

RFA # 20491 / SFS # LHOI-2025

New York State Department of Health
Office of Minority Health and Health Disparities Prevention

Request for Applications

Latino Health Outreach Initiative

Release Date:	July 17, 2024
Questions Due:	July 31, 2024
Questions, Answers and Updates Posted (on or about):	August 14, 2024
Applications Due:	September 04, 2024
NYSDOH Contact Name & Address:	Joyce Meadows New York State Department of Health Office of Minority Health and Health Disparities Prevention ESP, Corning Tower – Room 957 Albany, NY 12237 Omhhdp.funding@health.ny.gov

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I. Introduction

A. Intent

The New York State Department of Health (the Department or NYSDOH), Office of Minority Health and Health Disparities Prevention (OMH-HDP) is seeking applications to implement its Latino Health Outreach Initiative (LHOI or the “Initiative”). LHOI was established by NYSDOH in 2007 pursuant to legislation. For the purposes of this Initiative, the term “Latino” includes all individuals that identify as being of Spanish or Hispanic origin. Services supported by this Request for Applications (RFA) will result in partial fulfillment of New York State Public Health Law Title II F § 241 (1), which requires OMH-HDP to integrate and coordinate select state health care grant and loan programs established specifically for minority health care providers and residents. (See **Attachment 1: New York State Public Health Law Title IIF §240-244**).

Since inception in 2007, OMH-HDP’s LHOI has worked to reduce barriers to health care and improve health care system access for Latinos in New York State. The LHOI has supported numerous projects translating data into solutions to reduce racial and ethnic health disparities experienced by Latino populations.

In addition, services proposed under this RFA support the Department’s [Prevention Agenda toward the Healthiest State](#) as it moves towards improving health status, reducing health disparities, and achieving health equity.

B. Available Funding

It is anticipated that approximately \$263,750 will be available to support one (1) award of up to \$52,750 per year for five years, as outlined below:

Year 1	\$52,750
Year 2	\$52,750
Year 3	\$52,750
Year 4	\$52,750
Year 5	\$52,750

Funds under this solicitation are intended to supplement, enhance and expand, but not supplant existing resources and services. The NYSDOH also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

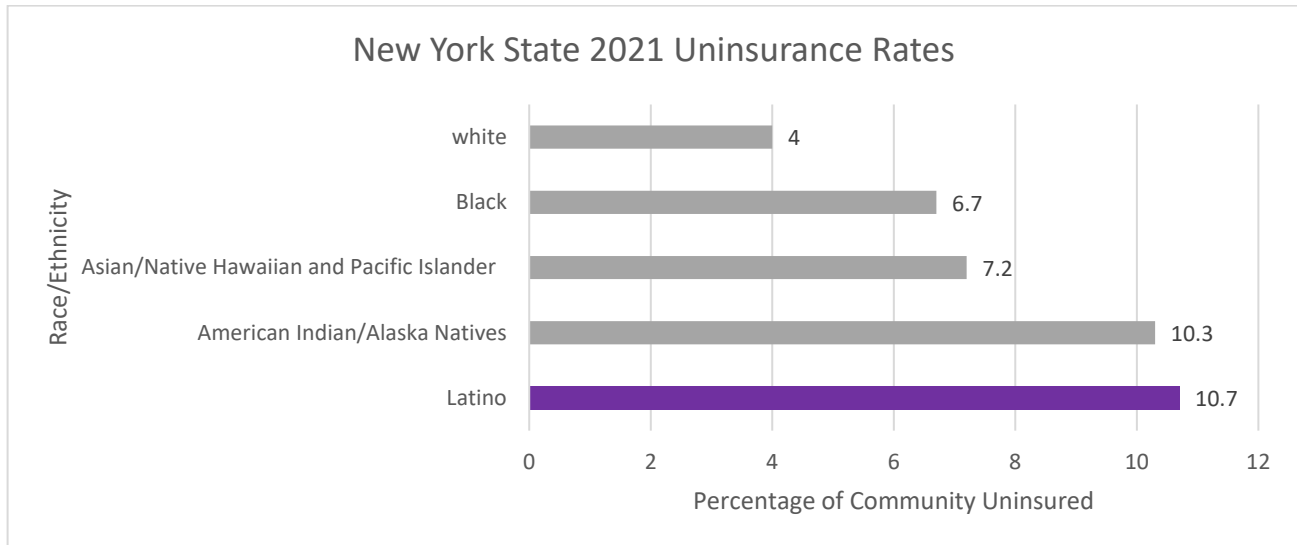
C. Social Determinants of Health for New York State Latinos

For this RFA, five priority areas have been identified for Latino communities across New York State. The areas identified are social determinants defined by the World Health Organization (WHO) as non-medical factors that influence health outcomes and health inequalities. Applicants should choose one or more of the following social determinants of health through their application proposal:

- Health Insurance
- Language Access and Cultural Competence
- Food Security

- Transportation
- Immigration Status

Health Insurance



Source: Uninsured Rates for the Nonelderly by Race/Ethnicity, (KFF, 2021) <https://www.kff.org/uninsured/state-indicator/nonelderly-uninsured-rate-by-raceethnicity/?currentTimeframe=0&selectedDistributions=white-black-hispanic-asiannative-hawaiian-and-pacific-islander-american-indianalaska-native--multiple-races--total&sortModel=%7B%22colId%22:%22Location%22,%22sort%22:%22asc%22%7D> (May 1, 2024).

In New York State, although overall rates of uninsured across all racial and ethnic groups are lower than the national average, Latinos have the highest rate of uninsurance¹. Uninsured individuals are less likely to receive preventative care or ongoing care for chronic diseases and more likely to go without needed medical care due to cost². As a result, almost 11% of New York Latinos are left vulnerable to adverse health consequences. Improving coverage can lead to better health outcomes and more financial security. Based on pre-Pandemic insurance patterns, almost half of New York’s uninsured population may have access to employer or self-purchased coverage but have not enrolled due to cost or other reasons, while another one-third likely qualify for traditional public coverage options like Medicaid, the Essential Plan, Child Health Plus, etc.³. In addition, although one-quarter may be ineligible for federal public insurance programs due to their immigration status, many of those individuals may still qualify for New York State’s state-only funded Medicaid and Child Health Plus options³.

