

New York State Department of Health
Division of Chronic Disease Prevention
Bureau of Chronic Disease Evaluation and Research
Behavioral Risk Factor Surveillance System (BRFSS)

RFP #16526

AMENDMENT #1 – 5/23/2016

The following are official modifications, which are hereby incorporated into the New York State Department of Health, Division of Chronic Disease Prevention Request for Proposal (RFP) #16526, issued April 22, 2016. The information contained in this amendment prevails over the original RFP language. For all amendments below, deleted language appears in strikethrough (“~~xxx~~”) and added language appears in underline (“xxx”).

A. Contract Term

1. Page 3, A. Introduction, 2nd paragraph

It is the intent of the NYSDOH and HRI to enter into contracts with the one (1) bidder selected as a result of this RFP. Both contracts will be for a period of five (5) years and ~~three (3)~~ six (6) months.

2. Page 24, F. Administrative, 6. Term of Contract, 2nd paragraph:

The anticipated time period of this contract is a five (5) years and six (6) month contract period anticipated to commence on the date specified in the Schedule of Key Events.

B. Eligibility

1. Page 10, D. Proposal, 1. Eligible Bidders

Subcontracting is not allowed for landline or cell phone BRFSS Computer Assisted Telephone Interview (CATI) data collection. This includes the annual, expanded and asthma callback BRFSS.

C. Detailed Specifications

1. Page 6, C. Detailed Specifications, 1. Annual Statewide NYS BRFSS:

d. Collect questionnaire data in either English or Spanish from adult respondents by trained interviewers using CATI application software, and methodology adhering to the BRFSS protocols for landline and cell phone data collection. The contractor’s responsibilities will include all aspects of data collection using CATI application software including computerization of the questionnaire, interviewer training, interview administration, and CATI application software data management; ~~a completed phone~~

New York State Department of Health
Division of Chronic Disease Prevention
Bureau of Chronic Disease Evaluation and Research
Behavioral Risk Factor Surveillance System (BRFSS)

RFP #16526

AMENDMENT #1 – 5/23/2016

~~interview is defined according to CDC guidelines as an interview in which the selected respondent has been asked all questions up to and including the demographic questions which will be used for weighting; See Attachment 1, 2016 BRFSS Data Collection Protocol with Disposition Table for definitions of partial completes and completes.~~

2. Page 7, C. Detailed Specifications, 1. Annual Statewide NYS BRFSS:

~~k. Submit quality assurance reports to NYSDOH on a regular monthly basis as directed;~~

3. Page 9, C. Detailed Specifications, 6. Subcontracting

Subcontracting is not allowed for landline or cell phone BRFSS Computer Assisted Telephone Interview (CATI) data collection. This includes the annual, expanded and asthma callback BRFSS.

D. Technical Proposal Format and Instructions

1. Page 14, 3. Instructions for Completing Technical Proposal, d. Prescribed Format, 1st bullet:

~~The Technical Proposal should be no longer than 35 double-spaced, one-sided pages excluding directly relevant appendices (i.e. completed forms included in attachments section; documentation of mandatory requirements, organizational experience, capacity, and capability; and methodology). Only the first 35 pages of the Technical Proposal will be read and scored.~~

2. Page 13, 3. Instructions for Completing Technical Proposal, b. Methodology, fourth bullet, has been amended:

Provide a detailed methodology to conduct an alternative format (i.e. web-based, mail) portion of the BRFSS survey referring to the CDC guidelines included with this RFP and pilot studies of new formats for the BRFSS. Provide a description of bidder's experience administering surveys using alternative methods to cell phone and land line, including web-based and mail.

New York State Department of Health
Division of Chronic Disease Prevention
Bureau of Chronic Disease Evaluation and Research
Behavioral Risk Factor Surveillance System (BRFSS)

RFP #16526

AMENDMENT #1 – 5/23/2016

3. Page 11, 3. Instructions for Completing Technical Proposal, d. Prescribed Format:

- No costs are to be included in the Technical Proposal.

