

**BUREAU OF HEALTH EQUITY AND COMMUNITY ENGAGEMENT – NEW YORK
STATE DEPARTMENT OF HEALTH**

**EQUITABLE PROCUREMENT CONSULTANT
SOLICITATION OF APPLICATIONS (SOA)**

Date of Issue: 03/23/2023

Due Date/Time: 04/24/2023 11:59 PM

Question-and-Answer Period Closing Date : 04/6/2023 11:59 PM

Counties Served: Rest of State (all counties outside of New York, Bronx, Kings, Queens and Richmond) and/or the Nations

Description

Health Research, Inc. (HRI) and the NYS Department of Health (NYS DOH) announce the availability of funds for up to six (6) awards totaling \$240,000 to serve as consultants for the Bureau of Health Equity and Community Engagement to advance equitable procurement practices in its upcoming funding opportunities and contribute to actionable recommendations to strengthen equitable procurement processes. The funds will be awarded at up to \$40,000 to up to six (6) organizations from **5/15/2023 to 12/31/2023**.

Background

In 2021, CDC's [OT21-2103: National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved Communities, Including Racial and Ethnic Minority Populations and Rural Communities](#) awarded funding to address COVID-19 related health disparities and advance health equity by expanding state, local, US territorial, and freely associated state health department capacity and services.

Utilizing this CDC funding, the Bureau of Health Equity and Community Engagement, NYSDOH/HRI (“the Bureau”) has a vision for an equitable procurement process which would allow all types of community-based organizations (small, grassroots, large, traditional, non-traditional, those historically funded as well as those with no prior contracting experience with NYSDOH) to be informed about, fully access, and participate in NYSDOH/HRI funding opportunities as they become available.

To move towards this vision, the Bureau will fund up to 6 organizations who will be designated as Equitable Procurement Consultants.

Equitable Procurement Consultants will assist in marketing/promoting the Small Wellness Mini Bid Cohort 2 and Large Wellness RFA funding opportunities and serve as navigators to assist community-based and grassroots organizations who are interested in applying for the funding opportunity. Consultants will also provide feedback on successes, challenges, barriers, and lessons learned from working with nontraditional community-based and grassroots organizations.

Eligible Applicants

Applicants must be organizations who are based in Rest of State (all counties outside of New York, Bronx, Kings, Queens and Richmond) and/or the Nations and serve other organizations who work in Rest of State and/or the Nations. All work completed on this project will occur within Rest of State and/or the Nations.

Applicants must have an established role supporting, advocating for, convening, and/or funding community-based or grassroots organizations.

Examples of organizations that may apply include foundations, philanthropic organizations, associations, and coalitions.

Applicants must be trusted by credible, nontraditional community-based and grassroots organizations serving the prioritized populations described in the CDC grant that funds this effort:

CDC Prioritized Populations: Alaska Native, American Indian, Asian, Black or African American, Hispanic, Latino or Latinx, Native Hawaiian and Pacific Islanders, People living in rural areas, People experiencing homelessness, People with disabilities, People experiencing poverty, People with substance use disorders, non-U.S. born persons, religious minorities, Lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons, Adults aged 65 and over, Essential Workforce.

Organizations awarded through the following past, current, and future funding opportunities cannot apply:

- Small Wellness Award Mini Bid Cohorts 1 & 2
- Public Health Essentials Training and Development Mini Bid
- Risk Management: Responding to Public Health Emergencies RFP
- Health Disparities Large Community Wellness Program RFA

Applicant Experience Required:

- Established leader with experience supporting, advocating for, convening, and/or funding community-based organizations in Rest of State and/or Nations.
- Experience with and commitment to strengthening *CDC Prioritized Populations* as defined above.
- Possess established networks (e.g., coalitions, community workgroups, etc.) of nontraditional community-based and grassroots organizations.
- Demonstrated credibility with nontraditional community-based and grassroots organizations serving underserved, under resourced, marginalized, and/or rural communities in Rest of State and/or Nations.
- Knowledgeable about grants and contracting processes for government, private, philanthropic and corporate funding.
- Experience providing technical assistance directly to community-based and grassroots organizations.
- Strong communication, organizational, and project management skills.

Applicants will be selected based on their ability to demonstrate their ability to reach and support community-based and grassroots organizations. Applicants must provide letters of support from community-based and grassroots organizations to validate their credibility. Organizations will be selected to ensure both geographic coverage as well as representation of urban and rural communities.

Funding:

A total of \$240,000 will support up to 6 Equitable Procurement Consultants during the contract period of approximately 7 months (up to \$40,000 per consultant).

