

# HEALTH RESEARCH, INC.

## New York State Department of Health Office of Health Emergency Preparedness

### Request for Proposals

*Health Emergency Preparedness Training Center: Develop, deliver, and evaluate emergency preparedness training for Health Emergency Preparedness Coalitions across the State of New York*

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#### *Questions & Answers*

**I. We understand that there is a \$250K award per region and per facility – is this accurate?**

There is a \$250,000 award available per NYSDOH Region. The NYSDOH Regions are defined on Pages 14-15 of the RFP as well as in Attachment 5 – NYSDOH Regional Map (PDF).

Awardees are specifically prohibited from performing training to an individual facility. Rather, this funding opportunity provides training resources for the members of each NYSDOH Regional Health Emergency Preparedness Coalition (HEPC).

**II. How are training gaps to be identified?**

The process that an awardee intends to use to identify training needs should be detailed in the narrative section of the RFP Proposal. Awardees will be expected to assist HEPC Leadership with identifying training areas by reviewing HEPC Plans, performing standard Training Needs Assessments, or other methods deemed necessary.

Training needs should focus on the capabilities identified in the [2017-2022 Health Care Preparedness and Response Capabilities](#).

**III. Do we need to sign on for partnering facilities when submitting the application?**

No. Funding for this opportunity is to support facilities and organizations that belong to an established NYS Health Emergency Preparedness Coalition.

**IV. Who provides pre-approved courses, existing sources or the Contractor (or a combination of the two)?**

A combination of the two. Pre-Approved Courses are approved for hospitals with a Hospital Preparedness Program Contract to seek reimbursement for attendance. Some courses are offered by outside sources, and some may be hosted or sponsored by a Health Emergency Preparedness Training Center.

**V. How do we ensure we are not duplicating training efforts?**

Monthly coordination meetings are held with the Office of Health Emergency Preparedness and each awardee. Please see Attachment 3 – Draft Workplan (DOCX) for more information on coordination requirements.

**VI. Can you provide more details on the composition of the HEPCs? Where can we locate the HEPC Regional Plans as they were not part of the RFP packet. Also, have there been further changes to Agencies serving as Regional Training Centers?**

HCC member composition varies by HEPC, this may include hospitals, community health centers, integrated healthcare systems, private physician offices, outpatient clinics, dialysis and other specialty treatment centers, long-term care facilities (nursing homes, other skilled nursing facilities), and home care/hospice, but should include four core members: hospitals, emergency medical services (EMS), emergency management organizations, and public health agencies. For more information on Healthcare Preparedness Goals and Capabilities as well as a detailed description of the HCC model, please visit <https://www.phe.gov/Preparedness/planning/hpp/reports/Documents/ASPR-Preparedness-Response-Capabilities-FactSheet-508.pdf>.

**VII. Below Map of HEPC – is this still valid? [attached map omitted]**

Please refer to Attachment 5 – NYSDOH Regional Map (PDF) for a current map of NYSDOH Regions.

**VIII. Regarding Attachment 3, the draft workplan: is this draft workplan meant to be an “example”, and subject to modification by the applicant, if needed, or is it “set in stone”?**

Attachment 3 - Draft Workplan (DOCX) is submitted as an example. A final workplan will be released as part of the contract to awardees. The workplan will be updated annually with each contract by the Office of Health Emergency Preparedness and provided to the awardees.

## *Corrections*

**VIII. Page 14 of the RFP identifies the counties representing each NYSDOH Region. Schenectady County was omitted from the Capital District Region in this paragraph. Please include Schenectady County in the Capital District Region.**