
REQUEST FOR PROPOSALS (RFP)

**COVID-19 VACCINE EQUITY
PARTNER ENGAGEMENT PROJECT**

ISSUE DATE: APRIL 4, 2022

ADDENDUM #3

CHANGES FROM ADDENDUM #2 AND #3 ARE HIGHLIGHTED YELLOW FOR QUICK REFERENCE

APPLICATION DUE DATE: **APRIL 6, 2022**

REPLY TO: MSMITH@FPHNYC.ORG

RELEASED BY:

Fund for
Public Health NYC

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TABLE OF CONTENTS

SECTION I: SUMMARY OF THE REQUEST FOR PROPOSALS	3
SECTION II: SCOPE OF SERVICES	8
SECTION III: COMPLETING THE APPLICATION	13
SECTION IV. EVALUATION AND AWARD PROCEDURES	15
SECTION V. ATTACHMENTS/APPENDICES	18

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.

1. RFP Timetable

The following timeline outlines key events related to the RFP process, from solicitation to program implementation. *The dates listed here are subject to change.* Applicants are responsible for monitoring FPHNYC's website (<https://fphnyc.org/get-involved/requests-proposals/>) for any changes prior to the submittal deadline. FPHNYC will not provide individual notice of changes, and organizations are responsible for regularly checking this web page for any changes.

Request for Proposals (RFP) Release	February 16, 2022
Applicants' Conference (Remote and Recorded)	February 25, 2022 from 11:00 a.m. -12:00 p.m. ET
Deadline for Written Questions	March 24, 2022 at 11:59 p.m. ET
Q&A Posted	March 28, 2022
Application Deadline	April 6, 2022 at 11:59 p.m. ET
Expected Funding Notification	Week of April 18, 2022 and continuous
Expected Project Start Date	May 2, 2022 and continuous

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 an organization 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 at: <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 communities in Staten Island (10306, 10307, 10308, 10309, 10312, 10314) and/or Orthodox Jewish communities in the following zip codes: 10307, 11204, 11219, 11230, 11210, 11211, 11213.
- 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.
- 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.
- F. If awarded, Applicants must comply with all New York City Executive Orders and Orders of the Commissioner of Health and Mental Hygiene (“City Orders”) that apply to City contractors and subcontractor and remain current with all such City Orders and requirements, which may be subject to change.

For the RFP, organizations currently contracted under other PHC/DOHMH-led COVID-19 initiatives such as the COVID-19 Disparities Initiative or Test and Trace, may not apply for neighborhoods they are currently funded to serve but may apply for other neighborhoods if eligible.

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. Anticipated Funding and Payment Structure

Approximately \$1.9 million in private and federal funding will be available to support up to 8 awards focused on the populations/zip codes identified in the table below. While award amounts will vary, the average award size is expected to be approximately \$240,000. Available funds will be allocated as follows:

POPULATION/GEOGRAPHIC AREA	TOTAL FUNDING AVAILABLE	ANTICIPATED NUMBER OF AWARDS
C/FBOs serving communities in Staten Island (10306, 10307, 10308, 10309, 10312, 10314)	\$950,000	Up to 4 awards
C/FBOs serving Orthodox Jewish communities in the following zip codes: 10307, 11204, 11219, 11230, 11210, 11211, 11213	\$950,000	Up to 4 awards

A separate application is required for each population/geographic area. Applicants serving both populations/geographic areas may submit more than one (1) application in response to this RFP. 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.

4. Funding Priorities and Preference Factors

Priority points will be awarded to Applicants whose staff and leadership reside in or reflect the neighborhoods or communities served. Preference will also be given to:

- Organizations physically located or with partnerships in the priority neighborhoods;
- Organizations whose mission is specifically focused on the priority populations/geographic areas identified in this solicitation; and
- Organizations serving neighborhoods with the lowest vaccination rates.

5. Applicants' Conference

A virtual information session will be held on Friday, February 25, 2022 from 11:00 a.m.-12:00 p.m. ET 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_gF4bm5vnQOK4swfdvX2h2g

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.

6. 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 "**Vaccine Equity Partner Engagement RFP.**" All such

questions and inquiries must be received on **Thursday, March 24, 2022** by 11:59 p.m. ET. 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.

7. Submission Instructions

Completed applications are due no later than **Wednesday, April 6, 2022 at 11:59 p.m. ET**. All applications must be submitted online via Survey Monkey using the link posted at: <https://www.fphnyc.org/get-involved/rfps/>. The application link will be posted within 72 hours of release of this RFP.

