

RFP# OHEP 2025-02

Virtual Workforce Training Sessions

Questions and Answers

We have compiled all your inquiries and provided answers to support your proposal.

Questions	Answers
The minimum requirement asks for experience delivering a training to more than 500 employees. Does my organization qualify if we have delivered a training to almost 300 employees with a waitlist in place?	The minimum requirements for the RFP state that applicants must have “five years demonstrated experience in developing and delivering professional workforce training curriculum to public or private sector clients with more than 500 employees.” We do not require more than 500 training attendees, but we do require that the clients you have delivered trainings to had more than 500 employees in their organization.
The RFP Scope of Work states the training consultant will work with leadership to develop a 90-minute training, repeating that training 12 times to reach all employees. It also notes that 8 topics should be covered. Is it your intention that all 8 topics will be covered in the one 90-minute-training session? And that same session will be repeated 12 times?	The expectation is to create one 90-minute training that repeats 12 times and uses all 8 topics to develop the training. The topics serve as a guide and are not requirements.
Will the group of participants be the same each week?	The group of participants will be different each week. The audience will always be employees of the New York State Department of Health and Health Research Inc. The training will be offered multiple times to allow employees to attend when they are available.
How many participants can be expected to attend each session?	The number of participants is currently undetermined. The maximum number of participants will be at the discretion of the consultant/s and the New York State Department of Health in recognition of the

	capacity of virtual platforms and activities that may be conducted during the training.
Are the trainings to be conducted virtually or on-site?	The trainings will be conducted virtually.
Will NYCDOHMH provide (and cover the cost of) the training platforms/technology needed to record and facilitate the training sessions?	<p>The New York City Department of Health and Mental Hygiene (NYCDOHMH) is not involved in this RFP.</p> <p>This RFP is managed by the New York State Department of Health -Office of Health Equity and Human Rights in collaboration with the Office of Public Health. The total funding available is \$45,000 which should include usage and cost.</p>
The RFP submission form asks the applicant to provide a written evaluation of the effectiveness of the training - including an analysis of the data- and recommendations for future training; however, this requirement is not noted in the scope of work and seems not to be included in the estimate of hours (442 for development and 18 for delivery of training). Can you clarify this expectation to analyze and present evaluation results?	<p>The evaluation strategy should be included in the estimate of hours. The exact approach to the evaluation strategy is determined by the consultant. Expectations are stated in the proposal response form and copied below.</p> <p><u>Evaluation Strategy:</u> Provide a written evaluation of the effectiveness of the training: The evaluation should include summary, data from post knowledge surveys, analysis of data, feedback from participants, and recommendations for follow up training.</p>
The RFP requests the applicant to submit an average of hourly rates. It also states a budget of \$45,000 and anticipates 460 hours of work, which translates to just under \$98/per hour. Is there a cap on hourly rates?	<p>There is no cap on hourly rates.</p> <p>The hourly rates must be reasonable and well documented for the services provided. Factors like the consultant’s qualifications and the complexity of the work are considered when determining reasonableness. The total cost must fit the \$45,000 budget.</p>
50%- Cost (estimated total of 460 hours of work including 442 development hours and 18 delivery hours).” Please clarify if these are the number of hours as an example?	The estimated total of 460 hours of work is an example. Consultants are expected to provide their own estimates.