RFA #20333 / SFS #RRDC2025

New York State Department of Health
Office of Aging and Long Term Care
Center for Long Term Care Finances and Supports
Bureau of Community Integration and Alzheimer's Disease

Request for Applications

Regional Resource Development Centers For Combined Administration of the Nursing Home Transition and Diversion and Traumatic Brain Injury Medicaid Waivers

KEY DATES:

Release Date:	**February 12, 2025**
Questions Due:	**February 27, 2025 by 4:00 PM**
Questions, Answers and Updates Posted (on or about):	**March 13, 2025 by 4:00 PM**
Applications Due:	**March 27, 2025 by 4:00 PM**

State Health Department Contact Name & Address:

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I. Introduction

The New York State Departement of Health (the Department), Bureau of Community Integration and Alzheimer's Disease within the Office of Aging and Long Term Care Center for Long Term Care Finances and Supports, announces the availability of approximately $12,980,000 annually in state funding for 5 years for the local administration of Nursing Home Transition and Diversion (NHTD) and Traumatic Brain Injury (TBI) services. The total funds expected to be made available over the entire sixty (60) month period is approximately $64,900,000

The NHTD and TBI waivers are distinct Home and Community Based Services (HCBS) 1915c programs approved by the Centers for Medicare and Medicaid Services ("CMS) which share a similar philosophy, participant eligibility standards, provider requirements, range of community based services, contractor roles and responsibilities, and the need to meet federal requirements for aggregate budgeting cost neutrality. Online information regarding the Department community based health care services, including waiver programs, is available on the Department website at: http://www.health.ny.gov/facilities/long_term_care and http://health.ny.gov/NHTD

The Department operates several HCBS Medicaid (MA) 1915c waiver programs. The NHTD and the TBI 1915c waivers provide a community-based alternative for eligible adults who require an institutional level of care but have chosen to receive care in their homes. The two waivers enroll individuals eighteen (18) years of age or older, who, considered as an aggregate group, can be served appropriately and at less cost than institutional care in a community setting.

The NHTD and TBI waiver programs are designed and implemented to reduce the incidence of unnecessary institutionalization through:

Transition - Assisting eligible individuals currently living in nursing homes to move to appropriate community-based settings.

Diversion - Preventing in-state and out-of-state facility placements through development of community based services and supports for waiver eligible individuals.

II. Who May Apply

The purpose of this Request for Application (RFA) is to identify and contract with qualified not-for-profit agencies as Regional Resource Development Centers (RRDC)[1] to assist the Department with the administration of the NHTD and TBI waiver programs.

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1 Enacting statue, S7073 and S7715, Chapters 615 and 627 of the Laws of 2004 respectively, amended NYS Social Services Law to direct the Department, for the purposes of the NHTD waiver, to contract with "Regional Resource Development Specialists" define as "non-for-profit agencies having experience with providing community-based service to individuals with disabilities." For the purpose of the NHTD waiver, and consistent with other similar activities, these entities will be referred to as "Regional Resources Development Centers" (RRDC); "Regional Resource Development Specialist" (RRDS)
Will refer to the employees who carry out certain RRDC responsibilities.

The RRDC contracts will be awarded for nine (9) regions as: single or multiple region Grantees, or a single statewide Grantee covering all New York State counties.

RRDC Regional Areas and Estimated Funding Levels

Applicants may apply to manage one (1) or up to nine (9) of the geographic regional areas as designated in the table below. **Each region applied for requires a separate application**. Annual estimated awards for each region are listed in the table below. Applicants should submit budgets to support the proposed program up to the maximum annual award amount.

Regions	RRDC Service Provision Area	Estimated Annual Funding Level
Adirondack	Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, Saratoga, Warren, Washington	$1,080,000
Binghamton/Southern Tier	Allegany, Broome, Cayuga, Chemung, Chenango, Cortland, Delaware, Otsego, Schuyler, Steuben, Tioga, Tompkins	$1,080,000
Buffalo	Cattaraugus, Chautauqua, Erie, Niagara, Orleans, Wyoming	$1,080,000
Capital	Albany, Columbia, Greene, Rensselaer, Schenectady, Schoharie	$1,180,000
Long Island	Nassau, Suffolk	$1,700,000
Lower Hudson Valley	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester	$1,700,000
New York City	Bronx, Kings, New York, Queens, Richmond,	$3,000,000
Rochester	Genesee, Livingston, Monroe, Ontario, Seneca, Wayne, Yates	$1,080,000
Syracuse	Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence	$1,080,000

A. Minimum Eligibility Requirements for the RRDC Applicant

- Eligible Applicants must be prequalified in the New York State Statewide Financial System (SFS), if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the "Key Dates" set forth on the Cover Page of this RFA;
- Applicant must be a not-for-profit organization;
- The Applicant must have at least three (3) years' experience in providing and/or overseeing services to seniors or people with disabilities; and

- Applicant cannot be a current Department enrolled provider of waiver services, sub-corporation, foundation or any other legal entity under the control of a waiver service provider agency.

B. General RRDC Applicant Requirements

An organization will be awarded to serve as both the NHTD and TBI RRDC Grantee in each region listed above.

Only one (1) application per region per Applicant is allowed. Applicants may seek to serve more than one region. However, separate RRDC applications **must** be submitted for each regional award sought. Combined applications for two (2) or more regions will not be evaluated. If an applicant submits more than one (1) application for each region, the first application received for the region will be reviewed. All other applications for that region from that Applicant will be rejected. If an organization is the selected applicant for more than one (1) region, for ease of administration, there may be one contract. Each application must stand on its own merits, using funding established for that region only. A minimum of one (1) to a maximum of nine (9) awards are estimated to be made.

During the term of this Contract (See Section IV.G. Contract Term), the selected Applicant (Grantee) shall not engage in any business or personal activities or practices or maintain any relationships that conflict in any way with them fully performing its obligations under this Contract. As such, the Grantee may not serve as a waiver service provider. Any other contracts with the Department which may interact with the RRDC operations must be fully disclosed to the Department at the time of contracting. The Grantee must provide written procedures and policies demonstrating that sufficient firewalls are in place within the organization to avoid any conflict of interest, or the appearance of a conflict.

Grantees must have the ability to electronically transfer information and reports using compatible encryption software to the Department's Bureau of Community Integration and Alzheimer's Disease via e-mail. Grantees must provide, and their staff must be able to use, computer software compatible with the Microsoft Office products used by the Department to organize, analyze and store waiver participant data and information.

