

**New York State Department of Health
Maternal and Infant Health Center of Excellence
Request for Proposals #15318
AMENDMENT #2**

The Proposal Due Date has been extended to May 2, 2014 at 5:00pm ET

Section III.3.B, Paragraph 3 (Page 22), and Section IV.3.B, Paragraph 3 (Page 50), the word “appendices” is hereby changed to “attachments.”

Section III, 3, C, v (Page 24), the last sentence is hereby changed as follows: “Provide a detailed description of the bidder’s proposed plan to perform the contract requirements as specified in Section III, 2, B of the RFP.”

Section III, 3, C (Page 23) for Part 1 Proposals and Section IV,3,C (Page 51) for Part 2 Proposals, third paragraph, last sentence is hereby changed as follows: “The narrative should be use a minimum 12 point font with minimum one inch margins on all sides on standard white 8 ½ x 11 paper.” Please note, **the narrative may be single-spaced.**

Section III, 3, C, iii, Paragraph 1 (Page 21) under Staffing Requirements is hereby changed as follows: “The contractor must assign to the project a project director who will act as the primary contact with the NYSDOH and to be responsible for the administration, operation, and oversight of the contract requirements and assign other key staff, as needed, to meet the performance requirement in this RFP. The project director will have the background and expertise to oversee the requirements of the contract and be available to meet with NYSDOH staff approximately eight times per year in Albany.” Please note the project director does not need to be employed at 100% for this project, but should be accessible full-time by phone or e-mail during normal NYSDOH business hours and will attend meetings with NYSDOH along with other appropriate staff. Bidders should ensure the percent effort for this position is consistent with the proposed scope of services, reasonable and cost effective. A minimum percent effort for the project director would be expected to be 75%.

Section III, 2, B, viii (Page 19) is hereby changed as follows: “Provide technical assistance to 24 MICHC and approximately 10 MIECHV providers through a dedicated e-mail address and a telephone number that is available during normal business hours, well staffed, and responsive to agency consultation.” Please note on-site technical assistance will not be required as part of this RFP.

Section III, 2, B, ix, (Page 19) the second sentence is hereby changed as follows: “It is the contractor’s responsibility to pay for all expenses needed to accomplish the meeting, such as room rental, speaker honoraria and travel expenses, and cost of print and other materials.” Please note the contractor **is not required to pay for lunch** for attendees at annual meetings.

Section IV, 2, B, x, m, Paragraph 2 (Pages 47-48) the second sentence is hereby changed as follows: "The contractor's assigned Project Manager must be fully engaged in managing the

project and will be required to be accessible via phone or e-mail during DOH business hours." Please note the project manager is not required to be physically present at DOH at all times.