

**Fund for Public Health in New York City  
Request for Proposals (RFP) for  
COVID-19 Vaccine Equity Partner Engagement  
Addendum #1**

**May 25, 2021**

This Addendum contains responses to all questions received by FPHNYC on or before May 21, 2021.

Except as otherwise stated in the attached and by any prior or subsequent Addenda to the above-referenced RFP, the solicitation remains unchanged.

**Please note that the submission due date for applications remains June 1, 2021 at 11:59 p.m. EST.**

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**I. Answers to Questions Received about the RFP:**

Answers to questions received by FPHNYC are contained in Annex A. The questions are sorted into the following categories:

- I. Eligibility
- II. Deliverables
- III. Budget
- IV. Application
- V. Contract/Post-Award

**II. Changes to RFP:**

An amended version of the COVID-19 Vaccine Equity Partner RFP has been posted and can be accessed at: <https://fphnyc.org/get-involved/requests-proposals/>.

Changes to the RFP have been documented as follows. Language that is crossed-out has been deleted; language underlined in bold-face type has been added. All changes have been highlighted in yellow.

**III. Changes to RFP Attachments:**

Attachment E: ACKNOWLEDGEMENT OF ADDENDA has been revised to reflect the issuance of this Addendum. Please see Annex B to this Addendum. **Proposers are directed to use this version of the Acknowledgement of Addenda to submit their applications.**

**II. Changes to Applicant's Guide:**

An amended version of the Applicant's Guide for the COVID-19 Vaccine Equity Partner RFP has been posted and can be accessed at: <https://fphnyc.org/get-involved/requests-proposals/>.

Changes to the RFP have been documented as follows. Language that is crossed-out has been deleted; language underlined in bold-face type has been added. All changes have been highlighted in yellow.

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**RFP Q&A**

Below are answers to the questions received by FPHNYC in writing by the Questions Due Date of May 21, 2021. Proposers are advised to read all questions and answers in order to have the most complete information.

Answers provided in writing herein should be considered the final and official responses to these questions.

**SECTION I. ELIGIBILITY**

**PART A. GENERAL ELIGIBILITY CLARIFICATIONS**

**1. We are interested in other COVID-related services like testing. Would this be eligible for this RFP?**

A. The focus of this RFP is to increase vaccine awareness, literacy, and confidence. At this time, we are only considering proposals related to vaccine awareness and support.

**2. Our organization serves neighborhoods that are not TRIE neighborhoods but are still neighborhoods that have been disproportionately impacted by the pandemic. Are we eligible?**

A. We understand there are a number of neighborhoods in need of COVID-19 related vaccine services not included on the priority [list](#) developed by the City's Taskforce on Racial Inclusion & Equity (TRIE). Currently, the RFP is focused on the 33 TRIE neighborhoods, particularly those with the lowest vaccination rates, which have been identified as being hardest-hit by COVID-19. If additional funding becomes available, there may be an opportunity to expand the service area beyond the TRIE neighborhoods. Any additional funding or changes to the service areas will be described and announced by addendum to the RFP and posted to FPHNYC's website:

<https://www.fphnyc.org/get-involved/rfps>.

**3. In the RFP, it mentions that there is an Eligibility Questionnaire, however I do not see it attached anywhere. Where can I find the questionnaire, and does it need to be submitted before the application?**

A. The Eligibility Questionnaire is completed in Survey Monkey as part of the full RFP application. The questionnaire is the first of five sections in the application. After demonstrating that the RFP's minimum requirements have been met, Applicants will be able to access and complete the full application.

An Application Guide containing the complete list of application questions is available on FPHNYC's website at <https://www.fphnyc.org/get-involved/rfps>.

**4. Our PLLC opened on November 9, 2020. Are we eligible?**

A. There are no prior experience requirements. This application is open to any community or faith-based organization (C/FBO) with 501(c)(3) nonprofit status meeting the minimum qualifications listed in the RFP (see page 3). Alternatively, organizations may apply through a fiscal sponsor with such status.

**5. How exactly do we begin the process of using a church to become a part of this engagement?**

A. Organizations may apply through a fiscal sponsor provided that the sponsoring organization can provide proof of 501(c)(3) nonprofit status. If applying through a fiscal sponsor, organizations will be required to complete Section IIA of the application.

If selected for award, organizations with a fiscal sponsor must provide a copy of the signed sponsorship agreement summarizing the terms of the relationship and the responsibilities of both the non-exempt group and the fiscal sponsor. More information on establishing a fiscal agent can be found here: <https://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits>.

**6. We are a non-profit based in Midtown Manhattan near Port Authority. We have congregate sites throughout the Bronx, however, in some of the eligible zip codes. We provide vaccinations and treatment at our FQHC which is in Manhattan. We also serve youth and young adults experiencing homelessness across NYC. Would we still be eligible?**

A. All applicants must meet the eligibility requirements listed in the RFP (see page 3). If your organization meets the minimum eligibility requirements, including serving one of the 33 TRIE neighborhoods, your organization is eligible to apply.

**7. What is the minimum needed for an org to be considered "serving" a specific neighborhood? Our team has done community outreach at multiple neighborhoods across NYC, though our regular services are based in specific Queens neighborhoods. Is it safe to say anywhere our services reach can qualify as a neighborhood served?**

A. An organization is considered to be serving a TRIE neighborhood if the organization has programs or services physically located in the neighborhood OR is otherwise supporting or engaging the neighborhood through outreach or advocacy.

**8. What if a community organization provides services in a TRIE zip code but does not have "bricks and Mortar" offices there?**

A. Applicants are not required to have a physical location in a TRIE neighborhood. An organization is considered to be serving a TRIE neighborhood if the organization has programs or services physically located in the neighborhood OR is otherwise supporting or engaging the neighborhood through outreach or advocacy.

**9. If we apply based on the Queens neighborhoods where we are located, but wind up being successful enough with outreach that we want to try Staten Island or Brighton Beach, will we be credited for doing that outreach, or should we choose a location or locations for the application and stay with them throughout?**

A. Applicants are encouraged to apply for any zip codes in which they have strong experience and community connections. Organizations selected for award will be expected to maintain the proposed service areas throughout the entire contract period. Should additional funds become available, there may be possibility to expand service to additional areas in which the organization has strong ties.