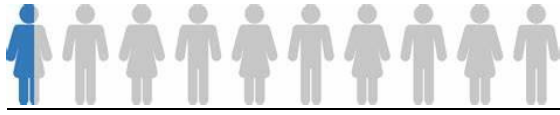
1 KFF. (2021). *Uninsured Rates for the Nonelderly by Race/Ethnicity*. Retrieved from KFF: The independent source for health policy research, polling, and news.: <https://www.kff.org/uninsured/state-indicator/nonelderly-uninsured-rate-by-raceethnicity/?currentTimeframe=0&selectedDistributions=white-black-hispanic-asiannative-hawaiian-and-pacific-islander-american-indianalaska-native--multiple-races--total&selec>

2 Tolbert, J., Drake, P., & Damico, A. (2022, December 19). *Key Facts about the Uninsured Population*. Retrieved from KFF The independent source for health policy research, polling and news.: <https://www.kff.org/uninsured/issue-brief/key-facts-about-the-uninsured-population/>

3 Benjamin, E., Dunker, A., & Orecki, P. (2022, January 11). *Narrowing New York's Health Insurance Coverage Gap*. Retrieved from CBC: <https://cbsny.org/research/narrowing-new-yorks-health-insurance-coverage-gap>

Language Access and Cultural Competence

Percentage of Latino Physicians in the United States in 2018



Source: Association of American Medical Colleges. (2018). *Diversity in Medicine: Facts and Figures 2019*. Retrieved from AAMC: <https://www.aamc.org/data-reports/workforce/data/figure-18-percentage-all-active-physicians-race/ethnicity-2018>

As of 2020, Latinos made up 18.7% of the U.S. and 19.5% of New York State's population⁴. Latinos are the second largest racial and ethnic group, second only to white non-Latinos⁴. Despite their significant population size, as of 2018, only 5.8% of U.S. physicians identified as Latino⁵. Given that there are five times the number of Latinos as there are Latino physicians, our health care system is far from reflective of the Latino community in need of care. Some noted reasons by Latinos for poor health outcomes are less access to quality medical care where they live and communication problems from language and cultural differences⁴. These reasons could relate back to the lack of providers that represent the community as well as the opportunities to access those professions.

Food Security

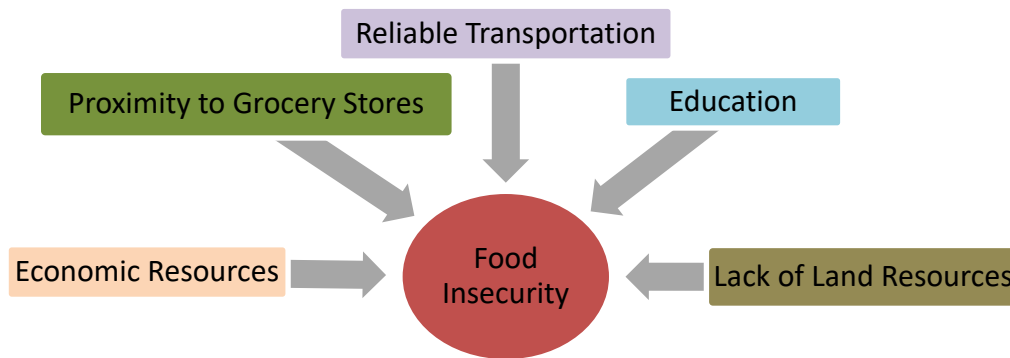
When someone is food secure, they have access to enough food to always support an active and healthy lifestyle⁶. The opposite of food secure is food insecurity, which can contribute to many chronic diseases, such as diabetes, stroke, cancer, asthma, and coronary heart disease⁶. More Latinos than any other racial or ethnic group in New York State are impacted by food insecurity⁶. In 2020, 36% of New York State Latinos were found to be food insecure⁶. Sustainable solutions for accessing food and combating hunger can improve individuals' quality of life and overall health.

4 U.S. Census. (2020). *Racial and Ethnic Diversity in the United States: 2010 Census and 2020 Census*. Retrieved from United States Census Bureau: <https://www.census.gov/library/visualizations/interactive/racial-and-ethnic-diversity-in-the-united-states-2010-and-2020-census.html>

5 Association of American Medical Colleges. (2018). *Diversity in Medicine: Facts and Figures 2019*. Retrieved from AAMC: <https://www.aamc.org/data-reports/workforce/data/figure-18-percentage-all-active-physicians-race/ethnicity-2018>

6 New York State Department of Health. (2020). *Food Security New York State Adults, 2020*. Retrieved from NYS BRFS Brief: https://www.health.ny.gov/statistics/brfss/reports/docs/2023-04_brfss_food_security.pdf

Contributing Factors to Food Insecurity



Source: New York State Department of Health. (2020). *Food Security New York State Adults, 2020*. Retrieved from NYS BRFSS Brief: https://www.health.ny.gov/statistics/brfss/reports/docs/2023-04_brfss_food_security.pdf

Transportation

In the U.S., Latinos rely heavily on public transportation. Almost twice as many Latinos lack a personal vehicle (12%) as compared to white Americans (6.5%)⁷. As a result, 27% of Latinos use public transportation on a daily basis compared to just 14% of white non-Latino populations⁸. At the same time, increasing costs of living are pushing many Latinos to seek residential options outside of urban areas, where many work. This forces them to rely even more on public transportation, which becomes less available in suburban and rural areas⁸. For example, the fastest growing Hispanic populations in New York State are in counties outside of New York City, like Rockland County⁹. Accessible transportation is necessary for health and employment. However, many Latinos living far from essential destinations face limited, unreliable, and infrequent public transit as well as unsafe streets with absent or incomplete walking and biking infrastructure.

Immigration status

Approximately one-third (31.8%) of New York State Latinos are immigrants¹⁰. New Americans must quickly grapple with an array of challenges when they arrive, including obtaining employment, health insurance, housing, transportation, and social support. For those entering the U.S. without official documentation, all such challenges are magnified. In 2019, an estimated 835,000 New Yorkers were

7 Salud America! (2020, September). *How to Address Transportation Equity for Latino Communities*. Retrieved from Salud America!: <https://salud-america.org/wp-content/uploads/2020/09/Salud-America-How-to-Address-Transportation-Equity-for-Latino-Communities-Report-2.pdf>

8 Salud America! (2019, May). *The State of Latino Housing, Transportation, and Green Space: A Research Review*. Retrieved from Salud America!: <https://salud-america.org/wp-content/uploads/2019/05/Latino-Housing-Transportation-Green-Space-Research-Review-2019.pdf>

9 Hispanic Federation. (n.d.). *Nueva York and Beyond: The latino Communities of the Tri-State Region*. Retrieved from Hispanic Federation: https://www.hispanicfederation.org/images/pdf/hf_nuevayorkandbeyond.pdf

10 Migration Policy Institute. (2021). *New York Demographics & Social*. Retrieved from MPI: <https://www.migrationpolicy.org/data/state-profiles/state/demographics/NY>

undocumented¹¹. The top areas around the world from which undocumented New Yorkers currently originate are Mexico and Central America, the Caribbean, and South America¹¹. It is estimated that 41% of New York State’s undocumented population is uninsured¹¹. Assisting New Americans, including those without documentation, with the process of becoming Americans and transitioning into this country can ease their burdens, improve their quality of life, and promote better health outcomes.

