



# Department of Health

## Request for Proposals

RFP # - 20246

### Family Initiative Coordination Services Project

Issued: August 31, 2023

#### DESIGNATED CONTACT:

Pursuant to State Finance Law §§ 139-j and 139-k, the New York State Department of Health (hereinafter referred to as the “**Department**” or as “**DOH**”) identifies the following designated person to whom all communications attempting to influence the Department’s conduct or decision regarding this procurement must be made.

Sue Mantica  
Bureau of Contracts  
New York State Department of Health  
Corning Tower, Room 2827  
Governor Nelson A. Rockefeller Empire State Plaza  
Albany, New York 12237  
Telephone: 518-474-7896  
Email Address: [sue.mantica@health.ny.gov](mailto:sue.mantica@health.ny.gov)

#### PERMISSIBLE SUBJECT MATTER CONTACT:

Pursuant to State Finance Law § 139-j(3)(a), the Department ^ identifies the following allowable person to contact for communications related to the submission of written bids, written questions, pre-bid questions, and debriefings.

**Christina Guzi**  
Center for Community Health  
New York State Department of Health  
ESP Corning Tower, Room 859  
Albany, New York 12237  
Telephone: 518-473-4441  
Email Address: [EITraining@health.ny.gov](mailto:EITraining@health.ny.gov)

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## 1.0 CALENDAR OF EVENTS

| RFP (NUMBER – NAME)                          |  |
|--|--|
| <u>EVENT</u>                                 | <u>DATE</u>  |
| Issuance of Request for Proposals            | August 31, 2023  |
| Deadline for Submission of Written Questions | Questions Due By<br>September 12, 2023<br><b>4:00 p.m. ET</b>          |
| Responses to Written Questions Posted by DOH | <b>On or About</b><br>October 3, 2023                                  |
| Deadline for Submission of Proposals         | Proposals Due on or Before<br>October 31 , 2023<br><b>4:00 p.m. ET</b> |
| <u>Anticipated</u> Contract Start Date       | October 1, 2024  |

## 2.0 OVERVIEW

Through this Request for Proposals (“RFP”), the New York State (“State”) Department of Health (the “Department” or “DOH”) is seeking competitive proposals from qualified bidders to assist in the development, coordination, and delivery of a comprehensive Family Initiative Training Program that supports and develops parent involvement in all aspects of the Early Intervention Program (EIP) as further detailed in Section 4.0 (Scope of Work). It is the Department’s intent to award one (1) five-year contract from this procurement.

### 2.1 Introductory Background

DOH is designated as the lead New York State (NYS) agency to implement the statewide EIP as authorized by Part C of the federal Individuals with Disabilities Education Act (IDEA). The EIP is a statewide program that provides a wide range of therapeutic and supportive services for eligible children with disabilities or an established developmental delay ages birth to three (3) years old and their families. The mission of the EIP is to identify and evaluate infants and toddlers whose healthy development is compromised as early as and provide for appropriate intervention to improve overall child and family development for these children.

There is a need for an organization or corporation with substantial experience in working with families of children with disabilities to assist in the development and coordination of various Early Intervention family initiatives across New York State (NYS). The Contractor will plan and implement initiatives aimed at supporting families of children participating in the EIP. The Family Initiative Coordination Services Project (FICSP) facilitates, supports, and develops parent involvement at all levels of the EIP. The FICSP develops and implements a training program, referred to as *Partners*, that provides parents with the opportunity to enhance their leadership skills, to network with each other, and to learn how to become better advocates for the care of their child with special needs on local, state, and national levels. The FICSP also facilitates and supports parent attendance at national conferences on early childhood development and facilitates parent involvement on the NYS Early Intervention Coordinating Council (EICC). The EICC is a 30-member Governor appointed Council that advises and assists the Department in the administration of the EIP. There are currently two (2) parent members on this Council. In addition, the FICSP assists with educating families about the Program. There are approximately 70,000 children and families served by the EIP annually.

The Department has had a FICSP contract in place since 1999.

## 2.2 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 DOH 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 DOH.

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](#). (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 DOH after contract award. Any amendments DOH makes to the RFP as a result of questions and answers will be publicized on the DOH web site and will be available and applicable to all Bidders equally.

## 2.3 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](#), 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**

DOH will accept proposals from bidders with the following types and levels of experience as a prime contractor.

- A minimum of two (2) years of experience delivering in-person training that incorporates adult education and learning techniques and
- A minimum of (2) years of experience delivering web-based training that incorporates adult education and learning techniques.

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.

### **3.2 Preferred Qualifications (If Applicable).**

Bidders who have experience with the following requirements are preferred:

- A minimum of five (5) years’ experience working with parents and other family members of children under three (3) years of age with a delay or disability;
- A minimum of three (3) years’ experience in facilitating focus groups or advisory groups;
- A minimum of three (3) years’ experience in facilitating parent training or advocacy programs.

## **4.0 SCOPE OF WORK**

This Section describes the training and all 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.

To accomplish the training objectives outlined in this RFP, the Contractor will be required to use a combination of existing DOH training curricula and accompanying training materials, as well as newly developed training curricula which will be developed by the Contractor along with the Department of Health (DOH). The Contractor will work under the guidance of the Department to deliver both in-person and web-based (synchronous) trainings throughout the contract period. All training curricula (course content) and associated training materials developed from this contract become the sole property of the Department and may not be used by the Contractor outside of this contract without their written approval. The Contractor will consult with and obtain the approval of the Department when drafting training courses/materials to ensure consistency with EIP requirements and policy.

The overall intent of this training will be to provide the primary target audience with information about the EIP. The “primary target audience” includes parents, legal guardians, and caregivers (referred to as “parents” throughout this RFP) of currently enrolled children in the Program, as well as prospective parents that may refer their child(ren) to the Program.

The Contractor will be responsible for the coordination of all (web-based and in-person) training to support EIP parents, which includes developing training schedules and marketing the availability of training opportunities. Additionally, training coordination includes developing, conducting, and delivering web-based live (synchronous) and in-person (face-to-face) training for EI stakeholders, completing training documentation, maintaining training curricula and associated materials, providing training evaluations to training participants and collecting training evaluations from participants, analyzing training evaluation responses to identify weaknesses and potential additional training subject matter, issuing certificates of completion, sending

applications/materials to potential training participants, maintaining training records, responding to and/or coordinating responses to trainees' questions with DOH, recommending and selecting appropriate training methods or activities for adult learners, using known adult educational principles while staying current on new training methods and techniques, conducting an annual Parent Training Needs Assessment, developing and maintaining a dedicated eiFamilies webpage, submitting evaluation reports as required, and communicating with DOH throughout the training process.

| Term                                    | Definition   |
|---|--|
| Adult Education and Learning Techniques | Educational programs or courses for adults using known educational training methods/principals and activities for adult learners.  |
| Web-based Training                      | Instruction on specific early intervention (EI) topics provided by a qualified trainer, as outlined in this RFP Section 4.2, to a "primary target audience" using a virtual meeting platform (e.g., WebEx, Zoom).              |
| In-person Training                      | Instruction on specific EI topics provided by a qualified trainer, as outlined in this RFP Section 4.2, where both the trainer and "primary target audience" are physically present, i.e., face-to-face in the same room/area. |
| Interactive Live Synchronous Training   | Training being given in real time, where participants are seeing and able to participate in real time as material is being presented.  |
| LEICC                                   | Local Early Intervention Coordinating Council<br><br>LEICC is an advisory body comprised of EI providers, parents, advocates, academics, and representatives of other child-serving agencies.                                  |
| Primary Target Audience                 | Includes parents, legal guardians, and caregivers (referred to as "parents" throughout this RFP) of currently enrolled children in the Program, as well as prospective parents that may refer their child(ren) to the Program. |

**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 Tasks/Deliverables**

##### **4.1.1 Web-based EIP Overview Information Sessions**

The Contractor will be required to use an existing DOH web-based training titled, *Overview of the EIP*, and deliver it to parents, throughout NYS using a virtual meeting platform (e.g., Webex, Zoom, etc.) selected by the Contractor and approved by Department. The web-based live (synchronous) EIP information sessions will be approximately one (1) hour long and be offered on a quarterly basis; four (4) times per contract year. The EIP information sessions will include a question-and-answer period.

The Contractor will hold the four (4) (EIP) Information Sessions outside of standard business hours (e.g., 9 AM – 5 PM), including evenings and weekends. Sessions will be held virtually, with up to seventy-five (75) participants in each of the quarterly training offerings. The Contractor will be required to keep a wait list of

interested parents and have a system to notify interested parents if a space opens. The Contractor will notify those parents on the waiting list with the date/time of the next Information Session and provide them with the opportunity to register first.

Additionally, the Contractor will be responsible for ensuring that participants who require information in languages other than English are accommodated, including providing interpretation services during the virtual sessions, and translation of written materials, as needed. Information on a parent's preferred language will be included in the Information Session application process developed by the Contractor and approved by DOH.