Grantee must have an American with Disabilities ("ADA") compliant facility space to host meetings and training sessions.

III. Project Narrative/Work Plan Outcomes

Nursing Home Transition and Diversion (NHTD)

Chapters 615 and 627 of the Laws of 2004 amended NYS Social Services Law to authorize the State's NHTD waiver program. The MA waiver, approved by the federal Centers for Medicare and Medicaid Services (CMS) in 2007 and subsequently re-approved in 2010, is based on service concepts proven effective in longer standing community based waivers, and reflects the State's commitment to provide New York's seniors and other individuals living with disabilities a wide array of health and supportive services in the least restrictive, most appropriate available setting.

Specifically:

Eligible waiver applicants must be: between eighteen (18) and sixty-four (64) years of age with a physical disability, or a senior sixty-five (65) years of age or older; eligible and authorized for MA coverage for Community Based long term care; assessed to require nursing home level of care and capable of living in the community with the assistance of MA State Plan and waiver services; considered part of an aggregate group that can be cared for at less cost in the community than they would have otherwise been cared for in a nursing facility.

Approved waiver services include:
- Service coordination
- Assistive technology
- Community integration counseling
- Community transitional services
- Congregate and home delivered meals
- Environmental modifications
- Home and community support services
- Home visits by medical personnel
- Independent living skills training
- Moving assistance
- Nutritional counseling and educational services
- Peer mentoring
- Positive behavioral interventions and supports
- Respiratory therapy
- Respite services
- Structured day program
- Wellness counseling

The waiver is approved to serve individuals statewide by the current waiver application approved through June 30, 2028.

Traumatic Brain Injury (TBI)

Chapter 196 of the Laws of 1994, Article 27-cc, amended NYS Social Services Law to establish the NYS TBI Program within the Department. This legislation charged the Department, "to develop a comprehensive statewide program ... with primary emphasis on community based services and to develop outreach services and to utilize existing organizations with demonstrated interest and expertise in serving persons with traumatic brain injuries and, within funds available, enter into contracts with such organizations." Since NYS Fiscal Year 1995-96, the enacted budget has appropriated funding in support of this program; the first participants were enrolled that year.

While the initial thrust of the TBI program was to help people return to New York State who, for lack of service alternatives, had been residing in out-of-state nursing homes, the program continues to provide a wide range of services to support all eligible individuals who prefer to receive care in their home communities.

Specifically:

Eligible waiver applicants must have a diagnosis of a TBI or related diagnosis after the age of 18 and must be: between eighteen (18) and sixty-four (64) years of age upon application; eligible and authorized for MA coverage for Community Based Long Term Care; assessed to require nursing home level of care as a result of the TBI; capable of living in the community with the assistance of MA State Plan and waiver services; considered part of an aggregate group that can be cared for at less cost in the community than they would have otherwise been cared for in a nursing facility; and meet other criteria as determined by the the Department's Commissioner.

Approved waiver services include:

- Service coordination
- Assistive technology
- Community integration counseling
- Community transitional services
- Environmental modifications
- Home and community support services
- Independent living skills training
- Positive behavioral intervention and supports
- Respite services
- Structured day program
- Substance abuse services
- Transportation

The waiver is approved to serve individuals statewide by the end of the current approved application period which ends in August 2027.

Goals and Objectives of the Regional Resource Development Centers

The NHTD and TBI waivers provide a necessary community-based alternative to institutional care for individuals with TBI, seniors and individuals with a physical disability who require a nursing home level of care (NHTD). RRDC agencies identify and support appropriate individuals for participation in the NHTD and TBI waivers, develop a sufficient provider network capacity, and maintain cost neutrality compared to the cost of institutional care for the waiver participants considered as a group.

RRDCs perform waiver operational and administrative functions on behalf of the Department. These include:

- Disseminating information about waiver services to community agencies, families and potential waiver participants by conducting informational meetings and community outreach events.
- Oversight and implementation of waiver participant enrollment: RRDC staff meet with each potential waiver participant to discuss waiver services; explain participants' rights and responsibilities; discuss participant choice and determine if the individual meets waiver eligibility criteria.
- Monitoring waiver services and expenditures: RRDC staff review all service plans to ensure cost effectiveness and track aggregate costs to ensure cost neutrality within their region and ensure timely submission of Level of Care (LOC) assessments.
- Adressing complaints/ conducting investigations: RRDC staff will be able to receive complaints, address incidents/sensitive situations and initiate/complete required investigations.
- Accept, record, investigate, and remedy serious reportable incidents (SRIs).
- Reviewing participant service plans: RRDC staff review and approve all initial service plans (ISPs) to establish program eligibility. Revised service plans (RSPs) are reviewed and approved annually.
- Recruiting providers: RRDC staff assess the need for services in their regions and conduct outreach to potential providers. They encourage current providers to expand their scope of waiver services when appropriate. Potential providers are interviewed and referred to the Department for enrollment.
- Conducting training and technical assistance: RRDC staff provide technical assistance to providers, participants, advocates, community services and other RRDCs.

The Department monitors the performance of the RRDCs continually. The Departments waiver management staff maintain daily contact with the RRDCs. Part of the administrative authority the Department retains over RRDC Grantees relates to reimbursement for contractual obligations monitored through review of Grantee quarterly reports. RRDC performance is measured in relationship to the operational protocols established in the NHTD/TBI Program Manuals, the CMS waiver applications and the contract performance measures established in the RRDC contract work plan. Quarterly payments to RRDC Grantees may be withheld pending the resolution of performance or compliance issues. The Department waiver management staff conduct site visits to the RRDCs to assess operational and administrative performance, and to assure quality performance.

The Departments waiver management staff review the discharge/enrollment data with the RRDCs in conjunction with projected enrollment data in the waiver application. If data presented indicates the RRDC staff need to expedite intakes, monitor service coordinator selection by applicants, and facilitate approval of initial service plans, then a plan to remedy the problem is established.