**10. Will current Test & Trace funded agencies eligible for this funding?**

A. Organizations funded under the T2 initiative are eligible to apply.

**11. If we are a Test & Trace Corps partner and that contract is extended, and we are selected for this RFP, can we do both – especially if some services are different – or do we have to choose one contract?**

A. Organizations that receive a contract extension through Test & Trace will have to choose one contract.

**12. What is the smallest geographical unit that DOH/H+H can provide vaccination rates? Is it just by zip code, or can you tell us by block, housing development or building?**

A. Data by block and housing development can be requested.

## **PART B. ELIGIBILITY FOR COMPETITION A VS. B**

**13. If a CBO has a less than \$2m budget but they are the lead of a coalition that is collectively greater than \$2m annually, which competition applies?**

A. Organizations working jointly or as part of coalitions will be considered under Competition B.

**14. If a coalition is proposed, does the lead agency budget determine the competition, or do all coalition members have to have an annual budget that matches the competition parameters?**

A. Organizations working jointly or as part of coalitions will be considered under Competition B.

**15. Are organizations without a NYC payee vendor # and portal vendor # eligible?**

A. Applicants are not required to register in the City's Payee Information Portal (PIP) prior to submitting their application.

**16. What part is set aside in each competition for supportive housing?**

A. The amount of funding that will be dedicated to supportive housing has not yet been determined. Instead, final allocations will be made based on several factors including funding availability, and the type, number and quality of applications received. We anticipate up to \$1.2 million will be available across both competitions.

## **PART C. CITY REGISTRATION & SUBCONTRACTOR ELIGIBILITY**

**17. The City's W-9 review and approval process can take 5-10 business days, excluding holidays. If C/FBOs are unable to get a NYC Payee Portal Identification number before the due date of June 1st, how should they proceed?**

A. Applicants are not required to register in the City's Payee Information Portal (PIP) prior to submitting their application.

**18. Are all subcontractors required to meet the post-award requirements? For example, do all subcontractors need to have 501c3 status?**

A. No, subcontractors are not required to meet the post-award requirements. Subcontractors are also not required to have 501(c)(3) nonprofit status.

**19. How does an institution which has not done business with the city before and does not have a pay rolling structure respond?**

A. Organizations that have not previously been awarded City funding are encouraged to apply. Although Applicants must agree to register as a City of New York approved vendor, a small portion of this RFP is being funded through private grants and donations which will allow a

limited number of exceptions to this requirement. Exceptions will be made for smaller, less resourced organizations only.

Upon execution of their contract, C/FBOs will receive an advance payment totaling 25% of the total contract value. The advance payments will enable organizations to start work quickly and help smaller organizations with cash flow. The payment schedule will be structured to include progress payments for activities and milestones as they are completed/achieved. This will enable contractors to invoice on either a monthly or bimonthly (twice a month) basis.

To build capacity, organizations may also consider applying as part of a coalition or working with a fiscal sponsor that provides financial management and other administrative services. More information on fiscal sponsorship can be found here: <https://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits>.

#### **PART D. SUPPORTIVE HOUSING ELIGIBILITY**

**20. Can you speak to how supportive housing figures into the funding? Is there additional weight given to those proposals? Will there be some percentage of the funding going to supportive housing?**

A. Applications from supportive housing organizations will be scored and ranked according to the process outlined in Section IV. of the RFP (see page 16). While additional weight will not be given, funding within each competition has been set aside for supportive housing organizations. Applicants with the highest total score per competition will be considered first for funding under the supportive housing pool. However, the Selection Committee may make exceptions in order to ensure reach across a broad range of racial/ethnic, cultural, linguistic, and other communities.

**21. Is NYCHA eligible under “supportive housing”?**

A. No, NYCHA does not fall under the supportive housing umbrella.

**22. Will supportive housing CBOs qualify for the supportive housing preference as well, or do only supportive housing membership organizations/trade associations qualify?**

A. Funding within each competition has been set aside for supportive housing organizations. This includes both community-based and membership organizations that conduct supportive housing work.

**23. We have a number of supportive housing buildings, with a very low vaccination rate. All of our buildings except for one are in the 33 TRIE neighborhoods. Can we include the additional building, due to our low vaccination rate among tenants?**

A. If the building is adjacent to the 33 TRIE neighborhoods, we can consider potentially funding this additional building.

**24. How are you defining what it means to be “engaged in supportive housing services”? If a soup kitchen in a TRIE neighborhood also works to place people in supportive housing, but is not a housing provider, does that qualify?**

A. Supportive housing organizations are organizations that provide affordable housing to individuals with a history of homelessness and other qualifying conditions plus social services that tenants may need. A supportive housing membership/advocacy organization is an organization whose members are primarily or solely focused on supportive housing services and is an organization that advocates for policies and practices that advance the needs and priorities of its supportive housing members. A soup kitchen qualifies for this opportunity if they meet the RFP eligibility requirements listed in the RFP, including service in one or more of the

designated TRIE neighborhoods. If your organization is a soup kitchen that also meets one of the definitions of supportive housing provided above, you would also qualify for the supportive housing carve out.

**25. Does the following mean that organizations that are not involved in supportive housing services will not be considered? “In addition, funding has been reserved for C/FBOs and membership organizations engaged in supportive housing services.”**

A. Awards resulting from this RFP are not limited to organizations providing supportive housing services. A limited amount of funding has been set aside for supportive housing organizations; however, a majority of the funding will be awarded to organizations outside of this umbrella.

## **SECTION II. DELIVERABLES**

### **PART A. GENERAL DELIVERABLE CLARIFICATIONS**

**26. Can you provide more detail or an example of what is expected in terms of the Evaluation Deliverable? Am I correct in my understanding that it is solely related to participation in DOHMH's evaluation projects?**

A. Yes, under the Evaluation deliverable, organizations will complete activities organized and directed by DOHMH. Organizations are not expected to complete their own evaluation or obtain an independent evaluation.

