

Attachment 5: Using APPLY to Submit Proposals for RFP Health Equity Consultants

Step 1: Create an APPLY account. Follow Attachment 4 on guidance for creating an account.

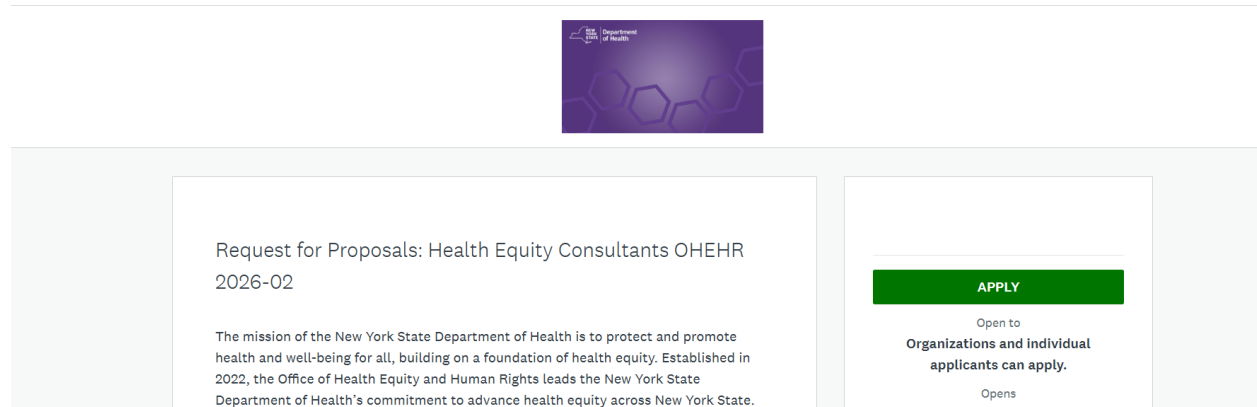
Step 2: Start an application

Copy the following web address into your browser or click on the link below.

https://healthresearchinc.smapply.io/prog/RFP_ohehr_2026-02

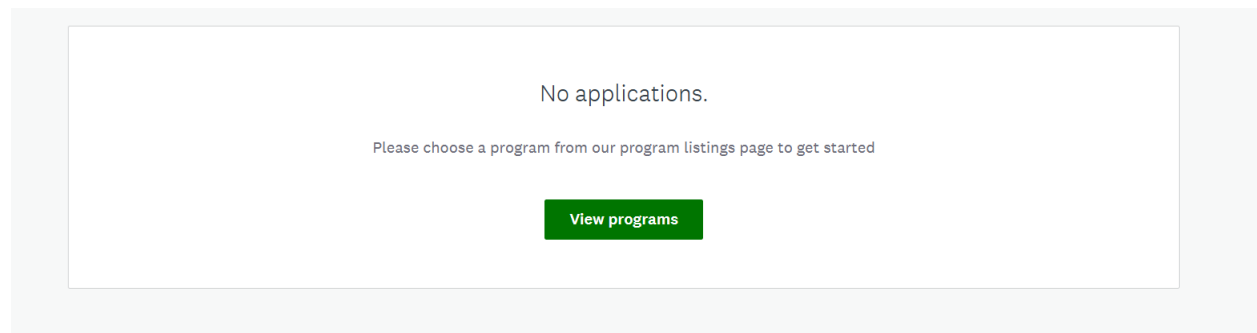
The link should bring you to this page:

Example Example ▾



The screenshot shows the top of a web page with a purple header containing the New York State Department of Health logo. Below the header is a white content area with two columns. The left column contains the title "Request for Proposals: Health Equity Consultants OHEHR 2026-02" and a paragraph of text: "The mission of the New York State Department of Health is to protect and promote health and well-being for all, building on a foundation of health equity. Established in 2022, the Office of Health Equity and Human Rights leads the New York State Department of Health's commitment to advance health equity across New York State." The right column features a green "APPLY" button, followed by the text "Open to Organizations and individual applicants can apply." and another "Opens" link.