Roles and Responsibilities of the RRDC Include:

- Reducing the incidence of unnecessary institutionalization by assisting eligible individuals to transition from nursing homes or remain in their homes through improved access to care in community-based settings;

- Advocacy on behalf of individuals with a brain injury, seniors and people of all ages with physical disabilities;
- Assisting individuals, who have been residing in out-of-state facilities, to return home to New York State and access care in community-based settings;
- Functioning as an initial point-of-contact for potential applicants, their families, legal guardians, and/or authorized representatives;
- Maximizing waiver participant enrollment and participation;
- Maximizing waiver service provider enrollment and regional networks;
- Providing technical support to service providers with regard to waiver policies and procedures; Sufficient ADA compliant facility space to host meetings and training sessions;
- A specific complaint line must be maintained at all times to receive complaints;
- Sufficient staff resources to address emergency situations and provide availability 24 hours per day accessible for all major languages and disabilities;
- Developing collaborative relationships with regionally based stakeholders including LDSS and other local government entities, providers, advocacy organizations, and others necessary to assure a comprehensive coordinated approach to the care of the targeted population;
- Ensure and maintain that all appropriate professional staff will comply with all requirements of New York State's Medicaid Agency Data Use Agreement (DUA - 15407), with the Centers for Medicare and Medicaid Services;
- Maintaining participant Application Packets, Service Plans, reports and other required documentation as specified by the waiver contractual agreements, and in a manner consistent with the Department standards for e-file transfers and information sharing;
- Maintaining a database, in accordance with the Department developed formats, for participant referral, intake process, Service Plan review, provider enrollment and training, and other information as determined by the Department to ensure efficient program management, compliance with regional service plan budgeting limitations, and meet quality assurance measures;
- Electronically transferring information and reports using compatible encryption software to the the Departments Bureau of Community Integration and Alzheimer's Disease;
- Cooperating with New York State and federal audits;
- Providing direct oversight and supervision of the RRDS and Nurse Evaluator staff and functions; and
- Managing other roles and responsibilities define by the Department in the RRDC contract and program manuals.

RRDC Grant Staffing Requirements:

1. Employing directly a separate dedicated full-time Lead RRDS for each NHTD and TBI who must:
    - Possess a baccalaureate degree or higher in health or human services or a related field from an accredited college and four (4) years of combined satisfactory professional experience in working with individuals with disabilities and/or seniors and in a managerial capacity; or
    - Be a Registered Professional Nurse and have four (4) years of combined satisfactory

professional experience working with individuals with disabilities and/or seniors and in a managerial capacity; or Possess an Associate's degree from an accredited college and ten (10) years of combined satisfactory experience working with individuals with disabilities and/or seniors and in a managerial capacity; or Possess an Associate's degree from an accredited college and four years of satisfactory experience as a RRDS; and

- The individual must also have experience supervising professional staff who work directly with seniors and individuals with disabilities. Managerial capacity includes, but is not limited to: program budgeting, staff scheduling and work assignments, staff performance evaluations, direct supervision of workers, program development and planning, program quality assurance and program operations.

2. Employing directly a Nurse Evaluator ("NE") to manage the clinical processes of the RRDC and conduct assessments who must:
   - Be a current New York State licensed Registered Professional Nurse with two (2) years of satisfactory professional experience working with individuals with disabilities and/or seniors in a community setting; and
   - Be New York State certified to complete the Hospital and Community Patient Review Instrument (H/C-PRI), SCREEN, Uniform Assessment System-New York (UAS-NY) and other clinical assessments as requested by the Department.

3. Two (2) additional nurses employed directly or by contract to meet assessment and other clinical needs for both waivers;

4. Employing directly at least one (1) individual (four (4) in New York City Region, two (2) in both Long Island and Lower Hudson Valley Regions) assigned to serve as Housing Support Specialist to facilitate/ provide housing resources which support individuals seeking waiver services who are transitioning from institutional settings or facilitate continued community living to avoid institutional placement.

5. Employing directly at least one (1) individual (two (2) in New York City, Long Island and Lower Hudson Valley Regions) assigned to serve as Provider Enrollment and Recruitment Specialist to assist in regional provider network development;

6. Employing either directly or by contract a quality assurance coordinator/trainer to ensure compliance with program requirements;

7. Employing either directly or by contract a part-time information technology support worker to maintain RRDC compliance with data and reporting requirements of state programs;

8. Assigning additional staff proportionally as required to meet the enrollment needs of each waiver program in each region.

Subcontracting

An Applicant may subcontract components of the Work Plan to be performed by Applicant pursuant to the terms of its Application. If known, the Applicant is expected to state in their Application the specific components to be performed through subcontracts as well as the names of the subcontractors. Grantees will need to name subcontractors prior to reimbursement. Applicants should note that the lead organization (that is, the successful Applicant, as Contractor) will have overall responsibility for all Contract activities, including those performed by subcontractors and will be the primary contact for the the Department. All subcontractors and subcontracts will be required to be approved by the Department.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the New York State Department of Health (hereinafter referred to as the Department), Office of Aging and Long Term Care, Center for Aging and Long Term Care Finances and Supports, Bureau of Community Integration and Alzheimer's Disease, Medicaid Waiver Unit. The Department is responsible for the requirements specified herein and for the evaluation of all Applications. *See,* Section V.C. (Review and Award Process).

B. Question and Answer Phase

All substantive questions by Applicants with respect to any aspect of the RFA must be submitted in writing to Thomas Rees, the Department, Office of Aging and Long-Term Care, at the following email address: waivertransition@health.ny.gov. This includes Minority and Woman Owned Business Enterprise (MWBE) Requirements questions and related forms. *See,* Section IV.K. (Minority & Woman-Owned Business Enterprise Requirements). Questions of a technical nature related to formatting or other minor details related to preparation of an Application may also be addressed in writing to the email address noted above. Questions are of a technical nature if they are limited to how to prepare your Application (e.g., formatting) rather than relating to the substance of the Application.

To the degree possible, each question submitted by a potential Applicant pursuant to the terms of this RFA should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the Cover Page of this RFA.

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or Applications should be directed to the the Department contact listed on the cover of this RFA.

- On-Demand Statewide Financial System Training Videos: On-demand training focused on using the new grants management features in SFS is available by logging in to the SFS Vendor Portal and clicking the SFS Coach icon available on the homepage. Additional questions? Contact the SFS Help Desk listed below:

- Statewide Financial System Technical Support Help Desk
  Phone: 1-877-737-4185 toll-free / 518-457-7737
  Hours: Monday thru Friday 8am to 8pm
  Email: helpdesk@sfs.ny.gov

Prospective Applicants must submit all requests for clarifications of, or exceptions or changes to, the terms, conditions or provisions of this RFA or the Master Contract for Grants during the Question and Answer Phase, which will end on the "Questions Due" date specified on the Cover Page of this RFA. An Applicant must clearly indicate the clarification, exception or change in the RFA or the Master Contract for Grants the Applicant is requesting. All questions, answers, and requests for clarification, exception or change will be published by the Department at SFS Public Portal Homepage to ensure equal access and knowledge by all prospective Applicants, on or about the date specified on the Cover Page of this RFA.