Organizations will be expected to participate in up to 8 evaluation activities that may include completing surveys and/or story collection forms, attending sharing sessions, and completing a final written report.

**27. Deliverable 2.C states that the provider should “lead at least 2 community conversations every week (2 hours per week minimum) with community members to deepen understanding of vaccine fears/concerns, collect feedback on vaccine roll-out, build community-driven vaccine confidence and trust, and increase knowledge of local vaccination locations and availability.” Can you use the same venue, such as a Church, more than once and, for example go there once a month?**

A. Yes, the same venue can be used more than once for hosting community conversations. However, organizations are expected to reach outside of their network to reach as many unique participants as possible. Conversations may also be held virtually.

**28. Are the service targets per priority neighborhood? For example, if we applied to serve only one neighborhood under Option 3A Navigation Services, would we only have to engage 300 individuals per week? If we applied to serve five neighborhoods, would we still only have to engage 300 individuals per week?**

A. All organizations conducting the navigation deliverable will be required to serve 300 individuals weekly, regardless of how many neighborhoods they serve. Applicants should consider this target when developing their project plan.

**29. Can navigation services be provided virtually, or must they be in-person?**

A. Yes, navigation services can be provided virtually; however, services must be delivered one-on-one by telephone or videoconferencing, depending on availability and appropriateness.

**30. I have 2 questions about option 2A - 1) will we need to develop the audio and video messages that are to be disseminated weekly, or can we adapt/use these messages from other sources? -2) for distribution proof, can we use social media/website/email marketing analytics?**

A. Organizations do not have to produce all the videos they distribute under Deliverable 2A. In Addendum #1 to this RFP (posted on 5/25/21), proof of distribution is replaced with documentation of deliverable completion and will include but not be limited to number of individuals reached and impressions.

**31. What are the transportation qualifications for the navigation phase of the RFP? Insurance coverage, CLD driver's license?**

A. New York City provides free transportation for eligible New Yorkers. As part of the navigation deliverable, organizations should support eligible New Yorkers in accessing this resource.

**32. If you choose Deliverable #2, Community Outreach and Engagement, as a deliverable, do you need to do ALL 3 items (A, B, and C), or can you do 1-2.**

A. No, Applicants selecting the Community Outreach and Engagement service area may choose to fulfill any combination of deliverables 2A, 2B, and 2C. In selecting deliverables, Applicants must meet the following requirements:

- A minimum of three deliverables must be selected; and
- All Applicants must select Deliverable 4: *Evaluation*.

**33. Can in-person engagement events be coordinated with our organization's events? Or do they need to focus solely on this project?**

A. The integration of COVID-19 vaccine messaging or navigation services into existing organizational events is allowed; however, only staff hours related to COVID-19 will go towards meeting the staff-hour requirement in this deliverable.

**34. Is the number for Navigation Services (Deliverable 3A) fixed at 300?**

A. Yes, 300 is the minimum but organizations can choose to serve more than 300.

**35. For the 60K deliverable (Deliverable 2B): do engagement events have to be indoors?**

A. No, events can be held both indoors and outdoors.

**36. Is the evaluation work around the implementation process to be engaged by project staff or targeted community members engaged in the project?**

A. DOHMH welcomes community input in all deliverables, including evaluation.

**37. Can the project deliverables a CBO applies for be just 3 or more in case we are approved for one deliverable over the other? Or are CBOs expected to perform all deliverables applied for?**

A. Organizations are required to choose two deliverables in addition to the evaluation deliverable, but they may choose more than three deliverables. There is no maximum number of deliverables an organization can apply for. If awarded, organizations will be expected to be able to perform all deliverables they have applied for; the notice of award will indicate which deliverables are part of the contract.

**38. I need clarification on the listed funding amounts. Is it that, for example, a \$30,000 cost for a deliverable must be strictly adhered to?**

A. Suggested funding amounts have been provided for each deliverable in Section III of the RFP (see page 9). However, organizations may request additional funding for the following:

- Translate deliverables into languages spoken by at least 10% of the community you are demonstrating that you will serve; and/or
- Tailor all activities to assure accessibility for people with disabilities and public accommodations adhering to the Americans with Disabilities Act (ADA).
- Make materials accessible to those with lower levels of literacy, numeracy, or IT access and literacy.

**39. Can transportation costs be seen as navigation services?**

A. Transportation can be provided as part of navigation and can be included in the proposed budget, but it is a supplementary service and does not count as navigation in and of itself. New York City provides free transportation for eligible New Yorkers through Access-a-Ride. As part of the navigation deliverable, organizations should support eligible New Yorkers in accessing this resource.

**40. What are the geographical constraints to execute the deliverables? All 5 boroughs?**



A. All work under this RFP will be in the 33 Taskforce on Racial Inclusion and Equity neighborhoods.

**41. Can in-person engagement events be coordinated with our own service events? Or do they need to focus solely on this project?**

A. The integration of COVID-19 vaccine messaging or navigation services into existing organizational events is allowed; however, only staff hours related to COVID-19 will go towards meeting the staff-hour requirement in this deliverable.

**42. Can the “community conversations” be groups of participants in our programs or do they need to include the larger external community?**

A. Organizations can include existing members or community in community conversations, but they should be using significant resources to look outside their network or community for participants.

**43. Can Comm Conversations be done virtually?**

A. Yes, Community Conversations may be conducted virtually.

**44. Are there a certain number of people we need to reach for each project deliverables?**

A. The only performance target included in the RFP is for the navigation deliverable, which is to provide navigation services to 300 individuals per week. Organizations should propose how many people they can reach for the other deliverables. These targets may be included in the organization’s contract for the other deliverables.

**45. Because there is a lot of fear in communities of color and a lot of misinformation, how are you going to approach the LGBTQ+ community and the undocumented/immigrant population?**

A. DOHMH is looking for community and faith-based organizations, who have the trust of their neighborhoods and communities, to be the credible messengers for communities that have been historically and contemporarily marginalized.