The purpose of these EIP Information Sessions is to provide parents with basic information about the EIP and to assist them in making a referral to the Program, as appropriate. Additionally, this web-based training is intended to increase awareness of the EIP, and the services offered to eligible children and families. This training will also assist with targeting increased accessibility to information about the EIP in those geographical areas identified as being underserved communities/areas of the State. This training presents the opportunity to share EIP resources (e.g., DOH publications such as *Early Helps Makes a Difference* and *Early Intervention Steps: A Parent's Basic Guide to the Early Intervention Program*) with parents of young children with disabilities. The Contractor will work with DOH to order the necessary promotional materials, approved by the Department, free of charge from the DOH Distribution Center, in English and other available languages to accommodate participants. A report containing the questions asked during each session will be submitted to the DOH within one (1) week of the Information Session, in a format to be approved by DOH.

Throughout the contract period, revisions may be required to the Information Session curriculum because of changes to EI regulations, policies or procedures, or Public Health Law (PHL). Upon the request of the Department, the Contractor will be responsible for making these revisions within thirty (30) days and no later than two (2) weeks prior to an Information Session. The Department and contractor will use their communication channels (e.g., electronic email listservs, NYS DOH EIP Facebook Group for Families, early childhood State agency partners (Council on Children and Families (CCF), Statewide technical assistance network, social media posting, etc.) to assist with the promotion of these Information Sessions for families throughout the State. Additionally, the Information Sessions should be promoted in locations where families of young children engage with their community (e.g., Supplemental Nutrition Program for Women, Infants, and Children (WIC), pediatrician's offices, childcare facilities, libraries, etc.) All messaging must be approved by the Department prior to dissemination.

#### **4.1.2 Early Intervention Family Initiative Coordination Services Project (FICSP) Trainings**

FICSP provides leadership and advocacy skills training for parents of children in the EIP through this contract. This project is designed specifically for parents of infants and toddlers with special needs who are currently receiving EI services and for parent members of the Local Early Intervention Coordinating Council (LEICC) and its committees. Each municipality/county EIP has an LEICC. The LEICC is an advisory body comprised of EI providers, parents, advocates, academics, and representatives of other child-serving agencies. The LEICC meets regularly to help inform EIP policies and operations at the local level.

Each training consists of two (2) FICSP *Partners Training* Sessions. Each training is divided into two (2) "Sessions," with up-to 50 families, as described below:

- **Session I** is a web-based live (synchronous) training that is held on a scheduled date and time, on a weekday during evening hours after 4:00 p.m.
- **Session II** is a two (2) day, face-to-face training that is held on a weekend (Friday evening/Saturday) the month following Session I.



Table 1: Sample FICSP Training Schedule:

|  |  |  |
|--|--|--|
| <b>Session I -</b><br>Web-based (synchronous) training   | Tuesday, April 4, 2023<br>6:00 p.m. to 9:00 p.m. | Interactive Webinar:<br>“ <i>Individualized Family Service Plan (IFSP) Outcomes Development</i> ”                              |
| <b>Session II -</b><br>In-Person (face-to-face) training | Friday, May 12, 2023<br>4:00 p.m. to 9:00 p.m.   | Leadership and advocacy skills for parents.  |
|  | Saturday, May 13, 2023<br>9:00 a.m. to 3:00 p.m. | <u>Includes:</u><br>• Dinner on Friday<br>• Friday overnight stay (optional for families)<br>• Breakfast and lunch on Saturday |

The Contractor will deliver five (5) FICSP *Partners Trainings* per year in each year of the contract. Each training will be delivered in one of the five (5) geographical areas of New York State (Northeast, Central, Western, Downstate (including New York City), and Long Island); see **Attachment C Regional Training Map**. The Contractor must provide DOH with a proposed training schedule of FICSP trainings each contract year for approval. The initial schedule in year one (1) of the contract is due within thirty (30) days of the contract start date, for approval by DOH and annually thereafter. DOH reserves the right to modify the schedule (e.g., dates/locations).

Historically, training sessions have been conducted in the Northeast Region (Clifton Park), the Central Region (Syracuse), the Western Region (Buffalo), the Downstate Region, including New York City (New Rochelle) and the Long Island Region (Ronkonkoma). It is anticipated that trainings conducted during the contract period will occur in the same cities; however, the Department reserves the right to change training locations.

As the costs are considerably higher in New York City (NYC) and surrounding counties, and State travel rates are generally not available at choice locations, DOH considers New Rochelle to be a convenient location for parents living in the Downstate and NYC area.

Table 2: Sample FISCSP Training Calendar

| Contract Year | Training Region                         | Session I | Session II |
|---------------|---|-----------|------------|
| Year 1        | Western (Buffalo)                       | March     | April      |
| Year 1        | Central (Syracuse)                      | May       | June       |
| Year 1        | Northeast (Clifton Park)                | July      | August     |
| Year 1        | Long Island (Ronkonkoma)                | September | October    |
| Year 1        | Down State Including NYC (New Rochelle) | November  | December   |

The contractor must provide DOH with a proposed schedule of *Partners Trainings* each contract year for approval. The proposed schedule must be approved by the Department annually. DOH reserves the right to modify the schedule. The dates of the first FISCSP *Partners Training* will be contingent upon the date of contract award. The contractor must ensure that the first FISCSP *Partners Training* will be delivered within four (4) months of the contract start date with the Department. The first training region will be identified by the DOH and communicated to the Contractor at the start of the contract. This will assist the Contractor in meeting the timeline of delivering training within the first four (4) months of the contract.

The contractor can use an existing DOH developed curriculum for Session I and Session II (A sample of training materials labeled “Training Library” are posted with the RFP on the DOH’s website for viewing).

However, Session I and Session II training content (e.g., course materials, curriculum, activities, etc.) may need to be periodically updated and revised in collaboration with DOH, which includes approval by DOH prior to delivery of the updated/revised content to an audience. These revisions and/or updates may be a result of changes to EI regulations, policies, or procedures, PHL, or feedback received from participant evaluations submitted to the Contractor after the completion of each session of the training. At the request of DOH, the Contractor must revise the training materials and submit them to the Department for approval thirty (30) days prior to the next scheduled *Partners Training*.

Up to fifty (50) families will be selected to participate in each *Partners Training*. Parents fill out and submit an application developed by DOH and are accepted on a first-come, first-served basis. If accepted, the parent is asked to commit to participating in both sessions of the training. The parent applications will be mailed to families and must also be available on the Contractor's dedicated eiFamilies website.

Bid rates for each FICSP Partners Training session are all-inclusive and should incorporate all costs associated with the trainings.

### **A. Session I - Early Intervention FICSP Partners Training for Parents – Live (synchronous) Web-based Training**

Session I is a live (synchronous) web-based training titled, *Individualized Family Service Plan (IFSP) Outcomes*, that is developed, delivered, and maintained by the contractor, and is accessible only to selected EIP families through the application process. This web-based training will address topics such as EIP best practices, EI regulatory requirements, developing meaningful IFSP outcomes, everyday family routines, activities, and natural environments, and will have a question-and-answer period about the EIP.

Session I training is required to be delivered on a pre-determined date and time and must be accessible by parents on any private or public computer, tablet, or mobile device that they have access to. See **Attachment D Partners Training Sessions Description and Outline of Required Curricula**. Participants should participate in Session I, prior to attending Session II. The Contractor will develop an electronic training session evaluation form to obtain participant feedback on the training. Additionally, the Contractor will be required to collect evaluation forms from participants and submit the forms to the Department for review and to verify participation.

To Plan, Develop, and Deliver Session I of the FICSP Partners Trainings, the contractor will:

- Notify the Department of dates and locations of upcoming FICSP *Partners Trainings* at least two (2) months in advance of confirmed scheduling and post scheduled training sessions to the Contractor's dedicated eiFamilies website. Training dates must not conflict with national, State, or religious holidays. Proposed training dates are subject to Department approval;
- Present Session I as a live (synchronous) interactive web-based training, for up-to fifty (50) families per session using qualified trainers. Refer to Section 4.2, Staffing Requirements, of this RFP for trainer qualifications;
- Ensure use of an on-line virtual meeting platform (e.g., Webex, Zoom) approved by DOH, to host live (synchronous), interactive trainings;
- Update online training materials with any new information provided by DOH (e.g., changes in regulation, policy, and/or procedures) and submit to DOH within thirty (30) days of notification by DOH, who will review and comment or approve;
- Provide web links, references, direction to appropriate websites, and training materials as appropriate for parent participants;
- Ensure that the webinars meet applicable standards for electronic and information technology accessibility. Section 508 of the Rehabilitation Act of 1973 requires electronic and information technology (EIT) be accessible to all people with disabilities and applies to all vendors or contractors doing business with a government agency;

- Ensure each participant completes and submits a course evaluation form, developed by the Contractor, and approved by the DOH, following each FICSP Training Session I. These evaluations may result in modification to the training by the contractor in collaboration with the DOH;
- Prepare a summary of the evaluation forms completed by participants after each session and provide the summary report to the DOH two (2) weeks after each session. This summary is required for payment to be made to the contractor; and
- Be responsible for providing interpreters, per parent request, at Session I and to translate training materials or other information whenever necessary. Session I, live synchronous training should include closed captioning to assist with accessibility for families.

