
REQUEST FOR PROPOSALS (RFP)

COVID-19 VACCINE EQUITY PARTNER ENGAGEMENT PROJECT

ISSUE DATE: MAY 11, 2021
AMENDMENT #2: MAY 28, 2021

APPLICATION DUE DATE: JUNE 1, 2021 **JUNE 2, 2021**

REPLY TO: MSMITH@FPHNYC.ORG

RELEASED BY:



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SECTION I: SUMMARY OF THE REQUEST FOR PROPOSALS

This Request for Proposals (RFP) is issued by the Fund for Public Health in New York City (FPHNYC), on behalf of the New York City Department of Health and Mental Hygiene's (NYC DOHMH) Center for Health Equity and Community Wellness to support equitable access to COVID-19 vaccines and vaccine information by funding community partners to lead outreach, engagement and navigation for and by communities disproportionately impacted by COVID-19, racism, and disinvestment.

1. RFP Timetable

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

*Funding notification and project start dates are target dates only. FPHNYC may amend the schedule as needed.

2. Applicant Eligibility

Interested and qualified Applicants that can demonstrate their ability to successfully provide the services outlined in Section II, Scope of Services, of this RFP are invited to submit a proposal, provided they meet the following minimum requirements:

- A. 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 501(c)(3) nonprofit status. More information on establishing a fiscal agent can be found here: <https://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits>.
 - Applications will also be accepted from organizations working jointly or as part of coalitions. If applying as a coalition, one organization must serve as the lead applicant when submitting a proposal. Any proposed sub-awarding of funds should be clearly outlined in the application.

- B. Applicants must have a site in New York City and provide services within the five boroughs.
- C. 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. Further detail on registering as an approved vendor can be found in Section IV.D on page 17. Technical assistance will be made available to assist selected C/FBOs with the registration process. **Since a small portion of this RFP is being funded through private grants and donations, a limited number of exceptions to this requirement will be made. Exceptions will be made for smaller, less resourced organizations only.**
- E. If awarded, Applicants, or their fiscal sponsor, must agree to provide proof of required insurance coverage prior to work commencing. Further detail on insurance requirements can be found in Section IV.D on page 17. Guidance will be provided to assist C/FBOs with meeting this requirement.

Proposals from new organizations or collaborations of organizations that may or may not have previously been awarded FPHNYC and/or DOHMH funding, but otherwise can demonstrate prior experience serving the intended communities, are encouraged.

3. Competitions

Organizations applying for funding under this RFP will be separated into two competitions defined by organization type and budget size:

- **Competition A:**
This competition is for C/FBOs with annual operating budgets \$2 million and below.
- **Competition B:**
This competition is for **(1)** C/FBOs with annual operating budgets above \$2 million, and **(2) membership organizations and organizations applying as part of a coalition,** regardless of budget size.

4. Anticipated Funding and Payment Structure

FPHNYC and DOHMH anticipate approximately \$9 million in private and federal funding will be available to support up to 40 awards through this RFP. While award amounts will vary, the average award size is expected to be approximately \$200,000. Available funds will be allocated as follows:

COMPETITION	% OF FUNDING	ANTICIPATED NUMBER OF AWARDS
C/FBOs with annual operating budgets \$2 million and below	70%	Up to 29 awards
(1) C/FBOs with annual operating budgets over \$2 million AND (2) membership organizations <u>and</u> <u>organizations applying as part of a coalition</u> , regardless of budget size	30%	Up to 11 awards

If there is an insufficient number of acceptable applications received from either competition, FPHNYC reserves the right to adjust the funding allocation and/or maximum number of awards for either competition to ensure all funds are awarded. Organizations whose applications are deemed fundable but not initially awarded a contract due to funding limitations may receive an award later if additional funds become available. Strong applicants not selected under this RFP may also be recommended for funding by external partners interested in supporting the initiative. However, FPHNYC makes no guarantee of funding availability or selection.

Once all funds have been awarded, unsuccessful Applicants will be notified, and a notice will be posted on the FPHNYC website.

5. Funding Priorities and Preference Factors

In awarding contracts within each competition, priority will be given to the following:

- 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.

In addition, preference will be given to applicants that demonstrate the following:

- Majority BIPOC (Black, Indigenous, People of Color) staff and leadership; and
- Majority staff and leadership from the neighborhoods or part of the communities served.