**46. For Deliverable 2C, can the “community conversations” consist of groups of participants enrolled in Fortune's programs, or do they need to also include external community members as well?**

A. Organizations will be expected to reach within and outside of their current programming for participants.

## **PART B. DELIVERABLE FUNDING/PAYMENT**

**47. The RFP states that you will be giving 40 awards with an average award of \$200,000 – does this mean that preference will be given to agencies that are able to provide a breadth of services and that those targeting for example, 1A and 2B (totaling \$90,000) will be at a disadvantage? Put another way, is there a preference for providing services across all the deliverables?**

A. There is no preference for Applicants proposing to complete all deliverables. CBOs that can only provide a portion of the deliverables are encouraged to apply. Applicants may propose any combination of the deliverables outlined in Section III of the RFP (see page 9) provided a minimum of three deliverables are selected, including evaluation, which is required for all Applicants.

**48. The deliverable compensation all state “up to” a specific dollar amount. How is compensation determined in case an agency is unable to complete the target deliverables; (so, for example, in Deliverable 2.C what is the compensation if the agency only leads 1 community conversation per week?**

A. In the contract, payment will be tied to the completion and acceptance of project deliverables. The payment schedule will be structured to include progress payments for activities and milestones as they are completed/achieved.

**49. The deliverables-based model with the 25% funding advance will put smaller C/FBOs at a disadvantage in terms of participating in this RFP, because they would be expected to come up with funding that they don't have. How can this be addressed from an equity standpoint? Many smaller C/FBOs serve BIPOC populations, for whom this RFP is intended.**

A. FPHNYC and DOHMH are committed to partnering with small, local C/FBOs that are integrated into and trusted by the communities they serve. To that end, C/FBOs will receive an advance payment totaling 25% of the total contract value upon execution of their contract. The goal of the advance is to support project start-up and help smaller organizations with cash flow. In addition, the contract payment schedule has been structured to include progress payments for activities and milestones as they are completed/achieved. This will enable contractors to invoice on either a monthly or bimonthly (twice a month) basis throughout the contract period. FPHNYC will also review and process invoices promptly, providing payment within 30 days. FPHNYC/DOHMH are willing to consider other alternatives as well.

To build capacity, organizations also have the option of applying as part of a coalition or working with a fiscal sponsor that provides financial management and other administrative services.

More information on fiscal sponsorship can be found here:

<https://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits>.

**50. The RFP explicitly gives fairly precise deliverables - such as for 2.B “Plan and implement at least 3 in-person engagement events (minimum 10 hours per week) every week for community members to access messaging.” Each service deliverable is given an “up to” dollar amount. But on the call, it was stated that the Funder is looking for agencies to tell them what they feel they can do within budget, which seems contradictory. So, for example, if an agency believes it can only do 2 in-person engagement a weeks for, say 6 hours, can they still request the full \$60,000 reimbursement if that is what is required by the agency to perform the service OR can they only request some lesser amount? Can you please clarify?**

A. Organizations should propose what they can do within the suggested maximum dollar amount and minimum requirements. For example, within 2C, community conversations, the minimum amount of conversations is two for a total of two hours and a suggested maximum of \$30,000. Organizations applying for this deliverable should propose a minimum of two conversations per week for two hours, but they are welcome to propose that they can do more.

**51. If we request less than the full amount for Navigation Services, can we serve fewer than 300 individuals? We would like to layer aspects of Navigation Services into our community engagement and outreach deliverable.**

A. Yes

## **PART C. DELIVERABLE MESSAGING**

**52. We are thinking about proposing conducting activities 2B and 3A. This would mean that we would not be creating our own educational/promotional materials, so would the funder provide these materials? If you provide materials and we conduct a focus group to get feedback on those materials, would it be possible to adapt them to incorporate community feedback? If so, would we have to submit these to DOH for approval and how long would that process take?**

A. DOHMH has educational materials available for distribution that can be provided to awardees. If materials are adapted, DOHMH needs to approve the adapted materials. The length of time for approval depends on many factors. DOHMH will make every effort to approve materials as quickly as possible.

**53. If you (DOHMH) are providing educational and promotional materials, will they be in Spanish and Haitian Creole or would we be expected to translate the materials?**

A. Many DOHMH materials are available in Spanish and Haitian Creole. Organizations need to translate any materials they produce.

**54. For the targeted messaging deliverable, can we include branding items such as t-shirts for outreach staff?**

A. Yes

**55. One of your deliverables requires development of outreach materials. What happens if you don't like the materials developed by our FBO?**

A. DOHMH has materials that can be requested.

**56. Will the DOHMH and FPHNY provide messages and information to guide community engagement conversations and tailored messages?**

A. Resources are limited, but DOHMH will attempt to meet the needs of all partners around facilitating community conversations and tailoring messages. DOHMH will provide a COVID-19 training prior to beginning work. Public health updates will also be provided when new information is released.

## **PART D. DELIVERABLE REPORTING**

**57. Regarding Deliverable 3, in the RFP it states that outcome measures for this deliverable will include "number of first and second dose vaccinations scheduled". Will this still be the case if an organization focuses more on other services such as transportation support or assistance with locating walk-in vaccination centers?**

A. This was an error and has been corrected under Addendum #1 to the RFP (issued on 5/25/21). Outcome measures for Deliverable 3A: Navigation will include number of individuals engaged and provided vaccine information, number of individuals booked for vaccine appointments, number of individuals assisted with transportation, number of referrals/recommendations to other providers or services.

**58. What do you mean by an "engagement event" for Deliverable 2?**

A. As stated in the RFP, options for engagement events include flyering, public tabling, door-to-door, or other in-person engagements. Events should reach community members in public spaces within their neighborhoods and communicate to them relevant COVID-19 vaccine information.

**59. Deliverable 2.B states that “Proof of distribution, number of materials distributed, and number of community members reached must be submitted to DOHMH both daily and weekly.” Can you please give us some examples of what would qualify as proof of distribution?**

A. Contractors will be required to submit reports which provide information on the type of engagement event and the number of people reached in the engagement. In the addendum issued, proof of distribution is replaced with documentation of deliverable completion and will include but not be limited to number of materials distributed and number of individuals reached.