All training materials and webinars developed by the Contractor will be the property of the Department.

## **B. Session II - Early Intervention FICSP Partners Training for Parents – Face-to-Face**

Session II is a two (2)-day face-to-face training delivered by the Contractor in-person. During Session II, parents can interact with DOH staff and local municipal staff to discuss opportunities for involvement in the EIP in their own community.

To Plan, Develop, and Deliver Session II FICSP Partners Trainings, the contractor will:

- Conduct Session II for up-to fifty (50) families per session using qualified trainers (Refer to Section 4.2, Staffing Requirements);
- Be responsible for inviting local EI Officials (EIOs) or Managers (EIMs) within the geographic location of the Session II training, and the DOH BEI Director and/or Managers to the Session II Friday night training. DOH will provide the contractor with municipal staff contact information to send an email invitation at least two (2) months in advance of the scheduled Session II training. This will provide parents with an opportunity to meet the EIO/M within the county where their child's EI services are provided, and it also provides parents with an opportunity to meet the BEI Director and/or Managers to learn of updates within the NYS EIP and to learn more about their LEICC. Should the State or local Program representatives need to participate virtually, the Contractor needs to support their participation using this method.
- Provide training facilities that are centrally located, convenient, safe, and accessible to individuals with disabilities consistent with requirements under the Americans with Disabilities Act (ADA). All facilities identified must be able to provide the training space and overnight accommodations at the same location. All facilities must be able to guarantee NYS travel rates (not to exceed State travel rates allowed for State employee travel as outlined by the NYS Office for the State Comptroller). Additional information is available at: <http://www.osc.state.ny.us/agencies/travel/travel.htm>). Proposed Training facilities are subject to DOH Approval.
- Be responsible for coordination, travel, and accommodations/meals and related costs for staff (project coordinator, trainers etc.), excluding any State DOH staff. These costs are to be included in the Session II rate bid in **Attachment B Cost Proposal Bid Form**.
- Be responsible for the coordination and all costs of accommodations (Friday night) and meals (e.g., Friday – Dinner, Saturday - breakfast and lunch) for the number of registered participants for Session II. These costs are to be included in the Session II rate bid in **Attachment B Cost Proposal Bid Form**.
- Prepare, set-up, and break down training room(s). Room size should be large enough to space families three (3) feet apart from other families if there is an active pandemic. In-person training may be subject to applicable Centers for Disease Control and Prevention/NYSDOH public

health restrictions (e.g., masks, health screenings, testing, and the use of disinfectant and hand sanitizer when needed).

- Ensure that a standard participant sign-in sheet is completed in its entirety with original signatures and submitted to DOH along with payment vouchers for each training session per Section 4.7 An original standard participant sign-in sheet is required for payment to be made to the contractor.
- Greet, register parents (including use of the sign-in sheet), and provide name tags for identification of parents at the facility where the training is being held.
- Ensure each participant completes and submits a course evaluation form, developed by the Contractor, and approved by the DOH, following each FICSP Training Session II. These evaluations may result in modification to the training by the contractor in collaboration with the DOH.
- Prepare a summary of the evaluation forms completed by parents after each session and provide the summary to DOH two (2) weeks after the session. This summary is required for payment to be made to the contractor.
- Arrange for interpreters, per parent request at Session II, and translate training materials or other information whenever necessary.

#### **C. Reasonable Travel Expenses and Childcare - Parent expenses to attend Session II Partners Training**

Payment of reasonable travel expenses for round-trip transportation (public transportation, personal car mileage, and tolls) and for childcare for participants to attend Session II is not routinely provided; however, reimbursement based on the most current Office of the State Comptroller (OSC) not to exceed approved rates <http://www.osc.state.ny.us/agencies/travel/travel.htm>, may be provided by the contractor, when requested by the parent. A reimbursement amount of \$2,500 per contract year has been factored into the contract amount for this purpose. A total of \$12,500 per the life of the contract.

#### **D. Planning and Delivery of Training (Session I and II)**

The Contractor must provide the following in the outlined timeframes:

- a. Receive and review parent applications, select training participants on a first-come, first-served basis, and prepare and mail "accepted/not accepted" letters to parents. The Department reserves the right to review parent applications;
- b. Establish and implement a process for ensuring notification and follow-up to parents who are not accepted to the training due to full enrollment or cancellation, and who are put on a waiting list;
- c. Establish and maintain parent applications and parent mailing lists in a confidential, secure manner that contains the name, address, and training completed for all participants for record keeping and Department evaluation purposes;
- d. As needed, accommodate regional and/or cultural differences, such as language interpreters, American Sign Language, and special meals, among the participant audiences;
- e. Create a course evaluation for each training. The Contractor will report on the effectiveness of trainings delivered by developing, distributing, collecting, analyzing, and reporting on post-course evaluations from participants. The Contractor is required to immediately provide the course evaluation to a participant who has successfully completed the training session. Evaluations should be completed and submitted electronically by each participant after successful completion of Session I and submitted on paper, after completing Session II. The results of these evaluations will be used to assist the Contractor and the DOH in determining if any changes/revisions in the training curricula need to be made. Each training session will have its own evaluation tool, which will be used to evaluate Session I and II trainings. An evaluation

tool for each training Session will be due to DOH, for review and approval at least thirty (30) days prior to the delivery of training;

- f. Provide to the Department participation and evaluation data collected during and after both, face-to-face and web-based trainings, in a manner and frequency as detailed in **Section 4.3, Reporting Requirements**, and in **Section 4.1, Payment and Reporting**;
- g. Provide all training participants with a certificate of completion at the final training session (Session II), designed and produced by the contractor and approved by DOH, indicating the participant attended and successfully completed all sessions of FICSP training; and
- h. Provide all training materials and/or updated/revised training material and/or webinars developed by the contractor to the Department thirty (30) days in advance of the scheduled training for review and approval by the Department.

The Price Per Unit of item **4.1.2 of Attachment B, Cost Proposal Bid Form** must be inclusive of the costs to provide Planning and Delivery of Training (Session I and II) as indicated in this section.

### E. Training

| Deliverable Timeframe                    | Task  |
|--|---|
| Three months prior to scheduled training | Obtain parent mailing list information from the Department through the NYSDOH Health Commerce System (HCS) Secure File Transfer (SFT) Application to prepare training announcement letters and applications to mail to parents. The Department will provide the contractor with an HCS account and procedures for using the SFT application.  |
| 90 days prior to mailing                 | <p>All correspondence must be submitted to the DOH for review and approval prior to mailing.</p> <p>The approximate number of announcement letters that will be prepared and mailed by the contractor for each FICSP <i>Partners Training</i> is listed below:</p> <ul style="list-style-type: none"> <li>• 1,200 for the Northeast region</li> <li>• 2,500 for the Western region</li> <li>• 2,400 for the Central region</li> <li>• 1,000 for the Long Island region</li> <li>• 5,000 for the Downstate region (including the five (5) boroughs of NYC)</li> </ul> <p>The approximate numbers above are based on the average mailings sent over the course of the current contract and may be slightly higher or lower depending on Program enrollment. All mailing costs for the announcement letters and parent applications for each of the trainings, should be factored into the bid rates of item <b>4.1.2. on the Attachment B Cost Proposal Bid Form.</b></p> |
| 60 days prior to scheduled training      | Prepare and mail training announcement letters and applications to parents, and other correspondence to EI stakeholders and municipal staff, as needed, at least sixty (60) days prior to the scheduled training.   |
| 2 months prior to the scheduled training | Ensure that FICSP Partners Training announcement letters and application for each training are posted to the contractor's website, once the mailing is sent out in the United States Postal Service (see sample training calendar).   |

### F. Cancellations

The Contractor will be responsible for monitoring enrollment of participants in all training sessions. The Contractor must have an established cancellation plan, contingent upon the approval of the DOH for cancelation and make-up training sessions. The plan must be provided to the DOH within thirty (30) days of the start of the contract. Training cancellations and rescheduled trainings will be at the sole discretion of the

Department. The Department will inform the Contractor within one (1) week of a canceled training session if the training needs to be rescheduled for a later date. There will be no payment to the Contractor for DOH cancelled training sessions.

