

New York State Department of Health
Bureau of Early Intervention
Early Intervention Statewide Web-Based Training
Request for Proposals (RFP) # 20064 AMENDMENT # 1

November 12, 2021

The following are official modifications, which are hereby incorporated into the New York State Department of Health, Division of Family Health, Early Intervention Statewide Web-Based Training RFP. The RFP # 20064 was issued October 6, 2021. The information contained in this amendment prevails over the original RFP language. For all amendments below, deleted language will appear in red and strikethrough ("~~xxx~~") and added language appears in bold and underlined underline ("**xxx**").

Section 3.1 and 3.2 of Section 3.0 Bidders Qualifications to Propose has been revised:

3.1 Minimum Qualifications

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

- **Must have** Three (3) years of experience providing instructional trainings that incorporate adult education and learning techniques using a web-based technology/application.
- The contractor must have the ability to issue CEU's and Certificates of Completion at the start of the contract and have two (2) years of experience creating and administering continuing education and/or training (CE/T) activities, courses, programs or other learning events. Bidder must be ~~in compliance and~~ accredited with IACET at the time of bid submission.

3.2 Preferred Qualifications (If Applicable).

- Two (2) years of ~~demonstrated~~ subject matter expertise, **such as federal and State laws and regulations pertaining to young children with disabilities, current best practice trends in early intervention and early childhood services.**

Section 4.1A.1. Maintain current Training Courses has been revised to read:

- a. Make revisions as needed to the existing training.

Upon request from the DOH, the Contractor will be required to make modifications/revisions and/or updates to these converted trainings. These changes may be a result of changes to early intervention regulations, policies or procedures, Public Health Law, technology changes or feedback received from the participant's course evaluations. Revisions will include modifying, updating, and/or adding slides to the existing self-paced training posted on the LMS when necessary, updating or adding/removing any corresponding audio, as well as any corresponding references, resources and/or training materials provided for the trainings. **Depending upon the complexity of the required changes, the selected contractor will have 14-30 days to submit the changes to DOH, as agreed upon on a case-by-case basis.**

The courses can be maintained in the WizIQ LMS or an equivalent platform chosen by the contractor and approved by the DOH. **The courses must be available to EI Stakeholders within 90 days of the start of the contract.**

Section 4.1.B. New Trainings on Early Intervention Topics has been revised to read:

All trainings need to be reviewed and approved by the DOH prior to presenting them to the primary target audience. Any revisions/edits made prior to DOH approval will be included in the initial fee. During the presentation of the training, the Contractor will record the live webinar and maintain any supporting documentation such as questions and answers and training materials, to be made available as a self-paced training course on the DOH approved LMS (as detailed in 4.1.E. Learning Management Platform and Dedicated EIP Training Website Requirements.) for future viewing. **Self-paced courses must be posted and made available to the public within 30 days of the live-delivery.**

Section 4.1 B.1 Create a survey/evaluation tool for each training course has been revised to read:

- c. **Create a survey/evaluation tool for each training course**

The Contractor will develop, integrate, distribute, and collect post-course evaluations from participants, evaluate results and provide this analysis to the DOH. 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 course will have its own evaluation tool,** which will be used to evaluate both the live and self-paced courses and must have the ability to present applicable questions for the methodology that was used to take the course. See **Attachment D** for a sample evaluation tool.

- (1) **An evaluation tool for each training course will be due to the Department for review and approval, at least 30 days prior to the delivery of the Live Training course.**

- (2) ~~(4)~~ One comprehensive evaluation report for each live training will be due to the DOH within three (3) weeks post conclusion of the live delivery. This will include but is not limited to:
- Course enrollment
 - Certificates of completion
 - Breakdown of participants by title or role
 - Number of years providing EI services and percentage breakdown in each
 - Quality of course by percentages
 - Impact of the course
 - Level of self-assessed knowledge before & after course
 - Listed areas in which more training would benefit participants
 - Overall course satisfaction
- (3) ~~(2)~~ One comprehensive evaluation report including the same elements listed above, for each self-paced course using data from the first three-month period after posting, will be due to the DOH within three (3) weeks after the end of that three-month period.

Section 4.1.C Needs Assessment has been revised to read:

Training Needs Assessment

The Contractor will conduct one training needs assessment per year to ensure knowledge of EI requirements to support the EIP and to assist the DOH in identifying topics where new trainings may be needed. The needs assessment should identify gaps in topic areas that are consistent with federal and State laws, regulations, and EI policies and evidence-based practices. See **Attachment E** for the current Needs Assessment survey. This survey may need to be revised periodically to incorporate the changing needs of the DOH and Stakeholders.

