



Department of Health

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Request for Proposals RFP # 20025

Merit Peer Review Services for Scientific and Education Research Applications

Issued: March 12, 2019

DESIGNATED CONTACT:

Pursuant to State Finance Law §§ 139-j and 139-k, the Department of Health identifies the following designated contact to whom all communications attempting to influence the Department of Health's conduct or decision regarding this procurement must be made.

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PERMISSIBLE SUBJECT MATTER CONTACT:

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

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TABLE OF CONTENTS

(Hyperlinked; click to go directly to desired topic.)

TABLE OF CONTENTS.....2

1.0 CALENDAR OF EVENTS.....3

2.0 OVERVIEW3

 2.1 Introductory Background..... 3

 2.2 Important Information..... 4

 2.3 Term of the Agreement..... 4

3.0 BIDDERS QUALIFICATIONS TO PROPOSE.....4

4.0 SCOPE OF WORK5

 4.1 Tasks/Deliverables 6

 4.2 Staffing..... 6

 4.3 Pre-Meeting Activities 8

 4.4 Peer Review Panel Administration 9

 4.6 Meeting Activities..... 10

 4.7 Post-Meeting Activities and Reporting Requirements 11

 4.8 Security 11

 4.9 Transition 12

5.0 ADMINISTRATIVE INFORMATION 12

 5.1 Restricted Period 12

 5.2 Questions..... 13

 5.3 Right to Modify RFP..... 13

 5.4 Payment..... 13

 5.5 Minority & Woman-Owned Business Enterprise Requirements..... 14

 5.6 Equal Employment Opportunity (EEO) Reporting 15

 5.7 Sales and Compensating Use Tax Certification (Tax Law, § 5-a) 16

 5.8 Contract Insurance Requirements..... 16

 5.9 Subcontracting..... 16

 5.10 DOH’s Reserved Rights..... 17

 5.11 Freedom of Information Law (“FOIL”)..... 17

 5.12 Lobbying 17

 5.13 State Finance Law Consultant Disclosure Provisions 18

 5.14 Debriefing 19

 5.15 Protest Procedures 19

 5.16 Iran Divestment Act 19

 5.17 Piggybacking 19

 5.18 Encouraging Use of New York Businesses in Contract Performance..... 19

 5.19 Diversity Practices Questionnaire..... 19

 5.20 Participation Opportunities for NYS Certified Service-Disabled Veteran-Owned Businesses. 20

 5.21 Intellectual Property 20

 5.22 Vendor Assurance of No Conflict of Interest or Detrimental Effect 20

 5.23 Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination 20

6.0 PROPOSAL CONTENT 20

 6.1 Administrative Proposal 21

 6.2 Technical Proposal 22

 6.3 Cost Proposal 25

7.0 PROPOSAL SUBMISSION 26

 7.1 No Bid Form..... 27

8.0 METHOD OF AWARD..... 27

 8.1 General Information 27

 8.2 Submission Review 27

 8.3 Technical Evaluation..... 28

 8.4 Cost Evaluation..... 28

 8.5 Composite Score 28

 8.7 Reference Checks 28

 8.9 Award Recommendation 28

ATTACHMENTS..... 29

1.0 CALENDAR OF EVENTS

RFP 2025 A REQUEST FOR PROPOSALS FOR MERIT PEER REVIEW SERVICES FOR SCIENTIFIC AND EDUCATION RESEARCH APPLICATIONS)	
<u>EVENT</u>	<u>DATE</u>
Issuance of Request for Proposals	March 12, 2019
Deadline for Submission of Written Questions	Questions Due by April 2, 2019 at 4:00 p.m. ET
Responses to Written Questions Posted by DOH	Responses posted On or About April 19, 2019
Deadline for Submission of Proposals	Proposals Due on or Before May 9, 2019 4:00 p.m. ET
<i>Anticipated</i> Contract Start Date	January 1, 2020

2.0 OVERVIEW

Through this Request for Proposals (“RFP”), the New York State (“State”) Department of Health (“DOH”) is seeking competitive proposals from an entity for the purpose of conducting independent scientific and technical merit peer review of applications for funding through the DOH. The successful bidder for this RFP will provide peer review services for breast cancer scientific and education research projects; spinal cord injury scientific research projects; and stem cell science research and education projects. It is the Department’s intent to award one (1) contract from this procurement.

2.1 Introductory Background

Health Research Science Board (HRSB)

The HRSB is authorized to make recommendations for funding for creative and innovative biomedical research and education research projects in the field of breast cancer. The DOH administers breast cancer research funding, based on recommendations and advice from the HRSB. In conjunction with the DOH, the HRSB solicits, reviews, and makes funding recommendations for creative and innovative biomedical or health-related research or education projects to be supported by the Breast Cancer Research and Education Fund.

Information about the HRSB and its past Requests for Applications (RFAs) and awards can be found at: <https://www.wadsworth.org/extramural/breastcancer/research-support>.

Spinal Cord Injury Research Board (SCIRB)

The SCIRB is authorized to make recommendations for funding for biomedical projects in the field of spinal cord injury. The DOH administers spinal cord injury research funding, based on recommendations and advice from the SCIRB. In conjunction with the DOH, the SCIRB solicits, reviews, and makes funding recommendations for such projects to be supported by the Spinal Cord Injury Research Fund.

Information about the SCIRB and its past Requests for Applications (RFAs) and awards can be found at: <https://www.wadsworth.org/extramural/spinalcord/research-support>. The subject of future RFAs will be defined by the SCIRB.

Empire State Stem Cell Board (ESSCB)

The ESSCB is authorized to provide funding for basic, applied, translational and other research designed to advance scientific discoveries in fields related to stem cell biology, as well as training, infrastructure support and educational initiatives. The DOH administers stem cell research funding, based on recommendations and advice from the ESSCB. In conjunction with the DOH, the ESSCB solicits, reviews, and makes funding recommendations for creative and innovative biomedical or health-related research projects, infrastructure support, training and education to be supported by the Empire State Stem Cell Trust Fund.

Information about the ESSCB, DOH and its past Requests for Applications (RFAs) and awards can be found at: <https://www.stemcell.ny.gov>.

2.2 Important Information

The bidder is required to review, and is requested to have legal counsel review, [Attachment 8](#), the DOH Agreement. The Bidder must be willing to enter into an Agreement substantially in accordance with the terms of [Attachment 8](#) should the bidder be selected for contract award. Please note that this RFP and the awarded bidder's proposal 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 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 the DOH and the successful bidder. By submitting a response to the RFP, the Bidder agrees to comply with all the provisions of Appendix A. Note, [Attachment 7](#), the Bidder's Certifications/Acknowledgements, should be submitted 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. It also includes a statement that the bidder acknowledges that, should any alternative proposals or extraneous terms be submitted with the proposal, 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 1.0](#) (Calendar of Events). Any amendments the DOH makes to the RFP because of questions and answers will be publicized on the DOH web site.

