

HEALTH RESEARCH, INC.

New York State Department of Health
Office of Public Health
Division of Public Health Infrastructure

Request for Applications
OPH 2026-01
Public Health Leadership Institute Training
[APPLY HERE](#)

KEY DATES

Date of Issue	March 9, 2026
Informational Session	March 16, 2026
Submit Questions by	March 20, 2026
Answers Posted on or about	March 27, 2026
Applications Due	April 17, 2026

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

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I. Introduction:

The New York State Department of Health (NYSDOH), Health Research, Inc. (HRI), the Office of Public Health (OPH), and the Public Health Continuing Education (PHCE) Unit are pleased to announce a Request for Proposal (RFP) for the Public Health Leadership Training Institute, a statewide leadership development initiative designed to strengthen the leadership capacity of governmental public health professionals across New York State.

This initiative will be implemented over a two-phase period, with an initial contract year guaranteed and a potential second phase contingent on the availability of funding and satisfactory contractor performance.

A. Funding and Contract Term:

The total funding available for this initiative is five hundred thousand dollars (\$500,000) for one (1) contractor. This amount represents the maximum total funding for the entire contract period, including both Phase 1 and Phase 2; no additional funds will be awarded for Phase 2 beyond this amount.

The anticipated contract start date is June 1, 2026, with an initial term ending November 30, 2026 (Phase 1). Any remaining funds from Phase 1 may be carried forward into Phase 2.

Continuation into Phase 2 (December 1, 2026 – November 30, 2027) is contingent upon the availability of remaining funds within the original \$500,000 award and satisfactory contractor performance during Phase 1. Health Research, Inc. (HRI) may renew or extend the contract through November 30, 2027, at its discretion. HRI reserves the right to adjust the award amount, project period, or scope of work due to changes in funding availability or programmatic priorities.

B. Background:

Between September 2024 and February 2025, the New York State Department of Health (NYSDOH), through the Division of Public Health Infrastructure's Public Health Continuing Education (PHCE) Unit, conducted a comprehensive Training Needs Assessment in collaboration with key internal stakeholders. Including but not limited to, the Bureau of Vital Records, the Center for Community Health, the Center for Environmental Health, and various programs within the Division of Public Health Infrastructure.

Findings from this assessment revealed critical and ongoing gaps in leadership and management skills among emerging and mid-level public health professionals. These gaps were further increased by the COVID-19 pandemic and other recent public health emergencies and underscore the need for agile, equity-driven, and collaborative leadership at every level of the public health system. Building a strong pipeline of skilled leaders is essential for effective emergency response, long-term health equity, innovation, and resilience across New York State.

In response, NYSDOH and the PHCE Unit are establishing the Public Health Leadership Training Institute (PHLTI), a statewide initiative designed to strengthen leadership and management capacity within the governmental public health workforce.

The PHLTI will equip participants with the leadership skills necessary to navigate complexity, lead with equity and collaboration, and drive system-level change. By fostering a culture of continuous learning and professional growth, this initiative will enhance New York's public health infrastructure and build a more connected, resilient, and empowered workforce.

II. Who May Apply

A. Minimum Eligibility Requirements

All applicants must meet the following Minimum Eligibility Requirements:

- Public or private entity, OR not-for-profit organization with a 501(c)3 status.
 - An independent entity that is not a subsidiary of, or otherwise controlled by, any other entity.
 - Must be authorized to do business in New York State
- Educational/training experience, currently delivering professional development programming in public health or related sectors.

Examples of the types of organizations that may apply include but not limited to Academic Institutions, Public health-focused nonprofits with workforce development programs, public health institutes, and or Professional associations.

Eligible applicants must demonstrate a minimum of five (5) years of experience addressing the following:

- Proven experience designing and delivering professional leadership and management training programs for the public health workforce in both the public and private sectors.
- Demonstrated ability to deliver training in multiple formats, including in-person, virtual, and self-paced (asynchronous) models.
- Experience managing statewide training programs, incorporating blended learning approaches, content development, instructional delivery, and evaluation.
- Demonstrated ability to distribute and manage training materials and resources through a Learning Management System (LMS) or other accessible digital platforms.
- Capacity to travel throughout New York State, with the ability to coordinate and manage all necessary travel logistics and arrangements.
- Experience working with government agencies, health departments, or similar institutions to deliver adult education, leadership development, continuing education, or workforce development programs.
- Demonstrated experience in public health program implementation, including providing technical assistance for health improvement initiatives and/or community health planning.
- Demonstrated experience responding to the evolving needs of public health professionals pre and post public health emergencies.

For applications to be considered and scored, applicants must submit all required components listed below. Applications that are incomplete or fail to address all required elements will not be scored.

1. Fully complete and submit the application in Survey Monkey Apply®, ensuring all questions are answered. Questions are grouped into the following categories:

Agency Description	NOT SCORED
Organizational Capacity and Experience	Up to 15 points
Program Design and Implementation	Up to 30 points
Staffing and Partnership	Up to 10 points
Evaluation and Reporting	Up to 15 points
Budget	Up to 5 points

2. Upload the following required documents:

1. Letter of Commitment from Executive Director or Chief Executive Officer, which includes Organizational Capability and Program Readiness
2. Upload two Line-Item Budget and Justifications as Attachment (for June 2026 – November 2026 and December 1, 2026 – November 30, 2027) *Budgets will be evaluated based on total proposed cost* (Budget Instructions Attachment 1)
3. Completed work plan (Attachment 2)
4. Sample lesson plan
5. Statement of Assurances (Attachment 3)
6. Vendor Responsibility (Attachment 4)

**Applicants must include estimated travel costs in the proposed budget. All travel will be reimbursed at the federally approved rate in accordance with applicable federal and state travel regulations.*

III. Project Narrative/ Work Plan Outcomes

The Public Health Leadership Training Institute (PHLTI) is a statewide initiative designed to address critical leadership and management gaps among emerging and mid-level public health professionals identified through the 2024 – 2025 Training Needs Assessment. This initiative will be implemented in two phases throughout June 1, 2026 – November 30, 2026. While this RFP describes a full two-year program, funding is only guaranteed for Phase 1, with Phase 2 contingent upon continued funding availability and satisfactory contractor performance.