You can also search the application by selecting “view programs” on the home page. See below:



The screenshot shows a white box with a light gray border. Inside, the text reads "No applications." followed by "Please choose a program from our program listings page to get started". At the bottom center of the box is a green button labeled "View programs".

Scroll to find the opportunity “Request for Proposals: Health Equity Consultants” and select “more”:



Request for Proposals: Health Equity Con...

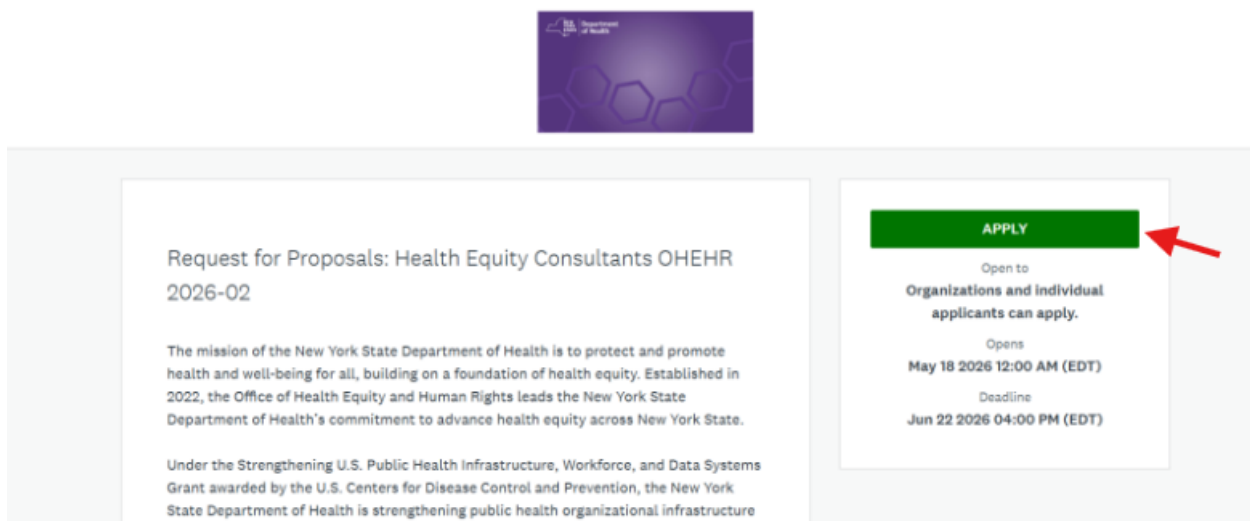
Accepting applications from May 18 2026 12:00 AM (EDT) to Jun 22 2026 04:00 PM (EDT)

Health Equity Consultants Overview

Organizations and individual applicants can apply.

MORE >

Use the green button on the right side labeled “Apply” to start an application:



The screenshot shows a purple header with the New York State Department of Health logo. Below it, a white card displays the following information:

Request for Proposals: Health Equity Consultants OHEHR 2026-02

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

Under the Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems Grant awarded by the U.S. Centers for Disease Control and Prevention, the New York State Department of Health is strengthening public health organizational infrastructure

On the right side of the card, there is a green button labeled **APPLY**, with a red arrow pointing to it. Below the button, the following text is displayed:

Open to
Organizations and individual applicants can apply.

Opens
May 18 2026 12:00 AM (EDT)

Deadline
Jun 22 2026 04:00 PM (EDT)

Step 3: Create the Application

Once you select “Apply” as instructed above, the application will prompt you to enter your organization name. Enter “Health Equity Consultants Proposal (Component you are applying for), Name of your organization” and select “Create Application”. *Please note a character limit of 75 for the application name, if your name exceeds 75 characters you may abbreviate as necessary.