II. Who May Apply

A. Minimum Eligibility Requirements

Applicants **must** meet the following eligibility requirements:

- Applicant is prequalified in the New York State Statewide Financial System (SFS), if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the “Key Dates” set forth on the Cover Page of this RFA:
- Be a not-for-profit, 501c (3) of the following type: health organization, community-based organization, or academic institution; or be the following type: county health department, or tribal organization:
- Applicant must address one or more of the outlined social determinants of health in the application:
- Have at least three (3) years of experience working with Latino populations; and
- Be located within and/or provide services to Minority Areas (MAs) as defined in NYS PHL §240 (See **Attachment 2: Office of Minority Health and Health Disparities Prevention PHL II-F §240 Minority Area Map**).

Attachment 4: Eligibility Attestation is required to be completed and uploaded to the SFS online application (see Section V. A. Question 1c) to attest to these minimum requirements.

Failure to meet these criteria will result in the application being disqualified and not scored.

PLEASE NOTE: For-profits are not eligible to apply to this funding opportunity.

III. Project Narrative/Work Plan Outcomes

Programs funded under this Initiative will provide services to reduce system access barriers for Latino populations. Applications submitted in response to this solicitation should demonstrate the applicants’ ability to design and implement effective programs to provide support and mentoring services for racial and ethnic populations, specifically Latinos, using culturally and linguistically relevant, age, gender, and developmentally appropriate interventions and strategies; and use monitoring and evaluation tools to continually enhance program services.

An Applicant may subcontract components of the Work Plan to be performed by an Applicant pursuant to the terms of its Application. If known, the Applicant is expected to state in their Application the

¹¹ Migration Policy Institute . (2019). *Profile of the Unauthorized Population*:. Retrieved from MPI: Migration Policy Institute: <https://www.migrationpolicy.org/data/unauthorized-immigrant-population/state/NY>

specific components to be performed through subcontracts (Applicants may subcontract up to 25% of the components of the scope of work. The applicant must retain at least 75% of the scope of work within their agency) as well as the names of the subcontractors. Grantees will need to name subcontractors prior to reimbursement. Applicants should note that the lead organization (that is, the successful Applicant, as Contractor) will have overall responsibility for all Contract activities, including those performed by subcontractors and will be the primary contact for the NYSDOH. All subcontractors and subcontracts will be required to be approved by the Department of Health.

A. Overview

Funds received under this RFA will be used to:

- Outreach to and actively engage Latino populations - Support the health and wellness of priority populations utilizing one or more of the identified Social Determinants of Health;
- Expand the use and availability of culturally and linguistically appropriate health education and prevention efforts; and
- Use community assets and strengths-based approaches including, but not limited to, peer-to-peer and/or mentorship frameworks.

B. Populations to be Served

Services must be provided for Latino populations in Minority Areas. (see Attachment 2).

C. Program Staffing and Structure

The Latino Health Outreach Initiative should have experienced staff to carry out the proposed program services and, when possible, represent the populations served.

D. Other Requirements

The Grantee will participate in OMH-HDP meetings, provide relevant presentations on program design, implementation, and evaluation as requested; and comply with OMH-HDP reporting and vouchering requirements as outlined in the resulting contract.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the New York State Department of Health (hereinafter referred to as NYSDOH, or the Department), Office of Minority Health and Health Disparities Prevention. The Department is responsible for the requirements specified herein and for the evaluation of all Applications. *See*, Section V.C. (Review and Award Process).

B. Question and Answer Phase

All substantive questions by Applicants with respect to any aspect of the RFA must be submitted in writing to Joyce Meadows, NYSDOH, Office of Minority Health and Health Disparities Prevention, at

RFA #20491, Latino Health Outreach Initiative

the following email address: omhhdp@health.ny.gov. This includes Minority and Women Owned Business Enterprise (M/WBE) questions and questions pertaining to the M/WBE forms. *See*, Section IV. K (Minority & Women-Owned Business Enterprise (M/WBE) Requirements). Questions of a technical nature related to formatting or other minor details related to preparation of an Application may also be addressed in writing to the email address noted above. Questions are of a technical nature if they are limited to how to prepare your Application (e.g., formatting) rather than relating to the substance of the Application.

To the degree possible, each question submitted by a potential Applicant pursuant to the terms of this RFA should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the Cover Page of this RFA.

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or applications should be directed to the NYSDOH contact listed on the cover of this RFA.

- On-Demand Statewide Financial System Training Videos: On-demand training focused on using the new grants management features in SFS is available by logging in to the SFS Vendor Portal and clicking the SFS Coach icon available on the homepage. Additional questions? Contact the SFS Help Desk listed below:
- Statewide Financial System Technical Support Help Desk
Phone: 1-877-737-4185 toll-free / 518-457-7737
Hours: Monday thru Friday 8am to 8pm
Email: helpdesk@sfs.ny.gov
(Application Completion & Policy)
- Grants Management Team Email: grantsreform@its.ny.gov
Phone: 518-474-5595
Hours: Monday thru Friday 8am to 4pm
(Registration questions)

Prospective Applicants must submit all requests for clarifications of, or exceptions or changes to, the terms, conditions or provisions of this RFA or the Master Contract for Grants during the Question and Answer Phase, which will end on the “Questions Due” date specified on the Cover Page of this RFA. An Applicant must clearly indicate the clarification, exception or change in the RFA or the Master Contract for Grants the Applicant is requesting. All questions, answers, and requests for clarification, exception or change will be published by the Department at [SFS Public Portal Homepage](#) to ensure equal access and knowledge by all prospective Applicants, on or about the date specified on the Cover Page of this RFA.

This RFA has been posted on the NYS Statewide Financial System website at: [SFS Public Portal Homepage](#) and additionally, via a link provided on the Department's public website at: <https://www.health.ny.gov/funding/>.

Questions and answers, as well as any updates, addendums to, and/or other modifications of this RFA, will be posted on these websites. All such questions and answers, updates, addendums to, and other

modifications to this RFA will be posted by the date identified on the Cover Page of this RFA under “Key Dates”.

All Questions must be received by the date and time specified on the Cover Page of this RFA, under “Key Dates”, opposite the heading “Questions Due”.

All questions submitted by email should state the RFA Title and Number set forth on the Cover Page RFA#20491, Latino Health Outreach Initiative in the subject line of the email.

C. Letter of Interest

A Letter of Interest is not required for this project.

D. Applicant Conference

An Applicant Conference will not be held for this project.

