

COUNTY OF ORANGE

REQUEST FOR APPLICATIONS MEDICAL RESERVE CORPS VOLUNTEER COORDINATOR

ARTICLE I INTRODUCTION

1. The County of Orange (“County”) seeks applications from qualified individuals (collectively, “Applicants” and individually, “Applicant”) to serve as the Medical Reserve Corps (“MRC”) Volunteer Coordinator for its Department of Health (“OCDOH”) and perform certain services in such capacity as more fully described in Article II below.
2. Questions about this Request for Applications (“RFA”) can be submitted in writing to Lisa Lahiff, Deputy Commissioner of OCDOH with the subject line “Questions Re: RFA for MRC Volunteer Coordinator” via email to LLahiff@orangecountygov.com **by no later than 4:45 p.m., EST, on April 28, 2023.** More information about the County’s MRC is available at <https://orangecountygov.com/516/Medical-Reserve-Corps-MRC>.
3. An addendum to address any questions received about this RFA will be issued no later than **May 12, 2023.**
4. To be considered for a contract award under this RFA, a completed application (included in this RFA) together with the information and documentation specified in this RFA (collectively, “Application”) must be submitted to the attention of Lisa Lahiff, Deputy Commissioner of OCDOH with the subject line “RFA for MRC Volunteer Coordinator” via email to LLahiff@orangecountygov.com or via facsimile to (845) 291-2341 **by no later than 4:45 p.m., EST, on May 26, 2023.**

ARTICLE II SPECIFICATIONS

1. Qualifications.
 - (a) Required. By submission of an Application in response to this RFA, an Applicant thereby affirmatively confirms to the County that they possess, at the time of submission of said Application and, if awarded the contract under this RFA, and shall maintain throughout the term of such contract, the following required qualifications:
 - (i) Proficiency in the use of MS Word, survey tools, Excel, Adobe, and ServNY (the New York State volunteer database and alerting program), and
 - (ii) Experience in program coordination, and
 - (iii) A valid driver license.
 - (b) Preferred. Additional points will be given to any Applicant who has a background in public health, health, or clinical medicine during the scoring of Applications.

2. Scope of Services. The successful Applicant awarded the contract under this RFA (“Consultant”) will serve as the MRC Volunteer Coordinator for OCDOH and perform certain tasks and services in such capacity including those identified in subsections (a) – (n) below (“Services”).

- (a) Recruit volunteer medical professionals for the County’s MRC program to ensure adequate levels of participation. Tasks may include drafting recruitment materials, processing paperwork, assessing volunteer eligibility, verifying professional credentials, and overseeing background checks.
- (b) Collect contact information from recruits and volunteers to develop an information distribution system so that recruits and volunteers are adequately informed of important notifications.
- (c) Coordinate training programming and logistics for MRC program volunteers with approval from OCDOH’s Director of Public Health Emergency Response or other OCDOH agency representative.
- (d) Recruit instructors to ensure MRC members stay current with MRC program requirements.
- (e) Draft the quarterly MRC newsletter for review and publication. Activities may include proposing newsletter content, writing content, distributing, and posting the newsletter on OCDOH’s webpage or to the County’s social media accounts.
- (f) Coordinate the use of training facilities and training materials and supplies.
- (g) Prepare and present information in public forums.
- (h) Maintain training calendar, MRC program volunteer contact information, and the County MRC database and files.
- (i) Act as a liaison between OCDOH and various local, County, New York State (“NYS”), and Federal government agencies and other private and community organizations as needed.
- (j) Coordinate with OCDOH’s Director of Public Health Emergency Response or other OCDOH agency representative on the execution of County MRC exercises and drills.
- (k) Coordinate with and update the national MRC website with current County MRC program volunteer status.
- (l) Work closely with OCDOH’s Director of Public Health Emergency Response or other OCDOH agency representative in coordinating response to public health emergency or non-emergency needs.
- (m) Report to and coordinate with OCDOH’s Director of Public Health Emergency Response or other OCDOH agency representative on all MRC Coordinator activities.
- (n) Comply with all applicable County, NYS, and Federal laws, rules, regulations, policies, and procedures, all as may be amended from time to time.