The following process will be followed to determine if a scheduled training will be cancelled and responsibilities if cancelled:

1. The Contractor will alert DOH one (1) month prior to the scheduled commencement of a training if enrollment is below twenty-five (25) families. If the enrollment is below twenty-five (25) families one (1) month prior to the scheduled training, the Contractor must notify the Department to open enrollment to families in neighboring counties. DOH will work with the Contractor to notify the EIOs who administer the local programs to assist with offering the training opportunity to families in their county's EIP.
2. If enrollment is still below twenty-five (25) families two (2) weeks prior to the training, the DOH may direct the Contractor to cancel the training. If enrollment drops after the two (2) week time frame, DOH will still hold the training.
3. The Contractor will be responsible for notifying the enrolled families via email and a phone call if the training/session is cancelled. The Contractor must keep a record of the notifications to families and provide it to the DOH upon request.
4. The Contractor must also post the canceled training notification to their eiFamilies website within four (4) hours of the cancellation determination.

Trainings could be cancelled by DOH due to:

1. Low enrollment (e.g., fewer than twenty-five (25) families registered)
2. Inclement/dangerous weather conditions
3. Personal reasons (e.g., contractor has a death in the family, illness)
4. Public health concerns

If the in-person scheduled training is canceled, the Contractor, at the discretion of DOH, must hold the session virtually using the same web-based platform used for Session I.

#### **4.1.3 Parent Panels & Focus Groups**

The Contractor must conduct virtual Parent Panels/Focus Groups, for the purpose of gathering parent/family feedback on various EI topics and to increase family engagement in the EIP. "Family Engagement refers to the systematic inclusion of families in activities and programs that promote children's development, learning, and wellness, including in the planning, development, and evaluation of such activities, programs, and systems. Families, when more engaged in the EIP, will often demonstrate an increase in active participation in decision-making for their child which can lead to increased success in achieving child outcomes".<sup>1</sup>

In general, parent panels or focus groups are typically composed of parents who are current participants in a program or service delivery system. The EIP Parent Panels/Focus Groups will convene to identify Program strengths and challenges, discuss various Program initiatives, and provide feedback on Department developed materials for EIP families. This work will help to inform the Department's State Systemic Improvement Plan (SSIP) initiative to improve family outcomes in the EIP by increasing family-centeredness and increasing family engagement.

To conduct Parent Panels/Focus Groups, the contractor will:

- Schedule and conduct a virtual parent Panel/Focus Group Statewide of up to fifty (50) families, three (3) times per contract year; fifteen (15) times over the life of the contract. Parents who participate can be current families with a child(ren) enrolled in the Program, or parents of

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<sup>1</sup> U.S. Department of Health and Human Services, U.S. Department of Education, "*Policy Statement on Family Engagement from the Early Years to the Early Grades*", May 2016

children who have recently transitioned out of the EIP within six (6) months of the scheduled Parent Panel/Focus Group. The Contractor will work with DOH to determine an appropriate schedule for the Parent Panels/Focus Groups each year of the contract. The DOH reserves the right to make changes to the schedule.

- Develop a format and general agenda for each Panel/Focus Group session, which is approved by the Department at least thirty (30) days prior to the date the panel will meet. The Contractor, in collaboration with the Department, will develop the topics and questions to pose to the parents during the sessions to obtain their feedback.
- Provide a detailed report to the Department within one (1) month after the Panel/Focus Group meets. The report will be submitted in a format/manner approved by the Department and will detail the feedback and information shared by the participants during the panel discussions.

Additionally, the Contractor will be responsible for ensuring that participants who require information in languages other than English are accommodated, including providing interpretation services during the virtual sessions, and translation of written materials, as needed.

#### **4.1.4 Training Material Development**

The Contractor must develop family-friendly FICSP Partners training materials that are consistent with the Department's current EI Program guidance. Department-approved training materials are defined as the necessary materials that the trainer and the participants need in support of the training session to make it successful, including PowerPoint slides, agendas, handouts, learning activities, and participant evaluation feedback forms. To develop family-friendly FICSP Partners training materials, the contractor will:

- Develop all family-friendly (e.g., using plain language) training handouts and other training materials that will be provided to each parent attending each Session I and II training, in conjunction and with approval by the Department. Duplicate and prepare packets of all training handouts and other training materials for each participant at FICSP Training Session II and make all materials available to participants electronically via email. Printing costs for the handout and training materials listed directly above should be factored into the Cost Proposal Bid for Training Session II. Training materials must also be made available electronically and posted on the Contractor's dedicated eiFamilies website at least two (2) weeks prior to the Training Sessions;
- Transport and provide to training venues all training packets, training materials, and necessary equipment to conduct Training Sessions; and
- Provide trainers with supplies, materials, and equipment needed to conduct trainings, which may include: projector, laptop computer, markers, flip chart and easel, TV monitor and DVD player, projection screen, etc.

A sample of training materials labeled "Training Library" are posted with the RFP on the Department of Health's website for viewing.

At the request of the DOH, the Contractor will be responsible for updating and revising all training materials based on changes to PHL, EIP regulations, and policies.

#### **4.1.5 Outreach and Communications**

The Contractor is expected to promote the "Overview of the EIP" parent information sessions, each region's *Partners* training, and Parent Panel/Focus Groups as appropriate, to early intervention stakeholders. The Contractor will assist the Department in the development and drafting of training related communications and outreach about the trainings. This will include, but is not limited to:

- Training Schedules;
- Social Media Posts for inclusion on the Department's EI Community of Families Facebook Group;
- Outreach to the EI stakeholder community (e.g., EI providers, municipal EI staff) to promote the available training;

- Outreach to early childhood organizations, programs, and offices, which could include the Office of Children and Families (OCFS), Council on Children and Families, Early Head Start, Parent Training and Information Centers and Community Parent Resource Centers (CPRC), Supplemental Nutrition Program (WIC), Family and Community Engagement (FACE) Centers, State early childhood partners and programs, etc.;
- Outreach in the community, such as pediatricians' offices, audiology practices, birthing hospitals, community centers, libraries, childcare providers, other community spaces and sites which are natural environments where young children birth to three and their families are typically found.
- Listserv announcements for the Department's Electronic Mailing lists (Listserv). DOH will disseminate the final communications on the DOH List Serve; and
- Use of any available messaging features in the current early intervention State data system.

#### 4.1.6 Development of a Dedicated FICSP Website

With Department approval, the contractor will develop and maintain a dedicated FICSP eiFamilies Website, including but not limited to:

- Uploading Microsoft Word Documents, PDF files, videos, audio, and images;
- Creating and maintaining a current FICSP Training Calendar;
- Reviewing and updating content areas of the website as appropriate, as directed by DOH;
- Monitoring and troubleshooting issues with site functionality;
- Updating website with EI news and important dates/events, as provided by the Department;
- Including links to the BEI webpage and publications;
- Including links to national and state resources on developmental delays and disabilities; and
- Including resources for parents of young children with disabilities.

#### 4.1.7 Pass Through Costs

##### A. Coordinate Parent Travel and Related Expenses for Early Intervention Coordinating Council (EICC) Meetings and National Conferences

The Contractor must ensure that all of the following activities related to the EICC, and national conferences are accomplished. For information on how to report these costs see Section 5.4 Payments.

##### Early Intervention Coordinating Council (ECC) Meetings

The EICC is a 30-member Governor appointed Council that advises and assists the Department in the administration of the EIP. There are currently two (2) parent members on this Council.

To coordinate parent travel and related expenses for the EICC, the contractor will:

- Assist with activities related to family/parent involvement on the EICC and its task force subcommittees.
- Provide and process \$150.00 for stipends to defray parent expenses approved by DOH for up to **two (2)** parent members of the EICC when they attend **four (4)** EICC meetings each contract year. Each parent member of the EICC may receive reimbursement of \$150.00 for each EICC meeting they attend each contract year, for a total of no more than \$600.00 reimbursement per year for each parent if they attend all **four (4)** meetings. The Department will reimburse the contractor up to an amount of \$1,200 per contract year; and
- Provide and process \$150.00 stipends to defray expenses approved by DOH for up to **two (2)** parent members of the EICC to attend EICC task force/subcommittee meetings. It is anticipated that **two (2)** parents will attend up to **six (6)** meetings per contract year, for a total of no more than \$900.00 reimbursement per year for each parent if they attend all **six (6)** meetings. The Department will reimburse the contractor up to an amount of \$1,800.00 per contract year for this purpose.



## Relevant National Conferences

In addition to the FICSP coordinator (or designee), the Department will approve **two (2)** parent leaders, identified as current EICC parent members, to attend up to **two (2)** relevant, Department approved, national early childhood conferences per contract year held virtually or in-person. At the discretion of the DOH, non-EICC parent leaders may attend when parent members of the EICC are not available. These parents would be identified as past or present participants in *Partners* training.