E. Bid Price Cost Proposal Format and Instructions

1. Page 15, 4. Instructions for Completing Bid Price Cost Proposal, 2nd paragraph p. 15:

~~A completed interview is defined according to the standards of the American Association for Public Opinion Research and reflects an interview in which the selected respondent has been asked all questions up to and including the demographic questions which will be used for weighting. See Attachment 1, 2016 BRFSS Data Collection Protocol with Disposition Table for definitions of partial completes and completes.~~

F. Submission of Proposal

1. Page 20, F. Administrative, 3. Submission of Proposals, 1st paragraph:

Interested bidders should submit, per Section D. Proposal, three (3) signed originals and three (3) signed copies of their Technical Proposal and ~~two (2)~~ three (3) signed originals and ~~two (2)~~ three (3) signed copies of the Bid Price Cost Proposal (Attachment 7 Part A and Part B) no later than the time and date listed on the Schedule of Key Events.

2. Page 20, F. Administrative, 3. Submission of Proposals, 2nd paragraph:

No costs are to be included in the Technical Proposal.

The Technical Proposal and the Bid Price Cost Proposal should be in separate sealed packages which are clearly marked. Responses to this solicitation should be clearly marked “Technical Proposal”, “Behavioral Risk Factor Surveillance System (BRFSS)” and “RFP # 16526” and “Bid Price Cost Proposal”, “Behavioral Risk Factor Surveillance System (BRFSS)” and “RFP #16526” and directed to:

New York State Department of Health
Division of Chronic Disease Prevention
Bureau of Chronic Disease Evaluation and Research
Behavioral Risk Factor Surveillance System (BRFSS)

RFP #16526

AMENDMENT #1 – 5/23/2016

G. Payment

1. Page 23, 5. Payment, 3rd paragraph:

~~A completed interview is defined according to the standards of the American Association for Public Opinion Research and reflects an interview in which the selected respondent has been asked all questions up to and including the demographic questions which will be used for weighting. See Attachment 1, 2016 BRFSS Data Collection Protocol with Disposition Table for definitions of partial completes and completes.~~

2. Page 23, 5. Payment, 4th paragraph:

~~A targeted goal number of completed interviews for landline and cell phone is established by NYSDOH prior to the start of the data collection for the year. The contractor will be paid the price quoted per completed interview for each survey type and phone type based on the targeted goal number.~~

3. Page 23, 5. Payment, 6th paragraph:

~~For the Expanded BRFSS, for each Option, payment will be reduced by the percentage of completed landline and/or cell phone interviews below the goal of completed landline and cell phone interviews per county and cell phone per each county region in New York State. For example, if the county-level regional cell phone interview goal is 400 but 260 interviews are actually completed in a given county region, 400 minus 260 completed interviews equals 140 completed interviews below goal. $140/400=35\%$. Each Option payment for data collection in that county region will be reduced by 35%.~~

H. Attachment 7 – Revised Bid Price Cost Proposal

1. Attachment 7 Bid Price Cost Proposal has been revised. The revised Attachment 7 is labeled “RFP 16526 Revised Attachment 7” and has been posted to the Department website along with RFP 16526 Questions and Answers. Revisions to Attachment 7 include:

- Page 5 of 5, Option 2 Anticipated January 1- December 31, 2018 2020.
- Page 5 of 5, addition of signature, date and printed name lines.

Bidders should submit the revised Attachment 7 as their bid price cost proposal.

New York State Department of Health
Division of Chronic Disease Prevention
Bureau of Chronic Disease Evaluation and Research
Behavioral Risk Factor Surveillance System (BRFSS)

RFP #16526

AMENDMENT #1 – 5/23/2016

I. Attachment 19

1. Page 14, 3, c. Diversity Practices Questionnaire (Attachment 19)

Bidder should submit the Diversity Practices Questionnaire (Attachment 19).

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 **Attachment 19**, “Diversity Practices Questionnaire”. Responses to the questionnaire will be formally evaluated and scored.