Through the PHLTI, approximately 450 participants from state and local health departments will receive tailored leadership training across nine cohorts. Each cohort will include a blended learning model consisting of three (3) virtual Community of Practice (CoP) sessions and two (2) in-person training sessions designed using adult learning principles and focused on real-world application, interactivity, and peer-to-peer learning.

Phase 1 (June 1, 2026 – November 30, 2026) will focus on planning, development, and implementation of the pilot cohort and four (4) additional regional cohorts. This phase will establish the program structure, refine the training model, develop evaluation tools, and deliver the first five (5) cohorts. Findings and feedback collected during this phase will guide program adjustments and inform the delivery of future cohorts.

Phase 2 (December 1, 2026 – November 30, 2027) During this phase, the contractor will implement the remaining four (4) regional cohorts, incorporating lessons learned from Phase 1. Phase 2 will also include continued program evaluation, data analysis, and submission of a comprehensive final report summarizing participant outcomes, lessons learned, and recommendations for sustaining statewide leadership development efforts.

Health Research, Inc. (HRI) reserves the right to adjust award amounts, project periods, or scopes of work based on funding availability and programmatic needs.

The anticipated outcomes of the PHLTI include:

- Improvement in public health leadership and management competencies at state and county levels.
- Increased capacity for public health data driven decision-making and systems-level thinking.

- Enhanced collaboration and knowledge-sharing across regions, disciplines, and between state and county public health professionals.
- Improved emergency preparedness for emerging public health leaders.
- Refined, data-informed training model that is scalable, adaptable, and responsive to the evolving needs of the public health workforce at the county and state levels.
- Increased understanding of leadership and management, and succession issues affecting public health professionals at the state and county levels.

A. Program Requirements

The contractor will be responsible for designing, delivering, and evaluating the Public Health Leadership Training Institute (PHLTI) over two phases spanning June 1, 2026 – November 30, 2027. Phase 1 activities are guaranteed under the initial award period, while Phase 2 activities are contingent upon the availability of funding and satisfactory contractor performance.

Phase 1: (June 1, 2026 – November 30, 2026)

Program Design and Delivery

- Design and implement a total of five (5) cohorts, including one (1) pilot cohort and four (4) additional regional cohorts.
- Collaborate with the Public Health Continuing Education (PHCE) Unit to refine the training model based on pilot findings, stakeholder input, and evaluation data.
- Deliver training sessions that apply adult learning principles such as group activities, real-world public health case examples, and interactive discussions.
- Provide and maintain a user-friendly, accessible virtual platform for Community of Practice (CoP) sessions and peer engagement.
- Coordinate logistics for all in-person training events, including venue selection, participant communication, and on-site support.

Participant Engagement

- Register and engage approximately 450 public health participants representing diverse roles, disciplines, and geographic regions across New York State.
- Maintain consistent communication and engagement to support participant retention and applied learning.
- Provide and maintain a registration and tracking system to monitor attendance, completion, and participant records.
- Send reminders, confirmations, and follow-ups to promote engagement and learning continuity.

Curriculum and Content Development

- Collaboratively develop and refine training content in partnership with PHCE.
- Align materials with adult learning best practices, public health leadership competencies, and equity-focused leadership frameworks.
- Adjust content and delivery methods based on pilot evaluation findings and feedback from participants and facilitators.

Ongoing Evaluation and Quality Improvement

- In collaboration with PHCE and NYSDOH evaluation staff, design and implement a

comprehensive evaluation plan.

- Administer pre- and post-assessments for each cohort to measure learning outcomes and leadership skill development.
- Analyze feedback and evaluation data to inform iterative program improvements.

Ongoing Communication and Monitoring

- Participate in bi-weekly meetings with the PHCE Unit to review progress, deliverables, and challenges.
- Submit monthly status reports documenting activities, outcomes, registration and engagement data, and identified risks or barriers.
- Provide PHCE with access to shared dashboards or databases for transparent performance monitoring.

Phase 2: Full Implementation and Program Evaluation (December 1, 2026 – November 30, 2027)

Phase 2 will only be implemented if additional funding becomes available and the contractor has demonstrated satisfactory performance in Phase 1.

Program Design and Delivery

- Implement the remaining four (4) regional cohorts, applying lessons learned and best practices from Phase 1.
- Ensure equitable access to training opportunities across all New York State regions (Western, Central, Capital District, and Metropolitan).
- Continue to deliver each cohort through a blended learning model of three (3) virtual CoP sessions and two (2) in-person training sessions.

Participant Engagement

- Register and support an additional 200 participants, bringing the total to approximately 450 public health professionals trained statewide.
- Maintain participant engagement, communication, and retention strategies established during Phase 1.

Ongoing Evaluation and Quality Improvement

- Continue evaluation activities in partnership with PHCE and NYSDOH evaluation staff.
- Analyze aggregate data across all nine cohorts to assess statewide outcomes, equity impact, and program effectiveness.
- Incorporate findings into recommendations for sustainable statewide leadership development models.

Final Reporting

- Submit a comprehensive final report summarizing:
 - Cohort outcomes and participant metrics
 - Evaluation findings and data summaries
 - Lessons learned, implementation challenges, and best practices
 - Recommendations for sustaining and scaling leadership development efforts statewide
 - Raw evaluation data and supporting documentation, as requested

IV. Administrative Requirements

A. Issuing Agency

This RFP is issued by the Health Research, Inc (HRI) and New York State Department of Health (hereinafter referred to as the Department), Division of Public Health Infrastructure (DPHI). The Department and Health Research, Inc are responsible for the requirements specified herein and for the evaluation of all Applications.

B. Question and Answer Phase

All substantive questions by applicants with respect to any aspect of the RFP must be submitted via email at: dphi@health.ny.gov March 20, 2026.

Questions of a technical nature can be addressed via email at: dphi@health.ny.gov

Questions are of a technical nature if they are limited to how to prepare the application (e.g., formatting) rather than relating to the substance of the application.