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).

3.0 BIDDERS QUALIFICATIONS TO PROPOSE

3.1 Minimum Qualifications

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. The DOH will accept bids from organizations with the following types and levels of experience as a prime contractor:

Eligible Bidders must have a minimum of five (5) years of experience coordinating and conducting all aspects of independent scientific and technical merit peer review of research proposals. Experience must include the following activities:

- panel member recruitment and composition,
- meeting planning and facilitation,
- coordination of communications, travel, lodging and other logistics,
- group facilitation,
- evaluating, scoring and report writing as described herein.

Failure to meet/complete these Minimum Qualifications will result in a proposal being found non-responsive and eliminated from consideration.

4.0 SCOPE OF WORK

This Section describes the peer review services that are required to be provided by the selected bidder. The selected bidder must be able to provide these services throughout the contract term.

PLEASE NOTE: Bidders will be requested to provide responses that address all the requirements of this RFP as part of its Technical Proposal.

The terms “bidders”, “vendors”, “contractors” 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.

There are a variety of factors that influence the schedule of RFA release; therefore, the contractor will coordinate independent peer review services as needed by the DOH. Prospective bidders should note that DOH may release up to eight (8) RFAs each year – four (4) scientific research RFAs, two (2) education research RFAs, and two (2) training RFAs which results in eight (8) Peer Review Cycles per year (the review of applications resulting from a single RFA constitutes a Peer Review Cycle). Based on current estimates, investigators from approximately 40 institutions may be eligible to apply for funding. The number of applications received in response to each RFA will vary; to date, this figure has ranged from 1 to 60 (HRSB), 1 - 40 (SCIRB) and 1-275 (ESSCB). The number of applications submitted varies by type of RFA. An anticipated list of RFAs proposed for issuance in the coming years is provided in Table 1 (based on historical data).

Table 1. Currently Proposed RFAs/Anticipated Funding Mechanisms

Board	Mechanism	Estimated number of Applications*	Similar Model
HRSB	Peter T. Rowley Breast Cancer Scientific Research Projects (Innovative, Developmental or Exploratory Research Activities)	45	NIH R21
HRSB	Patricia S. Brown Breast Cancer Risk Reduction Education Research Projects	6	N/A
HRSB	Healthcare Practitioner Breast Cancer Education Research Projects	5	N/A
SCIRB	Projects to Accelerate Research Translation (PART) and Innovative, Developmental or Exploratory Activities (IDEA) in Spinal Cord Injury	35	NIH R21 and R01
SCIRB	Individual Predoctoral and Postdoctoral Fellowships in Spinal Cord Injury Research	15	NIH F31 and F32

Board	Mechanism	Estimated number of Applications*	Similar Model
SCIRB	Translational Research Projects (TRP) in Spinal Cord Injury	6	NIH Translational Program Project (P01t)
ESSCB	Innovative, Developmental or Exploratory Activities in Stem Cell Science (IDEA) and Investigator-Initiated Research Projects in Stem Cell Science (IIRP)	275	NIH R21 and R01
ESSCB	Institutional Training Programs in Stem Cell Science	10	NIH T32

*Data in table is based upon historical data

4.1 Tasks/Deliverables

Regardless of the specific method used during the contract term, the contractor will be required to provide consistent, high-quality services through processes that are generally recognized by the scientific community to be credible, objective and comprehensive. The successful contractor will:

- a. Receive confidential applications and screen for compliance with established criteria set forth in the RFA and other application requirements and standards, including, but not limited to, requirements for human subject's research, vertebrate animal research, human stem cell research, and/or use of recombinant DNA. A simple checklist or spreadsheet can be created by the contractor and used to document compliance with various criteria required by the RFA's application instructions (to be established in discussion with the NYSDOH).
- b. Recruit highly-qualified individuals to serve on merit peer review panels, and identify and manage any conflicts of interest among them. Peer reviewers will be from outside New York State and will have appropriate experience and expertise for the types of applications that are anticipated.
- c. Coordinate, manage and provide support for independent scientific and technical merit peer review of applications for research and education funding.
- d. Design and implement procedures that establish a systematic process of reviewing applications based on scientific merit and to ensure compliance with DOH terms and conditions.
- e. Provide thorough written reports and summaries of each application received.
- f. Provide administrative support services such as meeting management, travel coordination and reimbursement of peer reviewers.

4.2 Staffing

For each of the research boards, the contractor will identify and designate an experienced staff member as an **overall manager** of this contract who will dedicate as much time as needed to ensure the final deliverable is received, reviewed and approved by the DOH in the timeframes specified. A single person may be identified and made responsible for the work associated with more than one (1) board or the Contractor may utilize more than one staff member. Staff member(s) assigned to manage the peer review process must have scientific research experience beyond the postdoctoral level.

This/these individual(s) will have:

- a) the rank and authority to make decisions on behalf of the contractor and to act as liaison with DOH staff to ensure completion of all tasks required for this contract;
- b) appropriate scientific credentials/expertise in biomedical or health-related research and have examples of scientific excellence through his/her own research publications. To include a minimum of three years of professional experience overseeing all aspects of independent scientific and technical merit peer review;
- c) a record of academic publications within the pertinent disciplines;
- d) research experience; and
- e) prior experience in peer review procedures and health sciences administration.

The contractor will employ Scientific Review Administrators (SRAs) that will play a critical leadership role in the peer review process and has the overall responsibility to ensure that the peer review panel proceedings are accurately recorded and the integrity of the review process is maintained. The SRAs must be highly skilled professionals who possess experience in peer review procedures, as well as in administration related to biomedical and/or health-related research.

The contractor must also ensure the availability of necessary contractor staff, over the duration of the contract, who collectively have expertise in all aspects of peer review administration and to fulfill the tasks of the project (and as many as 275 applications per Peer Review Cycle). The contractor will identify experienced scientists, physicians and others as appropriate to serve as the panel chairperson, subject matter experts (SMEs) and potential review panel members. The contractor will be responsible for recruitment and all communications with review panel members. The DOH will have final approval on the selection of peer review panel members and may request the contractor to recruit additional peer reviewers with specific expertise.