In addition, funding within each competition has been reserved for C/FBOs and membership organizations engaged in supportive housing services.

6. Applicants' Conference

A virtual information session will be held on Wednesday, May 19, 2021 from 1:00 p.m. to 2:00 p.m. for those interested in applying. While participation in the Applicants' Conference is not mandatory, it is recommended that Applicants utilize this opportunity to ask any questions they may have related to this RFP. Additionally, questions submitted via email prior to the webinar will be discussed. The webinar will also be recorded and posted on FPHNYC's website within 24 hours.

Please register using the following link:

https://us02web.zoom.us/webinar/register/WN_ev1xTZqrT5OeWb2XuCVeAQ

After registration, a confirmation email will be sent with information on how to join the session. Participants will have the option to join by computer and/or by telephone.

7. RFP Inquiries, Written Questions and Answers

Questions and requests for clarification about this RFP must be submitted via e-mail to msmith@fphnyc.org with a subject line of "**Community Partner Vaccine Engagement.**" All such questions and inquiries must be received on Friday, May 21, 2021 by 11:59 p.m. EDT. Any questions received after the deadline may not be answered.

The Q&A will be posted at: <https://www.fphnyc.org/get-involved/rfps/>.

Applicants are encouraged to check the webpage frequently to stay informed throughout the procurement process.

8. Submission Instructions

Completed applications are due no later than **Tuesday, June 1, 2021** **Wednesday, June 2, 2021** at 11:59 p.m. EDT. All applications must be submitted online via Survey Monkey using the following link: <https://www.surveymonkey.com/r/M2J3YR8>. An Application Guide, including a complete list of the application questions, instructions, and other helpful tips for completing the application, has been posted along with this RFP to assist Applicants in planning and preparing their submissions.

C/FBOs may not submit more than one (1) 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.

9. Funding Term and Payment Structure

Successful proposals will be funded for a six-month project period, with contracts awarded on a rolling basis between June 25, 2021 and July 15, 2021. Recipients are expected to be operational as soon as possible following contract execution.

The payment structure of the contracts awarded from this RFP will be deliverables-based, with payment contingent upon successful completion and acceptance of the services outlined within the agreement.¹ FPHNYC understands that selected C/FBOs may need upfront support to initiate project activities. Therefore, an advance of 25% of the total award amount will be paid to recipients upon execution of the contract.

There is potential for contracts awarded under this RFP to be extended; any extensions will be contingent upon the following: availability of funds, continued need for services, approval by DOHMH, and satisfactory contractor performance.

10. Addenda to the RFP

If necessary, FPHNYC will issue addenda to amend conditions or requirements relating to the RFP. Any addenda to the RFP will be posted on the FPHNYC website: <https://www.fphnyc.org/get-involved/rfps/>. Applicants are encouraged to check the website prior to submitting their final proposal. Each applicant shall acknowledge receipt of such addenda on the form provided.

¹ Deliverables-based contracts are agreements in which payment is contingent upon completion of a set of deliverables (e.g., an output or product) or meeting project milestones as outlined within the agreement. A flat fee per deliverable is negotiated with payments made upon successful completion and documentation of deliverables, rather than reimbursement of itemized expenses.

SECTION II: SCOPE OF SERVICES

A. Background/Purpose

Safe and effective COVID-19 vaccines are now available in New York City that will help to end the COVID-19 pandemic. The New York City Department of Health and Mental Hygiene (DOHMH) is working to ensure fair and equitable access to the COVID-19 vaccine. This requires that the communities hit hardest by the pandemic have access to the vaccine including the Vaccine Hubs operated by DOHMH throughout the city. DOHMH's [COVID-19 Equity Action Plan](#) recognizes that underinvestment and structural racism are the root causes of the disproportionate burden of COVID-19 cases, hospitalizations, and deaths seen in priority neighborhoods (see Appendix B). NYC's COVID-19 response is undergirded by a racial justice framework and uses population-specific strategies to better reach community members, ensuring that residents receive the information, resources, and support they need.

Many NYC communities that have been mistreated, abused, and marginalized by healthcare and government systems have high levels of mistrust of COVID-19 vaccines. This is rooted in centuries of systemic racism, disinvestment, inadequate housing and public infrastructure, discrimination and involuntary medical experimentation by government and healthcare. This is compounded by current and historic trauma and lived experiences of discrimination and racism. It is DOHMH's responsibility to ensure that all people have the information they need from trusted sources to make an informed decision about vaccination and have access to vaccination. To build trust and increase vaccine confidence, there is a need for tailored messaging and increased engagement with communities and partners in the neighborhoods most impacted by COVID-19.