This RFA has been posted on the NYS Statewide Financial System website at: SFS Public Portal Homepage and additionally, via a link provided on the Department's public website at: https://www.health.ny.gov/funding/.

Questions and answers, as well as any updates, addendums to, and/or other modifications of this RFA, will be posted on these websites. All such questions and answers, updates, addendums to, and other modifications to this RFA will be posted by the date identified on the Cover Page of this RFA under "Key Dates".

All Questions must be received by the date and time specified on the Cover Page of this RFA, under "Key Dates", opposite the heading "Questions Due".

All questions submitted by email should state the RFA Title and Number set forth on the Cover Page (*RFA# 20333, RRDCs For Combined Admin of NHT and Diversion and TBI Waivers***) in the subject line of the email.**

C. Letter of Interest

A Letter of Interest is not requested for this project.

D. Applicant Conference

An Applicant Conference *WILL NOT* **be held for this project.**

E. How to file an Application

Applications must be submitted online via the Statewide Financial System by the date and time posted on the Cover Page of this RFA under the heading "Key Dates".

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Statewide Financial System. Please visit the Statewide Financial System website at the following web address: SFS Public Portal Homepage and click the "Search for Grant Opportunities" tile. There is also a more detailed "Statewide Financial System: Vendor User Guide" available in the documents section under Training & Guidance; For Grant Applicants located in SFS Coach. Training webinars are also provided by the Grants Management Team. Dates and times for webinar instruction can be located at the following web address: Live Webinars | Grants Management (ny.gov)

To submit an Application an Applicant must:

1. Log into the Statewide Financial System Vendor Portal .
2. Click the Grant Management Tile. Next, Click the Bid Event Search tile.
3. Enter the applicable search criteria in the Search Criteria Fields. Locate an opportunity; search by Funding Agency (DOH01) or enter the Grant Opportunity name into the Search by Grant Opportunity field: *RRDCs For Combined Admin of NHT and Diversion and TBI Waivers*. You can also filter search by Status such as "available" which filters to include only the bid events that are published and open for potential bid response.
4. Click on "Search" button to initiate the search.
5. Click on Event ID link to initiate a bid response.
6. Please review the Grantee User Manual found in SFS Coach for additional steps on how to respond to various types of Bid Events.

Once the Application is complete, a prospective Applicant is **strongly encouraged** to submit their Application at least **48 hours prior to the** Application's due date and time specified on the Cover Page of this RFA. This will allow sufficient opportunity for the Applicant to obtain assistance and take corrective action should there be a technical issue with the submission process. **Failure to leave adequate time to address issues identified during this process may jeopardize an Applicant's ability to submit their Application.** Both the Department, SFS, and Grants Management staff are available to answer an Applicant's technical questions and provide technical assistance prior to the Application due date and time. Contact information for the Grants Management Staff and SFS is available under Section IV.B. (Question and Answer Phase) of this RFA.

PLEASE NOTE: Although the Department and the Grants Managment staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time for the submission of an Application, there is no guarantee that they will be resolved in time for the Application to be submitted on time and, therefore, considered for funding.

During the Application process, please pay particular attention to the following:

- Not-for-profit Applicants must be prequalified, if not exempt, on the date and time Applications in response to this Request for Applications (RFA) are due as specified in the "Key Dates" set forth on the Cover Page of this RFA. Be sure to maintain prequalification status between funding opportunities. **NOTE:** Three of a not-for-profit's essential financial documents - the IRS990, its Financial Statement, and its Charities Bureau filing - expire on an

annual basis. If these documents are allowed to expire, the not-for-profit's prequalification status expires as well, and it will not be eligible for State grant funding until its documentation is updated and approved, and prequalified status is reinstated.
- Only individuals with the role of "Bid Response Submitter" can submit an Application on behalf of an Applicant.
- Prior to submission, the Statewide Financial System will automatically initiate a global error checking process to protect against an incomplete Application. An Applicant may need to attend to certain parts of the Application prior to being able to submit the Application successfully. An Applicant must be sure to allow time after pressing the submit button to clean up any global errors that may arise. (Vendor User Guide).
- Applicants should use numbers, letters, and underscores when naming their uploaded files. There cannot be any special characters in the uploaded file name. Also, be aware of the restriction on file size (20 MB) when uploading documents. Applicants should ensure that any attachments uploaded with their application are not "protected" or "pass-worded" documents.

The Applicant's Delegated Administrator is able to assign, modify, remove roles for the applicant in SFS. Please see SFS Vendor Portal Access Reference Guide, SFS_Vendor_Portal_Access_Reference_Guide.pdf (ny.gov), for additional information on roles. **Bid Response Initiator** and **Bid Response Submitter** are the **necessary roles for applying to a Bid Event in SFS**. If you are a not-for-profit you will also need Prequalification Processor for Prequalification purposes.

PLEASE NOTE: Waiting until the last several days to complete your Application online can be dangerous, as you may have technical questions. Beginning the process of applying as soon as possible will produce the best results.

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

LATE APPLICATIONS WILL NOT BE ACCEPTED.

F. Department of Health's Reserved Rights

The Department of Health reserves the right to:

1. Reject any or all Applications received in response to this RFA.

2. Withdraw the RFA at any time, at the Department's sole discretion.

3. Make an award under the RFA in whole or in part.

4. Disqualify any Applicant whose conduct and/or Application fails to conform to the requirements of the RFA.

5. Seek clarifications and revisions of Applications, in the Department's sole discretion.

6. 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 request for clarifying information in the course of evaluation and/or selection under the RFA.

7. Prior to Application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.

8. Prior to Application opening, direct Applicants to submit proposal modifications addressing subsequent RFA amendments.

9. Change any of the scheduled dates.

10. Waive any requirements that are not material.

11. Award more than one contract resulting from this RFA.

12. Negotiate with successful Applicants within the scope of the RFA in the best interests of the State.

13. Conduct contract negotiations with the next responsible Applicant, should the Department be unsuccessful in negotiating with the selected Applicant.

14. Utilize any and all ideas submitted with the Applications received, at the Department's sole discretion.

15. Unless otherwise specified in the RFA, every offer in an Applicant's Application is firm and not revocable for a period of 60 days from the Application opening.

16. Waive or modify minor irregularities in Applications received after prior notification to the Applicant.

17. 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 RFA.

