

**New York State Department of Health/Health Research Inc.**

**Behavioral Risk Factor Surveillance System (BRFSS)**

**RFP #17846**

**AMENDMENT #1**

**May 31, 2018**

The following are official modifications, which are hereby incorporated into the New York State Department of Health/Health Research, Inc. (HRI), Behavioral Risk Factor Surveillance System (BRFSS) Request for Proposals (RFP) #17846, issued May 4, 2018. The information contained in this amendment prevails over the original RFP language. For all amendments below, deleted language appears in strikethrough (“~~xxx~~”) and added language appears in underline (“xxx”).

**1. Section 4.2 Organizational and Staffing Requirements**

**4.2.5:**

The contractor will maintain adequate staffing of the call center, which includes onsite ~~project management, supervisors, and~~ interviewers (including Spanish speaking), ~~and a senior statistician (10+ years with experience in complex sample designs and weighting methods).~~ The project management, supervisors, ~~interviewers~~ and senior statistician (10+ years' experience in complex sample designs and weighting methods) competencies cannot be subcontracted except in an emergency with approval from DOH/HRI. The location of the project management and the senior statistician roles are up to the discretion of the bidder, but must be located within the continental United States.

**2. Section 5.0 Administrative Information**

**5.4 Payment, 5.4.2 For the HRI Contract only.**

A completed interview is defined according to the standards of the American Association for Public Opinion Research and reflects an interview in which the selected respondent has been asked all questions up to and including the demographic questions which will be used for weighting.

**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. ~~The prime contractor should have, onsite, the following staffing: Project management, supervisors, and senior statistician. These competencies cannot be subcontracted.~~ 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 DOH and the Contractor. 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.

Subcontracting is not allowed except for in emergency situations, for project management, supervisors, ~~interviewers~~ and senior statistician as outlined in Section 4.2.5.

### **3. Section 6.0 Proposal Content**

#### **6.2 Technical Proposal**

D.2.6 Provide a staffing plan to complete the activities and staffing requirements described in Section 4.2.5. Positions to be described include project management, supervisors, interviewers (including Spanish speaking), and a senior statistician (10+ years with experience in complex sample designs and weighting methods). ~~These positions will be onsite at the call center.~~ The project management, supervisors, ~~interviewers~~ and senior statistician competencies cannot be subcontracted except in an emergency situation with the approval of DOH. The staffing plan should include: descriptions of each position including the roles and responsibilities of each individual or group of individuals for carrying out the deliverables in this RFP, a description of the staff's functional responsibilities and how their functions relate to the successful completion of the contract deliverables; the expected number of staff needed to provide a full complement of staff; an organizational structure, including an organizational chart, that documents the ratio of supervisors to agents typically maintained within the organization and the turnover ratio of interviewers.

**Resumes are not required to be submitted with this proposal and will not be evaluated.**

### **4. Section 8.0 Method of Award**

#### **8.1 General Information**

~~Bidder must maintain an active registration in the System for Award Management (SAM) at SAM.gov, have no exclusions or delinquent federal debt.~~

### **5. Section 9.0 Terms and Conditions of HRI Contract**

The selected contractor will be required to sign the Consultant Agreement ([Attachment K](#) in Bidder's Library) and agree to the General Terms and Conditions outlined in Appendix A to the Consultant Agreement ([Attachment K](#)). The bidder selected for award, must have in place before signing the contract resulting from this RFP, and must maintain for the duration of the contract term, an active registration in the System for Award Management (SAM) at SAM.gov have no exclusions or delinquent federal debt.

All other terms and conditions remain the same.