Scope of Work:

- Promote funding opportunities to nontraditional and community-based grassroots organizations, leveraging the consultant’s networks.
- Conduct outreach and follow-up with potential applicants on the funding opportunities and application process.
- Provide technical assistance to eligible applicants on proposal submission, in both group and 1:1 meetings.
- Assist applicants in overcoming barriers to contract, including navigating the SAM.GOV process.
- Document efforts to promote funding opportunities and track technical assistance provided to community-based organizations.
- Develop report that includes an overview of deliverables completed, successes, challenges, barriers, and recommendations to improve NYSDOH/HRI procurement processes and increase its equitability.

Consultant Payments

Each Equitable Procurement Consultant will be paid up to \$40,000 over a contract period of approximately 7 months. Consultants will submit invoices based on the completion of deliverables specified in the consultant’s contract. Deliverables will include the tasks identified in Scope of Work.

Application Process

Applications will be submitted online in SurveyMonkey Apply platform (SM Apply). To respond to this solicitation, please first create a login in SM Apply and then complete the application questions in the SM Apply© form. Applications are due by 04/24/2023, 11.59 PM.

Application steps:

1. Click [here](#) to begin application process.
2. Create a login in SM Apply©
3. Respond to the application questions in SM Apply© (see below).
4. Request letters of support from two (2) partner organizations (partner organizations will be directed to upload letters of support into SM Apply©). Letters of support should include:

- A description of the applicant's qualifications and credibility with nontraditional community-based and grassroots organizations serving underserved, under resourced, marginalized, and/or rural communities in Rest of State and/or Nations.
- At least one letter of support must come from a community-based or grassroots organization.

Question-and-Answer Period:

The Question-and-Answer period allows applicants to ask for clarifications about the application process or funding opportunity. Submit questions to the Bureau's COVID Health Disparities Program (Email: covidhdp@health.ny.gov) by Thursday, April 6, 2023, 11:59 PM. Answers to all questions will be posted on the HRI Funding Opportunities page <https://www.healthresearch.org/funding-opportunities/> on or before Thursday, April 13, 2023. (Note: During this Question-and-Answer Period, questions submitted by applicants will not be answered individually.)

Selection Process:

Following the Bureau's review of applications, qualifying organizations will be required to participate in a brief interview with Bureau staff. Based on an approved methodology including the strength of their application and interview, up to six (6) consultants will be selected.

Application Questions:

1. Describe organization's role supporting, advocating for, convening, and/or funding community-based organizations in Rest of State and/or Nations.
2. Describe organization's experience with and commitment to strengthening prioritized populations as defined by the CDC grant that funds this effort (see *CDC Prioritized Populations*).
3. Specify the established networks of nontraditional community-based and grassroots organizations that the organization possesses and identify partners in the organization's network.
4. Describe organization's knowledge about grants and contracting processes for government, private and corporate funding and provide a list of grants applied to and/or awarded in the last three years including funding amount, funding source (e.g., federal/state/local government, foundation, etc.).
5. Describe organization's experience providing technical assistance directly to community-based partners. Provide at least one example of direct TA the organization provided.
6. Describe organization's ability to fulfill the responsibilities of this consultant role (see Scope of Work)
7. Download the Budget Form template from the SOA posting on <https://www.healthresearch.org/funding-opportunities/>. Utilizing the scope of work listed above, applicants should complete and upload the budget ensuring all costs on submitted budget, assuming a May 15, 2023 start date and December 31 2023, end date, must be consistent with the scope of services, reasonable, and cost effective. Any ineligible budget items will be removed from the budget

prior to contracting. The budget amount requested will be reduced to reflect the removal of the ineligible items. Administrative costs (capped at 10%) should be in line-item detail; lump sum administrative costs or rates will not be considered. NYSDOH/HRI may require a reduction in administrative costs for funded applicants if costs are not justified.

8. Applicants should detail all Personal Services expenses for the program related to this project. For all existing staff, there should be a clear and appropriate budget justification, and include how the percentage of time devoted to this project has been determined.
9. Within the budget form, applicants should provide a justification for the cost elements of the application and describing the overall cost effectiveness of the proposed program, including reasonableness or price.
10. Applicants are required to request two (2) letters of support from partner organizations in SM Apply©. At least one (1) must come from a community-based or grassroots organization. The letters of support should include a description of the applicant's qualifications and credibility with nontraditional community-based and grassroots organizations serving underserved, under resourced, marginalized, and/or rural communities in Rest of State and/or Nations.

All applications (including letters of support) must be received in SM Apply© by 04/24/2023, 11:59 PM. Late applications will not be able to be submitted. Applications will not be accepted via mail, fax, or e-mail.