18. Eliminate any term of this RFA that can be complied with by none of the Applicants.

19. Award grants based on geographic or regional considerations to serve the best interests of the State.

G. Term of Contract

Any Contract resulting from this RFA will be effective only upon approval by the New York State Office of the Comptroller.

It is expected that contracts resulting from this RFA will have the following time period: 2/1/2026-1/31/2031.

Continued funding throughout this five-year (5) period is contingent upon availability of funding and State budget appropriations and the Grantee's continued satisfactory performance of its obligations under the Contract. the Department also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

A sample New York State Master Contract for Grants can be found at https://grantsmanagement.ny.gov/system/files/documents/2023/12/january-2024-contract-for-grants.pdf

H. Payment & Reporting Requirements of Grant Awardees

1. The Department may, at its discretion, make an advance payment to a successful not-for-profit grant Applicant under this RFA (a "Grantee") in an amount not to exceed twenty-five (25%) percent of the annual grant provided for under the Grantee's Contract.

2. The Grantee will be required to submit invoices and required reports of expenditures based upon the terms for payment set forth in Attachment A-1 to its Grant Contract to the State's designated payment office (below) or, if requested by the Department, through the Statewide Financial System:

   Bureau of Community Integration and Alzheimer's Disease
   New York State Department of Health
   One Commerce Plaza
   Rm. 1610 Albany, NY 12210

   A Grantee must provide complete and accurate billing invoices in order to receive payment of the grant funding provided for under the terms of its Grant Contract. Invoices submitted to the Department must contain all information and supporting documentation required by the Contract, the Department, and the Office of the State Comptroller (OSC). Payment for invoices submitted by the Grantee shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner of Health, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments. Authorization forms are available at OSC's website at: http://www.osc.state.ny.us/epay/index.htm, by email at: epayments@osc.state.ny.us or by telephone at 855-233-8363. Each Grantee acknowledges that it will not receive payment on any claims for reimbursement submitted under its Grant Contract if it does not comply with OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Payment of claims for reimbursement by the State (Department) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be*:* Grantee will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Workplan.

3. The Grantee will be required to submit the following reports to the Department of Health at the address above or, if requested by the Department, through the Statewide Financial System:

   The grant contractor will submit quarterly and annual reports using a standardized format provided by the Department. The report will be used as the basis for evaluation of completed work plan deliverables and additional justification for payment.

   Contractors are responsible for submitting correctly prepared vouchers for payment. The Department reserves the right to request additional documentation.

   All payment and reporting requirements will be detailed in “Attachment D: Payment and Reporting”, of the final STATE OF NEW YORK MASTER CONTRACT FOR GRANTS.

I. Procurement Requirements

1. General Requirements

The Grantee may procure various goods and services in connection with the grant-funded project ranging from routinely purchased goods or services to those that involve substantive programmatic work. The procurement of such goods or services, however, must be conducted in an equitable and competitive manner to promote equal treatment, efficiency, and economy in grant-funded activities.

Any Grantee that is a State entity (i.e., a State agency or political subdivision of the State) must follow the same policies and procedures it uses for procurements from its general funds. All other Grantees (private companies, not-for-profit-organizations, etc.) must have a sufficient and documented procurement process that maintains records to detail the history of procurements associated with any awarded grant project. These records shall include, but are not limited to, rationale for the method of procurement (e.g., micro-purchase, small purchases, sealed bids, request for proposals, noncompetitive/sole source), the selection of a contract type, contractor selection and/or rejection, and the basis of a contract price.

The Grantee’s documented procurement process must conform with any applicable federal, State and local laws and regulations. As part of the required procurement procedures, a Grantee must maintain written standards of conduct covering conflict of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. The standards of conduct must provide for disciplinary actions to be applied for violations by officers, employees or agents of the Grantee. Such standards shall provide, at a minimum, that no employee, officer, or agent of the Grantee will participate in the selection, award, or administration of a contract supported by grant funds if a conflict of interest, real or actual, is involved. Such conflicts may arise when:

- The employee, officer, or agent, or
- Any member of such individual's immediate family, or
- Such individual's partner, or
- Any organization which employs, or is about to employ the selected contractor, has a financial or other interest in or receives or stands to receive a tangible personal benefit from a firm being considered for a contract.

The standards of conduct shall also cover organizational conflicts of interest. Organizational conflicts of interest arise where an entity is or appears to be unable to conduct an impartial procurement action due to relationships with a parent company, affiliate, or subsidiary organization.

2. Bid Protest Procedures

Any contractor, subcontractor, or aggrieved party has the right to protest actions before or after the award of a contract utilizing grant funds. The Grantee alone will be responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurement contract solicitations and awards.

Grantees shall have written protest procedures, which may be analagous to those set forth in Part 24 of Title 2 of the New York Codes, Rules and Regulatons, in order for effective due process to be achieved. A Grantee's specific protest procedures shall be outlined in all bid requests, request for proposals, request for applications, etc. issued by or on behalf of the Grantee concerning any grant-funded projects. In summary, Grantees are responsible for handling all contract activity protests. Except in matters of direct State or possibly Federal concern (in cases involving federally funded grants), the Department of Health will not substitute its judgement for that of the Grantee.

3. Procurement Contract Language

Any contract concerning a grant-funded project must be a written agreement between the Grantee a the third party providing specific goods and/or services. Whether with a contractor, subcontractor, consultant or vendor, the contract must as appropriate state the activities to be performed; the time schedule; the policies and requirements that apply to the contractor, subcontractor consultant or vendor, including the above procurement requirements; and any other terms and conditions of the grant and the master grant contract.

J. 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 attest that their performance of any contracted services does not and will not create a conflict of interest with nor position the Grantee to breach any other contract it currently has in force with the State of New York.

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, consultants or former officers and employees of the State and its affiliates, in connection with the providing of goods or rendering of services related to the grant-funded project. The Grantee shall have procedures in place for alerting the State of any such actual or potential conflicts as well as procedures to resolve the same.

K. Minority & Woman-Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the Department recognizes its obligation to promote opportunities for maximum feasible participation of New York State-certified minority- and women-owned business enterprises (M/WBEs) and the employment of minority group members and women in the performance of the Department contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" (“Disparity Study”). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that the Department establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises (“M/WBE”) and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, the Department of Health hereby establishes a goal of **30%** as follows:

1) For Not-for-Profit Applicants: Eligible Expenditures include any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under a contract awarded from this solicitation.
2) For-Profit and Municipality Applicants: Eligible Expenditures include the value of the total amount of the Budget provided for the Work Plan in the Grant Contract entered into pursuant to this RFA.