Specifically, staff assigned to the contract will be skilled and experienced in:

- a) information technology;
- b) database management;
- c) computer programming;
- d) reviewer recruitment, identification, solicitation, coordination and retention, assessment and evaluation;
- e) reviewer liaising;
- f) conflict of interest identification and management;
- g) travel and meeting coordination;
- h) scientific meeting planning, writing and editing;
- i) contract management;
- j) recording and reporting;
- k) fiscal operations;
- l) managing independent scientific and technical merit peer review processes including but not limited to:
 - critical evaluation and scoring of applications including workplans, budgets and timelines;
 - assessment of compliance issues such as publications and intellectual property,
 - human subjects research,
 - vertebrate animal research,
 - human pluripotent stem cell research,
 - and use of recombinant DNA in accordance with stated program policies and conditions.

Within 30 days of notification of contract award, but prior to commencement of work on this contract, the Contractor will be required to submit the names, resumes, relevant qualifications, accomplishments and other supporting documentation demonstrating relevant experience for all the proposed staff to the DOH for review and approval. Any change to any staff position must have the prior approval of DOH program staff. Changes in staff assignments are allowable provided that personnel replacements have substantially comparable or better qualifications and experience than original personnel. Any subcontractors must be approved by the DOH prior to commencement of work; however, the contractor is responsible for ensuring that all deliverables are completed to the satisfaction of

the DOH. Final award is contingent upon the DOH's review and approval of the staff proposed. The DOH reserves the right to approve or disapprove the Contractor's proposed staffing at any time during the contract.

The contractor will be expected to assume full costs and responsibilities for the services offered in the proposal for the duration of the contract term, including but not limited to recording necessary data, preparing and producing written products, and managing costs associated with convening of the panels.

The DOH staff members will be designated as the primary contact for the contractor for each of the boards. The DOH staff will communicate final approval of all plans and acceptance of deliverables under the contract and will work closely with the contractor throughout the contract term.

4.3 Pre-Meeting Activities

The DOH will notify the contractor of upcoming peer review cycles and provide draft copies of the RFA, application forms, merit review instructions and evaluation plan. The contractor will provide technical assistance and consultation regarding possible changes to these drafts to facilitate the peer review process. Further, the contractor will convene a conference call(s) with the DOH to discuss the specific timeline and final requirements for the peer review cycle. This discussion(s) will facilitate proper peer review panel assembly, finalize required post-meeting report contents, and review other details as necessary. Prior to the issuance of each RFA, the DOH will provide the contractor with necessary information to design reviewer instructions and forms for the peer review process including, but not limited to the final RFA, merit review instructions, evaluation plan, and budget guidance. At least two (2) weeks in advance of each RFA's application due date and prior to distribution to the peer review panel members, the contractor will submit the reviewer instructions and forms for DOH review and approval.

At least two (2) weeks in advance of each RFA's application due date, the DOH will provide submitted Letters of Intent to the contractor, as well as historical data from prior RFAs, so that specific panel recruitment efforts can begin. The contractor will identify experienced scientists, physicians, SMEs and others as appropriate to the subject of the RFA to serve as potential review panel members. The contractor will be responsible for recruitment and all communications with review panel members. The DOH will have final approval on the selection of peer review panel members and may request the contractor to recruit additional peer reviewers with specific expertise. Researchers and physicians will be identified and recruited by the contractor based on their possession of the appropriate credentials in the areas necessary to review the applications received; a record of academic publications within the pertinent application disciplines; and specific experience in their field. Further, the majority of review panel members will have experience in scientific peer review and in leading competitive, federally-funded or state-funded research projects. Some RFAs may require that the contractor identify other types of specific reviewer expertise. Although the contractor, subcontractors and its staff may or may not be located in New York State, all reviewers must work outside of the State.

The DOH will decide how the panel will convene and will attend both videoconference and in-person meetings. See below for meeting guidelines. The number of primary, secondary and tertiary reviewers needed for each application will vary based on board (see Section 4.5 Peer Review Panel Composition Requirements). A reviewer may sit on many panels however, to ensure the best quality review, the maximum number of applications per primary, secondary or tertiary reviewer that DOH will accept, across all boards, is six (6). Contractors may present an approach that results in fewer assignments per reviewer.

Videoconference meetings:

- panel sizes should not exceed 10 people, including the chair;
- the number of applications reviewed by each panel should be limited to 20.

In-person meetings:

- panel sizes should not exceed 20 people, including the chair;
- the number of applications reviewed by each panel should be limited to 40.

Applications responding to the RFAs will be submitted to the DOH through the New York State Grants Gateway. Each application will be assigned an application number by the New York State Grants Gateway. Those which meet the mandatory administrative requirements (Pass/Fail) will be forwarded to the contractor electronically in

Microsoft Word Document (.doc or .docx), Portable Document File (PDF) and/or Excel (.xls or .xlsx) formats. The contractor staff will assess each forwarded application's compliance with additional mandatory scientific requirements and penalties as specified in the RFA, such as page limitations, omission of required forms, etc. The DOH will make final determinations with respect to compliance issues identified by the contractor.

Upon access to the applications, the contractor will assess and manage conflicts of interest among potential review panel members. The contractor will assemble high quality peer review panels and organize panel assignment. However, the DOH will have final approval on the selection of peer review panel members and retains the right to reject panel members and/or to require the addition of subject matter experts to ensure quality of review. In such instances, the timeframes, found in Section 4.6, between application due date, date of distribution to panel members, and date of panel meeting will not be extended. The contractor will assign compliant applications to selected and approved review panel members (the number of reviewers per application will be determined by DOH for each RFA, but will not be less than two). At least four (4) weeks before the peer review panel meetings the contractor will provide the applications, reviewer critique templates, and reviewer instructions to the review panel members for review and critique of the applications. Instructions will include the use of tools provided by the contractor (e.g., web portals and software) to accurately document application evaluations and scores. Written critiques will contain an overall summary of the application, a summary of the discussion of the application, and a critique of the application based on the established evaluation criteria. All assigned reviewers will be required to submit their draft critiques and preliminary adjectival scores in writing to the contractor prior to the peer review meeting.

4.4 Peer Review Panel Administration

Each review panel will be administered by a Scientific Review Administrator (SRA) and comprised of a Chairperson and peer reviewers. The number of peer reviewers will depend on the Board issuing the RFA and number of applications received.

The Chairperson will be selected by the contractor based on his/her standing in the scientific community, prior peer review experience, experience leading a research program, and expertise in the area(s) related to the subject matter of the applications to be reviewed. The Chairperson is a scoring member of the review panel who works closely with the SRA, presides at the meeting, provides leadership in moderating and guiding panel members in their deliberations, and ensures that each application receives a fair review based on merit. As a reviewing member of the team, the Chairperson must live outside of NYS.