Prospective applicants should note that all clarification and exceptions, including those relating to the terms and conditions of the contract, are to be raised prior to the submission of an application.

This RFP has been posted on HRI's public website at: <http://www.healthresearch.org/funding-opportunities>. Questions and answers, as well as any updates and/or modifications, will also be posted on HRI's website. All such updates will be posted by the date identified on the cover sheet of this RFP.

C. Letter of Interest

Letters of interest are not required for the RFP.

D. Informational Session

An Informational Session will be held on March 16, 2026. To register for this session, please visit [HRI Funding Opportunities](#) page.

E. How to file an application

Applications must be received in SM Apply® by the date and time posted on the cover sheet of this RFP. Late applications will not be accepted. *

Applications will *not* be accepted via fax, e-mail, paper copy or hand delivery.

*It is the applicant's responsibility to see that applications are submitted in SM Apply® prior to the date and time specified above.

[Application Link to Apply](#)

PLEASE NOTE: Waiting until the last several days to complete your application online can be problematic, as you may have technical questions. It is recommended to start the application process as soon as possible.

F. Department of Health and Health Research, Inc's Reserve the right

The Department of Health and Health Research Inc. reserve the right to:

1. Reject any or all Applications received in response to this RFP.
2. Withdraw the request for applications at any time, at the Department's and/or Health Research Inc.'s sole discretion.
3. Make an award under the RFP in whole or in part.
4. Disqualify any Applicant whose conduct and/or proposal fail to conform to the requirements of the request for applications.
5. Seek clarifications and revisions of applications, in the Department's and/or Health Research Inc.'s sole discretion. Use Application information obtained through site visits, management interviews, and the state's investigation of an Applicant's qualifications, experience, ability, or financial standing, and any material or information submitted by the Applicant in response to the Department's or Health Research Inc.'s request for clarifying information during evaluation and/or selection under the RFP.
6. Prior to Application opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available.
7. Prior to Application opening, direct Applicants to submit proposal modifications addressing subsequent RFP amendments.
8. Change any of the scheduled dates.
9. Waive any requirements that are not material.
10. Award more than one contract resulting from this RFP.
11. Negotiate with successful Applicants within the scope of the RFP in the best interests of the State and/or Health Research Inc.
12. Conduct contract negotiations with the next responsible Applicant, should the Department or Health Research Inc. be unsuccessful in negotiating with the selected Applicant.
13. Utilize any and all ideas submitted with the Applications received, at the Department's and/or Health Research Inc.'s sole discretion.
14. Unless otherwise specified in the RFP, every offer in an Applicant's Application is firm and not revocable for a period of 60 days from the Application opening.
15. Waive or modify minor irregularities in Applications received after prior notification to the Applicant.
16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of

an Applicant's Application and/or to determine an Applicant's compliance with the requirements of the RFP.

17. Eliminate any term of this RFP that can be complied with by none of the Applicants.

18. Award grants based on geographic or regional considerations to serve the best interests of the State and Health Research Inc.

G. Term of Contract

Any contract resulting from this RFP will be effective only upon approval by Health Research Inc.

It is expected that contracts resulting from this RFP will have the following time period:

This initiative will be implemented in two phases throughout June 1, 2026 – November 30, 2027. While this RFP describes a full two-year program, funding is only guaranteed for Phase 1, with Phase 2 contingent upon continued funding availability and satisfactory contractor performance.

H. Payment and Reporting Requirements of Awardee

1. The Contractor must submit monthly vouchers and reports required through SM Apply®.
2. All travel expenses will be reimbursed at the federally approved rate: [Home | GSA](#)
3. To contract with HRI and receive funds under this funding opportunity, organizations are required to have a SAM.gov Unique Entity ID (UEI) number. If you do not already have a UEI, please visit [SAM.gov | Home](#) to obtain a Unique Entity ID number. Please be advised that obtaining a UEI number may take several weeks so it is advised to initiate the process as soon as possible. This will ensure that if you are selected for this funding opportunity, there will not be a delay in the contracting process.

Additional Information:

- Successful applicants will be expected to enter into a contractual agreement with HRI.
- If applicants are already receiving funding for similar work, they must show how this new funding would be used for work that is distinct from existing efforts.
- Final approved budget will be coordinated with the awardee.

I. Assurances of No Conflicts of Interest and/or other Detrimental Effects

The Grantee as well as any subgrantees, contractors, subcontractors or consultants engaged by the Grantee to provide goods or services in connection with the grant-funded project shall disclose any existing or contemplated relationship with any other person or entity, including relationships with any member shareholder of 5% or more, parent, subsidiary, or affiliate organization, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers/agents of the Grantee, subgrantees, contractors, subcontractors or former officers and employees of the State and its affiliates in connection with the providing of good or rendering of services related to the grant-funded project. The grantee shall have procedures in place for alerting state of any such actual or potential conflicts as well as procedures to resolve the same.

J. General Specifications

1. By submitting the "Application Form" each Applicant attests to its express authority to sign on behalf of the Applicant.
2. Grantees will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of any Contract awarded pursuant to this RFP will possess the qualifications, training, licenses, and permits as may be required within such jurisdiction.
3. Submission of an Application indicates the Applicant's acceptance of all terms and conditions contained in this RFP, including the terms and conditions of the Master Contract for Grants. Any exceptions the Applicant would like considered by the Department relating to the terms and conditions of this RFP and/or Master Contract for Grants must have been raised during the Question and Answer Phase of this RFP.
4. An Applicant may be disqualified from receiving an award if such Applicant or any subsidiary, affiliate, partner, officer, agent, or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts, in the State of New York or otherwise.
5. Provisions Upon Default
 - a. The services to be performed by the successful Applicant pursuant to the terms of the Grant Contract entered with the Department shall at all times be subject to the direction and control of the Department.
 - b. In the event that the Grantee, through any cause, fails to perform any of the terms, covenants, or promises of any Contract resulting from this RFP, the Department acting for and on behalf of the State, shall thereupon have the right to terminate the Contract by giving notice in writing of the fact and date of such termination to the Grantee.
 - c. If, in the judgement of the Department, the Grantee acts in any way which is detrimental to, or does or is in any way likely to impair or prejudice, the interests of the State, the Department may terminate the Grant Contract awarded pursuant to this RFP. In such case, the Grantee may receive equitable compensation for all services as shall, in the judgment of the State Comptroller, have been satisfactorily performed by the Grantee up to the date of the termination of the Contract.