An Application Guide, including a complete list of the application questions, instructions, and other helpful tips for completing the application, will also be 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.

8. Funding Term and Payment Structure

The project period is anticipated to be approximately 6 months: May 2022 through October 2022. Recipients are expected to be operational as soon as possible following contract execution. There is potential for contracts awarded under this RFP to be extended depending on continued need for services.

An initial contract will be executed with selected organizations covering the May to June 2022 timeframe to coincide with the City's fiscal year. The contracts will then be renewed to extend the period of performance to end on/around November 2, 2022, to continue the completion of all deliverables.

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 some C/FBOs may need upfront support to initiate project activities. Therefore, select organizations may be eligible to receive an advance of up to 25% of the total award amount upon execution of the contract.

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.

9. 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.

SECTION II: SCOPE OF SERVICES

A. Background/Purpose

The New York City Department of Health and Mental Hygiene (DOHMH) is working to ensure fair and equitable access to the COVID-19 vaccine. Vaccines are a critical tool for helping to stop the pandemic and limit its impact. They are proven safe and are now protecting millions of vaccinated New Yorkers from COVID-19. However, lower vaccination rates among some groups leave them at increased risk for infection, particularly as new variants spread.

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 and other healthcare 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 project is to engage communities with low vaccination rates in proactive COVID-19 vaccine education and outreach activities with the goal of increasing the number of people fully vaccinated for COVID-19 in New York City. Through this funding opportunity, support will be provided for C/FBOs to develop and implement tailored, accessible, diverse, and culturally relevant messages and engagement strategies to increase vaccine awareness, literacy, and confidence.

C/FBOs will select from the following deliverable options: (1) tailored messaging, (2) message dissemination, (3) in-person engagement, (3) navigation, and (4) evaluation. The activities and requirements for each deliverable are outlined in the table below. **All applicants must select at least two deliverables, one of which must be Evaluation.**

All C/FBOs will be expected to prioritize reaching

- Children and youth under age 18
- Parents of children and youth under age 18

C/FBOs are encouraged to propose strategies informed by, and to the extent possible, developed with residents and/or community members.

While all C/FBOs 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.

The table below provides a description of each deliverable option:

(1) TAILORED MESSAGING	
<u>Goal:</u> Tailor thoughtful, community-informed, and culturally relevant messaging about the COVID-19 vaccine to build vaccine confidence and address concerns in communities with low vaccination rates, especially for youth under age 18 (DOHMH will provide up-to-date public health guidance).	
	<u>Proposed Funding:</u>
A. Create between 5-10 tailored and accessible messaging products with a primary focus on youth under age 18 and/or their parents/caregivers: <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. • 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 \$50,000
(2) COMMUNITY OUTREACH & ENGAGEMENT	
<u>Goal:</u> Facilitate bidirectional engagement with community partners and residents about vaccination to build vaccine literacy and confidence and increase access to vaccine distribution operations.	
<u>Deliverable Options:</u> A & B	<u>Proposed Funding:</u>
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 messages weekly (DOHMH will not provide these)	Up to \$20,000

<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. • Messages must contain either video, audio, or visual content in the form of an infographic • Messaging and dissemination methods should focus on reaching youth under age 18 and/or their parents/caregivers • Data on number of materials distributed and number of community members reached will be collected and reported to DOHMH 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. 	
<p>B. Plan and implement at least 1 in-person engagement event per week for community members to access vaccine messaging:</p> <ul style="list-style-type: none"> • Engagement events are not required to have a COVID-19 focus; instead, Applicants are encouraged to propose events focused on health and wellness into which they can incorporate COVID-19 messaging. • Engagement events should focus on reaching youth under age 18 and/or their parents/caregivers. • Options for events include health screenings and education classes; community listening sessions; health and wellness presentations to civic groups, houses of worship, etc.; walking, biking and/or race events; field days; healthy cooking demonstrations; health fairs; collaborative Days of Action; canvassing, flyering, public tabling, etc. • Collaboration with other C/FBOs and/or a Federally Qualified Health Center within assigned zip codes on Days of Action, health fairs or other events is encouraged. • Data on number of materials distributed and number of community members reached will be collected and reported to DOHMH 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. <p>Applicants are not restricted to the event examples above; Applicants are encouraged to propose their own events based on community needs.</p>	Up to \$60,000
(3) NAVIGATION SERVICES	