**60. Deliverable 3A states that the agency must “Engage and provide one-one navigation services to individuals to support vaccination access/appointments” to 300 individuals per week. Can you please define what qualifies as one-on-one navigation services and provide an example of the proof/evidence that such navigation took place? Also, can you please state if each week it must be 300 non-duplicated individuals, or can the same person be provided one-one-one navigation more than once as some people need additional time and navigation to make the vaccine decision.**

A. Navigation services means providing one-on-one support for an individual, connecting them to resources, helping them understand and navigate government and health care systems, and eliminating barriers to support and care. Individuals served do not need to be unique individuals. In the addendum issued, proof of navigation is replaced with documentation of deliverable completion and will include but not be limited to number of individuals engaged and provided vaccine information, number of individuals booked for vaccine appointments, number of individuals assisted with transportation, number of referrals/recommendations to other providers or services.

**61. The target in 3A is “engage and provide one-on-one navigation services to 300 individuals per week on eligibility, required paperwork, and vaccination locations.” My question here is what would you consider an engagement? Let’s say the outreach worker visited a NYCHA site, talked to 10 people about the importance of getting a vaccine and offering to navigate people, but only 1 person wanted to be connected. Would the other 9 also count as engagements? OR - Say we inform someone about vaccination sites, offer to connect, offer other resources/navigation, but the person chooses not to connect. Is this still an engagement?**

A. Navigation services means providing one-on-one support for an individual, connecting them to resources, helping them understand and navigate government and health care systems, and eliminating barriers to support and care. There is no proof required to show that the person went to the appointment or found a walk-up site to count as navigation.

**62. Can the FPHNYC please clarify what counts as navigation services towards the required engagement and navigation support for 300 individuals/week?**

A. Navigation services means providing one-on-one support for an individual, connecting them to resources, helping them understand and navigate government and health care systems, and eliminating barriers to support and care.

**63. Can you speak to the detail needed to document service delivery in the 33 neighborhoods?**

A. Applicants are not required to submit documentation of service delivery within the 33 neighborhoods.

**64. If outreach workers end up providing vaccine navigation services at a community engagement event, would this count towards the 300 people/week requirement?**

A. Yes

**65. For navigation services (Deliverable 3A), can you please expand on what is meant by “engage and provide” navigation services? How were the 300 individuals per week target arrived at and how will reporting be done? By name?**

A. Navigation services means providing one-on-one support for an individual, connecting them to resources, helping them understand and navigate government and health care systems, and eliminating barriers to support and care. Individuals served do not need to be unique individuals. The target was based on an estimate of what can be reasonably accomplished by three full-time staff. At a minimum, the number of individuals engaged and provided vaccine information, number of individuals booked for vaccine appointments, number of individuals assisted with transportation, number of referrals/recommendations to other providers or services will be required to report on. The target was estimated based on three full-time equivalent staff.

**66. What kind of documentation do you want? We will have things like a newsletter that we send to thousands of people citywide with information. We are also likely to do some guidance on navigation at a tabling event. We will also be facilitating actual vaccinations, and some of the people we will be vaccinating will be undocumented. We're not sure how you want us to record our efforts. Any details would be helpful.**

A. Each deliverable will have reporting requirements that are still being determined. For example, for the navigation deliverable, organizations will be required to report on the number of individuals they provided navigation services to. Awardees will receive technical assistance on collecting and inputting data.

## **SECTION III. BUDGET**

### **PART A. GENERAL BUDGET CLARIFICATIONS**

**67. Regarding Competition B, are you still prioritizing relatively smaller organizations or will applications in this second competition be considered without regard to the size of the applicant's annual operating budget of over \$2 million? Conversely, will there be equitable consideration of Community or Faith-Based Organizations (C/FBO's) who are only slightly over the \$2 Million cut-off?**

A. In Competition B, the size of the C/FBO's annual operating budget will not impact scoring; however, the following factors will be considered in selection:

- Filling service gaps in priority neighborhoods with organizations physically located or with partnerships in the relevant priority neighborhoods;
- Neighborhoods within the 33 TRIE neighborhoods with the lowest vaccination rates; and
- Filling gaps in service to priority populations with organizations whose mission is specifically focused on that priority population;
- Majority BIPOC (Black, Indigenous, People of Color) staff and leadership; and
- Majority staff and leadership from the neighborhoods or part of the communities served.

Depending on the number of applications received, there may be potential for Applicants with annual operating budgets slightly above than the \$2 million cut off to be considered as part of Competition A.

**68. Is there a maximum operating budget for competitive applicants?**

A. No, there is no maximum budget amount; organizations of all sizes are encouraged to apply.

**69. Are we required to use the budget template you provided, or could we use our own?**

A. Yes, all Applicants are required to use the budget proposal form provided.

**70. How will funding be disbursed to anticipated funding recipients? Will the approved CBOs/FBOs be expected to use their own funds, and then get reimbursed by the City at a later date?**

A. Upon execution of their contract, C/FBOs will receive an advance payment totaling 25% of the total contract value. The remainder of the contract will be deliverables-based, with payment contingent upon successful completion and acceptance of the services outlined within the agreement. The remainder of the contract will be deliverables-based, with payment contingent upon successful completion and acceptance of the services outlined within the agreement. The payment schedule will be structured to include progress payments for activities and milestones as they are completed/achieved. Contractors will invoice on either a monthly or bimonthly (twice a month) basis.

**71. What is the maximum amount of funding applicants can request/propose?**

A. There is no maximum funding amount; however, Applicant are encouraged to follow the suggested funding amounts that have been provided for each deliverable in Section III of the RFP (see page 9). Additional funding may be made available for applicants who demonstrate the need for more resources to:

- Translate deliverables into languages spoken by at least 10% of the community you are demonstrating that you will serve; and/or

- Tailor all activities to assure accessibility for people with disabilities and public accommodations adhering to the Americans with Disabilities Act (ADA).
- Make materials accessible to those with lower levels of literacy, numeracy, or IT access and literacy.