This project will support equitable access to COVID-19 vaccines and vaccine information by funding community partners to develop messaging, lead engagement, and support navigation of vaccination scheduling systems in priority communities. Community and faith-based organizations (C/FBOs) often rely on very limited internal resources that have been stretched even thinner by COVID-19 and parallel pandemics (e.g. mental health, chronic disease, social and economic instability, overdose, and racism). Funding aims to increase investment in the organizations that have deep roots in the priority communities DOHMH seeks to engage. Tailored strategies led by credible messengers are imperative to increase reach and build vaccine literacy, confidence, and trust with priority communities. Traditional government and health care engagement and communications strategies and campaigns are not sufficient to reach the desired demographic and increase access to the vaccines.

B. Project Scope of Work

The purpose of this RFP is to develop and implement tailored, accessible, diverse, and culturally relevant messages and engagement for disproportionately impacted communities to increase vaccine awareness, literacy, and confidence. The services to be provided encompass the following areas of work: (1) tailored messaging, (2) community outreach and engagement, (3) navigation, and (4) evaluation. The specific deliverables within each area of work are outlined in the table below.

Applicants do not have to apply to fulfill all deliverables; only Deliverable 4: *Evaluation* is required for all Applicants. In their proposal, Applicants may select any combination of

deliverables outlined in the table below as long as the following requirement is met: at least two distinct deliverables are selected (may be within a single area of work or across multiple work areas) in addition to the required Deliverable 4: Evaluation.

All deliverables should be informed by, and to the extent possible, developed with residents and/or community members. Products that result from this RFP may be selected for inclusion in collective toolkit managed by DOHMH and made available to other recipients to adapt and/or use.

While all Applicants will be expected to make deliverables accessible to the priority populations they are proposing to serve, 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.

Deliverables Eligible for Payment

(1) TAILORED MESSAGING	
<p><u>Goal:</u> Tailor thoughtful, community-informed, and culturally relevant messaging about the COVID-19 vaccine to reach community/members to build vaccine confidence and address concerns in disproportionately impacted communities (DOHMH will provide up-to-date public health guidance).</p>	
Deliverable Option: A	Proposed Funding:
A. Create at least 5 tailored and accessible messaging products: <ul style="list-style-type: none">• Eligible products include posters, palm cards, flyers, infographics, public service announcements, videos, podcasts, or other forms of messaging.• Products will be submitted to DOHMH upon completion, and before dissemination, to ensure information aligns with current health guidance. Products may need to be revised as new public health information becomes available• Printing/production costs can be included under this deliverable.• Message products will <u>not</u> be co-branded with DOHMH logo or any City of New York logos.• <u>Applicants are encouraged to choose this deliverable in combination with Deliverable 2A and/or 2B.</u>• 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.	Up to \$30,000

(2) COMMUNITY OUTREACH & ENGAGEMENT

Goal: Facilitate bidirectional engagement with community partners and residents about vaccination to build vaccine literacy and confidence and increase access to vaccine distribution operations.

Deliverable Options: A, B, C	Proposed Funding:
<p>A. Widely disseminate information on COVID-19 vaccines with (1) timely updates to networks when new information is released (DOHMH will provide timely updates for distribution) and (2) distribution of at least 2 tailored digital video and/or audio messages weekly (DOHMH will not provide these)</p> <ul style="list-style-type: none"> • Eligible distribution methods include listservs, local media, social media, messaging apps, webinars, phone trees, or other methods for messaging. • <u>Proof of distribution and Documentation of deliverable completion, including</u> number of materials distributed and number of community members reached, must be submitted to DOHMH weekly. • <u>Applicants are encouraged to choose this deliverable in combination with Deliverable 1A.</u> • 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. 	Up to \$20,000
<p>B. Plan and implement at least 3 in-person engagement events (minimum 10 hours per week) every week for community members to access messaging</p> <ul style="list-style-type: none"> • 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). • <u>Proof of distribution, Documentation of deliverable completion, including</u> number of materials distributed and number of community members reached, must be submitted to DOHMH <u>both daily and on a weekly basis.</u> • <u>Applicants are encouraged to choose this deliverable in combination with Deliverable 1A and/or 3A.</u> • 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. 	Up to \$60,000
<p>Definitions:</p> <p>Canvassing – distributing information or materials throughout a geographic area;</p> <p>Flyering – posting or distributing information flyers in an area or at an event</p>	