Name your application

Health Equity Consultants Proposal (Component A-E), Name of Consultant(s)/Consulting Group

Health Equity Consultants Proposal (Component A), Example Name

75 characters maximum

CANCEL

CREATE APPLICATION

Step 4: Completing the proposal

Once you have started your application, your screen should look like this. Click on "Request for Proposals OHEHR 2026-02":

Example Example ▾

The screenshot displays a user interface for managing applications. On the left, a task completion summary shows '0 of 1 tasks complete' with a progress bar, 'Last edited: May 18 2026 11:49 AM (EDT)', and buttons for 'REVIEW' and 'SUBMIT'. Below this, a 'Deadline: Jun 22 2026 04:00 PM (EDT)' is noted. On the right, a card for 'Request for Proposals: Health E...' includes a 'Preview' link and a list of applications. The application 'Health Equity Consultants Proposal (Component A), Example Name' is highlighted with a blue underline and shows 'ID: 0000000001'. Below the card, a 'Your tasks' section contains a single task: 'Request for Proposals OHEHR 2026-02', which is indicated by a red arrow pointing to its circular progress indicator.

You should now see the application. Scroll down using your mouse or the scroll bar on right side of screen to see the application.

Attachment 5: OHEHR 2026-02

The screenshot shows a web application interface. On the left is a sidebar with a 'Back to application' link at the top. Below it is a link for 'Request for Proposals: Health Equity...' and a section for 'Health Equity Consultants Proposal (Component A), Example Name' with ID: 000000001. A second link for 'Request for Proposals OHEHR 2026-02' is highlighted with a green bar. Below this is a progress indicator '0 of 1 tasks complete', a timestamp 'Last edited: May 18 2026 11:49 AM (EDT)', and two buttons: 'REVIEW' and 'SUBMIT'. At the bottom of the sidebar is a 'Deadline: Jun 22 2026 04:00 PM (EDT)'. The main content area is titled 'Request for Proposals OHEHR 2026-02' and contains a 'Proposal Form: Health Equity Consultants' with a 'Draft saved' indicator. It includes a 'General Information' section with a note about additional information in Attachment 1, a 'Consulting Group/Consultant/Organization Name' field with 'Example' entered, and a 'Component this proposal addresses' section with three radio button options: 'Component A: Staff Training' (selected), 'Component B: Focus Groups', and 'Component C: Organizational Survey'. A note states that consultants submitting for multiple components must complete separate proposals for each.

Applications can be saved at any time without being submitted by selecting “SAVE & CONTINUE EDITING”. Please note: A saved draft does not submit, if you do not select “Submit” on the far right side when you are ready to submit, the application will not be submitted.

This image shows a close-up of two buttons: a dark grey button labeled 'SAVE & CONTINUE EDITING' and a green button labeled 'MARK AS COMPLETE'. Below the buttons is a horizontal scrollbar.

To upload files for questions 1, 2 and 7, click on the grey box labeled “Upload a file”

Upload Attachment 1: Proposal Cover Page and Attestation

Please upload the Proposal Cover Page and Attestation (Attachment 1). The proposal cover page and attestation to minimum qualifications must be downloaded from the Request for Proposals, completed in full and signed.

A close-up of a dark grey button with an upward-pointing arrow icon and the text 'Upload a file'. A red arrow points from the bottom right towards the button.

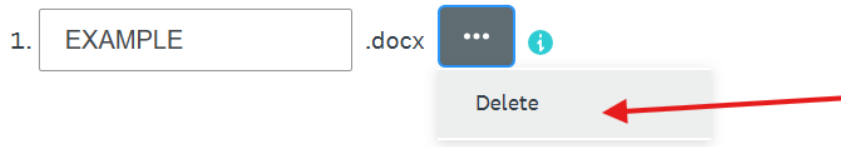
Select the file you wish to upload from your computer.