4.5 Peer Review Panel Composition Requirements

Recruit highly-qualified individuals to serve on merit peer review panels, and identify and manage any conflicts of interest among them. Peer reviewers will be in good standing in the scientific community, have experience leading a research program, expertise in the area(s) related to the subject matter of the applications to be reviewed, must be from outside New York State and a majority will have prior peer review experience.

A. The Spinal Cord Injury Research Board

For each SCIRB RFA peer review, there must be two panels that fall into the research subject categories of "Cellular Regeneration and Therapeutics" and "Rehabilitation" (unless all applications received for a given RFA fall into a single research category). Each application will be reviewed by a primary, secondary and tertiary reviewer. Two (2) of the primary, secondary and tertiary reviewers must be a "senior scientist", which is defined as a scientific researcher who has been a primary investigator or co-primary investigator on more than one scientific research project which has been previously funded. Further, the tertiary reviewer for each application will have the responsibility to provide a detailed review of each application's budget.

B. The Health Research Science Board

For each HRSB RFA peer review, each application will be reviewed by a primary, secondary and a breast cancer survivor or advocate who are identified and recruited based on their understanding of basic scientific or education research. The secondary reviewer for each application will have the responsibility to provide a detailed review of each application's budget.

C. The Empire State Stem Cell Board

For each ESSCB RFA peer review, each application will have a primary and secondary reviewer. The primary or secondary reviewer may be required to provide a detailed review of each application's budget.

4.6 Meeting Activities

The review panel will convene by video conference and/or in person to discuss the assigned applications within eight (8) weeks after the application due date (unless otherwise agreed upon by the DOH and the contractor). Prior to the start of the review panel meeting, the contractor and DOH staff will conduct an orientation session that will allow the reviewers to ask specific questions regarding the RFA and/or the process for review. Training, orientation or separate material developed for reviewers should be described in the contractor's approach.

Peer reviewers must agree to abide by the merit-based peer review guidelines established by the bylaws adopted by the associated board and any additional instructions provided by DOH staff to the contractor to ensure compliance with the program terms and conditions, high-quality research, and reasonableness of cost.

According to the evaluation method established by the DOH for an RFA, each application will be presented by the assigned reviewers to the remainder of the panel members, and a panel discussion will ensue. All panel members will then be required to complete a scoring sheet for the application. Peer reviewers will provide adequate explanation based on their scores, and each reviewer's scores must be consistent with their written critiques. The contractor will be responsible for ensuring the proper conduct of the meeting, and will provide technical assistance and support as necessary throughout the meeting.

Usually two (2) DOH staff will oversee panel discussions to ensure that the process remains consistent with procurement rules and to offer technical assistance to the contractor where needed. The number of DOH staff may vary based on the number of panels convening simultaneously.

Review panel members are responsible for thoroughly reviewing and providing written evaluations of their assigned applications prior to the convened meeting, as well as orally presenting their evaluations to the review panel at the meeting and actively participating in the assessment, discussion, and scoring of all applications reviewed by the panel, and for editing their written critique as necessary based upon the discussion.

The contractor will be responsible for recruitment and engagement of, payment to, and all communications with, peer review panel members, to include, chairperson, SME(s), and peer reviewers. The contractor will provide honoraria/payment to the review panel members at the rate of \$1,200 per in-person review panel day for each scheduled meeting day and \$500 per additional travel day, or \$200 per teleconference hour; the Chairperson will receive \$1,500 per in-person review panel day and \$500 per additional travel day or \$250 per teleconference hour. The length of a full review panel day will be established by the panel meeting agenda. In the event of an in-person peer review panel meeting, the contractor will also be responsible for activities and costs associated with arrangements for the in-person meeting. The contractor will also arrange and pay for the travel, meals, and lodging for its staff and review panel members.

All related costs must be included in the contractor's bid price except for reimbursement of the following allowable pass-through expenditures:

- review panel members honoraria, travel, lodging and per diem;
- meeting space rental including refreshments, audio visual and internet technology charges.

Additional charges will not be reimbursed.

Administrative and logistics planning of the peer review meeting occur simultaneously. The contractor will obtain and provide DOH staff with three (3) quotes for all meeting space expenses. The DOH staff will then select the meeting venue. The contractor will make travel and hotel arrangements for meeting attendees, limited by New York State per diem rates (for applicable per diem rates, see: <http://www.gsa.gov/portal/category/21287>), and prepare meeting materials.

4.7 Post-Meeting Activities and Reporting Requirements

Upon completion of peer review, scores will be received by the SRA and calculated for each application. The contractor staff will assess each application that receives a calculated score eligible to be considered by the DOH per the RFA evaluation plan. The DOH will make final determinations with respect to any issues identified by the contractor. Within 30 days of the conclusion of peer review meeting (unless otherwise agreed upon), the Contractor will provide the DOH with the following digital reports:

1. Cumulative score reports in Microsoft Excel (.xls or .xlsx) and Portable Document Format (PDF) files separated by the cutoff score for consideration as established in the RFA (e.g. "The ESSCB will not consider applications that score worse than a 2.9.").
2. Thorough and accurate written evaluation reports in PDF formats, separated by the cutoff score as established in the RFA. Each evaluation report will contain:
 - a. summary page that identifies the application number, applicant institution, Principal Investigator, project title, budget requested and summarizes the evaluation criteria scores, penalty points applied, and final application score and a summary page excluding all scores and penalties;
 - b. detailed, anonymized, score report of the panel for the application;
 - c. lay abstract extracted verbatim from the application;
 - d. overall summary of the panel discussion of each application discussed by the panel;
 - e. evaluative statements (critique) for each RFA-established review criterion from each of the assigned reviewers; and
 - f. documentation of any concerns of the peer review panel members regarding: use of human subjects, vertebrate animals and recombinant DNA; overlap of scientific, budget or commitment; and other items identified in the RFA and/or merit review instructions.

These reports will be used to assist the board members in making award recommendations. The evaluation reports will be shared with the applicants.

4.8 Security

The 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 this 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 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 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.

The Contractor will develop and maintain 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/HRI, as well as with all applicable State and federal requirements, in performance of this contract.

4.9 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.

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 (see section 4) 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.

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 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 four (4) months before the last day of its contract with the Department of Health or upon request of the Department.

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 (“IFB”), 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.

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.