E. How to file an Application

Applications must be submitted online via the Statewide Financial System by the date and time posted on the Cover Page of this RFA under the heading “Key Dates”.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Statewide Financial System. Please visit the Statewide Financial System website at the following web address: [SFS Public Portal Homepage](#) and click the “Search for Grant Opportunities” tile. There is also a more detailed “Statewide Financial System: Vendor User Guide” available in the documents section under Training & Guidance; For Grant Applicants located in SFS Coach. Training webinars are also provided by the Grants Management Team. Dates and times for webinar instruction can be located at the following web address: [Live Webinars | Grants Management \(ny.gov\)](#)

To submit an Application an Applicant must:

1. Log into the [Statewide Financial System Vendor Portal](#) .
2. Click the Grant Management Tile. Next, Click the Bid Event Search tile.
3. Enter the applicable search criteria in the Search Criteria Fields. Locate an opportunity; search by Funding Agency (DOH01) or enter the Grant Opportunity name into the Search by Grant Opportunity field: Latino Health Outreach Initiative. You can also filter search by Status such as “available” which filters to include only the bid events that are published and open for potential bid response.
4. Click on “Search” button to initiate the search.
5. Click on Event ID link to initiate a bid response.
6. Please review the Grantee User Manual found in SFS Coach for additional steps on how to respond to various types of Bid Events.

Once the Application is complete, a prospective Applicant is **strongly encouraged** to submit their Application at least **48 hours prior to the Application’s due date and time** specified on the Cover Page of this RFA. This will allow sufficient opportunity for the Applicant to obtain assistance and take

corrective action should there be a technical issue with the submission process. **Failure to leave adequate time to address issues identified during this process may jeopardize an Applicant's ability to submit their Application.** Both NYSDOH, SFS, and Grants Management staff are available to answer an Applicant's technical questions and provide technical assistance prior to the Application due date and time. Contact information for the Grants Management Staff and SFS is available under Section IV.B. (Question and Answer Phase) of this RFA.

PLEASE NOTE: Although NYSDOH and the Grants Management staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time for the submission of an Application, there is no guarantee that they will be resolved in time for the Application to be submitted on time and, therefore, considered for funding.

During the Application process, please pay particular attention to the following:

- Not-for-profit Applicants must be prequalified, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the "Key Dates" set forth on the Cover Page of this RFA. Be sure to maintain prequalification status between funding opportunities. **NOTE:** Three of a not-for-profit's essential financial documents - the IRS990, its Financial Statement, and its Charities Bureau filing - expire on an annual basis. If these documents are allowed to expire, the not-for-profit's prequalification status expires as well, and it will not be eligible for State grant funding until its documentation is updated and approved, and prequalified status is reinstated.
- Only individuals with the role of "Bid Response Submitter" can submit an Application on behalf of an Applicant.
- Prior to submission, the Statewide Financial System will automatically initiate a global error checking process to protect against an incomplete Application. An Applicant may need to attend to certain parts of the Application prior to being able to submit the Application successfully. An Applicant must be sure to allow time after pressing the submit button to clean up any global errors that may arise. (Vendor User Guide).
- Applicants should use numbers, letters, and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. Also, be aware of the restriction on file size (20 MB) when uploading documents. Applicants should ensure that any attachments uploaded with their application are not "protected" or "pass-worded" documents.

The Applicant's Delegated Administrator is able to assign, modify, remove roles for the applicant in SFS. Please see SFS Vendor Portal Access Reference Guide, [SFS Vendor Portal Access Reference Guide.pdf \(ny.gov\)](#), for additional information on roles. **Bid Response Initiator and Bid Response Submitter** are the **necessary roles for applying to a Bid Event in SFS**. If you are a not-for-profit you will also need Prequalification Processor for Prequalification purposes.

PLEASE NOTE: Waiting until the last several days to complete your Application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.

Applications will not be accepted via fax, e-mail, paper copy or hand delivery.

LATE APPLICATIONS WILL NOT BE ACCEPTED.

F. Department of Health's Reserved Rights

The Department of Health reserves the right to:

1. Reject any or all Applications received in response to this RFA.
2. Withdraw the RFA at any time, at the Department's sole discretion.
3. Make an award under the RFA in whole or in part.
4. Disqualify any Applicant whose conduct and/or Application fails to conform to the requirements of the RFA.
5. Seek clarifications and revisions of Applications, in the Department's sole discretion.
6. Use Application information obtained through site visits, management interviews, and the State's investigation of an Applicant's qualifications, experience, ability, or financial standing, and any material or information submitted by the Applicant in response to the Department's request for clarifying information in the course of evaluation and/or selection under the RFA.
7. Prior to Application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to Application opening, direct Applicants to submit proposal modifications addressing subsequent RFA amendments.
9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this RFA.
12. Negotiate with successful Applicants within the scope of the RFA in the best interests of the State.
13. Conduct contract negotiations with the next responsible Applicant, should the Department be unsuccessful in negotiating with the selected Applicant.
14. Utilize any and all ideas submitted with the Applications received, at the Department's sole discretion.
15. Unless otherwise specified in the RFA, every offer in an Applicant's Application is firm and not revocable for a period of 60 days from the Application opening.
16. Waive or modify minor irregularities in Applications received after prior notification to the Applicant.

17. 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 an Applicant's Application and/or to determine an Applicant's compliance with the requirements of the RFA.
18. Eliminate any term of this RFA that can be complied with by none of the Applicants.
19. Award grants based on geographic or regional considerations to serve the best interests of the State.

G. Term of Contract

Any Contract resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller.

It is expected that contracts resulting from this RFA will have the following time period: May 1, 2025 – April 30, 2030.

Continued funding throughout this five (5) year period is contingent upon availability of funding and state budget appropriations and the Grantee's continued satisfactory performance of its obligations under the Contract. NYSDOH also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

A sample New York State Master Contract for Grants can be found at <https://grantsmanagement.ny.gov/system/files/documents/2023/12/january-2024-contract-for-grants.pdf>

H. Payment & Reporting Requirements of Grant Awardees

1. The Department may, at its discretion, make an advance payment to a successful not-for-profit grant Applicant under this RFA (a "Grantee") in an amount not to exceed 25 percent of the annual grant provided for under the Grantee's Contract.
2. The Grantee will be required to submit invoices and required reports of expenditures based upon the terms for payment set forth in Attachment A-1 to its Grant Contract to the State's designated payment office (below) or, if requested by the Department, through the Statewide Financial System:

Office of Minority Health and Health Disparities Prevention
New York State Department of Health
ESP, Corning Tower, Room 957
Albany, New York 12237-0092

A Grantee must provide complete and accurate billing invoices in order to receive payment of the grant funding provided for under the terms of its Grant Contract. Invoices submitted to the Department must contain all information and supporting documentation required by the Contract, the Department, and the Office of the State Comptroller (OSC). Payment for invoices submitted by the Grantee shall only be rendered electronically unless payment by paper check is expressly

authorized by the Commissioner of Health, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments. Authorization forms are available at OSC's website at: <http://www.osc.state.ny.us/epay/index.htm>, by email at: epayments@osc.state.ny.us or by telephone at 855-233-8363. Each Grantee acknowledges that it will not receive payment on any claims for reimbursement submitted under its Grant Contract if it does not comply with OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Payment of claims for reimbursement by the State (Department) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be: Grantee will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Workplan.

