

# 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 the Capital District Region Health Emergency Preparedness Coalition*

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#### *Questions & Answers*

**I. How are training gaps to be identified? Are awardees provided with the training plan?**

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](#).

**II. Does an applicant have to be a teaching institution to apply?**

No, there is no requirement to be a teaching institution. Any organization that believes they can meet the workplan requirements of the RFP within the funding available are welcome to apply. Full details on the application requirements are found on Pages 14-15 of the RFP Document.

**III. 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. Costs associated with hosting a course and sourcing instruction should be included in budget submissions.

**IV. 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.

**V. In reference to ATR-4, are individuals outside of DOH able to be LMS Administrators?**

The NYSDOH LMS is administered and managed by NYSDOH, however, local administrator privileges can be given to awardees enabling them to schedule, post, and track registration of training courses through the LMS.