V. Application and Review Process

A. Application Format

ALL APPLICATIONS MUST CONFORM TO THE FORMAT PRESCRIBED BELOW. POINTS WILL BE DEDUCTED FROM APPLICATIONS WHICH DEVIATE FROM THE PRESCRIBED FORMAT.

3. Fully complete and submit the application in Survey Monkey Apply®, ensuring all questions are answered. Questions are grouped into the following categories:

Agency Description	NOT SCORED
Organizational Capacity and Experience	Up to 15 points

Program Design and Implementation	Up to 30 points
Staffing and Partnership	Up to 10 points
Evaluation and Reporting	Up to 15 points
Budget	Up to 5 points

Five (5) bonus points will be given to organizations who have not received funding from NYSDOH or HRI in the past. In the event of a tie score, preference will be given to the applicant with the highest score for question: **#2 and #3.**

4. Upload the following required documents:
 1. Letter of Commitment from Executive Director or Chief Executive Officer, which includes Organizational Capability and Program Readiness
 2. Upload two Line-Item Budget and Justifications as Attachment (for June 2026 – November 2026 and December 1, 2026 – November 30, 2027) *Budgets will be evaluated based on total proposed cost* (Budget Instructions Attachment 1)
 3. Completed work plan (Attachment 2)
 4. Sample lesson plan
 5. Statement of Assurances (Attachment 3)
 6. Vendor Responsibility (Attachment 4)

Please respond to each of the sections described below when completing the online Application in Apply. Your responses and supporting documentation comprise your Application. Please respond to all items within each section. When responding to the statements and questions, be mindful that Application reviewers may not be familiar with your agency and its services. Your answers should be specific, and responsive to the statements and questions as outlined. Please be aware that the value assigned to each section described below indicates the relative weight that will be given to each section of your Application when scoring your Application. It is each Applicant’s responsibility to ensure that all materials included in its Application have been properly prepared and submitted. Applications must be submitted via Apply by the Application deadline date and time specified on the Cover Page of this RFP.

B. Application Questions

Agency Description (NOT SCORED)

1. Describe your organization, including its mission, structure, and previous experience delivering leadership development, adult learning, or public health training programs. (500 words or less)

Organizational Capacity and Experience (Maximum Score: 15 points)

2. Describe your experience working with governmental public health professionals. Governmental public health professionals are defined as those employed by local, state, or federal agencies dedicated to protecting and improving community health by preventing illness, promoting wellness, and responding to public health threats. Include specific programs you’ve implemented, outcomes achieved, challenges encountered, and key lessons learned. (500 words or less)
3. Describe your experience designing and delivering programs for diverse populations with varying learning styles, education levels, and professional backgrounds. How has this

experience shaped your approach, and how will it inform your strategy for engaging a broad range of participants in this leadership development program? (500 words or less)

4. Provide examples of successful collaborations with stakeholders. This may include state/local health departments, educational institutions, training consortia, or community-based organizations. Highlight your role in the planning or implementation process. (500 words or less)

Program Design and Implementation (Maximum Score: 30 points)

5. Describe your proposed program model. Include the structure of the curriculum, core learning objectives, instructional methods, and training format. How will the content be tailored to meet the unique needs of both state and local public health professionals? (500 words or less)
6. How will your training design incorporate adult learning principles and ensure sessions are interactive, engaging, and relevant? (500 words or less)
7. Describe how you will manage program logistics. Include strategies for travel coordination, venue booking, event management, facilitator recruitment, and technology needs. How will you maintain clear and consistent communication with partners and participants? (500 words or less)
8. How will you assess program quality and effectiveness? Detail the evaluation tools and methods (e.g., pre/post-tests, surveys, observation, feedback forms), how you'll use this data for continuous improvement, and what platforms/software will support this work. (500 words or less)
9. Upload a completed Program Workplan for Phase 1 and Phase 2 using the provided template. The workplan must include milestones, timelines, curriculum development phases, regional rollouts, and methods for evaluation and reporting. Use the table format included in the template and ensure each task includes a description of how it will be executed. When entering tasks into the Work Plan, each Task must have a task description of no more than 2,000 characters. In addition, each Task must have a corresponding Performance Measure narrative of no more than 2,000 characters. Applicants will be responsible for ensuring that they stay within these limits.
10. Upload at least one sample lesson plan for a proposed training session focused on leadership and management, including succession-related challenges impacting public health professionals. The lesson plan must include adult learning principles and instructional best practices, and demonstrate an equity-centered leadership framework.

Staffing and Partnerships (Maximum Score: 10 points)

11. Describe your proposed staffing structure. Include roles and responsibilities, qualifications of key personnel, subject matter expertise, and support staff capacity. (500 words or less)
12. Identify any confirmed or potential partners. Include academic institutions, training providers, guest speakers, or subcontractors. How will each partner contribute to the success of the program and expand your geographic or audience reach? (500 words or less)

Evaluation and Reporting (Maximum Score: 15 points)

13. Describe a previous evaluation framework you've used for a large-scale training. What metrics did you track (e.g., participant retention, satisfaction, knowledge gain), and how did the results inform program changes? (500 words or less)
14. How will you use pilot institute data to refine your approach prior to the statewide rollout? Describe your feedback loop, testing mechanisms, and quality improvement processes. (500 words or less)
15. Describe your approach to reporting and reimbursement. What internal systems do you have in place to ensure the timely submission of progress reports, vouchers, and required final reports? (500 words or less)

Budget (Maximum score: 5 points)

16. Explain your non-personal Services costs (e.g., travel, venue, supplies, facilitators) and how each supports project activities. (500 words or less) Upload two Line-Item Budget and Justifications as Attachment 3 (for June 2026 – November 2026 and December 1, 2026 – November 30, 2027). All costs must be reasonable and directly related to project activities.
Budgets will be evaluated based on total proposed cost.