3. The Grantee will be required to submit the following reports to the Department of Health at the address above or, if requested by the Department, through the Statewide Financial System:

Quarterly Progress Reports and a Final Cumulative Report.

All payment and reporting requirements will be detailed in "Attachment D: Payment and Reporting", of the final STATE OF NEW YORK MASTER CONTRACT FOR GRANTS.

I. Procurement Requirements

1. General Requirements

The Grantee may procure various goods and services in connection with the grant-funded project ranging from routinely purchased goods or services to those that involve substantive programmatic work. The procurement of such goods or services, however, must be conducted in an equitable and competitive manner to promote equal treatment, efficiency, and economy in grant-funded activities.

Any Grantee that is a State entity (i.e., a State agency or political subdivision of the State) must follow the same policies and procedures it uses for procurements from its general funds. All other Grantees (private companies, not-for-profit-organizations, etc.) must have a sufficient and documented procurement process that maintains records to detail the history of procurements associated with any awarded grant project. These records shall include, but are not limited to, rationale for the method of procurement (e.g., micro-purchase, small purchases, sealed bids, request for proposals, noncompetitive/sole source), the selection of a contract type, contractor selection and/or rejection, and the basis of a contract price.

The Grantee's documented procurement process must conform with any applicable federal, State and local laws and regulations. As part of the required procurement procedures, a Grantee must maintain written standards of conduct covering conflict of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. The standards of conduct must provide for disciplinary actions to be applied for violations by officers, employees or agents of the Grantee. Such standards shall provide, at a minimum, that no employee, officer, or agent of the Grantee will participate in the selection, award, or administration of a contract supported by grant funds if a conflict of interest, real or actual, is involved. Such conflicts may arise when:

- The employee, officer, or agent, or
- Any member of such individual's immediate family, or
- Such individual's partner, or
- Any organization which employs, or is about to employ the selected contractor, has a financial or other interest in or receives or stands to receive a tangible personal benefit from a firm being considered for a contract.

The standards of conduct shall also cover organizational conflicts of interest. Organizational conflicts of interest arise where an entity is or appears to be unable to conduct an impartial procurement action due to relationships with a parent company, affiliate, or subsidiary organization.

2. Bid Protest Procedures

Any contractor, subcontractor, or aggrieved party has the right to protest actions before or after the award of a contract utilizing grant funds. The Grantee alone will be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurement contract solicitations and awards.

Grantees shall have written protest procedures, which may be analogous to those set forth in Part 24 of Title 2 of the New York Codes, Rules and Regulations, in order for effective due process to be achieved. A Grantee's specific protest procedures shall be outlined in all bid requests, request for proposals, request for applications, etc. issued by or on behalf of the Grantee concerning any grant-funded projects. In summary, Grantees are responsible for handling all contract activity protests. Except in matters of direct State or possibly Federal concern (in cases involving federally funded grants), the Department of Health will not substitute its judgement for that of the Grantee.

3. Procurement Contract Language

Any contract concerning a grant-funded project must be a written agreement between the Grantee and the third party providing specific goods and/or services. Whether with a contractor, subcontractor, consultant or vendor, the contract must as appropriate state the activities to be performed; the time schedule; the policies and requirements that apply to the contractor, subcontractor consultant or vendor, including the above procurement requirements; and any other terms and conditions of the grant and the master grant contract.

J. Assurances of No Conflicts of Interest and/or Other Detrimental Effects

The Grantee as well as any subgrantees, contractors, subcontractors or consultants engaged by the Grantee to provide goods or services in connection with the grant-funded project shall attest that their performance of any contracted services does not and will not create a conflict of interest with nor position the Grantee to breach any other contract it currently has in force with the State of New York.

The Grantee as well as any subgrantees, contractors, subcontractors or consultants engaged by the Grantee to provide goods or services in connection with the grant-funded project shall disclose any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholder of 5% or more, parent, subsidiary, or affiliate organization, which would

constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers/agents of the Grantee, subgrantees, contractors, subcontractors, consultants or former officers and employees of the State and its affiliates, in connection with the providing of goods or rendering of services related to the grant-funded project. The Grantee shall have procedures in place for alerting the State of any such actual or potential conflicts as well as procedures to resolve the same.

K. Minority & Woman-Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the Department recognizes its obligation to promote opportunities for maximum feasible participation of New York State-certified minority- and women-owned business enterprises (M/WBEs) and the employment of minority group members and women in the performance of NYSDOH contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that NYSDOH establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises ("M/WBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, the Department of Health hereby establishes a goal of **30%** as follows:

- 1) For Not-for-Profit Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.
- 2) For-Profit and Municipality Applicants: Eligible Expenditures include the value of the total amount of the Budget provided for the Work Plan in the Grant Contract entered into pursuant to this RFA.

The goal on the Eligible Expenditures portion of a Grant Contract awarded pursuant to this RFA will be **15%** for Minority-Owned Business Enterprises ("MBE") participation and **15%** for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified M/WBE firms). A Grantee awarded a Grant Contract pursuant to this RFA must document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of the Grant Contract and Grantee will agree under the terms of its Grant Contract that NYSDOH may withhold payment pending receipt of

the required M/WBE documentation required by the Department or the OSC. For guidance on how NYSDOH 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 on this page under “NYS Directory of Certified Firms” and accessed by clicking on the link entitled “Search the Directory”. Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged and all communication efforts and responses should be well documented by a Grantee to evidence its good faith efforts to encourage M/WBE participation in the performance of its obligations under its Grant Contract.

By submitting an Application, each Applicant and potential Grantee agrees to complete an M/WBE Utilization plan as directed in **Attachment 5** of this RFA. NYSDOH will review the M/WBE Utilization Plan submitted by each Grantee. If a Grantee’s M/WBE Utilization Plan is not accepted, NYSDOH may issue a Notice of Deficiency. If a Notice of Deficiency is issued, Grantee agrees that it shall respond to the Notice of Deficiency within seven (7) business days of receipt. NYSDOH may disqualify a Grantee as being **non-responsive** under the following circumstances:

- a) If a Grantee fails to submit a M/WBE Utilization Plan;
- b) If a Grantee fails to submit a written remedy to a Notice of Deficiency;
- c) If a Grantee fails to submit a request for waiver (if applicable); or
- d) If NYSDOH determines that the Grantee has failed to document good-faith efforts to meet the established NYSDOH M/WBE participation goals for the procurement.