Pursuant to State Finance Law §§ 139-j and 139-k, the Department of Health identifies a designated contact on face page of this RFP to whom all communications attempting to influence this procurement must be made.

5.2 Questions

There will be an opportunity available for submission of written questions and requests for clarification with regard to this RFP. All questions and requests for clarification of this RFP should cite the particular RFP Section and paragraph number where applicable and must be submitted via email to hrrsb@health.ny.gov. It is the bidder's responsibility to ensure that email containing written questions and/or requests for clarification is received at the above address no later than the Deadline for Submission of Written Questions as specified in [Section 1.0](#) (Calendar of Events). Questions received after the deadline may **not** be answered.

5.3 Right to Modify RFP

The 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 the DOH, at any time prior to the Deadline for Submission of Proposals listed 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 the DOH will be posted to the DOH website.

If the 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 hrrsb@health.ny.gov and request clarification or modification of the document.

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 Payment

The contractor shall submit invoices and/or vouchers to the State's designated payment office:

Preferred Method: Email a .pdf copy of your signed voucher to the BSC at: AccountsPayable@ogs.ny.gov with a subject field as follows:

Subject: <<Unit ID: 3450297>> <<Contract # TBD>>

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

**NYS Department of Health
Unit ID 3450297
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, by email at 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.osc.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 of such invoices and/or vouchers by the State (NYS Department of Health) shall be made in accordance with Article XI-A of the New York State Finance Law Section 4.0 Scope of Work and Attachment B.

Payment for pass-through costs, as defined in Section 4.6, Section 6.3 and Attachment B will be accepted for payment upon receipt of properly detailed vouchers accompanied by itemized invoices for all charges. Vouchers in the amount of the appropriate cost proposal bid price (price per application multiplied by number of applications received) will be accepted for payment upon the completion of a Peer Review Cycle and receipt of the Post Meeting Report Requirements as noted in Section 4.7. Vouchers must be submitted no later than 60 days after the completion of the Peer Review Cycle.

In the event the contractor begins work on a peer review cycle but the decision is made by DOH that the cycle cannot be completed, the contractor may be reimbursed for deliverables and sub-activities described in Attachment B, Section A, if completed to the satisfaction of the Department of Health and the performance of all work set forth in said specifications.

5.5 Minority & Woman-Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the New York State Department of Health (“DOH”) recognizes its obligation to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of DOH contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" (“Disparity Study”). The report found evidence of statistically significant disparities between the level of participation of minority-and women-owned business enterprises in state procurement contracting versus the number of minority-and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that DOH establish goals for maximum feasible participation of New York State Certified minority- and women – owned business enterprises (“MWBE”) and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, DOH hereby establishes an overall goal of **30%** for MWBE participation, **15%** for Minority-Owned Business Enterprises (“MBE”) participation and **15%** for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified MWBE firms). A contractor (“Contractor”) on the subject contract (“Contract”) must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that DOH may withhold payment pending receipt of the required MWBE documentation. For guidance on how DOH will determine “good faith efforts,” refer to 5 NYCRR §142.8.

The directory of New York State Certified MWBEs 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.

By submitting a bid, a bidder agrees to complete an MWBE Utilization Plan ([Attachment 5](#), Form #1) of this RFP. The DOH will review the submitted MWBE 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 of receipt. The DOH may disqualify a Bidder as being non-responsive under the following circumstances:

- a) If a Bidder fails to submit a MWBE 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 the DOH determines that the Bidder has failed to document good-faith efforts;

The Contractor will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made after 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 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

If the Contractor is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such finding will constitute a breach of Contract and DOH may withhold payment from the Contractor as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

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 hrrsb@health.ny.gov before the Deadline for Questions as specified in [Section 1.0](#) (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.

5.6 Equal Employment Opportunity (EEO) Reporting

By submission of a bid in response to this solicitation, the Bidder agrees with all of the terms and conditions of [Attachment 8](#) Appendix A including Clause 12 - Equal Employment Opportunities for Minorities and Women. Additionally, the successful bidder will be required to certify they have an acceptable EEO (Equal Employment Opportunity) policy statement in accordance with Section III of Appendix M in [Attachment 8](#).

Further, pursuant to Article 15 of the Executive Law (the “Human Rights Law”), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin,

sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the Contractor, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

To ensure compliance with this Section, the Bidder should submit with the bid or proposal an Equal Employment Opportunity Staffing Plan ([Attachment 5](#), Form #4) identifying the anticipated work force to be utilized on the Contract. Additionally, the Bidder should submit a Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement ([Attachment 5](#), Form # 5), to DOH with their bid or proposal.

5.7 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 contractors' 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 offerer 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 of Health 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>.

Forms are available through these links:

- ST-220 CA: 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

5.8 Contract Insurance Requirements

Prior to the start of work under this Contract, the CONTRACTOR shall procure, at its sole cost and expense, and shall maintain in force at all times during the term of this 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.

5.9 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 the requirements of the RFP are 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. The 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 Agreement. 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.

5.10 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 agency'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 agency'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 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 offer is subject to withdrawal communicated in a writing signed by the offerer; 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 an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation.

5.11 Freedom of Information Law ("FOIL")

All proposals may be disclosed or used by DOH to the extent permitted by law. The 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 \(B\)](#) 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.

5.12 Lobbying

Chapter 1 of the Laws of 2005, as amended by Chapter 596 of the Laws of 2005, made significant changes as it pertains to development of procurement contracts with governmental entities. The changes included:

- a) made the lobbying law applicable to attempts to influence procurement contracts once the procurement process has been commenced by a state agency, unified court system, state legislature, public authority, certain industrial development agencies and local benefit corporations;
- b) required the above mentioned governmental entities to record all contacts made by lobbyists and contractors about a governmental procurement so that the public knows who is contacting governmental entities about procurements;
- c) required governmental entities to designate persons who generally may be the only staff contacted relative to the governmental procurement by that entity in a restricted period;
- d) authorized the New York State Commission on Public Integrity, (now New York State Joint Commission on Public Ethics), to impose fines and penalties against persons/organizations engaging in impermissible contacts about a governmental procurement and provides for the debarment of repeat violators;
- e) directed the Office of General Services to disclose and maintain a list of non-responsible bidders pursuant to this new law and those who have been debarred and publish such list on its website;
- f) required the timely disclosure of accurate and complete information from offerers with respect to determinations of non-responsibility and debarment; (Bidders responding to this RFP should submit a completed and signed [Attachment 1](#), "Prior Non-Responsibility Determination".)
- g) increased the monetary threshold which triggers a lobbyist's obligation under the Lobbying Act from \$2,000 to \$5,000; and
- h) established the Advisory Council on Procurement Lobbying.