Tabling – setting up a table at a specific location to distribute literature or provide information	
C. 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.	Up to \$30,000
<ul style="list-style-type: none"> • Report ing will include of number of meetings, number of participants, and major findings must be submitted to DOHMH weekly. • Community conversations can be held virtually. If they are held in-person, all current (at the time of the event) DOHMH public health guidance must be followed. • DOHMH may be able to provide medical professionals for participation in community conversations; however, availability is not guaranteed. Applicants can also elect to utilize professionals within their network to fulfill this role. • 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. 	
(3) NAVIGATION SERVICES	
GOAL: Provide outreach and one-on-one navigation services to support vaccination access/appointments to individuals in disproportionately impacted communities to close the vaccine equity gap.	
<u>Deliverable Option: A</u>	<u>Proposed Funding:</u>
A. Engage and provide one-one navigation services to individuals to support vaccination access/appointments. <ul style="list-style-type: none"> • 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. 	Up to \$120,000

<ul style="list-style-type: none"> • 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. 	
(4) EVALUATION – required for all Applicants	
<u>GOAL:</u> Contribute to a shared understanding about the barriers, challenges, needs, and success stories related to vaccine messaging, equity, and access.	
<u>Deliverable Option:</u> A	
A. Participate in up to 8 evaluation activities facilitated by DOHMH that may include completing surveys and/or story collection forms, attending sharing sessions, and completing a final written report	\$10,000

C. Recipient Requirements

- Recipients will be required to name a dedicated project lead who will serve as the main programmatic point of contact for DOHMH and FPHNY. The Project lead should be the individual responsible for day-to-day management of the project, including daily/weekly reporting.
- Recipients will also be required to name a fiscal/administrative contact who will serve as the main point of contact for contract administration and invoicing.
- All project staff/volunteers from the recipient organization will complete an orientation, including a safety training in case of any in-person work and a training about health equity practices and anti-racism/anti-oppression practices.
- Recipients may be asked to collaborate with and align activities with partners and others working in the neighborhood on COVID-19 vaccine efforts.
- Recipients will be required to wear PPE (personal protective equipment) and follow public health guidance for any in-person activities (PPE can be requested from DOHMH at no cost if needed for completion of deliverables).
- DOHMH will support data collection and reporting guidelines and activities. Metrics will depend on the chosen deliverables and may include, **but is not limited to**, output measures **including such as** number of people served, number of messages shared, and number of events hosted or facilitated for contractors providing services in (2) Community Outreach and Engagement. For organizations working on (3) Navigation services, outcome measures will include **number of first and second dose vaccinations scheduled**

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.

- If Recipient agrees, Recipient will allow for their involvement in program to be publicly posted to help boost community member awareness of this funded resource.
- Recipients may be asked to present to the DOHMH-hosted Test & Trace and Vaccination Community Advisory Group to share lessons learned.

Actual work will be directed by DOHMH and may involve the following:

- Upon request by Recipient, DOHMH representatives may be able to provide guidance, capacity building, and potential media partnerships during implementation of award, capacity permitting.
- DOHMH and/or its partners may be able to provide one or more of the following capacity building supports to recipients:
 - Design and production support for messaging and product development
 - Storytelling and story-based strategy
 - Racial justice and trauma-informed framing
 - Best practices for facilitating community meetings
 - Vaccine expertise by immunologists and public health experts
 - Qualitative data collection and analysis guidance

SECTION III: COMPLETING THE APPLICATION

To be considered for an award, Applicants must submit their completed application by **Tuesday, June 1, 2021** **Wednesday, June 2, 2021** at 11:59 p.m. EDT. All applications must be submitted online via Survey Monkey using the following link: <https://www.surveymonkey.com/r/M2J3YR8>

Before getting started, Applicants should review the application and submission instructions included below. An Application Guide containing the complete list of application questions, instructions, and other helpful tips for completing the application has been posted along with this RFP. Applicants are encouraged to utilize this resource in planning and preparing their submissions.