In addition, Grantees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

L. Vendor Identification Number

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller's Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File. In the event of an award of a grant to a successful Applicant pursuant to the terms of this RFA and in order to initiate a Grant Contract with the New York State Department of Health, a Grantee must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, the Applicant should include the Vendor Identification number in your organization information. If not enrolled, to request assignment of a Vendor Identification number, an Applicant should please submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found on-line at: <https://www.osc.state.ny.us/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf>

Additional information concerning the New York State Vendor File can be obtained on-line at: http://www.osc.state.ny.us/vendor_management/index.htm, by contacting the SFS Help Desk at 855-233-8363 or by emailing at helpdesk@sfs.ny.gov.

M. Vendor Responsibility Questionnaire

The Department strongly encourages each Applicant to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. The Vendor Responsibility Questionnaire must be updated and certified every six (6) months. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire> or go directly to the VendRep system online at <https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system>.

An Applicant 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 Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at itservicedesk@osc.ny.gov.

Applicants opting to complete online should complete and upload the Vendor Responsibility Attestation (Attachment 6) of the RFA. The Attestation is located under the SFS Attachments Section and once completed should be uploaded to the applicable PSQ/Bid Factor.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, www.osc.state.ny.us/vendrep, and upload it with their Application in response to the applicable PSQ/Bid Factor.

N. Vendor Prequalification for Not-for-Profits

Each not-for-profit Applicant subject to prequalification is required to prequalify prior to having the ability to submit an Application in the NYS Statewide Financial System.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, and revised on December 9, 2023, the new Prequalification Policy will be effective as of January 16, 2024. The updated policy requires that not-for-profit organizations register and prequalify in the SFS using the updated Prequalification Application. The updated Prequalification Application and New York State Prequalification Manual for Grantees can be found on the Grants Management website at: <https://grantsmanagement.ny.gov/get-prequalified>.

An Application cannot be submitted/received from a not-for-profit Applicant that (a) has not Registered in the NYS Statewide Financial System or (b) has not Prequalified in the Statewide Financial System by the Application's due date specified on the Cover Page of this RFA.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor User Manual within the Statewide Financial System Website details the requirements and job aid walks users through the process.

1) Register for the Statewide Financial System

- Applicants will first need to create an account in SFS. Applicants that need to create an account should do so at the following link: <https://www.osc.ny.gov/state-vendors/portal/enroll-vendor-self-service-portal>. Any questions related to SFS accounts should be sent to the SFS Help Desk

(HelpDesk@sfs.ny.gov).

If you have previously registered and do not know your Username, please email helpdesk@sfs.ny.gov. If you do not know your Password, please click the “I Forgot My Password” link from the main log-in page and follow the prompts.

2) Complete your Prequalification Application

- Log in to the Statewide Financial System.
- Applicants will first need to create an account in SFS. Applicants that need to create an account should do so at the following link: <https://www.osc.ny.gov/state-vendors/portal/enroll-vendor-self-service-portal>. Any questions related to SFS accounts should be sent to the SFS Help Desk (HelpDesk@sfs.ny.gov).
- Instructions for SFS Prequalification can be found on Page 20 of the SFS Grantee User Manual entitled, “! Grantee Processing in SFS”. This user manual is accessible to organizations with an SFS account under the SFS Coach Tile/Button in the SFS Vendor Portal. Select “Handbook: User Manual with Screenshots” from the Training Type drop down to locate the manual. If you have any problems accessing the manual please contact HelpDesk@sfs.ny.gov. Please see the section entitled, “Enter and Submit a Prequalification Application”, located on page 20 of the SFS Grantee User Manual, for complete instructions on how to complete and submit an SFS Prequalification in the NYS Statewide Financial System.
- Specific questions about the prequalification process should be referred to your primary New York State agency representative (vendor.responsibility@health.ny.gov).

3) Add a signatory or “Grant Contract Approver” to your account

- In order to have your designated signatory (known in SFS as Grant Contract Approver) sign a contract and have their name appear on the contract agreement you have to add the Grant Contract Approver’s name to your SFS Vendor Profile. The Delegated Administrator for your organization can add the Signatory’s Name by following the instructions found on page 17-20 of the SFS Grantee User Manual entitled, “! Grantee Processing in SFS”. This user manual is accessible to organizations with an SFS account under the SFS Coach Tile/Button in the SFS Vendor Portal. Select “Handbook: User Manual with Screenshots” from the Training Type drop down to locate the manual. If you have any problems accessing the manual please contact HelpDesk@sfs.ny.gov.

All potential Applicants are strongly encouraged to begin Statewide Financial System Registration and Prequalification process as soon as possible in order to participate in this opportunity.

O. General Specifications

1. By submitting the "Application Form" each Applicant attests to its express authority to sign on behalf of the Applicant.

2. Grantees will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of any Contract awarded pursuant to this RFA will possess the qualifications, training, licenses, and permits as may be required within such jurisdiction.
3. Submission of an Application indicates the Applicant's acceptance of all terms and conditions contained in this RFA, including the terms and conditions of the Master Contract for Grants. Any exceptions the Applicant would like considered by the Department relating to the terms and conditions of this RFA and/or Master Contract for Grants must have been raised during the Question and Answer Phase of this RFA (See, Section IV.B.).
4. An Applicant may be disqualified from receiving an award if such Applicant or any subsidiary, affiliate, partner, officer, agent, or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts, in the State of New York or otherwise.
5. Provisions Upon Default
 - a. If an Applicant is awarded a grant pursuant to this RFA, the services to be performed by the successful Applicant pursuant to the terms of the Grant Contract entered into with the Department shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the Contract resulting from this RFA.
 - b. In the event that the Grantee, through any cause, fails to perform any of the terms, covenants, or promises of any Contract resulting from this RFA, the Department acting for and on behalf of the State, shall thereupon have the right to terminate the Contract by giving notice in writing of the fact and date of such termination to the Grantee.
 - c. If, in the judgement of the Department, the Grantee acts in such a way which is likely to or does impair or prejudice the interests of the State, the Department acting on behalf of the State, shall thereupon have the right to terminate any Contract resulting from this RFA by giving notice in writing of the fact and date of such termination to the Grantee. In such case the Grantee shall receive equitable compensation for such services as shall, in the judgement of the State Comptroller, have been satisfactorily performed by the Grantee up to the date of the termination of the Contract, which such compensation shall not exceed the total cost incurred for the work which the Grantee was engaged in at the time of such termination, subject to audit by the State Comptroller.