Subsequently, Chapter 14 of the Laws of 2007 amended the Lobbying Act of the Legislative Law, particularly as it related to specific aspects of procurements as follows: (i) prohibiting lobbyists from entering into retainer agreements on the outcome of government grant making or other agreement involving public funding; and (ii) reporting lobbying efforts for grants, loans and other disbursements of public funds over \$15,000.

The most notable, however, was the increased penalties provided under Section 20 of Chapter 14 of the Laws of 2007, which replaced old penalty provisions and the addition of a suspension option for lobbyists engaged in repeated violations. Further amendments to the Lobbying Act were made in Chapter 4 of the Laws of 2010.

Questions regarding the registration and operation of the Lobbying Act should be directed to the New York State Joint Commission on Public Ethics.

5.13 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 of Health, the Office of the State Comptroller, and Department of Civil Service.

State Consultant Services Form A: Contractor's Planned Employment and Form B: Contractor's Annual Employment Report may be accessed electronically at: <http://www.osc.state.ny.us/agencies/forms/ac3271s.doc> and <http://www.osc.state.ny.us/agencies/forms/ac3272s.doc>.

5.14 Debriefing

Once an award has been made, bidders may request a debriefing of their proposal. Please note the debriefing will be limited only to the bidder's proposal, and will not include any discussion of other proposals. Requests must be received no later than fifteen (15) calendar days from date of award or non-award announcement.

5.15 Protest Procedures

In the event unsuccessful bidders wish to protest the award resulting from this RFP, bidders should 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 Guide to Financial Operations (GFO). Available on-line at: <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>

5.16 Iran Divestment Act

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website (currently found at this address: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should DOH receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, DOH will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then DOH shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default. The DOH reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

5.17 Piggybacking

New York State Finance Law section 163(10) (e) (see also <http://www.ogs.ny.gov/purchase/snt/sflxi.asp>) allows the Commissioner of the NYS Office of General Services to consent to the use of this contract by other New York State Agencies, and other authorized purchasers, subject to conditions and the Contractor's consent.

5.18 Encouraging Use of New York Businesses in Contract Performance

Public procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its contractors. New York State businesses have a substantial presence in State contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, bidders/proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles. All bidders should complete [Attachment 6](#), Encouraging Use of New York Businesses in Contract Performance, to indicate their intent to use/not use New York Businesses in the performance of this contract.

5.19 Diversity Practices Questionnaire

Diversity practices are the efforts of contractors to include New York State-certified Minority and Women-owned Business Enterprises ("MWBs") in their business practices. Diversity practices may include past, present, or future actions and policies, and include activities of contractors on contracts with private entities and

governmental units other than the State of New York. Assessing the diversity practices of contractors enables contractors to engage in meaningful, capacity-building collaborations with MWBEs.

5.20 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 certified Service-Disabled Veteran-Owned Businesses (“SDVOBs”), thereby further integrating such businesses into New York State’s economy. The 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 to discuss methods of maximizing participation by SDVOBs on the Contract.

5.21 Intellectual Property

Any work product created pursuant to this agreement 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.

5.22 Vendor Assurance of No Conflict of Interest or Detrimental Effect

All bidders responding to this solicitation should submit [Attachment 4](#) to attest that their performance of the services outlined in this IFB does not create a conflict of interest and that the bidder will not act in any manner that is detrimental to any other State project on which they are rendering services.

5.23 Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics. In accordance with Executive Order No. 177, the Offeror certifies that they do not have institutional policies or practices that fail to address those protected status under the Human Rights Law.

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 required to submit complete Administrative and Technical Proposals as well as 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.

The 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. A 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.

A. Bidder's Disclosure of Prior Non-Responsibility Determinations

Submit a completed and signed [Attachment 1](#), "Prior Non-Responsibility Determination."

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](#), (Freedom of Information Law)

C. Vendor Responsibility Questionnaire

Complete, certify, and file a New York State Vendor Responsibility Questionnaire. The DOH recommends that vendors 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 <https://portal.osc.state.ny.us>.

Vendors 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.

Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, 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. Bidder's should complete and submit the Vendor Responsibility Attestation, [Attachment 3](#).

D. Vendors Assurance of No Conflict of Interest or Detrimental Effect

Submit [Attachment 4](#), Vendor's Assurance of No Conflict of Interest or Detrimental Effect, which includes information regarding the Bidder, members, shareholders, parents, affiliates or subcontractors. [Attachment 4](#) must be signed by an individual authorized to bind the Bidder contractually.

E. 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."

F. Encouraging Use of New York Businesses in Contract Performance

Submit [Attachment 6](#), "Encouraging Use of New York State Businesses" in Contract Performance to indicate which New York Businesses you will use in the performance of the contract.

G. Bidder's Certified Statements

Submit [Attachment 7](#), "Bidder's Certified Statements", which includes information regarding the Bidder. [Attachment A](#) 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. The DOH reserves the right to reject a proposal that contains an incomplete or unsigned [Attachment 7](#) or no [Attachment 7](#).

H. References

Provide references using [Attachment 9](#), for three relevant clients. The clients may be any combination of federal, state or not-for-profit national organizations. Provide the name of the sponsoring company, contact name, address and telephone number. Also provide a project-identifying title, a brief description of the scope of the services provided, dates of service, deadlines, reports produced and other relevant information.

I. 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 of 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.

J. Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination

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.

6.2 Technical Proposal

The purpose of the Technical Proposal is to show the qualifications, competence, and capacity of the Bidder to perform the services contained in this RFP. The Technical Proposal should include 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.

Your proposal should contain sufficient information to assure DOH of its accuracy. Please provide the information in the same order in which it is requested. While additional data may be presented, the following should be included. Failure to follow these instructions may result in disqualification.

Pricing information contained in the Cost Proposal cannot be included in the Technical Proposal documents.

A. 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.

B. Table of Contents

The Table of Contents should clearly identify all material (by section and page number) included in the proposal.

C. Documentation of Bidder's Eligibility Responsive to Section 3.0 of RFP

Bidders must be able to meet all the requirements stated in Section 3.1 of the RFP. The bidder must submit documentation such as a listing of relevant clients and projects performed, that provides sufficient evidence of meeting the criterion. This documentation may be in any format needed to reflect how they meet the minimum qualifications to propose.