The application consists of the following sections:

- Section I: Applicant Eligibility Questionnaire (5 questions)
- Section II: Applicant Information (18 questions)
- Section IIa: Fiscal Sponsor Information (10 questions; to be completed by organizations using a fiscal sponsor only)
- Section III: Qualifications & Experience (14 questions)
- Section IV: Proposal (6-7 questions per deliverable selected)
- Section V: Proposal Budget

Please note that Applicants must first complete a questionnaire to determine their eligibility for award. After demonstrating that the RFP's minimum requirements have been met, Applicants will be able to complete the full application.

Application Instructions:

- Applicants should prepare answers to all application questions, complete all attachments, and gather all file uploads prior to beginning their online application. A checklist of all required forms and documentation is included in the Application Guide.
- **The application cannot be saved and returned to for completion.** Applicants should ensure they have plenty of time to complete the full application in one sitting.
- Questions requiring a response are marked with an asterisk.
- The following required forms must be downloaded from FPHNYC's website:
<https://www.fphnyc.org/get-involved/rfps/>
 1. Attachment A: Applicant Signature Form
 2. Attachment B: Subcontractor Commitment Form
 3. Attachment C: Acknowledgement of Addenda
 4. Proposal Budget Form
 5. IRS Form W-9
- Once submitted, Applicants will see the following confirmation message, "Your application has been successfully submitted and will be reviewed by the selection committee."

- Applicants are strongly encouraged to submit their applications at least 48 hours prior to the due date and time. This will allow sufficient opportunity for the Applicant to obtain assistance should there be a technical issue with the submission process.
- Late applications and applications submitted via email will not be accepted.

SECTION IV. EVALUATION AND AWARD PROCEDURES

All proposals submitted within the stated deadline will be reviewed to determine if they meet the minimum requirements of this RFP and have responded to all necessary questions and requests. The Evaluation Committee will evaluate and rate all qualified proposals based on the Evaluation Criteria described below.

A. Proposal Evaluation Criteria

The criteria, and the relative weight of each, that will be utilized to evaluate proposals are:

1. <i>Applicant's relevant qualifications and experience</i>	30%
2. <i>Applicant's proposed plan and approach</i>	60%
3. <i>Applicant's budget and capacity</i>	5%
4. <i>Applicant's staff and leadership are majority BIPOC/from neighborhoods and communities served</i>	5%

B. Selection Process

The review process consists of the following steps:

1. Adherence to Mandatory Minimum Requirements

All applications will undergo an initial administrative review for completeness. For an application to be evaluated, it must include all required components and meet all required eligibility criteria.

2. Proposal Evaluation

All responsive proposals will be judged by a review committee consisting of DOHMH and FPHNYC employees. The Committee will evaluate applications and score Applicants according to the criteria listed above. Each application will be scored by at least three reviewers.

After scoring, the Committee will rank Applicants within each competition according to final weighted score. The highest-ranking Applicants within each **borough—priority neighborhood** for each competition will move on to the next round of review.

3. Final Review and Selection

In the third and final round of review, a selection committee comprised of leaders in DOHMH's Center for Health Equity and Community Wellness will evaluate proposals based on technical merit and community needs. The Applicants within each competition with the highest total score per priority neighborhood or community will be considered first for possible funding. The Committee may make exceptions in order to ensure reach across a broad range of racial/ethnic, cultural, linguistic, and other communities.

C. Award Process

Each Applicant submitting a proposal will be notified in writing regarding the decision concerning their proposal. Once selections are made, designated recipients will enter a contract with the Fund for Public Health in New York. Final contract execution is contingent upon successful completion of contract negotiations and demonstration of compliance with all requirements of FPHNYC, DOHMH, and the City of New York, or any other applicable federal and state laws and policies.

At the discretion of FPHNYC and DOHMH, final awards may be less than requested in order to distribute funds among awardees and ensure adequate distribution of services throughout priority neighborhoods and communities. FPHNYC also reserves the right to make adjustments to deliverables and timeframes in response to changes in priorities or need as a result of the COVID-19 pandemic.

D. Additional Information

Right to Amend, Cancel this RFP, or Solicit a New RFP

FPHNYC may amend or cancel this RFP at any time, without any liability to FPHNYC, and/or DOHMH. FPHNYC or DOHMH may solicit new requests for information and/or proposals regarding the services addressed in this RFP at any time.