**72. Can you describe the “in kind” line item for Program Manager in some more detail?**

A. Applicants are not required to show in-kind contributions in their budget proposal; however, some Applicants may choose to include this information.

**73. Which year's annual budget are you considering? Many non-profits saw increased donations in 2020 that will not be sustained through 2021**

A. Applicants are requested to provide the annual operating budget for their organization's current fiscal year.

**74. Will the applicant agency submit one budget that encompasses the cost of the entire proposed project? Are the subcontract dollar amounts for all other organizations that are a part of the overall network included as individual lines in OTPS under the specific deliverable for which they will contribute services? Can you confirm that we must provide narrative details on how their support adds to the project in the Subcontractor form?**

A. If applying as a coalition, one budget should be submitted by the Lead Applicant for the entire project. Coalition members should be listed as subcontractors under the appropriate deliverable sections. Additional detail on the role of the subcontractors and their contribution to the project will be provided on the Subcontractor Commitment Form (Attachment B, see page 25).

**75. What would be considered a fringe cost?**

A. By IRS definition, fringe benefits are “a form of pay (including property, services, cash, or cash equivalent) in addition to stated pay for the performance of services.” Typical forms of benefits include life, disability, and health insurance, tuition reimbursement, an employer's portion of Social Security and Medicare taxes, as well as retirement benefits.

**PART B. STIPENDS, UNALLOWABLE EXPENSES, & OTHER COSTS**

**76. Must fringe benefits/medical benefits be provided given the positions are part time?**

A. Fringe benefits are not required for all budgeted positions as part of an Applicant's budget proposal. Organizations are responsible for determining how best to hire and compensate staff, volunteers, etc. for their project.

**77. Are there any requirements that limits the percentage of the funding allotted to staffing/OTPS?**

A. No, there are no limits or requirements in terms of the amount or percentage of funding allotted to PS (salaries and fringe) versus OTPS (expenses other than salaries and fringe). Applicants should allocate funds as needed to support their project.

**78. Are you allowed to put in stipends for volunteers?**

A. Yes, volunteer stipends are an allowable expense under this RFP. Applicants may include stipends for volunteers in their proposed budgets.

**79. Can we include rent in the budget?**

A. No, rent and utilities should be budgeted as indirect costs since the expenses are shared across multiple departments, programs, or projects.

**80. Are there unallowable expenses such as food, stipends, metro cards, etc.?**

A. All proposed costs must be reasonable and necessary to carry out the project's goals and objectives. The following costs are unallowable and cannot be supported under this RFP:

- Food and beverage;
- Gifts and prizes;
- Entertainment;
- Equipment; and
- Any costs incurred outside of the contract period.

**81. Are indirect costs allowable under this RFP? If so, is there a rate, or can we use our NYC negotiated indirect rate?**

A. Yes, indirect costs are allowable under this RFP. Organizations with a Conditional Indirect Cost Rate (ICR) or Accepted ICR based on an Independent Accountant's Report or Negotiated ICR Agreement (NICRA) may budget using their established rate. All other organizations should budget using a de minimis rate of 10%.

**PART C. ADDITIONAL FUNDING**

**82. Did you say that there will be additional budget expenses to support the hiring of additional staffing support? As a FBO a lot of our members are low-income and would not be to provide as much volunteer time and so we would be forced to hire outside personnel.**

A. Additional funding may be made available for applicants who demonstrate the need for more resources to: Translate deliverables into languages spoken by at least 10% of the community you are demonstrating that you will serve; tailor all activities to assure accessibility for people with disabilities and public accommodations adhering to the Americans with Disabilities Act (ADA); or make materials accessible to those with lower levels of literacy, numeracy, or IT access and literacy.



## **SECTION IV. APPLICATION**

### **PART A. GENERAL APPLICATION CLARIFICATIONS**

**83. What is meant by “staff and leadership” in terms of BIPOC staff members? Does it refer to the executive leadership of the applicant or just the leadership of the proposed project?**

A. For purposes of this application, “staff” refers to in-house employees across all levels of the organization. The term “leadership” refers to the organization’s board of directors.

**84. Are versions of the RFP documents (Application Guide, Eligibility Questions List, etc.) available in Spanish?**

A. The RFP and its associated documents are not available in Spanish. Applicants are welcome to translate the materials while preparing their applications and reach out to FPHNYC for any clarifications. All requests should be directed to Meghan Smith, Project Manager, at [msmith@fphnyc.org](mailto:msmith@fphnyc.org).

**85. Can we receive a PDF copy of the application for our members to go over before we submit it online? Some of our members work better with paper in hand.**

A. Applicants can find a complete list of the application questions, along with instructions and other helpful tips for completing the application, in the Applicant Guide that is available on FPHNYC’s website at <https://www.fphnyc.org/get-involved/rfps>.

**86. The RFP timeline is short. Given the challenges of working in the COVID environment, would FPHNY consider a one-week extension of the deadline to allow all applicants sufficient time to respond to all of your guidance?**

A. We absolutely understand that working in a virtual environment can be challenging, especially given the timeline of this RFP. While we cannot provide extensions for the application deadline, we are available throughout the process for questions or clarifications. We were also intentional in making the application as simple as possible so that it may be completed in a relatively short amount of time.

**87. What do you mean by staff members from the neighborhood/community?**

A. Staff members from the neighborhood/community refers to staff who physically reside in the neighborhood served or who reflect the priority population served by the organization.

**88. Are there specific word/character counts per section?**

A. Yes, suggested word counts are provided for open ended questions. Applicants can find a complete list of the application questions, along with word counts, in the Applicant Guide that is available on FPHNYC’s website at <https://www.fphnyc.org/get-involved/rfps>.

**89. Can we propose to serve more than one of the targeted neighborhoods?**

A. Yes, organizations may propose to serve more than one neighborhood within their application.

**90. Is there a link to the actual questions from the application so we can prepare the answers in advance? Or do we have to move through the Survey Monkey link to see them?**

A. Applicants can find a complete list of the application questions, along with instructions and other helpful tips for completing the application, in the Applicant Guide that is available on FPHNYC’s website at <https://www.fphnyc.org/get-involved/rfps>.