Eligible Bidders must have a minimum of five (5) years of experience coordinating and conducting all aspects of independent scientific and technical merit peer review of research proposals. Experience must include the following activities:

- panel member recruitment and composition,
- meeting planning and facilitation,
- coordination of communications, travel, lodging and other logistics,
- group facilitation,
- evaluating, scoring and report writing as described herein.

D. 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.

D1. Bidder's Experience

D.1.a. Provide a brief description of your organization's background and relevant experience in coordinating independent scientific and technical merit peer review of applications for research funding as described in Sections 4.1 through 4.8 (Scope of Work).

D.1.b. Please provide your experience using alternate methods of conducting peer reviews including methods found to be successful as well as potential problem areas that could be encountered using the primary approach; indicate how you plan to address and provide alternative approaches.

D.1.c. Describe your experience identifying and managing conflicts of interest among peer reviewers.

D2. Staffing and Staffing Qualifications (see Staffing Section 4.2)

The bidder should provide a staffing plan for completion of services that includes the following for each:

- a. how the bidder plans to recruit and train an adequate number of staff; (including overall manager, chairperson, SRA, SMEs and peers)
- b. bidder's ability to provide qualified staff to carry out the projected workload and scope of work over the entire contract period;
- c. 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;
- d. bidder's process for ensuring all Contractor and subcontractor staff are appropriately trained and how the training protocols provide for consistency among audit staff and the analysis of findings;
- e. how the Bidder intends to maintain the staffing levels and personnel planned;
- f. an organizational chart that delineates the titles of the staff responsible for fulfilling the tasks/deliverables detailed in Section 4.1 Tasks/Deliverables, their lines of communications, and how the organization intends to organize staff and management for this project;
- g. bidders should describe the organization's access to and experience in recruiting and screening sufficient numbers of qualified reviewers, from outside New York State, who have the appropriate

experience and expertise for the types of applications that are anticipated.(see Section 2.1, Table 1 and DOH past RFAs).

- h. identify the number of years and type of experience for each identified position proposed; including but not limited to administrative, fiscal, meeting planning, scientific review administration, information technology, and other staff.

D3. Proposed Approach (see Scope of Work Section 4.1 and 4.3 - 4.8)

Provide a detailed plan describing the specific approaches, tasks, activities and related operations to be employed in the provision of up to four peer review panel meetings of varying sizes in each year of the contract. Include activity descriptions for each of the following deliverable products:

- 1) Receive applications and screen for compliance with DOH-established criteria and other application requirements
- 2) Recruit qualified individuals as consultants to serve on review panels; identify and manage any conflicts of interest
- 3) Coordinate, manage and provide support for independent merit peer review of research funding applications.
- 4) Design and implement procedures that establish a systematic process of reviewing applications to ensure: compliance with DOH terms and conditions; high-quality research; and reasonableness of cost.
- 5) Provide thorough written reports and summaries of each application received.
- 6) Provide administrative support services such as conference management, travel logistics, coordination and reimbursement of reviewers.

D4. Facilities, Technology, Meeting Environment and Security (see Scope of Work Section 4.1 - 4.8)

- a) Describe the facilities, technology and equipment available to provide the Scope of Work as detailed in the proposed approach section of the bidder's proposal (see above). Also describe the facilities and technology resources available to support all other aspects of the contract, such as tracking expenditures, submitting timely vouchers, reimbursing reviewers and managing costs associated with the contract
- b) Include a description of available information technology, equipment and resources used to communicate with and transmit confidential data between peer reviewers and the DOH throughout each phase of peer review during the contract term (applications, reviewer guidance and materials, development of preliminary critiques and scores, discussion of applications, finalization of critiques and scores, and return of final deliverables to DOH).

D5. Timeline

Provide a timeline representative of specific activities, tasks and related operations to support the provision of one in-person peer review panel meeting using the approach described to review as many as 275 applications and one videoconference peer review panel meeting using the approach described to review as many as 20 applications. Identify time savings that would be realized in review of smaller numbers of applications.

D6. Transition (see Section 4.9)

The bidder should describe its approach for transitioning operational and technical support activities that have been maintained and operated by the Contractor to the Department or designee. The bidder should describe the procedures that it plans to use for an orderly, complete, and controlled transition process.

6.3 Cost Proposal

The bidder must submit a completed and signed [Attachment B – Cost Proposal](#). The bidder must use Attachment B Cost Proposal and it shall comply with the format and content requirements as detailed in this document and in Attachment B. **Failure to comply with the format and content requirements will result in disqualification.**

Bid prices quoted must be an all-inclusive price to cover the cost of furnishing all the said services, which shall include all costs such as salaries, materials, equipment, profit, employee travel, employee lodging, employee meals and ancillary costs such as printing, secretarial services, data entry, computer support, bidder's information technology (IT), communications, recordkeeping and reporting, and inflationary calculations for salaries, benefits and other items to the satisfaction of the Department of Health and the performance of all work set forth in said specifications.

The contractor will be responsible for recruitment and engagement of, payment to, and all communications with, peer review panel members. The contractor will provide honoraria/payment to the reviewers at the rate of \$1,200 per review panel day for each scheduled in-person meeting day and \$500 per additional travel day, or \$200 per videoconference hour; the Chairperson will receive \$1,500 per in-person review panel day and \$500 per additional travel day, or \$250 per videoconference hour.

In the event of an in-person peer review panel meeting, the contractor will provide three (3) quotes for meeting space (inclusive of space rental, refreshments, audio visual and internet technology charges) after which DOH staff will decide the peer review location.

All related costs must be included in the contractor's prices bid except for reimbursement of the following allowable pass-through expenditures:

- **review panel members honoraria, travel, lodging and per diem;**
- **meeting space rental including refreshments, audio visual and internet technology charges.**

The Cost Proposal Form (Attachment B, Section A) must correspond to the Technical Component and must include the full costs and responsibilities for the services offered in the Technical Component for the duration of the contract term, including but not limited to recording necessary data, preparing and producing written products, and managing costs associated with convening of the review panels. The Cost Proposal Form (Attachment B, Section B) must correspond to the Technical Component and include full costs as outlined in the Cost Proposal Form.

To complete the Cost Proposal Form (Attachment B), bidders are required to propose separate costs for each deliverable.

- Section A, Cost Proposal by Deliverable and Activity: Deliverable Products 1-6, Bidders must provide:
 - Corresponding cost(s) being bid for activities based upon an application being reviewed through that stage of the review process.
 - Pricing must be separated out per deliverable and review method in the first contract year.
- Section B, Cost Proposal Per Application Received, Years 1-5; Review Methods; Videoconference and In-person, Bidders must provide:
 - An all-inclusive price per application received per review method.