Five (5) bonus points will be given to organizations who have not received funding from NYSDOH or HRI in the past.

[APPLY HERE](#)

Applicants are instructed to complete a budget for both contract cycles from June 1, 2026 to November 30, 2026 and for December 1, 2026 – November 30, 2027 using the [Budget Form Excel](#) template. All costs 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. No direct health care services will be funded by this program. Justification for each cost should be submitted in narrative form on the budget. For all existing staff, the Budget Justification must delineate how the percentage of time devoted to this initiative has been determined. Indirect costs, applied as a percentage to the budget, cannot exceed 10% Modified Total Direct Cost (MTDC) THIS FUNDING MAY ONLY BE USED TO EXPAND EXISTING ACTIVITIES OR CREATE NEW ACTIVITIES PURSUANT TO THIS RFP. THESE FUNDS MAY NOT BE USED TO SUPPLANT FUNDS FOR CURRENTLY EXISTING STAFF.

Applicant should detail all Personal Services expenses for the program related to this project, including a brief description of duties supported by this contract.

Detail all expenses on the Supplies, Travel, and Equipment, Miscellaneous, and Subcontracts and Admin tabs on the Budget Form Excel file reflect the Scope of Work. Administrative costs (capped at 10% MTDC) 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.

C. Work Plan

A workplan template is attached to this RFP, which outlines key deliverables and tasks associated with each deliverable as listed in Phase 1 and Phase 2: (Phase 1: June 1, 2026 – November 30, 2026 and Phase 2: December 1, 2026 – November 30, 2027). Applicants are

instructed to complete the 'Program Approach' and 'Dates to be Completed' based on their proposed approach to meet their deliverables listed in this RFP. The completed Work Plan need to be uploaded and submitted in Apply by the date and time posted on the coversheet of this RFP. Any additional Project Summary entered in this area will not be considered or scored by reviewers of your application.

It is the applicant's responsibility to ensure that all materials to be included in the application have been properly prepared and submitted. Applications must be submitted via Apply by the date and time posted on the coversheet of this RFP. The value assigned to each section is an indication of the relative weight that will be given when scoring your application.

D. Freedom of Information Law

All Applications may be disclosed or used by the Department to the extent permitted by law. The Department may disclose an application to any person for the purpose of assisting in evaluating the Application or for any other lawful purpose. All Applications will become State agency records and will be available to the public in accordance with the New York State Freedom of Information Law (FOIL). Any portion of an application that an Applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the general rule regarding the availability to the public of State agency records under the provisions of the Freedom of Information Law, must be clearly and specifically Leadership Institute Training. If the Department agrees with the Applicant's claim regarding the proprietary nature of any portion of an Application, the designated portion of the Application will be withheld from public disclosure. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material may be deemed a waiver of any right to confidential handling of such material.

E. Review Process

Applications meeting the minimum eligibility requirements will be reviewed and evaluated competitively by a panel convened by the Division of Public Health Infrastructure using an objective rating system reflective of the required items specified for each component. An application that does not meet the minimum eligibility requirements will not be evaluated. The applicant with the highest acceptable score will be selected. In the event of a tie score, preference will be given to the applicant with the highest score for question: **2 and #3**.

An email will be sent from dphi@health.ny.gov to let applicants know if they have been selected or not selected for this opportunity. Once award notices have been sent, applicants may request a debriefing of their application (whether their application was selected or not selected). Please note the debriefing will be limited only to the organization's application and will not include any discussion of other applications. Requests must be received no later than fifteen (15) business days from the date of award or non-award announcement via email. To request a debriefing, please send an email to dphi@health.ny.gov . In the subject line, please write: *Debriefing Request*.

Applicants will be deemed to fall into one of three categories:

- 1) not approved
- 2) not funded due to limited resources
- 3) approved and funded

Not funded applications may be awarded should additional funds become available. Once awards have been made pursuant to the terms of this request for applications, an Applicant may request a debriefing of their own Application (whether their application was funded or not funded). The

debriefing will be limited only to the strengths and weaknesses of the Application submitted by the Applicant requesting a debriefing and will not include any discussion of ANY OTHER Applications.

VI. HRI Boilerplate Agreement

Selected contractor will be expected to sign the below Agreement.

THIS AGREEMENT, made as of «Start_Date» (the "Effective Date"), by and between **HEALTH RESEARCH, INC.**, a not for profit corporation organized and existing under the laws of the State of New York, with principal offices located at Riverview Center, 150 Broadway, Ste. 560, Menands, NY 12204, hereinafter referred to as **HRI**, and «CONSULTANT_NAME», located at «Address_One», «Address_Two»«City», «STATE», «Zip», herein after referred to as the **CONSULTANT**.

WITNESSETH

WHEREAS, HRI has been awarded a grant from «Sponsor_Name» for the conduct of a project entitled "«Project_Title»"; and,

WHEREAS, funding for the project, in whole or in part, is provided under a federal government grant or contract; and,

WHEREAS, HRI desires the Consultant's performance of certain services for HRI in connection with such project; and,

WHEREAS, Consultant has represented to HRI that "he/she/it" is competent, willing and able to perform such services for HRI.

