be considered?

Answer: If a formal RFP is issued for this project, the opportunity will be posted in the New York State Contract Reporter and to the Department of Health website. We encourage all organizations interested in doing business with New York State to sign-up for the Contract Reporter.

Question 11:

Does NYSDOH have a technology preference in building the Rental Registry?

Answer: The vendor must demonstrate the ability to provide all aspects of the system outlined in the Solicitation of Interest.

Question 12:

As mentioned in the RFP, there is a requirement for integration with the existing datasets e.g., tax records. Is there any other system that the solution needs to integrate with? Kindly share the list.

Answer: Municipalities utilize several various systems. There is not a comprehensive list of systems used by all municipalities that the solution needs to integrate with. The successful vendor for this project will research and identify systems with which integration would be necessary.

Question 13:

What is the approximate number of internal users who will be using the new solution? What is the approx. annual growth in the no. of users?

Answer: There are 21 local health department grantees that will have both internal and external inspection agents, program managers, and property owners that will utilize various aspects of the solution. It is anticipated that the current contract cycle for grantees will be in effect through 3/31/29. As this is a new program, it is unclear how the number of users may grow over time.

Question 14:

As mentioned in the RFP, there is a requirement for automated notification. Do these notifications need to be sent by email, text, or both?

Answer: Automated notifications must include but are not limited to, email, text, paper mail, and in-system messaging.

Question 15:

How many no. of reports and dashboards should we consider for reporting and dashboarding purposes?

Answer: Dashboards must be available at the state, county, and municipal levels. The system must provide real-time reports and data-visualizations to track program implementation and efficacy to identify noncompliance, streamline the workflow process, and ensure accountability and standardization both within and across municipalities. Dashboards and reports will aid in the overall management of the rental registry program through automated reporting and tracking.

Question 16:

What is the expected project kick-off date?

Answer: The system must be fully functional and ready for rollout by August 3, 2025. Programs will be initiating registration and inspections in fall 2025.

Question 17:

How many years of support and maintenance is sought by NYSDOH?

Answer: The successful vendor will provide all necessary support and maintenance needed to sustain the system for the full term of the awarded contract.