Total of column A (Videoconference) & B (In-Person) should match the total cost to review each application of Section B, year one, by method.

The number of Peer Review Cycles and estimated number of applications provided in this RFP and its attachments do not represent a guarantee that NYSDOH will utilize any specific quantity of services under the contract resulting from this RFP.

Any resulting contract will allow payment for services at the appropriate level of effort for the method used for each peer review conducted based on the contents of the completed Attachment B. No additional expenses will be reimbursed except for approved pass-through costs- (1) reviewer honoraria, travel, lodging and per diem and (2) meeting space expenses (space rental, refreshments, audio visual and internet technology charges).

The bid price is to cover the cost of furnishing all the said services, including but not limited to materials, equipment, profit and labor to the satisfaction of the DOH and the performance of all work. In the event the contractor begins work on a peer review cycle but the decision is made by DOH that the cycle cannot be completed, the contractor may be reimbursed for deliverables and sub-activities described in Attachment B, Section A, if completed to the satisfaction of the Department of Health 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. The table below outlines the requested format and volume for submission of each part. Proposals should be submitted in all formats as prescribed below.

	Electronic Submission	Paper Submission
Administrative Proposal	2 dedicated flash drives or CDs labeled “Administrative Proposal” containing a standard searchable PDF file with copy/read permissions only.	3 originals 3 Copies
Technical Proposal	2 dedicated flash drives or CDs labeled “Technical Proposal” containing a standard searchable PDF file with copy/read permissions only.	3 originals 3 Copies
Cost Proposal	2 dedicated flash drives or CDs labeled “Cost Proposal” containing standard searchable PDF file(s) with copy/read permissions only.	3 originals 3 Copies

1. All hard copy proposal materials should be printed on 8.5” x 11” white paper (single-sided) and **be clearly page numbered on the bottom of each page with appropriate header and footer information.** A font size of eleven (11) points or larger should be used. The Technical Proposal materials should be presented separate from the sealed Cost Proposal. The sealed Cost Proposal should also be presented in separate three-ring binder(s);
2. Where signatures are required, the proposals designated as originals should have a handwritten signature and be signed in blue ink.
3. The NYSDOH discourages overly lengthy proposals. Therefore, marketing brochures, user manuals or other materials, beyond that sufficient to present a complete and effective proposal, are not desired. Elaborate artwork or expensive paper is not necessary or desired. For the NYSDOH to evaluate proposals fairly and completely, proposals should follow the format described in this RFP to provide all requested information. The Bidder should not repeat information in more than one section of the proposal. If information in one section of the proposal is relevant to a discussion in another section, the Bidder should make specific reference to the other section rather than repeating the information;
4. Audio and/or videotapes are not allowed. Any submitted audio or videotapes will be ignored by the evaluation team; and
5. In the event a discrepancy is found between the electronic and hardcopy proposal; the original 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.

Proposals should be submitted in three (3) separate, clearly labeled packages: (1) Administrative Proposal, (2) Technical Proposal and (3) Cost Proposal, prepared in accordance with the requirements stated in this RFP. Mark the outside envelope of each proposal as “RFP# 20025 - Merit Peer Review Services for Scientific and

Education Research Applications– (Administrative) (Technical) or (Cost) Proposal submitted by (Bidder’s name)”. The three (3) sealed proposals may be combined into one (1) mailing, if desired.

Proposals must be submitted, by U.S. Mail, by courier/delivery service (e.g., FedEx, UPS, etc.) or by hand as noted below, in a sealed package to:

U.S. Mail Address:	Federal Express Address:
Department of Health (RFP # 20025) Attention: EGA Andrea Garavelli Wadsworth Center, Empire State Plaza, Room C345 P.O. Box 509 Albany, New York 12201-0509	Department of Health (RFP # 20025) Attention: EGA Andrea Garavelli Wadsworth Center, Empire State Plaza, Room C345 P-1 South, Loading Dock J-3 Albany, New York 12237

NOTE: You should request a receipt containing the time and date received and the signature of the receiver for all hand-deliveries and ask that this information also be written on the package(s).

Submission of proposals in a manner other than as described in these instructions (e.g., fax, electronic transmission) will not be accepted.

7.1 No Bid Form

Bidders choosing not to bid are requested to complete the No-Bid form [Attachment 2](#).

8.0 METHOD OF AWARD

8.1 General Information

The 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. The 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 document 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 MWBE participation.

8.2 Submission Review

The 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 3.1).

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 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 proposal with the lowest all-inclusive price. All other responsive proposals will receive a proportionate score based on the relation of their Cost Proposal to the proposals 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 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 points awarded. Finalists will be determined based on composite scores.

8.7 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 qualifications to propose (Section 3.0).

8.9 Award Recommendation

The Evaluation Committee will submit a recommendation for award to the Finalist(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 written Agreement substantially in accordance with the terms of [Attachment 8](#), DOH Agreement, to provide the required 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.

Conditional Award:

The award will be made conditionally to the highest aggregate (Technical/Cost) scoring and responsible vendor, via the process delineated in RFP Section 8.0, Method of Award, pending the following:

1. No later than 30 business days following notification of an award, and prior to execution of the contract, the successful bidder provides supporting elements of the Technical Component of proposal. Material may include curriculum vitae and/or resumes of staff that could be assigned to this project. Elaborate brochures, reproduced copies, or printouts of standard manuals or sales literature may be included to further exemplify the narrative and response.

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 Determination](#)
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](#)

The following attachments are attached and included in this RFP:

- A. Proposal Document Checklist
- B. Cost Proposal

**ATTACHMENT A
PROPOSAL DOCUMENT CHECKLIST**

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

RFP 20025 – Merit Peer Review Services for Scientific and Education Research Applications		
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.E	M/WBE Participation Requirements:	<input type="checkbox"/>
	Attachment 5 Form 1	<input type="checkbox"/>
	Attachment 5 Form 2 (If Applicable)	<input type="checkbox"/>
§ 6.1.F	Attachment 6- Encouraging Use of New York Businesses	<input type="checkbox"/>
§ 6.1.G	Attachment 7 - Bidder’s Certified Statements, completed & signed.	<input type="checkbox"/>
§ 6.1.H	Attachment 9 – References	<input type="checkbox"/>
§ 6.1.I	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"/>

ATTACHMENT B
COST PROPOSAL
RFP #20025

The Cost Proposal Bid Sheet is provided in word format as a separate file on the Department's Grant/Funding Opportunities webpage for RFP #20025 is found at <https://www.health.ny.gov/funding>.