NOW THEREFORE, in consideration of the promises, mutual covenants, and agreements contained herein, it is mutually agreed by and between the respective parties as follows:

1. Consultant agrees to perform, as an independent contractor and not as an employee or agent of HRI, all the services set forth in Exhibit "A", appended hereto and made a part hereof, to the satisfaction of HRI's Principal Investigator, «PI_Name».
2. The Agreement shall be effective and allowable costs may be incurred by the Consultant from the Effective Date and shall continue until «End_Date» (the "Term") unless terminated sooner as hereinafter provided or extended by written agreement of the parties.
3. In full and complete consideration of Consultant's performance hereunder, HRI agrees to compensate Consultant pursuant to the breakdown in Exhibit "A" attached. Final invoices are due within 60 days of the termination date of this Agreement. Requests received after this 60-day period may not be honored. Any reimbursement payable hereunder by HRI to the Consultant shall be subject to retroactive reductions and/or repayment for amounts included therein which are identified by HRI, on the basis of any review or audit, to not constitute an allowable cost or charge hereunder.
4. The Scope of Work and Budget in Exhibit "A" may be modified as conditions warrant by mutual agreement between HRI and Consultant, and confirmed in writing. In no event shall the total consideration under this Agreement exceed Total Contract Amount Typed Out Dollars (\$«Total_Contract_Amt_In_Numbers»).
5. Consultant acknowledges and agrees that all work products, deliverables, designs, writings, inventions, discoveries, and related materials, (collectively "Works") made, produced or delivered by Consultant in the performance of its obligations hereunder will be owned exclusively by HRI. All copyrightable Works are "works made for hire". Consultant will assign, and hereby assigns and transfers, to HRI all intellectual property rights in and to Works, including without limitation, copyrights, patent rights, trademark rights, and trade secret rights. Consultant further agrees that "he/she/it" shall not claim or assert any proprietary interest in any of the data or materials required to be produced or delivered by Consultant in the performance of its obligation hereunder. Consultant warrants that all Works shall be original except for such portion from copyrighted works as may be included with Consultant's advance permission of the copyright owner(s) thereof, that it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark or patent, statutory or other proprietary rights of others. Consultant further agrees that "he/she/it" will not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results or conclusions made pursuant to this Agreement without the prior written consent of HRI.

6. Neither party shall use the name of the other or any adaptation, abbreviation or derivative of any of them, whether oral or written, without the prior written permission of the other party. For the purposes of this paragraph "party" on the part of HRI shall include the State of New York and the NYS Department of Health.
7. It is understood and agreed that the services to be rendered by Consultant are unique and that Consultant shall not assign, transfer, subcontract or otherwise dispose of its rights or duties hereunder, in whole or in part, to any other person, firm or corporation, without the advance written consent of HRI.
8. The nature of the relationship which the Consultant shall have to HRI pursuant to this Agreement shall be that of an independent contractor. Under no circumstance shall the Consultant be considered an employee or agent of HRI. This Agreement shall not be construed to contain any authority, either expressed or implied, enabling the Consultant to incur any expense or perform any act on behalf of HRI.
9. Consultant is solely responsible for complying with all applicable laws, including but not limited to those specified in Appendix "A", and obtaining, at Consultant's sole expense, any and all licenses, permits, or authorizations necessary to perform services hereunder.
10. This Agreement shall be void and no force and effect unless Consultant shall provide and maintain coverage during the life of this Agreement for the benefit of such employees as are required to be covered by the provisions of Workers' Compensation Law.
11. Unless otherwise agreed by HRI, Consultant shall maintain, or cause to be maintained, during the Term of this Agreement, insurance or self-insurance equivalents of the following types and amounts: a) Commercial General Liability (CGL) with limits of insurance of not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate; b) HRI and the People of the State of New York shall be included as Additional Insureds on the Consultant's CGL, using ISO Additional Insured Endorsement CG 20 10 11 85 or an endorsement providing equivalent coverage to the Additional Insureds. The CGL insurance for the Additional Insureds shall be as broad as the coverage provided for the Named Insured Consultant. It shall apply as primary and non-contributing insurance before any insurance maintained by the Additional Insureds; c) other such insurance as may be specified by HRI, depending on the project and services provided by Consultant.
12. Consultant shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance of the services under this Agreement (collectively, "Records"). The Records must be kept for the balance of the calendar year in which they are created and for six years thereafter. HRI shall have reasonable access to such Records as necessary for the purposes of inspection, audit, and copying. Records shall be maintained as Confidential Information and protected from public disclosure.
13. This Agreement, including all applicable attachments and appendices thereto, represents the entire Agreement and understanding of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. This Agreement may not be amended in any way except in writing, duly executed by both parties hereto.
14. HRI may terminate this Agreement with or without cause at any time by giving advance notice, when, in its sole discretion, HRI determines that it is in the best interests of HRI to do so, or as directed by the project sponsor. Such termination shall not affect any commitments which, in the judgment of HRI, have become legally binding prior to the effective date of termination. Upon termination of the Agreement by either party for any reason, Consultant shall immediately turn over to HRI any works in progress, materials, and deliverables (whether completed or not) related to the services performed up to the date of termination. It is understood and agreed, however, that in the event that Consultant is in default upon any of its obligations, hereunder, at the time of such termination, such right of termination on the part of HRI shall expressly be in addition to any other rights or remedies which HRI may have against Consultant by reason of such default.
15. Consultant acknowledges and agrees that, during the course of performing services for HRI, it may receive information of a confidential nature, whether marked or unmarked ("Confidential Information"). Consultant agrees to protect such Confidential Information with the same degree of care it uses to protect its own confidential information of similar nature and importance, but with no less than reasonable care. Consultant will not use Confidential Information for any purpose other than to facilitate the provision of services under this Agreement, and Consultant will not disclose Confidential Information to any third party without HRI's advance written consent.
16. Consultant represents and warrants that: a) it has the full right and authority to enter into and perform under this Agreement; b) it will perform the services set forth in Exhibit "A" in a workmanlike manner consistent with applicable industry practices; c) the services, work products, and deliverables provided by Consultant will conform to the

specifications in Exhibit "A"; d) there is no pending or threatened claim or litigation that would have a material adverse impact on its ability to perform as required by this Agreement.