Right to Reject Proposals

FPHNYC may reject any or all proposals received and may ask for further clarification or documentation. Submitted information that does not respond to all items in this RFP may be excluded from further consideration and alternative information packages may not be considered.

Insurance

Applicants selected for award will be required to maintain a commercial general liability insurance policy in the amount of \$1,000,000 per incident and \$3,000,000 aggregate. Contractors will also be required to provide proof of worker's compensation insurance coverage at the statutory limits. FPHNYC and the City of New York shall be named as Additional Insureds on the commercial general liability policy and as Certificate Holders for all other required insurance. Contractors will need to demonstrate that necessary insurance coverage is in place from the start of the contract.

NYC Vendor Registration

This project is being supported, in part, with funding from the NYC Health Department, which requires that vendors register in the City's Payee Information Portal (PIP). In PIP, vendors can view financial transactions with the City of New York, register for Electronic Funds Transfer payments and more. For more information, please visit: <https://a127-pip.nyc.gov/webapp/PRDPCW/SelfService>.

Depending on award size, vendors may also be required to register in PASSPort, the City's digital procurement system. PASSPort training and information materials are available through videos, user guides and FAQs at www.nyc.gov/passport.

Proposal Costs

The Applicant will be solely responsible for any costs incurred in preparing, delivering, or presenting responses to this RFP. Applicants will not be reimbursed for any costs incurred in

preparing proposals.

Fulfillment of Requirements

By submitting an information package, the Applicant acknowledges that the respondent has read and understands this RFP and can fulfill all requirements.

Submitted Information

Once submitted, responses will be the property of FPHNYC and will not be returned.

SECTION V. ATTACHMENTS/APPENDICES

APPENDIX A

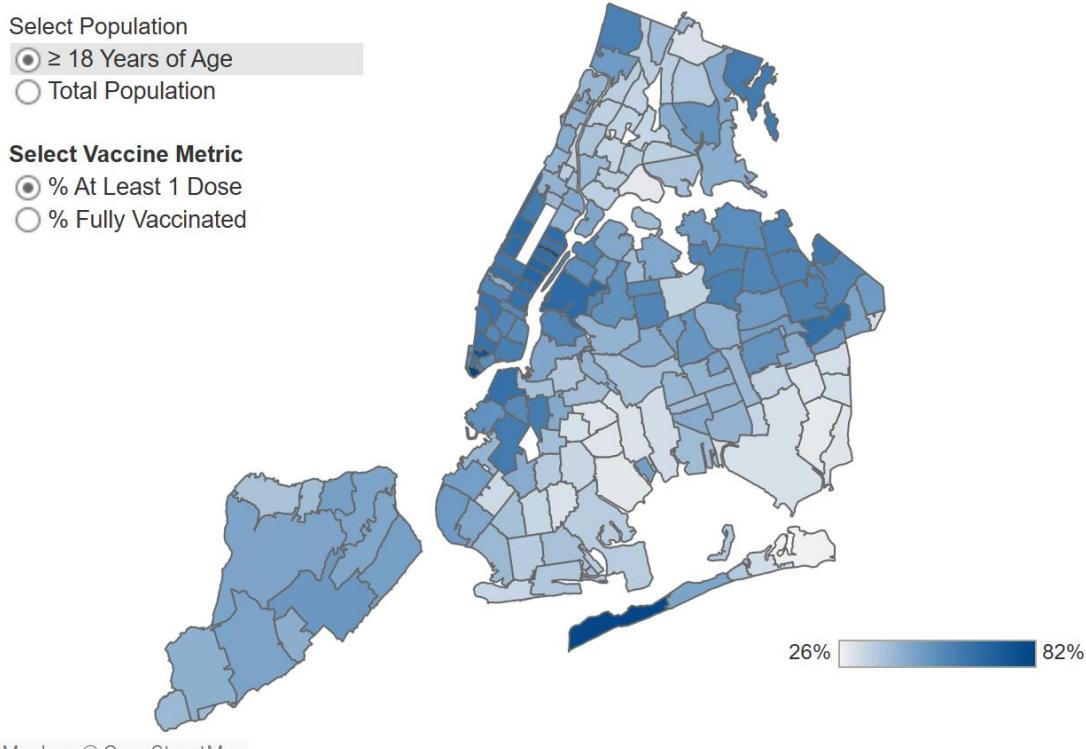
Listed below are the 33 neighborhoods identified by the Taskforce for Racial Equity and Inclusion based on equity burdens and the impact of COVID-19.