Once the file is uploaded, you will see it appear. If you uploaded the file in error or want to revise the uploaded version, select the three dots on the right side to select delete and re-upload the revised version:

Attachment 5: OHEHR 2026-02

Upload Attachment 1: Proposal Cover Page and Attestation

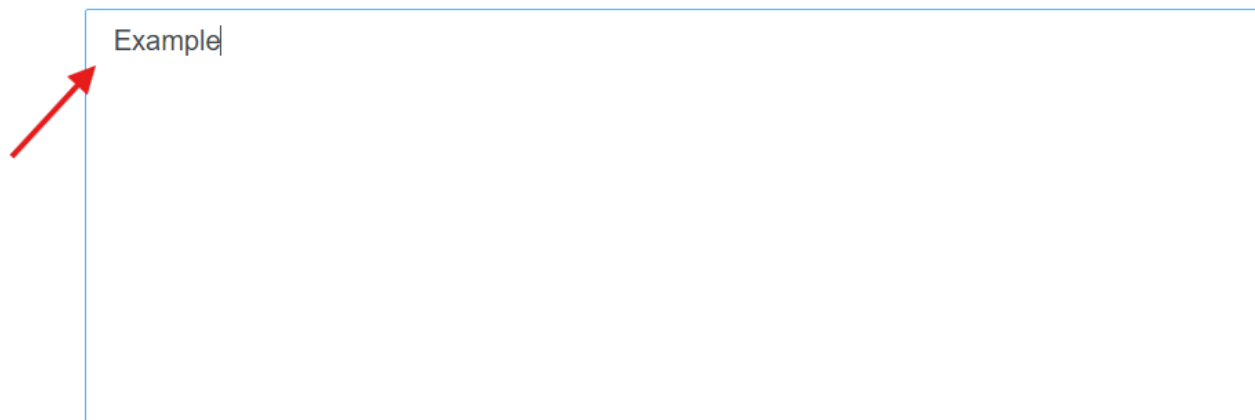
Please upload the Proposal Cover Page and Attestation (Attachment 1). The proposal cover page and attestation to minimum qualifications must be downloaded from the Request for Proposals, completed in full and signed.



Questions 3 – 6 are narrative questions. You must enter text in the box provided to answer. We recommend typing your answers in a separate document and pasting them over to the APPLY system in case of a failure to save.

To enter text for narrative questions, click on the text box and begin typing:

3a. Include a brief overview of organization and qualifications.

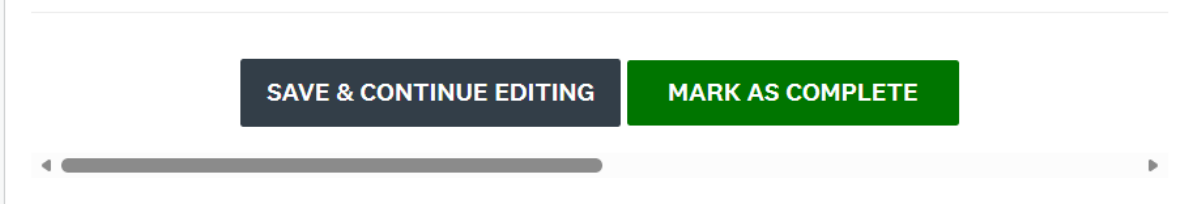
A screenshot of a text input box for question 3a. The box contains the word 'Example' followed by a cursor. A red arrow points from the left towards the top-left corner of the text box.

Once you have uploaded necessary documents, provided the text narrative to the questions, and signed, select “SAVE & CONTINUE EDITING”. Your answers should now be saved. Please review your answers before Step 4. **You cannot edit your proposal once you select “submit”.**