To coordinate parent travel and related expenses to support parents in attending national conferences, the contractor will:

- Provide and process \$150.00 stipends to defray expenses approved by DOH for up to two (2) parent members of the EICC who attend national conferences. The DOH will reimburse the Contractor up to an amount of \$600.00 per contract year for this purpose. A total of \$3,000 per the life of the contract. Parents who attend national conferences should plan on participating in one (1) quarterly EICC meeting and prepare a brief presentation on what they learned at the conference to share with other families in the Program. The FICSP coordinator will assist the family in developing the presentation.
- Ensure the FICSP coordinator (or designee, such as one of the FICSP trainers) attends two (2) national conferences approved by the DOH, as described above, and report on their participation to the DOH. Reporting on the conferences should also include a brief presentation to the EICC at one (1) of the quarterly meetings. Information obtained from the conference should be included with the reimbursement request submitted to the DOH. The presentation must be submitted to the DOH for approval six (6) weeks prior to the EICC meeting.
- Be responsible to coordinate travel for up to two (2) EICC parent members and pay for the cost of all travel expenses. More information regarding NYS Travel Guidelines is available here: NYS Travel Information | Office of the New York State Comptroller <http://www.osc.state.ny.us/agencies/travel/travel.htm>. Travel expenses include round-trip transportation, hotel accommodations for up to three (3) nights, meals, and conference registration fees. The Department will reimburse the contractor up to an amount of \$15,000 per contract year for this purpose; a total of \$75,000 per the life of the contract. The contractor will be responsible for any additional expenses incurred.

Examples of “relevant national conferences” are the annual Office of Special Education Programs (OSEP) Leadership Conference, and various national conferences sponsored by Zero to Three - National Center for Infants, Toddlers, and Families, and the National Early Childhood Technical Assistance Center (ECTA). The identified conferences by the Contractor must be approved by DOH. The Contractor will submit the two (2) conferences for consideration to the DOH annually, each year of the contract, for approval by DOH prior to attendance.

Examples of national conferences and more information about these and other upcoming conferences, including registration and hotel costs, can be found on the following websites:

- Office of Special Education Programs (OSEP) Leadership Conference
- International Early Childhood Inclusion Institute
- Division For Early Childhood of the Council for Exceptional Children Annual International Conference on Young Children with Special Needs and Their Families: <https://www.deconference.org/>
- Zero to Three: <http://www.zerotothree.org>

## B. Interpretation and Translation Services

Be responsible for providing interpreters, per parent request for all sessions (i.e., Session I, Session II, Information Sessions, and Parent Panels/Focus Groups) and for the translation of training materials or other information whenever necessary. All web-based sessions (i.e., Session I, Information Sessions, Parent Panels/Focus Groups) should include closed captioning to assist with accessibility for families.

Reimbursement at cost, with submission of an invoice, may be made to the Contractor for interpretation/translation services. A reimbursement amount of \$15,000 per contract year has been factored into the contract amount for this purpose. If requested, DOH will translate written training materials for parents (e.g., training announcements, invitation letters, training acceptance letters, etc.) into other languages, as needed. Currently, the parent application materials have been translated into six (6) languages: Arabic, Bengali, Chinese (Simplified), Russian, Spanish, and Yiddish. Additionally, Session I training materials have been translated into Spanish. The \$15,000 per contract year amount includes all sessions (i.e., Session I, Session II, Information Sessions, and Parent Panels/Focus Groups), for a total of \$75,000 per the life of the contract.

**4.1.8 Annual Family Training Needs Assessment**

The Contractor will facilitate, develop, and conduct one Family Training Needs Assessment annually, at the request of Department. Once requested, the Contractor will have thirty (30) days to develop the Family Training Needs Assessment Survey to meet the needs of the Department and Stakeholders, and submit to DOH for review and approval, prior to dissemination.

The Family Training Needs Assessment will be disseminated electronically via the DOH’s electronic listservs, will be posted to the DOH BEI webpage, the eiFamilies webpage, and shared on the EI Families Facebook Group, and with all local EIPs for dissemination by counties and providers. The purpose of the needs assessment is to provide the opportunity for parents of children in the EIP to identify training topics and additional resources needed for parents of children enrolled in the EIP. This Family Training Needs Assessment may need to be revised periodically to incorporate the changing needs of the DOH and Stakeholders. Should the Needs Assessment require revisions, the Contractor will make the necessary edits and submit the revised needs assessment to the DOH thirty (30) days prior to the needs assessment being disseminated to stakeholders.

The Contractor will analyze and report findings to the DOH, in a format approved by DOH, within thirty (30) days of completion of each annual Family Training Needs Assessment. The report must identify potential training needs based on analysis of the Family Training Needs Assessment and include suggestions of future training topics that align with results of the assessment.

Upon completion of the assessment, the Contractor will work with DOH to plan and prepare and/or revise/edit *Partners* training curriculum content, and other materials and curricula based on the results.

The Family Training Needs Assessment is anticipated to be disseminated annually in the fall (e.g., September, October, or November) of each contract year. The schedule may change at the discretion of the DOH.

**4.2 Staffing**

The Contractor must identify a Family Initiative Project Coordinator who can ensure overall implementation and delivery of contract deliverables for the duration of the contract period along with Qualified Trainer(s) who will conduct both face-to-face and synchronous web-based training. *All staff assigned to this contract are subject to the Department’s approval prior to commencing work.*

| Title  | Role/Duties  | Minimum Eligibility Requirements  |
|--|--|---|
| <p>a. Family Initiative Project Coordinator</p> <p>Note: The annual costs associated with the Family Initiative Project Coordinator are built-in to the “Cost per Session” including salary, fringe, all</p> | <ul style="list-style-type: none"> <li>• Arrange for, participate in, and prepare agendas for, at a minimum, quarterly video conference calls with Bureau of Early Intervention (BEI) staff</li> <li>• Supervise, coordinate, and facilitate all Partners Trainings, Parent Panel/Focus Groups,</li> </ul> | <ul style="list-style-type: none"> <li>• At least two (2) years of experience working as a provider or service coordinator in the EIP and/or two (2) years of experience working with families of children with disabilities; and</li> <li>• At least one (1) year of experience conducting training with parent groups; and</li> </ul> |

| Title  | Role/Duties   | Minimum Eligibility Requirements  |
|--|---|---|
| <p>travel (round-trip transportation, hotel accommodations and meals) per OSC approved rates, and indirect costs. There will be no additional reimbursement for the performance of activities related to the completion of the deliverables described in this RFP.</p> | <p>and Overview of the EIP Information Training Sessions</p> <ul style="list-style-type: none"> <li>• Refer programmatic and/or policy questions from training participants on standardized reporting forms to Department staff for response/clarification</li> <li>• Attend meetings of related early childhood workgroups or committees on disabilities (e.g., national learning collaboratives attended by BEI staff, local parent advocacy groups), EI Program policies and/or operational issues, including attendance up to two (2) relevant national conferences annually, as requested by the Department.</li> <li>• Be available to the Department to provide an EI parent perspective by participating in webinars, conference calls, learning collaboratives, and by reviewing materials and documents developed for EI training and guidance purposes related to families (e.g., brochures and videos for families).</li> <li>• Assist with activities related to family/parent involvement on the EICC and its Task Force subcommittees</li> <li>• Develop and maintain EICC orientation materials for EICC parent members and arrange for orientation conference calls, in collaboration with DOH.</li> <li>• Attend four (4) EICC meetings per contract year. If unable to attend, the Project Coordinator must designate another member of the FICSP team (e.g., Partners trainer) to attend the meeting and report on the outcomes. Additionally, the Project Coordinator must present at one (1) EICC meeting per year on the contract deliverables, including their participation at the national conferences. The presentation must be submitted</li> </ul> | <ul style="list-style-type: none"> <li>• At least one (1) year of experience developing presentations, brochures, booklets, and other printed and electronic informational/educational materials that are written for parents.</li> </ul> |

| Title | Role/Duties   | Minimum Eligibility Requirements |
|-------|---|----------------------------------|
|       | <p>to the Department for approval six (6) weeks prior to the scheduled EICC meeting.</p> <ul style="list-style-type: none"> <li>• Attend up to six (6) EICC Task Force/subcommittee/workgroup meetings per contract year, as necessary.</li> <li>• Task Force meetings may be held via webinar, conference call, or in-person, at the discretion of the Department. EICC full Council and Task Force meetings are historically held in Albany, New York.</li> <li>• Submit organizational charts and curriculum vitae of trainers and any other staff used to complete contract deliverables to the Department contact, prior to the start of work for review and approval of the Department</li> <li>• Coordinate all travel related activities and payments as outlined in this RFP.</li> </ul> |                                  |

| Title   | Role/Duties   | Minimum Eligibility Requirements  |
|---|---|---|
| <p>b. Qualified Trainer(s)</p> <p>Note:<br/>The annual costs associated with the Trainer(s) are built-in to the “Cost per Session” for the Partners Training Sessions I and II including salary, fringe, all travel (round-trip transportation, hotel accommodations and meals) per OSC approved rates, and indirect costs. There will be no additional reimbursement for the Trainer(s) for the performance of activities related to the completion of the deliverables described in this RFP.</p> | <ul style="list-style-type: none"> <li>• Attend and conduct Session I of FICSP Partners Training – Live (synchronous) web-based training.</li> <li>• Attend and conduct Session II of FICSP Partners Training - Face-to-face training.</li> </ul> | <ul style="list-style-type: none"> <li>• At least two (2) years of experience in the field of early intervention or early childhood development working with families of children with disabilities; and</li> <li>• At least one (1) year of experience presenting training face-to-face to parent groups using adult learning techniques; and</li> <li>• At least one (1) year of experience presenting training through web-based technology synchronously to parent groups using adult learning techniques.</li> </ul> |

### 4.3 Reporting

The contractor will be required to submit reports to the Department that provide information regarding the expenditures of the contract.