17. Consultant shall have no interest, financial or otherwise, direct or indirect, or engage in any business, transaction, or professional activity, that may create a conflict with the proper discharge of Consultant's duties under this Agreement. In the event any actual or potential conflict arises, Consultant agrees to notify HRI in writing within ten (10) days to allow HRI to evaluate any potential impact on Consultant's performance under this Agreement.
18. To the fullest extent permitted by law, Consultant shall indemnify, hold harmless and defend HRI, its agents, employees, officers, board members, the New York State Department of Health, and the People of the State of New York against all claims, damages, losses or expenses including but not limited to attorneys' fees arising out of or resulting from the performance of the agreement, provided any such claim, damage, loss or expense arises out of, or in connection with, any act or omission by Consultant, or anyone directly or indirectly employed or contracted by Consultant, in the performance of services under this Agreement, and such acts or omissions (i) constitute negligence, willful misconduct, or fraud; (ii) are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from; (iii) cause the breach of any confidentiality obligations set forth herein; (iv) relate to any claim for compensation and payment by any employee or agent of Consultant; (v) result in intellectual property infringement or misappropriation by Consultant, its employees, agents, or subcontractors; or (vi) are violations of regulatory or statutory provisions of the New York State Labor Law, OSHA or other governing rule or applicable law. The obligation of the Consultant to indemnify any party under this paragraph shall not be limited in any manner by any limitation of the amount of insurance coverage or benefits including workers' compensation or other employee benefit acts provided by the Consultant.
19. Should any provision of this Agreement be proven to be invalid or legally ineffective, the overall validity of this Agreement shall not be affected. Unless the parties agree on an amended provision, the invalid provision shall be deemed to be replaced by a valid provision accomplishing as far as possible the purpose and intent of the parties at the date of the Agreement.
20. The failure of HRI to assert a right hereunder or to insist on compliance with any term or condition of this Agreement shall not constitute a waiver of that right of HRI, or other rights of HRI under the Agreement, or excuse a subsequent failure to perform any such term or condition by Consultant.
21. This Agreement shall be governed and construed in accordance with the laws of the State of New York. The jurisdictional venue for any legal proceedings involving this Agreement shall be in the State of New York. Disputes involving this Agreement may not be submitted to binding arbitration.
22. In addition to the methods of process allowed by the State Civil Practice Law & Rules (CPLR), in any litigation arising under or with respect to this Agreement, Consultant hereby consents to the service of process upon it by registered or certified mail, return receipt requested, and will promptly notify HRI in writing in the event there is any change of address to which service of process can be made.
23. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Delivery of an executed signature page to the Agreement by facsimile transmission or PDF shall be as effective as delivery of a manually signed counterpart.

Consultant agrees to abide by the terms and conditions of Appendix "A" attached hereto and made a part hereof, including the provisions required for federally funded projects, if applicable.

HEALTH RESEARCH, INC. APPENDIX A to AGREEMENT WITH ENTITY

The parties to the attached Agreement further agree to be bound by the following terms, which are hereby made a part of said Agreement:

1. During the performance of the Agreement, the Consultant agrees as follows:
 - (a) Equal Opportunity and Non-Discrimination - Consultant acknowledges and agrees, whether or not required by Article 15 of the New York State Executive Law (also known as the Human Rights Law) or any other State or

Federal statutory or constitutional non-discrimination or civil rights provisions, including but not limited to the American Disabilities Act, that Consultant will not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy-related condition, military or veteran status, genetic predisposition or carrier status, marital or familial status, domestic violence victim status, individual's relationship or association with a member of a protected category or any other basis protected by state and federal law. Furthermore, Consultant agrees that neither it nor its authorized subcontractors, if any, shall, by reason of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy-related condition, military or veteran status, genetic predisposition or carrier status, marital or familial status, domestic violence victim status, individual's relationship or association with a member of a protected category or any other basis protected by applicable state and federal law: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Agreement. Consultant is subject to Section 220-e or Section 239 of the New York State Labor Law for work performed under this Agreement. Pursuant thereto, Consultant is subject to fines of \$50.00 per person per day for any violation of this provision, which may be deducted from any amounts payable under this Agreement, as well as possible termination of this Agreement and forfeiture of all moneys due hereunder for a second or subsequent violation.

- (b) This contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a) which is hereby incorporated herein.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

- (c) System for Award Management (SAM) - Consultant is required to register with SAM.gov and maintain active status as stated in 2 CFR Subtitle A, Chapter 1, and Part 25 of Code of Federal Regulations. **Consultant** must maintain the accuracy/currency of the information in SAM at all times during which your entity has an active agreement with HRI. Additionally, your entity is required to review and update the information at least annually after the initial registration, and more frequently if required by changes in your information.

2. Assurances Required by DHHS--HHS (Where Applicable)

(a) Human Subjects, Derived Materials or Data

The Consultant and HRI both agree to abide by DHHS regulations concerning Human Subjects. The DHHS regulation, 45 CFR 46, provides a systematic means, based on established ethical principles, protecting the rights and welfare of individuals who may be exposed to the possibility of physical, psychological or social injury while they are participating as subjects in research, development or related activities. The regulation extends to the human fetus (either in utero or ex utero), the dead, organs, tissues, and body fluids, and graphic, written or recorded information derived from human sources.

The DHHS regulation requires institutional assurances, including the implementation of procedures for review, and the assignment of responsibilities for adequately protecting the rights and welfare of human subjects. Safeguarding these rights and welfare is, by DHHS policy, primarily the responsibility of the grantee. The Consultant is responsible for ensuring that the activity described or covered by this Agreement, and additional information relating to human subjects, derived materials or data are annually reviewed and approved by the Institutional Review Board of the Consultant. The Consultant and HRI agree to complete a HHS 596 form on an annual basis.

(b) Laboratory Animals

The Consultant agrees to abide by HHS policy requiring that laboratory animals not suffer unnecessary discomfort, pain or injury. The Consultant must assure HHS, in writing that it is committed to following the standards established by the Animal Welfare Acts and by the documents entitled "Principles for Use of Animals" and "Guide for the Care and Use of Laboratory Animals."