The goal on the Eligible Expenditures portion of a Grant Contract awarded pursuant to this RFA will be 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned

Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified M/WBE firms). A Grantee awarded a Grant Contract pursuant to this RFA must document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of the Grant Contract and Grantee will agree under the terms of its Grant Contract that the Department may withhold payment pending receipt of the required M/WBE documentation required by the Department or the OSC. For guidance on how the Department will determine "good faith efforts," refer to 5 NYCRR §142.8.

The directory of New York State Certified M/WBEs can be viewed at: https://ny.newnycontracts.com. The directory is found on this page under "NYS Directory of Certified Firms" and accessed by clicking on the link entitled "Search the Directory". Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged and all communication efforts and responses should be well documented by a Grantee to evidence its good faith efforts to encourage M/WBE participation in the performance of its obligations under its Grant Contract.

By submitting an Application, each Applicant and potential Grantee agrees to complete an M/WBE Utilization plan as directed in **Attachment 4** of this RFA. The Department will review the M/WBE Utilization Plan submitted be each Grantee. If a Grantee's M/WBE Utilization Plan is not accepted, The Department may issue a Notice of Deficiency. If a Notice of Deficiency is issued, Grantee agrees that it shall respond to the Notice of Deficiency within seven (7) business days of receipt. The Department may disqualify a Grantee as being **non-responsive** under the following circumstances:

a) If a Grantee fails to submit a M/WBE Utilization Plan;
b) If a Grantee fails to submit a written remedy to a Notice of Deficiency;
c) If a Grantee fails to submit a request for waiver (if applicable); or
d) If the Department determines that the Grantee has failed to document good-faith efforts to meet the established the Department M/WBE participation goals for the procurement.

In addition, Grantees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

L. Vendor Identification Number

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller's Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File. In the event of an award of a grant to a successful Applicant pursuant to the terms of this RFA and in order to initiate a Grant Contract with the New York State Department of Health, a Grantee must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, the Applicant should include the Vendor Identification number in your organization information. If not enrolled, to request assignment of a Vendor Identification number, an Applicant should please submit a New York State Office of the State Comptroller

Substitute Form W-9, which can be found on-line at: https://www.osc.state.ny.us/files/vendors/2017-11/vendor-form-ac3237s-fe.pdf

Additional information concerning the New York State Vendor File can be obtained on-line at: http://www.osc.state.ny.us/vendor_management/index.htm, by contacting the SFS Help Desk at 855-233-8363 or by emailing at helpdesk@sfs.ny.gov.

M. Vendor Responsibility Questionnaire

The Department strongly encourages each Applicant to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. The Vendor Responsibility Questionnaire must be updated and certified every six (6) months. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at https://www.osc.state.ny.us/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire or go directly to the VendRep system online at https://www.osc.state.ny.us/state-vendors/vendrep/vendrep-system.

An Applicant must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at itservicedesk@osc.ny.gov.

Applicants opting to complete online should complete and upload the Vendor Responsibility Attestation (**Attachment 3** of the RFA). The Attestation is located under the SFS Attachments Section and once completed should be uploaded to the applicable PSQ/Bid Factor.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website, www.osc.state.ny.us/vendrep, and upload it with their Application in response to the applicable PSQ/Bid Factor.

N. Vendor Prequalification for Not-for-Profits

Each not-for-profit Applicant subject to prequalification is required to prequalify prior to having the ability to submit an Application in the NYS Statewide Financial System.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated July 16, 2014, and revised on December 9, 2023, the new Prequalification Policy will be effective as of January 16, 2024. The updated policy requires that not-for-profit organizations register and prequalify in the SFS using the updated Prequalification Application. The updated Prequalification Application and New York State Prequalification Manual for Grantees can be found on the Grants Management website at: https://grantsmanagement.ny.gov/get-prequalified.

An Application cannot be submitted/received from a not-for-profit Applicant that (a) has not Registered in the NYS Statewide Financial System or (b) has not Prequalified in the Statewide Financial System by the Application's due date specified on the Cover Page of this RFA.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The Vendor User Manual within the Statewide Financial System Website details the requirements and job aid walks users through the process.

1) Register for the Statewide Financial System

- Applicants will first need to create an account in SFS. Applicants that need to create an account should do so at the following link: https://www.osc.ny.gov/state-vendors/portal/enroll-vendor-self-service-portal. Any questions related to SFS accounts should be sent to the SFS Help Desk (HelpDesk@sfs.ny.gov).

If you have previously registered and do not know your Username, please email helpdesk@sfs.ny.gov. If you do not know your Password, please click the "I Forgot My Password" link from the main log-in page and follow the prompts.

2) Complete your Prequalification Application

- Log in to the Statewide Financial System.

- Applicants will first need to create an account in SFS. Applicants that need to create an account should do so at the following link: https://www.osc.ny.gov/state-vendors/portal/enroll-vendor-self-service-portal. Any questions related to SFS accounts should be sent to the SFS Help Desk (HelpDesk@sfs.ny.gov).

- Instructions for SFS Prequalification can be found on Page 20 of the SFS Grantee User Manual entitled, "! Grantee Processing in SFS". This user manual is accessible to organizations with an SFS account under the SFS Coach Tile/Button in the SFS Vendor Portal. Select "Handbook: User Manual with Screenshots" from the Training Type drop down to locate the manual. If you have any problems accessing the manual please contact HelpDesk@sfs.ny.gov. Please see the section entitled, "Enter and Submit a Prequalification Application", located on page 20 of the SFS Grantee User Manual, for complete instructions on how to complete and submit an SFS Prequalification in the NYS Statewide Financial System.

- Specific questions about the prequalification process should be referred to your primary New York State agency representative. The representative specific to the NYS Department of Health can be reached at: vendorresponsibility@health.ny.gov.

3) Add a signatory or "Grant Contract Approver" to your account

- In order to have your designated signatory (known in SFS as Grant Contract Approver) sign a contract and have their name appear on the contract agreement you have to add the Grant Contract Approver's name to your SFS Vendor Profile. The Delegated Administrator for your organization can add the Signatory's Name by following the instructions found on page 17-20 of the SFS

Grantee User Manual entitled, "! Grantee Processing in SFS". This user manual is accessible to organizations with an SFS account under the SFS Coach Tile/Button in the SFS Vendor Portal. Select "Handbook: User Manual with Screenshots" from the Training Type drop down to locate the manual. If you have any problems accessing the manual please contact HelpDesk@sfs.ny.gov.