## **Partners Training**

The following information is required after each *Partners* Training Session in a quarterly report sent to the Department summarizing all *Partners* Training and on-line activities being claimed:

- The number of the parents selected to attend the training
- Original sign-in sheets for each *Partners* Training Session
- Data regarding *Partners* Training Session I and Session II, including the name of the venue, number of trainees, and trainee demographics
- Number of *Partners* Training participants requesting travel and/or childcare reimbursement
- Number of interpreter requests and number of interpreters used, including the language(s) requested by parents
- *Partners* Training session summary of participant evaluations
- Comprehensive review of the training evaluations completed by participants.

The information above will be provided electronically (via email) to the Department on a quarterly basis. The reports must be submitted to the DOH within thirty (30) days of the close of the quarter. Quarters are based on the calendar year. For example, the quarterly report for the January to March quarter is due by April 30 of that year.

## **Parent Information Sessions**

The following information is required two (2) weeks after each Parent Information Session, in a report provided electronically (via email) to the Department summarizing all activities being claimed:

- Summary of participant evaluations
- The number of the parents who participated in the Information Session and their demographic information
- Electronic sign-in sheets for each Session
- Number of interpreter requests and number of interpreters used, including the language(s) requested by parents
- Comprehensive review of the evaluations completed by participants

## **Parent Panel/Focus Groups**

The following information is required two (2) weeks after each Parent Panel/Focus Group Session in a report provided electronically (via email) to the Department summarizing all activities being claimed:

- Summary of participant evaluations
- The number of the parents who participated in the Parent Panel/Focus Group and their demographic information
- Sign-in sheets for each Panel/Focus Group
- Number of interpreter requests and number of interpreters used, including the language(s) requested by parents
- Comprehensive review of the evaluations completed by parents
- Recording of the session for note taking purposes and to capture the parent feedback

## **4.4 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>.

## 4.5 Security

The selected Contractor shall comply with all privacy and security policies and procedures of the Department (<https://its.ny.gov/eiso/policies/security>) 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 DOH. 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. 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 the data or confidentiality occurs, whether the breach occurred with the Contractor or Subcontractor, DOH 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. 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 DOH as well as with all applicable State and Federal requirements, in performance of the Contract.

## 4.6 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 shall ensure that any transition to the Department, Departmental agency or successor Contractor be done in a way that provides the Department with uninterrupted *[fill in the services]* services. This includes a complete and total transfer of all data, files, reports, and records generated from the inception of the Contract through the end of the Contract to the Department or another Department agent should that be required during or upon expiration of its contract.

The Contractor shall 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.

The Contractor shall manage and maintain the appropriate number of staff to meet all requirements listed in the RFP during the transition. All reporting and record requirements, security standards, and performance standards are still in effect during the transition period.

Contractor is required to develop a work plan and timeline to securely and smoothly transfer any data and records generated from the inception of the Contract through the end of the Contract 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 twelve (12) months before the last day of its Contract with the Department of Health or upon request of the Department.

## 4.7 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:

Preferred Method: Email a pdf copy of your signed voucher to the BSC at: [Accountspayable@ogs.ny.gov](mailto:Accountspayable@ogs.ny.gov) with a subject field as follows: Subject: Unit ID 3450257 <Contract #TBD>

Alternate Method: Mail vouchers to BSC at the following U.S. postal address:

**NYS Department of Health  
Unit ID 3450257  
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](http://www.osc.state.ny.us/epay/index.htm), by email at [epayments@osc.state.ny.us](mailto: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 <http://www.ocs.state.ny.us/epay>. 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**

Payment terms will be:

- In accordance with **Attachment B Cost Proposal Bid Form**; Subject to performance level;
- Subject to review and approval of all reporting requirements;
- Submitted as vouchers on a quarterly (three-month) basis;
- Submitted as vouchers no later than thirty (30) days after the end of their respective quarter; claims for services only performed in the respective quarter (the Department will not "pay ahead" for any services); and
- For each Deliverable outlined in Section 4 of the RFP and listed in **Attachment B Cost Proposal Bid Form**, the Contractor shall be paid for the bid in **Attachment B Cost Proposal Bid Form** for that deliverable after successful implementation of the deliverable and upon acceptance of the deliverable in writing by the Department.



## Price Adjustment Clause

The pricing for years four (4) and five (5) of the Contract will be subject to an annual increase or decrease of the lesser of three percent (3%) or the percent increase or decrease in the National Consumer Price Index for All Urban Consumers (CPI-U), as published by the United States Bureau of Labor Statistics, Washington, D.C. 20212, for the 12 month period ending ninety (90) days prior to the commencement date for years *four (4) and five (5) of the Contract*.

### 4.8 Subcontracting

Bidder's may propose the use of a subcontractor. The Contractor shall obtain prior written approval from NYSDOH 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 DOH and the Contractor. DOH reserves the right to request removal of any Bidder's staff or subcontractor's staff if, in DOH'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.

### 4.9 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. Contract Insurance Requirements as well as below.

**Data Breach and Privacy/Cyber Liability** The Contractor and any subcontractor retained by the Contractor shall carry and maintain applicable coverage during and for a period of one (1) years after completion of this contract, Data Breach and Privacy/Cyber Liability Insurance, including coverage for failure to protect confidential information and failure of the security of the Contractor's computer systems or the DOH's Authorized Users' systems due to the actions of the Contractor with results in the unauthorized access to the DOH's data.

### 4.10 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 DOH contracts.

## Business Participation Opportunities for M/WBEs

For purposes of this RFP, DOH 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 DOH may withhold payment pending receipt of the required M/WBE documentation. For guidance on how DOH 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 strongly encouraged, 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, a Bidder agrees to complete an M/WBE Utilization Plan ([Attachment 5](#), Form #1) for this RFP. DOH will review the submitted M/WBE Utilization Plan. If the Plan is not accepted, DOH 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. DOH 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 DOH 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 DOH 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 DOH, by the 10<sup>th</sup> 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.

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 [ETTraining@health.ny.gov](mailto:ETTraining@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.)**

#### **4.11 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. DOH 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 DOH 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, DOH 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](mailto: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 ("RFP"), or solicitation of proposals, or any other method for soliciting a response from bidders intending to result in a procurement contract with DOH and ending with the final contract award and approval by DOH 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 of Health 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 DOH 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](#) (Calendar of Events). All questions and requests for clarification of this RFP should cite the relevant RFP, including the RFP number and title (20246 Family Initiative Coordination Services Project), 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 [ETTraining@health.ny.gov](mailto:ETTraining@health.ny.gov) no later than the Deadline for Submission of Written Questions specified in [Section 1](#). (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 DOH of such error in writing at [ElTraining@health.ny.gov](mailto:ElTraining@health.ny.gov) and request that DOH clarify or modify the Terms of this RFP. If, prior to the deadline for the Submission of Bids, a Bidder fails to notify DOH 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**

DOH 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 DOH, 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 DOH will be posted to the DOH website.

If a prospective bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the bidder shall immediately notify DOH of such error in writing at [ElTraining@health.ny.gov](mailto:ElTraining@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 DOH 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 DOH's Reserved Rights**

The Department of Health 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

Once an award has been made, a Bidder may request a debriefing of their Bid. The debriefing will be limited solely to the Bidder's own Bid and will not include any discussion of other bids. A Bidder's request for a debriefing must be received by the Department no later than fifteen (15) business days after the date of the award notification to the successful Bidder or non-award announcement to the unsuccessful Bidder, depending upon whether the Bidder requesting the debriefing is the successful Bidder or an unsuccessful Bidder.

## 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 New York State Department of Health, 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.

**DOH 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. DOH 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](http://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](mailto: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](http://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 References**

Provide references using [Attachment 9](#), (References) for three similar engagements. Provide firms names, addresses, contact names, telephone numbers, and email addresses. At the discretion of the Evaluation Committee, references may be checked at any point during the process to verify Bidder's qualifications to propose (Section 3.0). Provide firm names, addresses, contact names, telephone numbers, and email addresses.

### **6.1.9 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.

### **6.1.10 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.

### **6.1.11 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.

### **6.1.12 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>.

### **6.1.13 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 <sup>^</sup> 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](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](http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf)

## **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 DOH 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. This documentation may be in any format needed to demonstrate how the Bidder meets the minimum qualifications to propose.

#### **6.2.3.1 Minimum Qualifications**

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.

- A minimum of two (2) years of experience delivering in-person training that incorporates adult education and learning techniques and
- A minimum of (2) years of experience delivering web-based training that incorporates adult education and learning techniques.