**91. In Section II: Applicant Information, should we only detail program sites that are operated by the applicant organization? Or should program sites include Subcontractor's sites? If Subcontractor sites are not included in this section of the survey, should the Subcontractor attach a list of its program sites to its Subcontractor form?**

A. If applying as a coalition, program sites listed in Section II: Applicant Information should reflect sites operated by both the Lead Applicant and any subcontractors.

**92. Is there a particular finished example or model proposal that I can view and pattern ours like it for submission?**

A. No, a finished proposal example is not available. However, Applicants can find a complete list of the application questions, along with instructions and other helpful tips for completing the application, in the Applicant Guide that is available on FPHNYC's website at <https://www.fphnyc.org/get-involved/rfps>.

**93. In section VI: Proposal of the application guide, Question 2 asks for description of proposed plan, with a suggested 300 words limit. To work within that limit would forgo an introduction to the problem and why the need to solve it. Would 550 words be seen as a fatal defect not comporting with the RFP?**

A. Applicants should limit their responses to the information requested. In question 2, Applicants are requested to provide their proposed plan and approach, not introduce the problem or the need to solve it. Please note that applications will be scored based on the following criteria:

- Applicant's relevant qualifications and experience – 30%
- Applicant's proposed plan and approach – 60%
- Applicant's budget and capacity – 5%
- BIPOC-led and staffed organization – 5%

Regarding word count, Applicants are encouraged to follow the suggested limits to the extent possible but may go beyond if necessary, to complete their response.

**94. Can we omit the Subcontractor Form from the final submission if there are no subcontractors?**

A. Yes, organizations are only required to complete and submit the Subcontractor Commitment Form if they are proposing to work with subcontractors.

**95. If the program director, who is not a member of the submitting organization, has experience delivering tailored video, can we answer in the affirmative to having such experience?**

A. No, answers to questions about experience should be based on an organization's experience within the neighborhood served, not previous experience by staff.

## **PART B. SERVING MULTIPLE NEIGHBORHOODS/ZIP CODES**

**96. Our organization has sites in several of the neighborhoods on the list. Are we only allowed to propose serving those same neighborhoods, or we can propose service delivery in any neighborhood on the list?**

A. Applicants should only apply for zip codes in which they have strong experience and community connections. Additionally, priority will be given to organizations physically located or with partnerships in the 33 TRIE neighborhoods.

**97. Can an organization submit more than one application? (e.g., separate applications for different neighborhoods, or offices in different locations)**

A. Organization may not submit more than one application as a Lead Applicant in response to this RFP. However, C/FBOs may apply as a Lead Applicant AND be listed as a subcontractor on other proposals. Organizations may propose to serve more than one neighborhood within their application.

**98. My Organization has one EIN, but we have multiple locations in NYC. Can we submit individual RFPs or should we only submit one RFP and name other sites on the application?**

A. Organization may not submit more than one application as a Lead Applicant in response to this RFP. However, C/FBOs may apply as a Lead Applicant AND be listed as a subcontractor on other proposals. Organizations may propose to serve more than one neighborhood within their application.

**99. My question is two-fold: 1) Can you provide guidance on how we should address overlap between zip codes of TRIE areas? 2) How should we address one of the Queens zip codes serving as listed: Briarwood, Flushing South (11368), but that zip code only involves Briarwood (11368) rather than Flushing South which is located in 11367?**

A. Organizations should choose the zip code or neighborhood that most closely aligns with their defined geographical area.

**100. In the case that our proposed program will have more than three program sites, where should we list those in the application?**

A. In Section IV of application, Applicants will have the opportunity to specify the neighborhoods they are proposing to serve for each deliverable selected. Applicants can find a complete list of the application questions, along with instructions and other helpful tips for completing the application, in the Applicant Guide that is available on FPHNYC's website at <https://www.fphnyc.org/get-involved/rfps>.

### **PART C. APPLICATIONS FOR COALITIONS**

**101. Is collaboration between organizations allowed?**

A. Yes, collaboration between organizations is allowed. Organizations may apply as a coalition, with one organization serving as Lead Applicant and partnering organizations listed as subcontractors.

**102. For coalitions, is each agency expected to submit a budget, or will only the lead applicant submit for the entire project?**

A. One budget should be submitted by the Lead Applicant for the entire project. Coalition members should be listed as subcontractors under the appropriate deliverable sections.

## **SECTION V. CONTRACT/POST-AWARD**

### **PART A. GENERAL CONTRACT/POST-AWARD CLARIFICATIONS**

**103. Is there any flexibility in waiving the requirements for C/FBOs to register as a vendor for the City of New York?**

A. Yes, a small portion of this RFP is being funded through private grants and donations which will allow a limited number of exceptions to this requirement. Exceptions will be made for smaller, less resourced organizations only.

**104. Given the RFP states that “Recipients are expected to be operational as soon as possible following contract execution,” do you have an expectation of a range that you expect services to begin after award (e.g., 2 weeks, 1 month, etc.)?**

A. The goal is for projects to begin operating as soon as possible following contract execution. However, we recognize that capacity to launch quickly will vary among CBOs.

**105. The RFP states, “successful proposals will be funded for a six-month project period”. Is that exact or, for example, could the agency go slightly over (say no less than one month) to complete deliverables?**

A. Applicants should plan to complete all deliverables within the 6-month project period. However, if additional time is needed, a no cost extension may be considered.

**106. What are the minimum requirements for the applicant?**

A. To be eligible to apply, organizations must meet the minimum requirements outlined in Section I of the RFP (see page 3). They are as follows:

- Applicants must be a Community or Faith-Based Organization (C/FBO) with 501(c)(3) nonprofit status. Organizations without 501(c)(3) status may apply through an organization serving as a fiscal sponsor provided that the fiscal sponsor organization can provide proof of such status.
- Applicants must have a site in New York City and provide services within the five boroughs.
- Applicants must have programs and services serving one or more of the 33 neighborhoods identified in Mayor Bill DeBlasio’s January 31, 2021 press release as being disproportionately impacted by COVID-19, racial injustice, and other forms of oppression, (see full neighborhood listing in Appendix A). Membership organizations with members serving one or more of the 33 TRIE neighborhoods are eligible to apply.
- D. If awarded, Applicants, or their fiscal sponsor, must agree to register as a City of New York approved vendor.
- E. If awarded, Applicants, or their fiscal sponsor, must agree to provide proof of required insurance coverage prior to work commencing.