Neighborhoods	Borough	Zip Codes
Belmond and East Tremont	Bronx	10457, 10458
Fordham and University Heights	Bronx	10453, 10458
Highbridge and Concourse	Bronx	10452
Hunts Point and Longwood	Bronx	10455, 10459, 10474
Kingsbridge	Bronx	10463, 10468
Morrisania and Crotona	Bronx	10456, 10459, 10460
Mott Haven and Melrose	Bronx	10451, 10454, 10455, 10456
Parkchester and Soundview	Bronx	10472, 10473
Williamsbridge and Baychester, Edenwald	Bronx	10466, 10467, 10468
Bed-Stuy	Brooklyn	11205, 11206, 11216, 11221, 11233, 11238
Brownsville	Brooklyn	11212, 11233
Bushwick	Brooklyn	11206, 11207, 11221, 11237
Coney Island	Brooklyn	11224, 11235
East Flatbush	Brooklyn	11203, 11226
East New York and Starrett City	Brooklyn	11207, 11208, 11239
Flatbush and Midwood	Brooklyn	11226
Flatlands and Canarsie	Brooklyn	11236
Sunset Park	Brooklyn	11220, 11232
Central Harlem	Manhattan	10026, 10027, 10030, 10037, 10039
East Harlem	Manhattan	10029, 10035
Hamilton Heights and Morningside Heights	Manhattan	10025, 10027, 10031, 10032
LES and Chinatown	Manhattan	10002, 10003, 10009, 10013
Washington Heights and Inwood	Manhattan	10032, 10033, 10034, 10040
Briarwood, Flushing South	Queens	11435
Elmhurst and Corona	Queens	11368
Jackson Heights	Queens	11368, 11369
Jamaica and Hollis	Queens	11412, 11423, 11432, 11433, 11434, 11435, 11436
Kew Gardens and Woodhaven	Queens	11419, 11421
Queensbridge and Astoria	Queens	11101
Queens Village	Queens	11429
Rockaway and Broad Channel	Queens	11691, 11692, 11693, 11294
Stapleton and St. George	Staten Island	10301, 10303, 10304, 10310

APPENDIX B

NYC Vaccination Coverage, by ZIP Code

This map shows the percent of NYC residents that received at least 1 COVID-19 vaccine dose and those fully vaccinated by modified ZIP Code Tabulation Areas (MODZCTAs). MODZCTAs can provide better estimates of population size by combining census blocks that have smaller populations.



© 2021 Mapbox © OpenStreetMap

About the Data: Data on this page come from the Citywide Immunization Registry (CIR). COVID-19 vaccination data are reported by immunizing facilities to the CIR. The data are updated daily but are subject to change. Vaccination information by race/ethnicity should be interpreted with caution due to the number of people with no reported race/ethnicity. Although CDC requires providers to record race/ethnicity information for COVID-19 vaccinations, it has not been required in the past and it is not consistently received in the vaccination record. The Health Department continues to seek ways to improve the completeness of demographic data.

Source: NYC Department of Health and Mental Hygiene, <https://www1.nyc.gov/site/doh/covid/covid-19-data-vaccines.page> April 16, 2021

APPENDIX C

BUDGET PROPOSAL INSTRUCTIONS

As part of their budget proposal, Applicants must complete the Budget Proposal Form with a breakdown of the requested funding. Budgets should include all reasonable costs for providing the work outlined in Section II, including staffing, training, volunteer management, community input activities, design, printing, translation, supplies, travel, and administrative costs (i.e., accounting, legal services, commercial general liability and worker's compensation insurance, and other overhead/indirect costs).

Anticipated funding **levels ranges** are included in the deliverables table on pages 9-11 of the RFP. Applicants are encouraged to follow these guidelines in preparing their budget; however, additional funding may be requested with strong justification. If requesting additional funds, please include a justification clearly indicating need in Section V (Proposed Budget) of your organization's Survey Monkey application.