This documentation may be in any format needed to demonstrate how the Bidder meets the minimum qualifications to propose.

#### **6.2.3.2 Preferred Qualifications (If Applicable)**

Bidders who have experience with the following requirements are preferred:

- A minimum of five (5) years' experience working with parents and other family members of children under three (3) years of age with a delay or disability;
- A minimum of three (3) years' experience in facilitating focus groups or advisory groups;
- A minimum of three (3) years' experience in facilitating parent training or advocacy programs.

### **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:

#### **6.2.4.1 Web-based EIP Overview Information Sessions**

The Bidder shall provide their agreement to and describe their organization's capacity and ability to carry out the following activities:

- Use an existing DOH web-based training titled, *Overview of the EIP*, and deliver it to parents, throughout NYS using a virtual meeting platform (e.g., Webex, Zoom, etc.) selected by the Contractor and approved by Department. The web-based live (synchronous) EIP information sessions will be approximately one (1) hour long and be offered on a quarterly basis; four (4) times per contract year. The EIP information sessions will include a question-and-answer period.
- Hold four (4) (EIP) Information Sessions outside of standard business hours (e.g., 9 AM – 5 PM), including evenings and weekends. Sessions will be held virtually, with up to seventy-five (75) participants in each of the quarterly training offerings. The Contractor will be required to keep a wait list of interested parents and have a system to notify interested parents if a space opens. The Contractor will notify those parents on the waiting list with the date/time of the next Information Session and provide them with the opportunity to register first.
- Provide participants who require information in languages other than English, including providing interpretation services during the virtual sessions, and translation of written materials, as needed. Information on a parent's preferred language will be included in the Information Session application process developed by the Contractor and approved by DOH.



- Work with the DOH to order the necessary printed promotional materials free of charge from the DOH Distribution Center, in English and other available languages to accommodate participants. A report of the questions will be submitted to the DOH within one (1) week of the Information Session, in a format to be approved by DOH.
- Provide requested revisions to the Information Session curriculum because of changes to EI regulations, policies or procedures, or Public Health Law (PHL). Upon the request of the Department, the Contractor will be responsible for making these revisions within thirty (30) days and no later than two (2) weeks prior to an Information Session.
- Information Sessions shall be promoted in locations where families of young children engage with their community (e.g., Supplemental Nutrition Program for Women, Infants, and Children (WIC), pediatrician's offices, childcare facilities, libraries, etc.) All messaging shall be approved by the Department prior to dissemination

#### **6.2.4.2 Early Intervention Family Initiative Coordinator Services Project (FICSP) Trainings**

Describe the organization's ability to provide the FICSP Partners Training which consist of two (2) sessions and deliver five (5) Partners Trainings per year in each year of the contract. Noting that each training will be delivered in one of the five (5) geographical areas of New York State (Northeast, Central, Western, Downstate (including New York City), and Long Island); see **Attachment C Regional Training Map**.

Describe the organization's plan to provide the DOH with a proposed training schedule of FICSP trainings each contract year for approval. The initial schedule in year one (1) of the contract is due within thirty (30) days of the contract start date, for approval by DOH and annually thereafter. DOH reserves the right to modify the schedule (e.g., dates/locations).

FICSP Partners Training Sessions:

- **Session I** is a web-based live (synchronous) training that is held on a scheduled date and time, on a weekday during evening hours after 4:00 p.m.
- **Session II** is a two (2) day, face-to-face training that is held on a weekend (Friday evening/Saturday) the month following Session I.

Bidders should describe their plan to develop and deliver all sessions outlined in Section 4.1.2 of this RFP be sure to include and outline in detail the following:

- A. Session I - Early Intervention FICSP Partners Training for Parents – Live (synchronous) Web-based
- B. Session II - Early Intervention FICSP Partners Training for Parents – Face-to-Face
- C. Planning and Delivery of Training (Session I and II)
- D. Training Cancellations

#### **6.2.4.3 Parent Panels & Focus Groups**

The Bidder shall describe/outline their plan to conduct virtual Parent Panels/Focus Groups, gathering parent/family feedback on various EI topics and how they plan to increase family engagement in the EIP. "Family Engagement refers to the systematic inclusion of families in activities and programs that promote children's development, learning, and wellness, including in the planning, development, and evaluation of such activities, programs, and systems. Families, when more engaged in the EIP, will often demonstrate an increase in active participation in decision-making for their child which can lead to increased success in achieving child outcomes".<sup>2</sup>

Bidder should be sure to include the following in their plan:

<sup>2</sup> U.S. Department of Health and Human Services, U.S. Department of Education, "Policy Statement on Family Engagement from the Early Years to the Early Grades", May 2016

- Scheduling and conducting a virtual parent Panel/Focus Group Statewide of up to fifty (50) families, three (3) times per contract year; fifteen (15) times over the life of the contract. Parents who participate can be current families with a child(ren) enrolled in the Program, or parents of children who have recently transitioned out of the EIP within six (6) months of the scheduled Parent Panel/Focus Group. The Contractor will work with DOH to determine an appropriate schedule for the Parent Panels/Focus Groups each year of the contract. The DOH reserves the right to make changes to the schedule.
- Developing a format and general agenda for each Panel/Focus Group session, which is approved by the Department at least thirty (30) days prior to the date the panel will meet. The Contractor, in collaboration with the Department, will develop the topics and questions to pose to the parents during the sessions to obtain their feedback.
- Providing a detailed report to the Department within one (1) month after the Panel/Focus Group meets. The report will be submitted in a format/manner approved by the Department and will detail the feedback and information shared by the participants during the panel discussions.

#### **6.2.4.4 Training Material Development**

The Bidder shall describe their plan for developing family-friendly FICSP Partners training materials which are consistent with the Department's current EI Program guidance. Department-approved training materials are defined as the necessary materials that the trainer and the participants need in support of the training session to make it successful, including PowerPoint slides, agendas, handouts, learning activities, and participant evaluation feedback forms.

Each Bidder's plan should include how they plan to:

- Develop all family-friendly (e.g., using plain language) training handouts and other training materials that will be provided to each parent attending each Session I and II training, in conjunction and with approval by the Department.
- Duplicate and prepare packets of all training handouts and other training materials for each participant at FICSP Training Session II and make all materials available to participants electronically via email.
- Make training materials available electronically and posted on the Contractor's dedicated eiFamilies website at least two (2) weeks prior to the Training Sessions;
- Transport and provide to training venues all training packets, training materials, and necessary equipment to conduct Training Sessions; and
- Provide trainers with supplies, materials, and equipment needed to conduct trainings, which may include: projector, laptop computer, markers, flip chart and easel, TV monitor and DVD player, projection screen, etc.

#### **6.2.4.5 Outreach and Communications**

Describe the Bidder's approach to promoting the "Overview of the EIP" parent information sessions, each region's *Partners* training, and Parent Panel/Focus Groups as appropriate, to early intervention stakeholders.

Describe the Bidder's plan to draft training related communications and outreach about the training sessions. The plan should include, but be not limited to:

- Training Schedules;
- Social Media Posts for inclusion on the Department's EI Community of Families Facebook Group;
- Outreach to the EI stakeholder community (e.g., EI providers, municipal EI staff) to promote the available training;
- Outreach to early childhood organizations, programs and offices which could include the Office of Children and Families (OCFS), Council on Children and Families, Early Head Start, Parent Training and Information Centers and Community Parent Resource Centers (CPRC), Supplemental Nutrition

Program (WIC), Family and Community Engagement (FACE) Centers, State early childhood partners and programs, etc.;

- Outreach in the community, such as pediatricians' offices, audiology practices, birthing hospitals, community centers, libraries, childcare providers, other community spaces and sites which are natural environments where young children birth to three and their families are typically found;
- Listserv announcements for the Department's Electronic Mailing lists (Listserv). DOH will disseminate the final communications on the DOH List Serve; and
- Use of any available messaging features in the current early intervention State data system;

#### **6.2.4.6 Development of a Dedicated FICSP Website**

The Bidder shall describe their plan to develop and maintain a dedicated FICSP eIFamilies Website, including but not limited to:

- Uploading Microsoft Word Documents, PDF files, videos, audio, and images;
- Creating and maintaining a current FICSP Training Calendar;
- Reviewing and updating content areas of the website as appropriate, as directed by DOH;
- Monitoring and troubleshooting issues with site functionality;
- Updating website with EI news and important dates/events, as provided by the Department;
- Including links to the BEI webpage and publications;
- Including links to national and state resources on developmental delays and disabilities; and
- Including resources for parents of young children with disabilities.

#### **6.2.4.7 Pass Through Costs**

Bidders shall describe their plan to ensure all for the following activities related to EICC and national conferences as well as interpretation and translation services are accomplished as outlined in section 4.1.7 of this RFP.

#### **6.2.4.8 Annual Family Training Needs Assessment**

The Bidder shall outline and describe their plan to facilitate, develop, and conduct one Family Training Needs Assessment annually, as outlined in the RFP section 4.1.8.