V. Completing the Application

A. Application Format/Content

Please refer to the Statewide Financial System: Vendor User Guide for assistance in applying for this procurement through the NYS Statewide Financial System. This guide is available by logging into the Statewide Financial System and searching under SFS Coach.

Please respond to each of the sections described below when completing the Statewide Financial System online Application. Your responses comprise your Application. Please respond to all items within each section. When responding to the statements and questions, be mindful that Application reviewers may not be familiar with your agency and its services. Your answers should be specific, succinct, and responsive to the statements and questions as outlined. Please be aware that the value assigned to each section described below indicates the relative weight that will be given to each section of your Application when scoring your Application.

It is each Applicant's responsibility to ensure that all materials included in its Application have been properly prepared and submitted. Applications must be submitted via the Statewide Financial System by the Application deadline date and time specified on the Cover Page of this RFA.

IMPORTANT: Any material added to a Bid Factor "Add Comments" box in SFS will not be reviewed as part of a submitted application. Applicants are instructed to use the "Response" box for narrative responses unless otherwise instructed within this RFA. Please note there is a 2,000-character limit for each response. Please provide any requested attachments as specified within this RFA. Applicants are instructed to upload one (1) attachment in response to any request for an attachment. If more than one version of an attachment is uploaded, the final version uploaded will be the version considered for review.

See Event Comments and Attachments link at the bottom of the Bid Event page in SFS for required attachments requested to be completed in response to corresponding bid factor questions as well as informational only attachments.

- Program Specific Questions (PSQ)/Bid Factors

1. **Program Summary** (*Maximum Score: No Score*)

- a) Summarize your proposed program to include which social determinant(s) of health you plan to address.
- b) Applicants are instructed to complete and upload Attachment 3: Application Cover Page to this bid factor.
- c) Applicants are instructed to complete and upload Attachment 4: Eligibility Attestation to this bid factor.
- d) Applicants are instructed to complete and upload Attachment 5: Minority & Woman-Owned Business Enterprise Requirement Forms to this bid factor.
- e) Applicants are instructed to complete and upload Attachment 6: Vendor Responsibility Attestation to this bid factor.
- f) Applicants are instructed to complete and upload Attachment 7: Commitment from Executive Director or Chief Executive Officer to this bid factor. See Attachment 7: Sample letter.
- g) Applicants are instructed to upload their organizational chart as Attachment 11 to this bid factor.

2. **Statement of Need** (*Maximum Score: 15 points*)

- a) Describe the population(s) to be served in terms of their unique system access needs and other factors, such as population assets, that should be considered in designing and implementing the proposed program.
- b) Describe how you determined the need for the services proposed in the application (include identified service gaps and barriers). Include both qualitative and quantitative data to substantiate the description.
- c) Describe your relationships and linkages with other key organizations in your catchment area.
- d) Describe how representatives from the population(s) were involved in the need and asset identification process.

3. **Applicant Organization** (*Maximum Score: 15 points*)

- a) Describe your agency, its mission, services provided, and locations where services are provided.
- b) Describe populations currently served by the agency including: age, sex, gender identity, sexual orientation, race, ethnicity, language, socioeconomic status, immigration status, and other significant characteristics as appropriate.
- c) Describe your agency's experience in providing services and implementing innovative models and programs for Latino populations. (A higher score will be given to applicants that demonstrate at least five (5) years of such experience).
- d) Describe your agency's experience in collaborating with other organizations that are providing similar services.
- e) Describe your agency's organizational structure including: administrative and executive support for program implementation, fiscal management, grants management, data gathering and analysis ability, report writing, and program evaluation capacity.
- f) Describe and indicate how many years your agency has provided effective oversight of administrative, fiscal, and programmatic aspects of government, foundation, or other grant-maker in health contracts, including timely and accurate submission of fiscal and program reports.
- g) Describe how the proposed program will be integrated with other programs and services within your organization.

4. **Program Activities** (*Maximum Score: 25 points*)

- a) Describe the design and structure of your proposed program.
- b) Describe the impact you expect to have on the population(s) of focus.

- c) Describe your outreach and engagement plan.
- d) Describe how your agency will provide services that are culturally and linguistically relevant and developmentally appropriate.
- e) Describe the proposed staffing for the program, their qualifications and expertise, and whether they are current or staff to be hired.

5. **Budget** (*Maximum Score: 20 points*)

- a) All Applicants must complete a twelve (12) month budget, with a May 1, 2025, start date. Do not exceed the grant award amount. All costs must relate directly to the provisions of this RFA, be consistent with the scope of services, reasonable, and be cost-effective.

THIS FUNDING MAY ONLY BE USED TO EXPAND EXISTING ACTIVITIES OR CREATE NEW ACTIVITIES PURSUANT TO THIS RFA. THESE FUNDS MAY NOT BE USED TO SUPPLANT FUNDS FOR CURRENTLY EXISTING STAFF ACTIVITIES.

- b) Provide a brief narrative justification for each budget item with the budget section of the application. List all proposed staffing for the program in the budget. Specify the source of financial support for each staff item. Include in the Budget Narrative, staff responsibilities in carrying out the proposed activities, and how in-kind personnel and non-personal services provide support to the proposed program. For all existing staff, the Budget Narrative must delineate how the percentage of time devoted to the proposed program has been determined.
- c) In the application online budget section, describe in the Budget Narrative how staff and other than personal service items support the work plan. Provide as an attachment job descriptions and resumes of key personnel proposed to carry out the proposed activities. **Combine all documents requested as 1 pdf and upload as Attachment 12 to this bid factor.**
- d) Applications must include monthly spending projections for the initial contract year (See **Attachment #8** for budget projections). Applicants are instructed to complete and upload the budget projection form included in the RFA as Attachment 8 to this bid factor.

Ineligible budget items will be removed from the budget prior to contracting. Ineligible items are those items determined by NYSDOH personnel to be inadequately justified relative to the proposed work plan, or not fundable under existing state guidance. The budget amount requested will be reduced to reflect the removal of the ineligible items.

- e) Funding may be requested under the administrative cost line to support a portion of the agency's overall organizational structure to the extent that it allows a funded applicant to implement program activities. This includes funding for administrative and fiscal staff, space, supplies, telephone, and other expenses indirectly associated with program implementation and service delivery. Administrative costs may not exceed 10% of the total direct costs.
- f) If the budget includes subcontracts to partners, include a Statement of Scope of Work and a Letter

of Collaboration for each partner receiving the subcontract. Letters of Collaboration should be specific to each proposed partnership in the application. **All letters and statements of the scope of work need to be combined into 1 pdf and uploaded to this bid factor as Attachment 10.** The Scope of Work statement should describe in not more than two (2) double spaced pages the following:

- Who the partnering organization(s) is/are;
- Why the collaboration is a necessary component of the program;
- What the partnering organization(s) proposes to do (i.e., what the partner will contribute);
- When the collaborative activities will take place; and
- How the collaboration will be assessed.