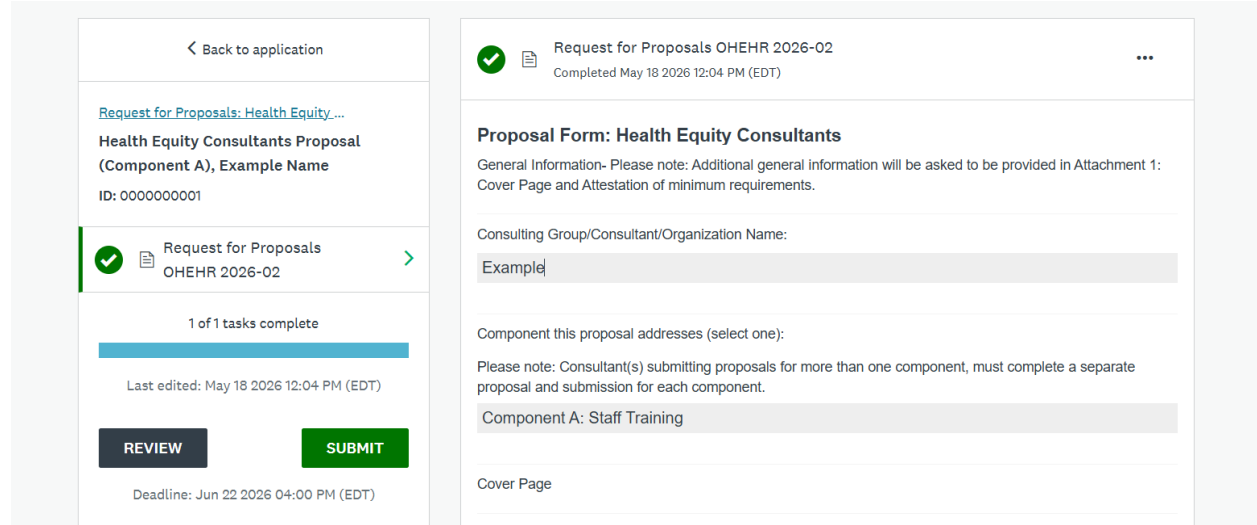
Step 4: Submitting the Proposal Using APPLY

Once you are ready to submit your proposal, select the green box to the right labeled, “Mark as complete”. You must select mark as complete to submit a proposal. You can edit the proposal after selecting mark as complete (instructions below). You CANNOT edit a proposal once you select Submit.

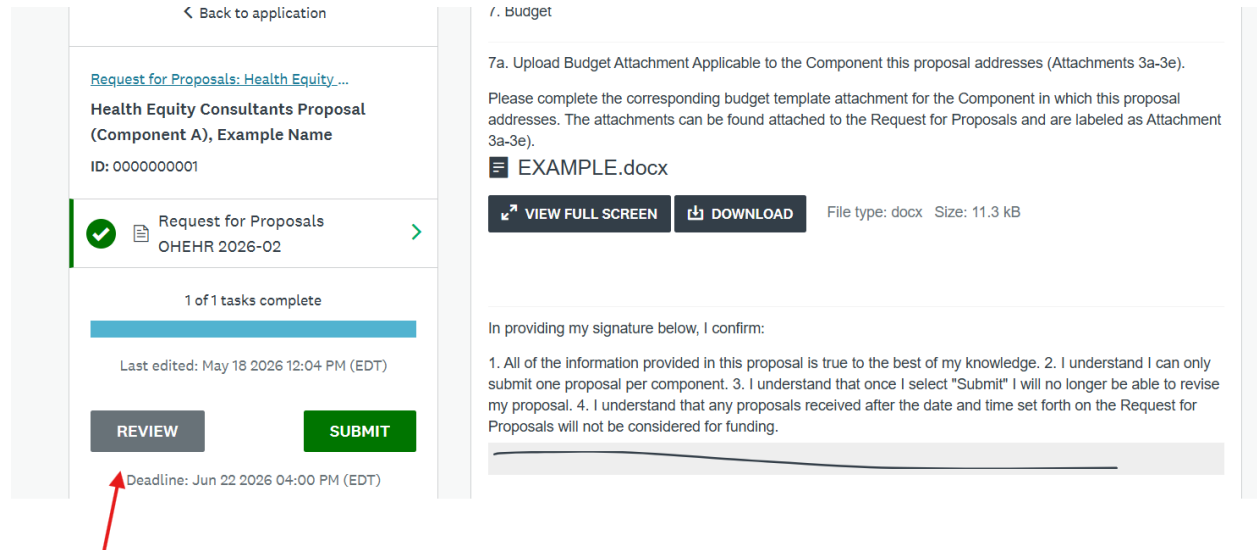
Attachment 5: OHEHR 2026-02



You will then see a screen noting when the application was completed:



Select "Review" to view your proposal. **Look over your proposal and confirm all information is accurate and complete.**



If you would like to edit your application after you have reviewed, click on the blue link to your application:

Attachment 5: OHEHR 2026-02

[Back to application](#)

SUBMIT YOUR APPLICATION

[Request for Proposals: Health Equity Consultants OHEHR 2026-02](#)

[Download](#)

Health Equity Consultants Proposal (Component A), Example Name

ID: 0000000001 Last edited: May 18 2026 12:13 PM (EDT)

Your tasks

Click on “see my application”:

The screenshot shows the application details page. On the left, there is a text block with the title "Request for Proposals: Health Equity Consultants OHEHR 2026-02" and two paragraphs of text. On the right, there is a sidebar with a dark grey button labeled "See my application" at the top, followed by a green "APPLY" button. Below the "APPLY" button, it says "Open to Organizations and individual applicants can apply." and "Opens May 18 2026 12:00 AM (EDT)". At the bottom of the sidebar, it says "Deadline Jun 22 2026 04:00 PM (EDT)". A red arrow points to the "See my application" button.

Click on the box with your application:

The screenshot shows the application overview page. On the left, there is a progress bar showing "1 of 1 tasks complete" and a "SUBMIT" button. In the center, there is a card with the title "Health Equity Consultants Proposal (Component A), Example Name" and a "Preview" button. Below the card, there are tabs for "APPLICATION" and "ACTIVITY". At the bottom, there is a "Your tasks" section with a single task: "Request for Proposals OHEHR 2026-02" with a green checkmark icon and a right arrow. A red arrow points to this task.

Click on the three dots in the upper right corner:

Attachment 5: OHEHR 2026-02

The screenshot shows a proposal card with a green checkmark icon, a document icon, and the text 'Request for Proposals OHEHR 2026-02' and 'Completed May 18 2026 12:13 PM (EDT)'. Below this is the title 'Proposal Form: Health Equity Consultants' and a paragraph of general information. A red arrow points to a three-dot menu icon in the top right corner.

Select "Edit":

This screenshot shows the same proposal card as above, but with a dropdown menu open from the three-dot icon. The menu contains three options: 'Download', 'Reset', and 'Edit'. A red arrow points to the 'Edit' option. Below the general information, the text 'Consulting Group/Consultant/Organization Name:' is visible.

You should now be able to edit your proposal. Once you have edited, you will need to save, mark as complete to review again.

Once you have reviewed and you are ready to submit, select "Submit Your Application" in the upper right green box:

The screenshot shows a navigation bar with a blue link 'Back to application' on the left and a green button 'SUBMIT YOUR APPLICATION' on the right. A red arrow points to the green button. Below the navigation bar is a card containing the title 'Health Equity Consultants Proposal (Component A), Example Name', a 'Download' link, and the ID '000000001' and last edited time 'May 18 2026 12:04 PM (EDT)'.

You can also submit the application once you mark as complete at any time by clicking the green box labeled "SUBMIT" in the left of your screen. It is strongly advised you review prior to submitting:

Attachment 5: OHEHR 2026-02

Request for Proposals OHEHR 2026-02
Completed May 18 2026 12:17 PM (EDT)

Proposal Form: Health Equity Consultants
General Information- Please note: Additional general information will be asked to be provided in Attachment 1: Cover Page and Attestation of minimum requirements.

Consulting Group/Consultant/Organization Name:
Example

Component this proposal addresses (select one):
Please note: Consultant(s) submitting proposals for more than one component, must complete a separate proposal and submission for each component.
Component A: Staff Training

Cover Page

1 of 1 tasks complete
Last edited: May 18 2026 12:17 PM (EDT)
Deadline: Jun 22 2026 04:00 PM (EDT)

REVIEW SUBMIT

Once you select submit, a pop up will prompt you to confirm submission. Click “Submit” to confirm or “cancel” to go back:

Submit application

Please confirm submission of your application.

CANCEL SUBMIT

You will receive a confirmation page and an email once your application is submitted:

Attachment 5: OHEHR 2026-02



Application Submitted!

Thank you for submitting your application.

Go to My Applications

OR

View more Programs

For questions of technical nature regarding APPLY, please contact OHEHRADMIN@health.ny.gov