#### **6.2.4.9 Staffing and Qualifications**

The bidder shall provide a staffing plan that demonstrates how the Bidder intends to utilize management, key personnel, and other staff for completion of services that includes the following for each, as described in RFP Section 4.2:

- a. Title, responsibility, and type of staff available and physical location of bidder's staff to be engaged in performance of the work;
- b. How the Bidder plans to recruit and train an adequate number of staff to ensure the Bidder meets all required timeframes and deliverables stated in the RFP;
- 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 ability to provide sufficient additional management and administrative support staff necessary to organize, prepare and carry out all administrative tasks associated with conducting the services;
- e. How the Bidder intends to maintain the staffing levels and personnel planned; and
- 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.

#### **6.2.4.10 Reporting**

The Bidder shall detail their plan to fulfill the following reporting requirements as described in RFP Section 4.3.

#### **6.2.4.11 Information Technology & Security (see Scope of Work Section 4.4)**

Bidder must attest to their willingness to confirm adherence to items (a-f) below and describe their approach to Information Technology/Security that would accomplish the goals.

- a) 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>.
- b) The selected Bidder shall comply with all privacy and security policies and procedures of the Department (<https://its.ny.gov/eiso/policies/security>) and applicable State and Federal law and administrative guidance with respect to the performance of this contract. The Bidder 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.
- c) The Bidder 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 DOH. The Bidder is obligated to ensure any Subcontractor hired by Bidder who stores, processes, analyzes or transmits MCD on behalf of Bidder has the appropriate Security requirements in place. Bidder is required to include in all contracts 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 the data or confidentiality occurs, whether the breach occurred with the Bidder or Subcontractor, DOH must be notified immediately.
- d) The Bidder 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.
- e) The Bidder 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.
- f) The Bidder will comply fully with all current and future updates of the security procedures of the DOH/HRI, as well as with all applicable State and Federal requirements, in performance of this contract.

#### **6.2.4.12 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 Bidder should describe their approach to transition.

The Contractor shall ensure that any transition to the Department, Departmental agency or successor Contractor be done in a way that provides the Department with uninterrupted services. This includes a complete and total transfer of all data, files, reports, and records generated from the inception of the Contract through the end of the Contract to the Department or another Department agent should that be required during or upon expiration of its contract.

The Contractor shall 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.

The Contractor shall manage and maintain the appropriate number of staff to meet all requirements listed in the RFP during the transition. All reporting and record requirements, security standards, and performance standards are still in effect during the transition period.

Contractor is required to develop a work plan and timeline to securely and smoothly transfer any data and records generated from the inception of the Contract through the end of the Contract 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 six (6) months before the last day of its Contract with the Department of Health or upon request of the Department.

### **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. Proposals should be submitted in all formats as prescribed below.

Submit a complete Proposal via email to: [ETTraining@health.ny.gov](mailto:ETTraining@health.ny.gov) with the subject “Offer RFP #20246 Family Initiatives Coordination Services Project”. Include, as attachments to the email, three complete distinct PDF files labeled “Administrative Offer”, “Technical Offer” and “Cost Proposal” 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. The Bidder shall have 2 business days to respond to such requests and must certify the resubmission is identical to the original submission. Hardcopy will prevail.

**The proposal must be received by the NYSDOH, 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**

DOH 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 offerers” shall be selected for award (State Finance Law, Article 11, §163(1)(j)).

DOH, at its sole discretion, will determine which proposal(s) best satisfies its requirements. DOH 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 DOH to clarify the contents of their proposals. Other than to provide such information as may be requested by DOH, 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**

DOH 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 DOH, 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 DOH 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 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 DOH by adding the Technical Proposal points and the Cost Proposal points awarded. Finalists will be determined based on composite scores.

## 8.6 Reference Checks

The Bidder should submit references using [Attachment 9](#) (References). At the discretion of the Evaluation Committee, references may be checked at any point during the process to verify Bidder's qualifications to propose (Section 3.0).

## 8.7 Best and Final Offers

NYSDOH reserves the right to request best and final offers. In the event NYSDOH 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.

## 8.8 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. [References](#)
10. [Diversity Practices Questionnaire](#)
11. [Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination](#)
12. [Executive Order 16 Prohibiting Contracting with Business Conducting Business in Russia](#)

The following attachments are included in this RFP:

- A. Proposal Document Checklist
- B. Cost Proposal
- C. Attachment C Regional Training Map
- D. Attachment D for the Partners Training Sessions Description and Outline of Required Curricula
- E. Training Library

**ATTACHMENT A  
PROPOSAL DOCUMENT CHECKLIST**

Please reference Section 7.0 for the appropriate format and quantities for each proposal submission.

| <b>RFP# 20246 – Family Initiative Coordination Services Project</b> |  |                          |
|---|--|--------------------------|
| <b>FOR THE ADMINISTRATIVE PROPOSAL</b>                              |  |                          |
| <b>RFP §</b>  | <b>SUBMISSION</b>  | <b>INCLUDED</b>          |
| § 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  | <input type="checkbox"/> |
|   | Attachment 5 - Form 2 (If Applicable)  | <input type="checkbox"/> |
|   | Attachment 5 - Form 4  | <input type="checkbox"/> |
|   | Attachment 5 - Form 5 (If Applicable)  | <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 9 - References  | <input type="checkbox"/> |
| § 6.1.9   | Attachment 10 - Diversity Practices Questionnaire                                      | <input type="checkbox"/> |
| § 6.1.10  | Attachment 11 - EO 177 Prohibiting Contracts with Entities that Support Discrimination | <input type="checkbox"/> |
| § 6.1.11  | Attachment 12 – EO 16 Contracting with Businesses Conducting Business in Russia        | <input type="checkbox"/> |
| § 6.1.12  | State Finance Law Consultant Disclosure  | <input type="checkbox"/> |
| § 6.1.13  | Sales and Compensating Use Tax Certification   | <input type="checkbox"/> |
| <b>FOR THE TECHNICAL PROPOSAL</b>                                   |  |                          |
| <b>RFP §</b>  | <b>SUBMISSION</b>  | <b>INCLUDED</b>          |
| § 6.2.1   | Title Page   | <input type="checkbox"/> |
| § 6.2.2   | Table of Contents  | <input type="checkbox"/> |
| § 6.2.3   | Documentation of Bidder's Eligibility (Requirement)                                    | <input type="checkbox"/> |
| § 6.2.4   | Technical Proposal Narrative   | <input type="checkbox"/> |
| <b>FOR THE COST PROPOSAL REQUIREMENT</b>                            |  |                          |
| <b>RFP §</b>  | <b>REQUIREMENT</b>   | <b>INCLUDED</b>          |
| § 6.3   | Attachment B- Cost Proposal  | <input type="checkbox"/> |



## **ATTACHMENT B COST PROPOSAL**

**RFP# 20246**

Offerors must use the Microsoft Excel spreadsheet titled "Attachment B – Cost Proposal.xls" as described in section 6.3. Deviations from this format are not permitted. Offerors should submit the Excel spreadsheet in electronic form in accordance with Section 7, Proposal Submission. Failure to submit in this required format may result in disqualification.

Price must be inclusive of all Scope of Work in Section 4.0 for the RFP. Specific sections have been provided for reference within each deliverable, however it is expected that the total bid price is reflective of the performance of all work set forth in said specifications to the satisfaction of the Department of Health. In addition to the cost of furnishing all said services, the proposal prices must also cover the cost of materials, equipment, insurance, overhead, meetings, training, reporting, analysis labor, travel and any other costs required to complete all deliverables and adhere to all standards of this RFP to the satisfaction of the Department of Health. Transition costs will not be reimbursed separately.

### **For Part 1, Cost Proposal by Deliverable, Bidders must provide a:**

- Price per session/unit for each deliverable for years one through three (Column D)
- Price per session/unit for each deliverable for year four (Column H)
- Price per session/unit for each deliverable for year five (Column K)

### **For Part 2, Cost Proposal by Deliverable, Bidders must provide:**

- Annual per session/unit or each deliverable for years one through three (Column E)
- Annual per session/unit or each deliverable for year four (Column I)
- Annual per session/unit or each deliverable for year five (Column K)
- One-Time transition fee delivered at the end of the contract (Column K)

### **For Part 3, Pass Through Costs, Bidders must review the statement below:**

The Department estimates \$36,100 per year in expected pass-through costs for parent expenses related to their travel and related expenses for Early Intervention Coordinating Council (EICC) Meetings and National Conferences (Deliverable Item 4.1.7). The Department will only pay for actual cost of the parent expenses and the Interpretation and Translation Services to the satisfaction of the Department and as specified in Section 4.1.7 of the RFP. The Price per Session/Unit bid must be an all-inclusive price to cover the cost of furnishing all of the said services, including but not limited to travel, materials, equipment, overhead, profit and labor, to the satisfaction of the Department of Health and the performance of all work set forth in said specifications.