(c) Recombinant DNA

The Consultant agrees to abide by the current HHS Guidelines for Research involving Recombinant DNA Molecules. All research involving recombinant DNA techniques that is supported by the Public Health Service must meet the requirements of these Guidelines, which were developed in response to the concerns of the scientific and lay communities about the possible effects of recombinant DNA research. Their purpose is to specify practices for the construction and handling of recombinant DNA molecules and organisms or viruses containing recombinant DNA. As defined by the Guidelines, "recombinant DNA" corresponds to: (1) molecules that are constructed outside living cells by joining natural or synthetic DNA segments to DNA molecules that can replicate in a living cell; or (2) DNA molecules that result from the replication of a molecule described in (1).

Several types of studies involving recombinant DNA are exempt from the Guidelines while others are prohibited by the Guidelines. For the remainder, the Consultant must establish and implement policies that provide for the safe conduct of the research in full conformity with the Guidelines. This responsibility includes establishing an institutional biosafety committee to review all recombinant DNA research to be conducted at or sponsored by the Consultant and to approve those projects that are in conformity with the Guidelines. For each approved project, a valid Memorandum of Understanding and Agreement (MUA) shall be prepared for submission when solicited by an appropriate HHS staff member. The MUA is considered approved after review and acceptance by ORDA and by the Consultant.

(d) Promoting Objectivity in Research

Neither Consultant nor anyone working on its behalf shall have any interest, financial or otherwise, direct or indirect, or engage in any business, transaction, or professional activity that may create a conflict, or the appearance of a conflict, with the proper discharge of Consultant's duties under this Agreement or the conflict of interest policy of any agency providing federal funding under this Agreement. In the event any actual or potential conflict arises, Consultant agrees (i) to notify HRI in writing within ten (10) days to allow HRI to evaluate any potential or actual conflict, and, (ii) if required, eliminate the conflict or put in place an acceptable conflict management plan. Consultant agrees to comply with the DHHS/HHS regulatory requirements on Responsibility of Applicants for Promoting Objectivity in Research and financial conflicts of interest set forth in 42 CFR Part 50 Subpart F, as may be amended from time to time. Failure to disclose conflicts or provide information related thereto to HRI may be cause for termination of the Agreement

(e) Additional Assurances

Should any additional DHHS-HHS regulations be promulgated that are applicable to this Agreement, the Consultant and HRI will review and agree to include them as part of this Agreement.

(f) National Labor Relations Act (Executive Order 13496)

Contractors that are not exempt from the National Labor Relations Act and have contracts, subcontracts or purchase orders subject to EO 13496 must satisfy the requirements of that Executive Order and its implementing regulations at 29 CFR Part 471 to be in compliance with the law.

The following provisions 3-6 are applicable to federally funded projects:

3. Clean Air Act and the Federal Water Pollution Control Act Compliance - If this Agreement is in excess of \$150,000, Consultant agrees to comply and to require that all subcontractors comply, where applicable, with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
4. Notice as Required Under Public Law 103-333 - The Consultant is hereby notified of the following statement made by the Congress at Section 507(a) of Public Law 103-333 (The DHHS Appropriations Act, 1995, hereinafter the "Act"): It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.
5. Required Federal Certifications -Acceptance of this Agreement by Consultant constitutes certification by the Consultant of all of the following:
 - (a) The Consultant is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
 - (b) The Consultant is not delinquent on any Federal debt.
 - (c) The Consultant will comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352) requiring for Agreements of \$100,000 or more, that Consultant (i).will not and has not used Federal appropriated funds to pay any person

or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352, and (ii) will disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- (d) The Consultant shall comply with the requirements of the Pro-Children Act of 1994 and shall not allow smoking within any portion of any indoor facility used for the provision of health, day care, early childhood development, education or library services to children under the age of eighteen (18) if the services are funded by a federal program, as this Agreement is, or if the services are provided in indoor facilities that are constructed, operated or maintained with such federal funds.
- (e) The Consultant has established administrative policies regarding Scientific Misconduct as required by the Final Rule 42 CFR Part 93, Subpart A as published at the 54 Federal Register 32446, August 8, 1989.
- (f) The Consultant maintains a drug free workplace in compliance with the Drug Free Workplace Act of 1988 as implemented in 45 CFR Part 76.
- (g) If the Project Sponsor is either an agency of the Public Health Service or the National Science Foundation, the Consultant is in compliance with the rules governing Objectivity in Research as published in 60 Federal Register July 11, 1995.

1. Whistleblower Policy - Congress has enacted whistleblower protection statute 41 U.S.C. 4712, which applies to all employees working for contractors, grantees, subcontractors, and sub-grantees on federal grants and contracts. This program requires all grantees, sub-grantees and subcontractors to: inform their employees working on any federally funded award they are subject to the whistleblower rights and remedies of the program; inform their employee in writing of employee whistleblower protections under 41 U.S.C. 4712 in the predominant native language of the workforce; and Contractors and grantees will include such requirements in any agreement made with a subcontractor or sub-grantee.

The statute (41 U.S.C. 4712) states that an "employee of a contractor, subcontractor, grantee [or sub-grantee] may not be discharged, demoted, or otherwise discriminated against as a reprisal for "whistleblowing". In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment.

Whistleblowing is defined as making a disclosure "that the employee reasonably believes is evidence of any of the following: gross mismanagement of a federal contract or grant; a gross waste of federal funds; an abuse of authority relating to a federal contract or grant; a substantial and specific danger to public health or safety; or a violation of law, rule, or regulation related to a federal contract or grant (including the competition for, or negotiation of, a contract or grant). To qualify under the statute, the employee's disclosure must be made to: a Member of Congress or a representative of a Congressional committee; or an Inspector General; or the Government Accountability Office; or a Federal employee responsible for contract or grant oversight or management at the relevant agency; or an authorized official of the Department of Justice or other law enforcement agency; or a court or grand jury; a management official or other employee of the contractor, subcontractor, grantee or sub-grantee who has the responsibility to investigate, discover or address misconduct.

The Consultant shall require that the language of all of the above certifications will be included in the award documents for all subawards under this Agreement (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Consultant agrees to notify HRI immediately if there is a change in its status relating to any of the above certifications.

VII. Attachments

Attachment 1: Budget Instructions

Attachment 2: Work Plan

Attachment 3: Statement of Assurance

Attachment 4: Vendor Responsibility