

RFP# OHEP 2025-02

Virtual Workforce Training Sessions

The Office of Health Equity and Human Rights at the New York State Department of Health and Health Research, Inc. are seeking a proposal for a department-wide employee training to support our Department of Health and Health Research, Inc. workforce. This opportunity may be fulfilled by individual workforce consultants, public or private professional training organizations, or Limited Liability Corporations (LLCs).

Minimum Qualifications to Apply: To be considered for award, proposers must have 5 years demonstrated experience in developing and delivering professional workforce training curriculum to public or private sector clients with more than 500 employees.

I. Background:

The Office of Health Equity and Human Rights was established in 2022 and leads the Department's commitment to advance health equity across New York State. The mission of the Department is to protect and promote health and well-being for all, building on a foundation of health equity.

The Office of Health Equity and Human Rights is partnering with the Office of Public Health at the New York State Department of Health to strengthen public health organizational infrastructure and workforce development. This collaboration, supported by the Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems Grant, aims to build a strong, diverse, and skilled workforce in New York State. These collaborative efforts will ensure health equity is a core principle of all Department operations.

III. Scope of Work:

The Office of Health Equity and Human Rights and the Office of Public Health seek to contract with an individual or organization with expertise in providing training and development that strengthens regional recruitment and retention efforts, organizational infrastructure and best practices. The awarded workforce consultant is expected to meet with the leadership team (incl. representatives from the Office of Health Equity and Human Rights and Office of Public Health) to create, develop, and conduct a 90-minute virtual training 1x/weekly from October 2025-December 2025 to Department of Health and Health Research Inc. employees during the contracted period (August 2025- December 2025). The awarded workforce consultant will meet with the leadership team to develop one 90-minute virtual training. The consultant will schedule and repeat facilitation of the training 12 times between October 2025-December 2025 to accommodate all employees. The

trainings should support an equitable workplace where employees feel supported, valued and respected.

The training should include the following topics:

- Strengthening Workforce Capacity: Building the skills, knowledge, and abilities of employees to improve their productivity and effectiveness in the workplace.
- Empowering Work Environment: Fostering trust, valuing employee contributions, and providing opportunities for growth and development.
- Cultural Competence and Humility: A lifelong process of self-reflection and self-critique, involving recognizing one's own biases and limitations, while also being open to learning from others, especially those from different cultural backgrounds to foster a workforce that values and supports all employees.
- Generational Differences: Each generation has different attitudes towards health. Cultural humility encourages the public health workforce (at all levels) to avoid assumptions and instead learn from everyone's generational experiences and preferences to help create more equitable and relevant initiatives.
- Strategic Partnerships and Shared Power: Collaborating to achieve mutual goals and drive growth.
- Self-Awareness and Self-Realization: Self-awareness is the foundation for self-realization, as it provides the clarity and understanding needed to discover one's true nature.
- Active Listening and Effective Communication: Critical communication technique where you fully focus on the speaker, understand their message, and respond thoughtfully.
- Work-life Balance: Finding a way to effectively manage the demands of both professional and personal life.

The goal for our employees should be to implement learned concepts, methods or tools in practical real-world situations to achieve and/or demonstrate understanding. These trainings should be interactive and may include breakout sessions, poll questions, videos and discussion. The trainings should include post-training knowledge assessments, discuss evidence-informed approaches to integrating learned concepts into public health practice, and bridge the theory to practice for Department of Health employees. The training should be specific to the New York State Department of Health and be recorded for future viewing and dissemination to all employees. This request for proposals seeks hourly rates for deliverables that would be carried out for a specific project period within the larger timeframe of August 2025-December 2025 with training presentations starting October 2025.

*Please note: the project timeframe is subject to change.

IV. Request for Proposal:

Budget

If this scope of work sounds applicable to the work of you or your organization, please provide an hourly rate for this service. Note that the allowable budget for this procurement is \$45,000. All deliverables are expected to be completed within the given timeframe of August 2025-December 2025. Please see attached proposal form.

Evaluation of Proposals

Proposals will be evaluated on the following criteria:

- 20%- Organizational Capacity and Experience
- 20%- Approach to the Work Required and Adherence to Timeline
- 10%- Evaluation Strategy
- 50%- Cost (estimated total of 460 hours of work including 442 development hours and 18 delivery hours)

V. How to Apply:

Please ensure your quote includes individual hourly rates and hours to develop and deliver this training for all items in the attached proposal response form.

Email your questions to ProcurementManagement@health.ny.gov by 4pm EST on Monday, July 21st, 2025 and all general questions will be answered on Thursday, July 24th, 2025.

All proposals must be submitted via email to ProcurementManagement@health.ny.gov by Thursday, July 31st, 2025 to be considered for selection. Proposals received after Thursday, July 31st, 2025 will not be considered.

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