All potential Applicants are strongly encouraged to begin Statewide Financial System Registration and Prequalification process as soon as possible in order to participate in this opportunity.

O. 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 RFA 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 RFA, 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 RFA and/or Master Contract for Grants must have been raised during the Question and Answer Phase of this RFA (See, Section IV.B.).

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. If an Applicant is awarded a grant pursuant to this RFA, the services to be performed by the successful Applicant pursuant to the terms of the Grant Contract entered into with the Department shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the Contract resulting from this RFA.

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 RFA, 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 such a way which is likely to or does impair or prejudice the interests of the State, the Department acting on behalf of the State, shall thereupon have the right to terminate any Contract resulting from this RFA by giving notice in writing of the fact and date of such termination to the Grantee. In such case the Grantee shall receive equitable compensation for such services as shall, in the judgement of the State Comptroller, have been satisfactorily performed by the Grantee up to the date of the termination of the Contract, which such compensation shall not exceed the total cost incurred for the work which the Grantee was engaged in at the time of such termination, subject to audit by the State Comptroller.

V. Completing the Application

A. Application Format/Content

Please refer to the Statewide Financial System: Vendor User Guide for assistance in applying for this procurement through the NYS Statewide Financial System. This guide is available by logging into the Statewide Financial System and searching under SFS Coach.

Please respond to each of the sections described below when completing the Statewide Financial System online Application. Your responses 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, succinct, 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 the Statewide Financial System by the Application deadline date and time specified on the Cover Page of this RFA.

IMPORTANT: Any material added to a Bid Factor "Add Comments" box in SFS will not be reviewed as part of a submitted application. Applicants are instructed to use the "Response" box for narrative responses unless otherwise instructed within this RFA.
Please note there is a 2,000-character limit for each response.

Please provide any requested attachments as specified within this RFA. Applicants are instructed to upload one (1) attachment in response to any request for an attachment. If more than one (1) version of an attachment is uploaded, the final version uploaded will be the version considered for review.

See the Event Comments and Attachments link at the bottom of the Bid Event page in SFS for required attachments to be completed in response to corresponding bid factor questions, as well as informational only attachments.

- Program Specific Questions(PSQ)/Bid Factors

Application Format

1.	Program Summary	Maximum Score:	0 points
2.	Statement of Need	Maximum Score:	15 points
3.	Applicant Organization	Maximum Score:	30 points
4.	Program Activities	Maximum Score:	15 points
5.	Participant Enrollment	Maximum Score:	20 points
6.	Budget and Justification	Maximum Score:	20 points
7.	Work Plan	Not Scored	
			100 points

1. Program Summary (Not Scored)

1a) Applicants are instructed to complete and upload **Attachment 1 – Application Cover Sheet** in response to this Bid Factor question. (Not Scored).

1b) Describe your organizations' experience in providing and/or overseeing services to seniors or people with disabilities, including the number of years of experience providing those services (Not Scored).

1c) The Applicant is instructed to upload an organizational chart as **Attachment 2 – Organizational Chart** in response to this Bid Factor question, demonstrating the structure of the organization including the RRDC in response to this Bid Factor. (NOTE: All organizational chart documents should be combined into one (1) pdf document no larger than 20MB and uploaded into the SFS under this bid factor 1d. Fillable PDFs are not allowed.). (Not Scored).

1d) Applicants are instructed to complete and upload **Attachment 3 – Vendor Responsibility Attestation** in response to this Bid Factor question. (Not Scored).

1e) Applicants are instructed to complete and upload **Attachment 4 – Minority & Women-Owned Business Enterprise Requirement Forms** in response to this Bid Factor question. (Not Scored).

2. Statement of Need (Maximum Score: 15 points)

2a) Describe the Applicant organization, its mission and services, being sure to include what qualifies your agency to act as the RRDC. Specifically, include your organization's philosophy of participant choice, person- centered service planning, and commitment to assuring dignity and choice in care for seniors, individuals with a brain injury and other physical disabilities, and their families.

2b) Describe collaborative relationships within the Applicant organization and proposed region which will enhance the service system available to participants.

2c) Discuss how the Applicant organization will develop/enhance opportunities for collaboration among and between LDSS, other local government entities, administrators of other community based waivers and services, providers and consumer advocacy groups to ensure a seamless continuum of appropriate care and services to waiver applicants/participants, avoid duplication of effort, and address service and policy issues as they arise.

2d) Discuss how the Applicant will balance participant choice for care and providers with the health and welfare of the individuals served by the waivers.

3. Applicant Organization (Maximum Score: 30 points)

3a) Describe how the RRDC will fit and function within the existing structure of the Applicant organization.

3b) Discuss the Applicant organization's ability to hire/train/retain qualified staff to effectively meet the objectives of each waiver. Include information about ongoing training opportunities.

3c) Discuss the ratio of RRDC staff to waiver participants in the Applicant's proposed program. Include how that ratio will be maintained as the number of waiver participants increases over time, including information about overcoming barriers to staffing in your organization's proposed region.

3d) Describe methods the Applicant will employ to facilitate timely response to referrals and intake meetings.

3e) Describe how the Applicant will maintain compliance with approval of initial and annual service plans, service plan addenda, service requests, and provider enrollment considering the volume of work in the proposed region.

3f) Discuss how the Applicant will provide sufficient professional staff with expertise in long term care, seniors, and individuals with disabilities. Describe how the proposed RRDC will be staffed to support sufficient community access and resources on a 24-hour basis and in emergency situations.

3g) Describe the Applicant's experience providing service oversight, provider oversight, program management or otherwise serving people with a brain injury, physical disabilities, and seniors who prefer to live and receive care in their home community. Provide timeframes for the experience outlined.

4. Program Activities (Maximum Score: 15 points)

4a) The Grantee (Contractor) will be required to serve all eligible waiver applicants in the designated waiver region. Discuss the Applicant's knowledge of the regional resources for NHTD/TBI participants and how they will develop and enhance the waivers' network of providers, community-based services and other supports for individuals eligible for the TBI and NHTD waiver services throughout the geographic region for which they are applying.

4b) Describe how the Applicant will address recruitment and retention of service providers in hard to reach areas, as well as providers capable of serving individuals with complex or unusual medical conditions.

