New York State Department of Health and Health Research, Inc

NYS RPE Program Health Equity Capacity Assessment

RFP # BWIAH-2022-01

**Attachment 3: Workplan Template**

Instructions: Please complete two workplans below with activities, deliverables, person responsible with their title, and timeframe. All activities and deliverables must be completed within two contract cycles from December 1, 2022 to January 31, 2023 and from February 1, 2023 to June 30, 2023. The proposal may end prior to June 30, 2023. The workplan must include the required deliverables:

* A final report that includes the background, methods, findings, and recommendations for advancing health equity.
* A training on advancing health equity to BWIAH staff.

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| Workplan 1 (December 1, 2022 to January 31, 2023) |
| Goal 1: Conduct a health equity capacity assessment of the NYS RPE Program and provide a final report to the NYSDOH with recommendations for advancing health equity. |
| Activities | Deliverable  | Person & Title | Timeframe  |
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| Goal 2: Develop and deliver a health equity training to BWIAH staff.  |
| Activities | Deliverable  | Person & Title | Timeframe  |
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Additional cells may be added as needed.

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| Workplan 2 (February 1, 2023 to June 30, 2023) |
| Goal 1: Conduct a health equity capacity assessment of the NYS RPE Program and provide a final report to the NYSDOH with recommendations for advancing health equity. |
| Activities | Deliverable  | Person & Title | Timeframe  |
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| Goal 2: Develop and deliver a health equity training to BWIAH staff.  |
| Activities | Deliverable  | Person & Title | Timeframe  |
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Additional cells may be added as needed.