

**Fund for Public Health in New York City  
Request for Proposals (RFP) for  
COVID-19 Vaccine Equity Partner Engagement  
Addendum #2**

**May 28, 2021**

The purpose of this Addendum #2 is to make revisions to RFP language and attachments, as well as to extend the RFP deadline.

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 has been extended to June 2, 2021 at 11:59 p.m. EST.**

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**I. Extension of RFP Application Deadline:**

The RFP timetable has been revised to extend the application deadline from June 1, 2021 to **June 2, 2021 at 11:59 p.m. EST.**

Please see revised timetable below:

<b>Request for Proposals (RFP) Release</b>	May 11, 2021
<b>Applicants' Conference (Remote and Recorded)</b>	May 19, 2021 from 1:00-2:00 p.m. EDT
<b>Deadline for Written Questions</b>	May 21, 2021 at 11:59 p.m. EDT
<b>Q&amp;A Posted</b>	May 25, 2021
<b>Application Deadline</b>	<b>June 2, 2021 at 11:59 p.m. EDT</b>
<b>Expected Funding Notification*</b>	Week of June 14, 2021 and continuous
<b>Expected Project Start Date*</b>	June 25, 2021 and continuous

**II. Changes to RFP language:**

The following sections of the RFP have been revised and replaced as follows. Language that is crossed-out has been deleted; language underlined in bold-face type has been added.

***RFP Section II Scope of Services, Deliverable 2B: Engagement Events (page 10) revision:***

(2) COMMUNITY OUTREACH & ENGAGEMENT

B. Plan and implement at least 3 in-person engagement events (minimum 10 hours per week) every week for community members to access messaging.

- Options for events include flyering, public tabling, door-to-door, or other in-person engagements.

- All in-person activities must adhere to public health requirements, such as social distancing and face coverings (resources, such as face coverings, may be requested from DOHMH at no cost).
- Documentation of deliverable completion, including number of materials distributed, and number of community members reached must be submitted to DOHMH ~~both daily and~~ **on a weekly basis.**
- Applicants are encouraged to choose this deliverable in combination with Deliverable 1A and/or 3A.
- 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.

***RFP Section II Scope of Services, Deliverable 3A: Navigation (page 11) revision:***

(3) NAVIGATION SERVICES

A. Engage and provide one-one navigation services to individuals to support vaccination access/appointments.

- Engage and provide navigation services to 300 individuals per week on eligibility, required paperwork, and vaccination locations. **There is potential for the performance measure for this deliverable – provide one-on-one navigation service to 300 individual per week – to be raised or lowered based on changes to demand for vaccine services during the course of the project period. Deliverable fee may be revised as a result of changes to the performance measure of “300 individuals per week.”**
- Book appointments or support individuals in finding a walk-up site.
- Provide information for or set up appropriate transportation for eligible New Yorkers to and from vaccination site.
- Facilitate referrals/recommendations to other providers and community partners for individuals in need of other health or social services.
- Report total engagements and relevant demographic information to DOHMH ~~daily and~~ **on a weekly basis.**
- 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.

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 within 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.

**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 May 28, 2021

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	