5. Participant Enrollment (Maximum Score 20 Points)

5a) Discuss the activities and timeframes the Applicant will undertake to develop and enhance enrollment of individuals eligible for NHTD and TBI waiver services throughout the geographic region for which you are applying.

5b) Discuss activities the Applicant will undertake to identify individuals who wish to transition from nursing homes to community-based settings.

5c) Discuss activities the Applicant will undertake to assist individuals who wish to avoid nursing home placements in favor of community based settings, including activities your agency would undertake to identify individuals who prefer alternatives to nursing home care.

6. Budget (Maximum Score: 20 points)

Applicants are instructed to complete Year 1 of the budget online, being sure to clearly indicate expenditures for staffing both TBI and NHTD RRDC services. Applicants are instructed to reflect all staff delineated in the "Roles and Responsibilities of the RRDC" section. All costs are required to be related to the provision of NHTD and TBI RRDC services, as well as be consistent with the scope of services, reasonable and cost effective. Justification for each cost should be submitted in narrative form in the budget section of SFS. For all existing staff, the Budget Justification needs to delineate how the percentage of time devoted to this initiative has been determined. Costs for NHTD waiver staff or services should be indicated by writing (NHTD) next to the budget item, likewise those costs associated with the TBI waiver should be indicated with (TBI). THIS FUNDING MAY ONLY BE USED TO EXPAND EXISTING ACTIVITIES OR CREATE NEW ACTIVITIES PURSUANT TO THIS RFA. THESE FUNDS MAY NOT BE USED TO SUPPLANT FUNDS FOR CURRENTLY EXISTING STAFF ACTIVITIES.

The budget for year one must be entered into SFS on-line. Once the budget in SFS is completed, Applicants are required to also enter the total grant funds being requested in the Unit Bid Price field at the bottom of the page. The total grant funds and Unit Bid Price must match in order for the application to submit successfully

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.

Expenditures will not be allowed for the purchase of major pieces of depreciable equipment (although limited computer/printing equipment may be considered) or remodeling or modification of structure.

7. Workplan (Not Scored)

For the SFS Work Plan Project Summary, applicants are instructed to insert the Project Summary as it is listed in **Attachment 5 - Work Plan Template**. Any additional Project Summary entered in the Project Summary area will not be considered or scored by reviewers of your application. Applicants are not required to enter nor can applicants remove any Objectives, Tasks, or Performance Measures in the SFS Work Plan at the time of application as this is a State Defined Work Plan set in SFS that will become part of the executed contract as Attachment C. Funded applicants will be held to the Objective, Tasks and Performance Measures as listed in **Attachment 5 - Work Plan Template.**

B. 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 designated in the Application.** 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.

C. Review & Award Process

An Application which meets ALL of the guidelines set forth above will be reviewed and evaluated competitively by the the Department's Office of Aging and Long Term Care, Center for Aging and Long Term Care Finances and Supports, Bureau of Community Integration and Alzheimer's Disease. An Application that does not meet the minimum criteria (PASS/FAIL) will not be evaluated. An Application that does not provide all required information will be omitted from consideration.

The Applications will be evaluated on a 100 point scale as follows:

Application Cover Page	Not scored
Program Summary	Not scored
Statement of Need	15 points
Applicant Organization	30 points
Program Activities	15 points

Participant Enrollment	20 points
Budget	20 points
Work Plan	Not Scored

Applications must receive a passing score of 65 to be considered for funding. The RRDC contracts will be awarded for nine (9) regions as: single or multiple region Grantees, or a single statewide Grantee covering all New York State counties. The highest scoring applicant in each region will be awarded.

In the event of a tie score, the applicant that scored the highest on the Applicant Organization Section will be awarded the contract for their region. If the scores resulting from that section are a tie, the score from Program Activities section will be used to determine who will receive the award.

If there is an insufficient number of fundable applications in a region, the maximum number of awards may not be met for that region. NYSDOH OALTC reserves the right to offer a neighboring awardee any unmet region award from this RFA. If any neighboring awardees decline, NYSDOH OALTC reserves the right to re-solicit any region where there are an insufficient number of fundable applications.

Applications with minor issues (for example, an Application missing information that is not essential to timely review and would not impact review scores) MAY be processed and evaluated, at the discretion of the State, but any issues with an Application which are identified by the Department **must** be resolved prior to time of award. An Application with unresolved issues at the time award recommendations are made will be determined to be non-responsive and will be disqualified.

If changes in funding amounts are necessary for this initiative or if additional funding becomes available, funding will be modified and awarded in the same manner as outlined in the award process described above.

Applicants will be deemed to fall into one (1) of three (3) categories: 1) not approved, 2) not funded due to limited resources, and 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 RFA, 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. Requests for a debriefing must be received by the Department *Office of Aging and Long-Term Care* no later than fifteen (15) Calendar days from date of the award or non-award announcement to the Applicant requesting a debriefing.

To request a debriefing, please send an email to *Thomas Rees at waivertransition@health.ny.gov.*with a copy to *oaltc.contracts@health.ny.gov*. In the subject line, please write:
Debriefing Request (RRDCs For Combined Admin of NHT and Diversion and TBI Waivers).

Unsuccessful Applicants who wish to protest the award(s) resulting from this RFA on legal and/or factual grounds, should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at https://www.osc.state.ny.us/state-agencies/gfo/chapter-xi/xi17-protest-procedures (Section XI. 17.)

VI. Attachments

- Please note that ALL Attachments to this RFA are accessed under the **"Attachments Section"** of the Statewide Financial System online Application/Bid Event and are not included in the RFA document. In order to access the online Application/Bid Event and other required documents such as the Attachments, a prospective Applicant must be registered and logged into the NYS Statewide Financial System. Attachments that are requested to be uploaded as part of an Application/Bid Event response will be requested in individual corresponding Bid Factors (See Section V.A., "Program Specific Questions(PSQ)/Bid Factors").
- **ALL applicants are instructed to verify each required attachment that has been uploaded to the application**. To check attachments, Applicants are instructed to click "View" in the SFS application for each uploaded attachment to ensure that the attachment and all of its applicable information/data is viewable in its final format.
- **PDF Attachments – due to system constraints, PDF attachments cannot be uploaded with annotations, editable fields, or JAVA/active controls. Please submit PDFs that are read-only.**

Attachment 1:	Application Cover Sheet
Attachment 2:	Organizational Chart
Attachment 3:	Vendor Responsibility Attestation
Attachment 4:	Minority & Women-Owned Business Enterprise Requirement Forms
Attachment 5:	Work Plan Template