**107. Can we hire people with an ITIN (Individual Taxpayer Identification Number)?**

A. We have no restrictions on hiring individuals with an Individual Taxpayer Identification Number (ITIN) under this RFP. However, if selected for award, contractors will be responsible for ensuring that they are meeting all pertinent provisions of federal, state and local law in the execution of their project.

**108. What is the W-9 for?**

A. The W-9 form collects information about Applicants that will be used if they are selected for award. An Applicants’ W-9 is kept on file by FPHNYC and used to report on income paid to the

organization as required by the IRS. Forms for organizations not selected for award will be expunged.

**109. Can you share some details on what may happen following the six-month period?**

A. There is a possibility that additional funding will be made available to extend projects beyond the 6-month contract period. If additional funding is approved, contractors will be notified, and contracts will be amended to extend the project end date.

**110. Where can we find the zip codes/neighborhoods that need to be serviced?**

A. The 33 neighborhoods identified by the City's Taskforce for Racial Equity (TRIE) can be found in Appendix A of the RFP (see page 20).

**111. Are for-profits allowed as subcontractors? For example, to be used for marketing or translation?**

A. Yes, organizations may subcontract with for-profit businesses for the procurement of good and services for their project.

**112. Would you share a copy of the Fiscal Sponsorship Agreement?**

A. We do not require a specific template for the Fiscal Sponsorship Agreement. However, organizations with a fiscal sponsor must submit written agreements specifying the terms of the relationship and the responsibilities of both the non-exempt group and the fiscal sponsor. For additional resources on fiscal sponsorship, [including sample agreements](https://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits), please visit: <https://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits>.

## **PART B. POST-AWARD TRAINING REQUIREMENTS**

**113. The RFP states that “Prior to activity, all staff/volunteers (or subcontracted staff) must (1) complete DOHMH-led training on vaccine messaging, (2) review other COVID-19 resources provided by DOHMH, and (3) integrate vaccine updates.” Given the desire to also start quickly, when will the training take place vis-à-vis an award?**

A. DOHMH will make every effort to provide the training as soon as possible following contract execution so organizations can quickly begin work.

**114. If we choose to use a couple of stipends for “community champions,” credible messengers, volunteers – in addition to staff – to conduct outreach or navigation, would these “volunteers” be able to be trained alongside staff?**

A. Yes, all staff, volunteers, and subcontractors working on the project will need to attend the DOHMH training.

**115. If volunteers are unable to attend DOH-sponsored training, even if offered, would on-the-job training by agency staff be considered sufficient?**

A. All trainings will be recorded and a link to the recording shared with contracted partners. Contractors will be expected to share trainings with all staff/volunteers working on the project and support them in having all necessary information to perform their roles on the project. If DOHMH is aware of multiple partners needing training, additional sessions may be scheduled for staff/volunteers who missed the first training sessions.

## **PART C. CONTRACT REPORTING & PAYMENT STRUCTURE**

**116. Can you provide additional guidance on what specific reporting requirements are (for example, demographics of those reached, etc.) and how data will be reported (through a portal, by worksheet, etc.)?**

A. DOHMH will provide further guidance to awardees on all the data requirements. Preliminary requirements are listed in the RFP on page 12. DOHMH has a data portal for awardees to submit their daily and weekly reports.

**117. You said you would pay on deliverables with a 25% upfront payment. Is it just one up-front payment at the start of the project or will we be paid as we complete them (Ex. Deliverable 3- if we make 300 navigation encounters in a week, will we be paid the next week?) or will we be paid only after we are done, at the end of the six-month period?**

A. Upon execution of their contract, C/FBOs will receive an advance payment totaling 25% of the total contract value. For example, C/FBOs awarded a contract of \$150,000 will receive an advance payment of \$37,500 to initiate project start-up.

The remainder of the contract will be deliverables-based, with payment contingent upon successful completion and acceptance of the services outlined within the agreement. The payment schedule will be structured to include progress payments for activities and milestones as they are completed/achieved. Contractors will invoice on either a monthly or bimonthly (twice a month) basis.

**118. Will that 25% payment be the total up-front payment for one grantee? And will payment on the other deliverables take place during the entire 6 months, or pay only at the end of the term?**

A. Upon execution of their contract, C/FBOs will receive an advance payment totaling 25% of the total contract value. For example, C/FBOs awarded a contract of \$150,000 will receive an advance payment of \$37,500 to initiate project start-up.

The remainder of the contract will be deliverables-based, with payment contingent upon successful completion and acceptance of the services outlined within the agreement. The payment schedule will be structured to include progress payments for activities and milestones as they are completed/achieved. Contractors will invoice on either a monthly or bimonthly (twice a month) basis.

**ATTACHMENT C  
ACKNOWLEDGEMENT OF ADDENDA**

**INSTRUCTIONS:** Complete Part I OR Part II as applicable; complete, sign, and date in Part III.

**Part I – Acknowledgement of Receipt of Addenda**

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum #1: Dated **May 25, 2021**

Addendum #2: Dated \_\_\_\_\_

Addendum #3: Dated \_\_\_\_\_

Addendum #4: Dated \_\_\_\_\_

Addendum #5: Dated \_\_\_\_\_

Addendum #6: Dated \_\_\_\_\_

Addendum #7: Dated \_\_\_\_\_

Addendum #8: Dated \_\_\_\_\_

Addendum #9: Dated \_\_\_\_\_

**Part II – Acknowledgment of No Receipt**

\_\_\_\_\_ No Addenda were received in connection with this RFP.

**Part III – Signature**

Signature of Authorizing Official	Date
Printed Name and Title	
Applicant Organization	