INSTRUCTIONS FOR COMPLETING THE FORM

1. Prepare a 6-month budget using the Budget Proposal Form posted along with this RFP. Please complete the form by following the instructions provided below.
2. The budget template is divided into 6 sections (1A, 2A, 2B, 2C, 3A, and 4) to reflect each of the deliverable options available under this RFP. Applicants should complete only the sections applicable to the deliverables they are proposing to fulfill. The section for Deliverable 4: *Evaluation* has been pre-populated with the fixed deliverable amount. **A detailed budget is not needed for Deliverable 4: Evaluation.**
3. The budget template contains formulas in Column K to calculate costs for **rows, columns and totals within** ~~for~~ each budget component. However, Applicants are required to fill in Column L to reflect the costs being requested as part of their proposal. **Applicants may request the full amount reflected in Column K.**
4. **If Applicants exceed the proposed funding amount (as shown in the header for each budget section) for any of the deliverables they have selected, they must complete a budget justification in the Budget Proposal section of their Survey Monkey application.**
5. **Applicants may include in-kind contributions, but it is not required.**

PS (Personal Services) Expenses

6. Applicants should list all staff positions by position title.
7. The budget template contains two options for calculating staffing expenses based on either annual salary (Columns C-E) or an hourly rate (Columns F-H). Applicants may elect to use either of these options or may vary selection depending on the staff position. However, Applicants may use only one of these options per staff line.

8. If applicable, Applicants should fill in their organization's established fringe benefit rate as a percentage in Column B. Fringe benefits are auto calculated given the rate entered into Column B.

OTPS (Other Than Personal Services) Expenses

9. Applicants should list all OTPS expenses individually (e.g. design, translation, printing, travel, volunteer stipends, etc.).

Indirect Costs

10. 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%.

INSTRUCTIONS FOR SUBMITTING THE FORM

1. The Budget Proposal Form must be uploaded and submitted as part of your organization's application. **All Applicants are required to use Excel form provided to complete their budget.**
2. Once the form is complete, the file must be converted to PDF before it can be uploaded. Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported through SurveyMonkey.
3. To save your completed budget as a PDF file, please complete the following steps:
 - Click on the *File* tab
 - Select "Save As" from the options on the left side bar (or, if you're using an older version of Excel, select "Save As" from the *File* menu).
 - Select the relevant folder location for saving the file. Once the location is selected, the *Save As* dialog box will open.
 - In the dialog box, locate the *Save as type* field and click on the dropdown arrow.
 - From the dropdown menu that appears, select "PDF."
 - Click on the "Options" button (located towards the bottom of the dialog box). This will open a new dialog box for you to enter your formatting options.
 - Under the *Publish what* section, click on the "Active Sheet(s)" option.
 - Click OK to close the Options dialog box.
 - Now back at the *Save As* dialog box, click on "Save" to save the sheet and close the dialog box.
4. Once your budget has been converted to PDF, it will be ready for upload when completing your application in SurveyMonkey.

ATTACHMENT A APPLICANT SIGNATURE FORM

INSTRUCTIONS: Applicants must complete and submit this Applicant Information Form signed and dated by the Project Director and the firm's Authorizing Official.

LEAD Applicant Organization	
Applicant Organization Name:	
Certifications	
As Project Director, I certify that all information provided in this application is correct and accurate to the best of my knowledge.	
Signature of Project Director	Date
<hr/>	
Printed Name and Title	
 As the Authorizing Official for the entity submitting this application, I am supportive of this application and commit my organization to fully engaging in the work proposed as part of this application.	
Signature of Authorizing Official	Date
<hr/>	
Printed Name and Title	

ATTACHMENT B

SUBCONTRACTOR COMMITMENT FORM

INSTRUCTIONS: Applicants must complete and submit a Subcontractor Commitment Form for each proposed subcontractor under this project.

Subcontractor Organization	
Subcontractor Name:	Subcontractor DBA Name, if different:
Employer Identification Number:	Year Incorporated/Founded:
Organization Website:	Annual Operating Budget: \$
Business Address:	Mailing Address, if different:
Contact Name & Title:	
Contact Email:	Contact Phone Number:
Subcontract Information	
Proposed Subcontract Amount: \$	Percent of Total Project Budget:
<u>Describe the deliverables/services to be provided and how this adds value to the project:</u> 	
Certification	
As the Authorizing Official for the subcontractor included in this application, I am supportive of this application and commit my organization to fully engaging in the work plan provided in this application.	
Signature of Authorizing Official	Date
Printed Name and Title	

Please check if additional forms are attached.

Page _____ of _____

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

**ATTACHMENT D
IRS FORM W-9**

See Next Page