<u>GOAL</u> : 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>Proposed Funding:</u>
A. Engage and provide one-one healthcare navigation services to support vaccination access/appointments. <ul style="list-style-type: none"> Engage and provide one-on-one navigation services to community members aimed at helping individuals to connect to needed health and social services including sign up for COVID-19 appointments; providing referrals to providers and community partners for individuals in need of other health or social services. Applicants should propose a weekly performance target for one-on-one navigation session that reflects their organizational capacity and the current state of the pandemic. Services will include booking vaccine appointments, supporting individuals in finding a walk-up site, and providing information for or set up appropriate transportation for eligible New Yorkers to and from vaccination site. Data on total engagements and client demographics will be collected and reported to DOHMH 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. 	Up to \$100,000
(4) EVALUATION	
<u>GOAL</u> : Contribute to a shared understanding about the barriers, challenges, needs, and success stories related to vaccine messaging, equity, and access.	
	<u>Fixed Funding Amount:</u>
A. Participate in up to 7 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 may include, but are not limited to, output measures 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 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.
- 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.
- 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 **Wednesday, April 6, 2022** at 11:59 p.m. EDT. The application link and all supporting documents for this RFP will be posted at <https://www.fphnyc.org/get-involved/rfps/> within 72 hours of release of this RFP.

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
- Section II: Applicant Information
- Section IIa: Fiscal Sponsor Information (only for organizations using a fiscal sponsor)
- Section III: Qualifications & Experience
- Section IV: Proposal
- 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:

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

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 service area according to final weighted score.
- 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.

As a part of the negotiation process, FPHNYC may request supplementary information from Applicants to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation. 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

Prior to the start of work, selected Contractors, including coalition members, shall procure and maintain in force at all times during the term of the agreement, insurance of the types and in the amounts set forth below:

- A. **Commercial General Liability:** insurance to provide coverage for bodily injury and property damage, including damage to any facilities, equipment or vehicles, in limits of no less than \$1,000,000 per occurrence \$3,000,000 aggregate, \$1,000,000 personal and advertising injury aggregate; written on an occurrence basis with coverage at least as broad as the most recently-issue version of ISO form CG 00 01, and no exclusions other than as required by law or approved in writing by DOHMH.
- B. **Professional Liability (Medical Malpractice):** if Contractor is providing professional services, Contractor shall obtain professional liability insurance, in limits of no less than \$1,000,000 per occurrence and \$3,000,000 aggregate;
- C. **Employers Liability:** insurance to provide coverage for the acts and omissions of Contractor's employees in limits of no less than \$1,000,000 per accident;
- D. **Workers' Compensation:** workers' compensation and disability insurance as required by the applicable New York State law.
- E. **Commercial Auto:** if Contractor plans to use any vehicles in the performance of services under the agreement, Contractor shall obtain commercial auto coverage for all owned, non-owned, and hired vehicles, written on a form at least as broad as ISO form CA 00 01, with minimum limits of \$1,000,000 per accident.

- F. Excess Umbrella Liability: in the event that Contractor's insurance policy(s) does not meet the limits stated above.

Contractor shall maintain on file with FPHNY current Certificates of Insurance for the above referenced policies, listing FPHNY and the City as Additional Insureds for General Liability policies and as Certificate Holders for all other required insurance. All of the required policies shall provide for a waiver of subrogation in favor of the City of New York and FPHNY, including their respective officials and employees, and shall be primary and non-contributing to any insurance or self-insurance maintained by any of those parties. Contractors waive all claims against the City of New York and FPHNY, including their respective officials and employees, that would be covered under any policy of insurance required by this Agreement. 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>.

Vendors will 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 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 are included in the deliverables table on pages 9-12 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 4 sections (1, 2A, 2B, 3, and 4) to reflect each of the deliverable 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 required for Deliverable 4: *Evaluation*.
3. All items must have an estimated unit cost and number of units needed, as well as a description/justification of use.
4. Please review "Unallowable Costs" below for project expenses that are NOT allowed under this funding opportunity.
5. 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.

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 Negotiated ICR Agreement (NICRA) may budget using their established rate. All other organizations should budget using a de minimis rate of 10%.

Unallowable Costs

The following are examples of unallowable costs:

- Vaccine Administration
- Vaccine Supplies
- Promotional items or giveaways (e.g., t-shirts, bags, cups, pens, or other branded items)
- Entertainment or other costs incurred for amusement, social activities and any associated costs
- Food and beverages
- Research
- Clinical Care
- Furniture
- Construction
- Equipment
- Vehicle Purchase
- Fundraising activities
- Lobbying
- Fines, penalties

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
_____ 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
_____ 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:
Describe the deliverables/services to be provided and <u>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
IRS FORM W-9

See Next Page