

Request for Proposals #20046

Special Supplemental Nutrition Program for Women, Infants and Children (WIC) – Training Services for the Bureau of Supplemental Food Programs

AMENDMENT #2

August 11, 2021

The following are official modifications, which are hereby incorporated into RFP #20046 – Special Supplemental Nutrition Program for Women, Infants and Children (WIC) – Training Services for the Bureau of Supplemental Food Programs.

Deleted language appears in strikethrough (“~~xxx~~”) and added language appears in red text. The information contained in this amendment prevails over the original RFP language.

Bidders should review all documents in their entirety to ensure all amended language and revised Attachments are incorporated and into proposals.

2.3 Term of the Agreement

This contract term is expected to be for a period of five (5) years commencing on the date shown on the Calendar of Events in [Section 1.0](#), 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).

~~The pricing for years four (4) and five (5) of the contract is subject to an annual increase or decrease as described in [Section 5.4](#).~~

4.3.10 Training Delivery and Payment

d. Live Webinar Trainings

The Contractor may utilize existing curricula (see Bidder’s Library) as one resource when developing webinars. This type of training is essentially a seminar or workshop held over the Internet. It can take the form of a presentation, discussion, demonstration, or other type of instructional session. Participants watch a visual presentation on a computer monitor or other electronic device and listen to the instructor(s) talk live by way of an audio stream or by telephone. Participants should have the ability to speak or email (chat) questions to the instructor(s). Depending on the topic, it is expected that the Contractor may need to engage the services of an outside consultant or subject matter expert, to assist in the creation of the webinar content and/or present the webinar. DOH may provide minimum qualification guidelines for presenters, and all presenters will be required to provide disclosures of any actual or potential conflicts of interest. All resumes for presenters must be submitted to DOH prior to submission of a preliminary training outline, as described in Section 4.4.6: New Curricula Development. Webinars can range in length from 1 hour (60 minutes), to 1 ½ hours (90 minutes) to 2 hours (120 minutes), depending on topic/purpose/audience.

Payment will be based on the delivery cost bid per 60-minute webinar (and would be pro-rated for 90-minute or 120-minute webinars).

4.4 Staffing

Bidders proposing to utilize existing personnel (including subcontractors) involved with this training program should include documented evidence in their proposal of their staff's knowledge and experience in training. Bidders must also provide job postings with the minimum qualifications necessary for new staff (including subcontractors). Please note that all staff will be required to travel, primarily within NYS, including overnights and travel to areas that may not be served by public transportation.

The following staffing positions are the minimum required. The bidder may propose additional staff/positions in its proposal. It is expected that the bidder will propose staffing capacity (includes trainers, curriculum writers and designers, IT, management, and support staff, minimum) sufficient enough to demonstrate its ability to work on multiple contract deliverables concurrently and meet all deadlines. DOH expects that any staff vacancies related to work on this contract shall be filled by the contractor within 120 days of vacancy.

Project Manager: The bidder must identify in their proposal one full-time **equivalent** project manager dedicated to the management of this contract. **Bidders may identify one full-time Project Manager or two staff persons that equal one full-time equivalent, with job duties and tasks clearly delineated for each individual. The person(s)** This individual fulfilling this role will not be utilized for conducting trainings of any kind. They are expected to oversee the development, revision, and implementation of trainings. The project manager(s) will be available from 8:30 am to 5:00 pm Monday through Friday to interact with DOH management. The project manager(s) will act as a liaison regarding training calendar development, curricula development (all modalities), training delivery (all modalities), training locations, training registration, training implementation, human resources, website maintenance, monthly vouchers and supporting documentation/report submissions, logistics and decisions regarding contract issues. The project manager(s) will be appointed by the Contractor and must be approved by the DOH. Preference will be given to managers who are experienced at overseeing large and complex training programs. This includes programs that train a large number of staff on a variety of topics and skills, where content can be technical (based on federal regulations and policies), and there is an extensive offering of training modalities. **The project manager(s)** This manager will have the authority to speak for the Contractor and will be the primary person(s) with whom the DOH conducts all business-related tasks to be performed under this contract. It is expected that the project manager(s) will have the ability to quickly resolve any problems that arise during the contract period. The preferred qualifications are listed below:

Position: Project Manager: 1 full-time equivalent
Experience with planning, organizing, and developing training curricula for adult learners.
Experience overseeing the implementation of participant-centered adult trainings.
General knowledge and experience in administration and business management. Preference given to those with five years (or more) of administrative experience in a health field, of which at least three years are in contract management.
Strong verbal and written communication skills.
Baccalaureate degree or master's degree. Preference given to those with higher degrees and health and education related majors.
Proven experience with overseeing and/or producing high volume work deliverables and meeting deadlines.

5.11 Freedom of Information Law (“FOIL”)

All proposals may be disclosed or used by DOH to the extent permitted by law. DOH may disclose a proposal to any person for the purpose of assisting in evaluating the proposal or for any other lawful purpose. All proposals will become State agency records, which will be available to the public in accordance with the Freedom of Information Law. Any portion of the proposal 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 proposal as directed in Section 6.1.B (~~D~~) of the RFP. If DOH agrees with the proprietary claim, the designated portion of the proposal 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.

6.1 Administrative Proposal

B. Freedom of Information Law – Proposal Redactions

Bidders must clearly and specifically identify any portion of the proposal that a Bidder believes constitutes proprietary information entitled to confidential handling as an exception to the Freedom of Information Law. See Section 5.11 ~~5.10~~, (Freedom of Information Law)

6.2 Technical Proposal

D. Technical Proposal Narrative

D2. Experience Performing Training Services

Bidders should provide a narrative that fully identifies and specifically addresses all training modalities and other contract deliverables noted in Section 4.3.1 through Section 4.3.11. The narrative should describe the bidder’s experience and expertise, and how they propose to provide training for the topics and tasks described in the table below:

Topic/Task Item	Required Response
Technical Assistance	Bidders should describe any prior experience they have with providing Technical Assistance (TA) to other customers (current and/or past), to include topic areas covered (Section 4.3.9). Bidders should also describe their processes and procedures for responding to requests for TA and how they would provide TA as described in Section 4.3.9 4.4.9 of this RFP. Bidders should include in their response the method used to estimate the number of TA hours needed for a particular assignment as well as how quickly they might be able to respond to a request for use of TA hours.