Applicants may subcontract up to 25% of the components of the scope of work. The applicant must retain at least 75% of the scope of work within their agency.

Expenditures will not be allowed for the purchase of major pieces of depreciable equipment or for remodeling or modification of structure.

6. **Workplan** (*Maximum Score: 10 points*)

- a) In the Applications online work plan section, describe the project's anticipated outcomes. Objectives should be *specific, measurable, achievable, realistic, time-bound, inclusive, and equitable* (SMARTIE).

Specific – Objectives should specify what they want to achieve.

Measurable – You should be able to measure whether you are accomplishing the objectives or not.

Achievable – Are the objectives you set, achievable and attainable?

Realistic – Can you realistically achieve the objectives with the resources you have?

Time-bound – Objectives should be met, and projects completed by dates specified in the application.

Inclusive – Have you invited, considered, and incorporated input from the population of focus and your community partners where appropriate?

Equitable – Seeks to address systemic injustice, inequity, or oppression.

- b) Outline the Tasks (activities) that will be implemented to meet each SMARTIE Objective (see **Attachment #8**)
- c) Include Performance Measures for each objective and its corresponding tasks. Performance Measures will be used to demonstrate the applicant's capacity to meet the expected outcomes as identified in the workplan.

Please note that the Work Plan for this RFA is limited to the following: 30 Objectives, 60 Tasks, and 90 Performance Measures. The Statewide Financial System does not keep a running count of these; applicants will be responsible for ensuring that they stay within these limits.

7. **Monitoring and Evaluation** (*Maximum Score: 15 points*)

- a) Describe your agency's capacity to collect, analyze and report participant-level data using computer-based applications.
- b) Describe your agency's overall plan for evaluating program effectiveness.
- c) Describe how the population(s) of focus will be involved in the program's ongoing evaluation and improvement activities.

B. Freedom of Information Law

All Applications may be disclosed or used by NYSDOH to the extent permitted by law. NYSDOH may disclose an Application to any person for the purpose of assisting in evaluating the Application or for any other lawful purpose. All Applications will become State agency records, and will be available to the public in accordance with the New York State Freedom of Information Law (FOIL). **Any portion of an Application that an Applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the general rule regarding the availability to the public of State agency records under the provisions of the Freedom of Information Law, must be clearly and specifically designated in the Application.** If NYSDOH agrees with the Applicant's claim regarding the proprietary nature of any portion of an Application, the designated portion of the Application 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.

C. Review & Award Process

An Application which meets all of the guidelines set forth above will be reviewed and evaluated competitively by the NYSDOH, Office of Minority Health and Health Disparities Prevention. An Application that does not meet the minimum criteria (PASS/FAIL) will not be evaluated. An Application that does not provide all required information will be omitted from consideration.

In the event of a tie score, the applicant with the highest score in the Statement of Need section will be considered the winner of the tie followed by the score of the Applicant Organization section if needed for an additional tie.

Applications with minor issues (for example, an Application missing information that is not essential to timely review and would not impact review scores) MAY be processed and evaluated, at the discretion of the State, but any issues with an Application which are identified by the Department **must** be resolved prior to time of award. An Application with unresolved issues at the time award recommendations are made will be determined to be non-responsive and will be disqualified.

Applications will be evaluated on a 100-point scale as follows, with the highest scoring application awarded. Applications must receive a passing score of 75 out of 100 to be considered for funding.

Attachments	Not Scored
Program Summary	Not Scored
Statement of Need	15 points
Applicant Organization	15 points
Program Activities	25 points
Workplan	10 points
Monitoring and Evaluation	15 Points
Budget and Justification	20 points

If changes in funding amounts are necessary for this initiative or if additional funding becomes available, funding will be modified and awarded in the same manner as outlined in the award process described above. DOH reserves the right to re-solicit if there is not a fundable application.

Applicants will be deemed to fall into one of three categories: 1) not approved, 2) not funded due to limited resources, and 3) approved and funded. Not funded Applications may be awarded should additional funds become available.

Once awards have been made pursuant to the terms of this RFA, an Applicant may request a debriefing of their own Application (whether their Application was funded or not funded). The debriefing will be limited only to the strengths and weaknesses of the Application submitted by the Applicant requesting a debriefing and will not include any discussion of ANY OTHER Applications. Requests for a debriefing must be received by the Office of Minority Health and Health Disparities Prevention no later than fifteen (15) Calendar days from date of the award or non-award announcement to the Applicant requesting a debriefing.

To request a debriefing, please send an email to Joyce Meadows at omhhdhp.funding@health.ny.gov. In the subject line, please write: Debriefing Request (Latino Health Outreach Initiative).

Unsuccessful Applicants who wish to protest the award(s) resulting from this RFA on legal and/or factual grounds, should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at <https://www.osc.state.ny.us/state-agencies/gfo/chapter-xi/xi17-protest-procedures> (Section XI. 17.)

VI. Attachments

Please note that Attachments to this RFA are accessed under the **“Attachments Section”** of the Statewide Financial System online Application/Bid Event and are not included in the RFA document. In order to access the online Application/Bid Event and other required documents such as the Attachments, a prospective Applicant must be registered and logged into the NYS Statewide Financial System. Attachments that are requested to be uploaded as part of an Application/Bid Event response will be requested in individual corresponding Bid Factors (See Section V.A., “Program Specific Questions (PSQ)/Bid Factors”).

- Attachment 1: New York State Public Health Law Title II F §240-244
- Attachment 2: Office of Minority Health and Health Disparities Prevention PHL II-F §240 Minority Area Map
- Attachment 3: Application Cover Page* (See Bid Factor 1b)
- Attachment 4: Eligibility Attestation* (See Bid Factor 1c)
- Attachment 5: Minority & Woman-Owned Business Enterprise Requirement Forms* (See Bid Factor 1d)
- Attachment 6: Vendor Responsibility Attestation* (See Bid Factor 1e)
- Attachment 7: Sample Letter of Commitment from Executive Director or Chief Executive Officer* (See Bid Factor 1f)
- Attachment 8: Budget Projection* (See Bid Factor 5d)
- Attachment 9: SMARTIE Goals
- Attachment 10: Subcontractor Letters of Collaboration and Statements of Scope of Work (if applicable) ** (See Bid Factor 5f)
- Attachment 11: Organizational Chart** (See Bid Factor 1g)
- Attachment 12: Job descriptions and resumes of key personnel proposed to carry out proposed activities** (See Bid factor 5c)

*Attachments that are required to be completed and uploaded to individual bid factors where addressed in the application.

**Attachments that are Applicant specific per each corresponding bid factor and not included in the Attachment section.