The Needs assessments is due annually, at the request of the Department. Once requested, the contractor will have 30 days to revise the needs assessment survey (Attachment E), as necessary, to meet the needs of the DOH and Stakeholders and submit to the Department for review and approval, prior to dissemination.

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

Section 4.1.D. 3. Outreach to students and relevant professional associates has been revised to read:

The Department will provide a pre-recorded video presentation about the Early Intervention Program for the purpose of providing high school, college, university students, and relevant professional associates with information about possible career opportunities in fields of study related to Early Intervention, (e.g. special education, physical/occupational therapy, speech-language pathology, etc.). The Contractor will post the video on their LMS platform and provide outreach/communications to high schools, colleges, universities, and professional associations to promote the availability of this presentation. The Contractor will work with the Department to develop a system for tracking and collecting participant feedback. The purpose of this outreach activity is to help increase the capacity of Early Intervention Providers in the future.

Section 4.1.E 1. Learning Management System (LMS) has been revised to read:

The Contractor will identify and implement the use of a cost-effective, synchronous web-based training Platform, acceptable to the DOH, to deliver live, interactive trainings that provide the necessary audio needed for two-way communication from the trainer to the trainees, example being, Web-ex. The Platform technology ~~should~~ **must** be readily accessible and be supported by a variety of browsers. The Contractor must have the necessary technology and related equipment, examples include, phone lines, internet access, in place to maintain two-way communication between the trainer and trainees. Currently, Training Courses are being developed on the WiziQ LMS..

Section 4.3 Reporting has been revised to read:

- F. Quarterly reports on each self-paced course that includes, but is not limited to:
 - a. Course enrollment and completions
 - b. Quality of Course
 - c. Impact of Course
 - d. Participant Recommendations

Quarters are based on the calendar year, and each quarterly report must be submitted to the Department within 30 days of the close of the quarter.

Section 4.6 Transition has been revised to read:

The 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 DOH or another DOH agent should that be required during or upon expiration of its contract. The plan and documentation must be submitted to the DOH no later than **six (6)** months before the last day of its contract with the DOH of Health or upon request of the DOH.

Section 5.4 Payment has been revised to read:

1. The Contractor will be paid quarterly based on the annual bid rate for maintaining the existing training courses **in either WiziQ or another equivalent platform chosen by the contractor and approved by DOH.**

Section 5.11 Freedom of Information Law (FOIL) has been revised to read:

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 (D)~~ **Section 6.1 (B)** of the RFP.**

Attachment A**PROPOSAL DOCUMENT CHECKLIST**

Attachment A has been revised and replaced with Attachment A v.2 below.

Attachment A V.2
PROPOSAL DOCUMENT CHECKLIST

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

RFP20064 – Early Intervention Statewide Web-Based Training		
FOR THE ADMINISTRATIVE PROPOSAL		
RFP §	SUBMISSION	INCLUDED
§ 6.1.A	Attachment 1 – Bidder’s Disclosure of Prior Non-Responsibility Determinations, completed and signed.	<input type="checkbox"/>
§ 6.1.B	Freedom of Information Law – Proposal Redactions (If Applicable)	<input type="checkbox"/>
§ 6.1.C	Attachment 3- Vendor Responsibility Attestation	<input type="checkbox"/>
§ 6.1.D	Attachment 4 - Vendor Assurance of No Conflict of Interest or Detrimental Effect	<input type="checkbox"/>
§ 6.1.F	M/WBE Participation Requirements:	<input type="checkbox"/>
	Attachment 4 M/WBE STAFFING PLAN	<input type="checkbox"/>
	Attachment 5 M/WBE AND EEO POLICY STATEMENT	<input type="checkbox"/>
§ 6.1.G	Attachment 6- Encouraging Use of New York Businesses	<input type="checkbox"/>
§ 6.1.F	Attachment 7 - Bidder’s Certified Statements, completed & signed.	<input type="checkbox"/>
§ 6.1.H	Attachment 9 – References	<input type="checkbox"/>
§ 6.1.J	Attachment 10 - Diversity Practices Questionnaire	<input type="checkbox"/>
§ 6.1.J	Attachment 11 - Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination	<input type="checkbox"/>
FOR THE TECHNICAL PROPOSAL		
RFP §	SUBMISSION	INCLUDED
§ 6.2.A	Title Page	<input type="checkbox"/>
§ 6.2.B	Table of Contents	<input type="checkbox"/>
§ 6.2.C	Documentation of Bidder’s Eligibility (Requirement)	<input type="checkbox"/>
§ 6.2.D	Technical Proposal Narrative	<input type="checkbox"/>
FOR THE COST PROPOSAL REQUIREMENT		
RFP §	REQUIREMENT	INCLUDED
§ 6.3	Attachment B- Cost Proposal	<input type="checkbox"/>