3. Location and Hours. Consultant will typically perform Services at OCDOH’s main office located at 124 Main Street, Goshen, New York (or such alternate location within the boundaries of Orange County as designated by OCDOH during the contract term). Consultant will work approximately fifteen (15) hours per week, for a maximum of eight hundred (800) hours per contract year performing the Services identified in Section 2(a) – (n) of this Article II. Two (2) of the fifteen (15) hours per week must be during OCDOH office hours to coordinate Services with OCDOH’s Director of Public Health Emergency Response. OCDOH’s office hours are Monday through Friday, 9:00 a.m. through 5:00 p.m., EST. However, the exact days and number of hours necessary to complete the required Services will be determined by Consultant in consultation and agreement with OCDOH. Consultant must be available to assist and perform requested Services by OCDOH during public health emergencies which may occur after normal OCDOH office hours, including weekends and holidays, and at locations other than OCDOH’s main office.

ARTICLE III **TERM**

1. The County anticipates that the initial term of the contract resulting from this RFA (“Contract”) will be for a period of one (1) year, commencing on/about July 1, 2023 (“Initial Term”). The County reserves the option, exercisable in its sole discretion, to renew the Contract term for up to two (2) additional periods of one (1) year each (each a “Renewal Term”) under no less favorable terms and conditions as the terms and conditions set forth in the Contract.

2. Upon expiration of the Initial Term or any Renewal Term, if such renewal option is exercised by the County as stated above, such term may be unilaterally extended by the County for an additional period of up to two (2) months under no less favorable terms and conditions as the terms and conditions set forth in the Contract. With the concurrence of Consultant, the aforementioned short-term extension may be for a period of up to three (3) months in lieu of the up to two (2)-month period. Any such short-term extension, whether it be for two (2) or three (3) months, shall be referred to as the “Extended Term.”

ARTICLE IV **PRICING**

1. Funding for Services. Applicants responding to this RFA are advised that the Contract will be funded by an annual grant received from the NYS Department of Health / Health Research, Inc. (“HRI”) *Public Health Emergency Preparedness Program* (“Grant”). As such, all Services specified in this RFA must be performed in accordance with the terms and conditions of the County’s contract with HRI for the Grant (“Grant Agreement”), as may be amended and/or renewed from time to time during the Contract term. The Grant Agreement term typically runs from July 1st through June 30th each year. A copy of the current Grant Agreement, the term of which runs through June 30, 2023, is included in the Appendix to this RFA. Each Applicant responding to this RFA understands that the Contract award under this RFA is conditioned upon Consultant’s agreement to comply with the applicable terms and requirements of the then-in-effect Grant Agreement. All applicable terms and conditions of the Grant Agreement will be incorporated in and made a part of the Contract by way of an addendum to said Contract, substantially in the form included in the Appendix to this RFA. Grant funding in an amount up to \$30,000.00 is available for performance of the Services during the Initial Term.

2. Hourly Rate for Services. In exchange for Consultant's satisfactory performance of the Services, Consultant will be entitled to receive a flat hourly rate of Twenty-Five and 00/100 (\$25.00) Dollars. The County **will not** reimburse Consultant for any costs associated with any travel that may be required to perform the Services including, but not limited to, mileage, fuel, and tolls. The flat hourly rate set forth in this section will remain firm for the entire Contract term (which includes the Initial Term, any Renewal Term, and any Extended Term) with no adjustments allowed.

3. Time Records. Consultant must keep accurate, contemporaneous written records of all days and hours during which Consultant performs Services during each month of the Contract term (which includes the Initial Term, any Renewal Term, and any Extended Term). Such records must include a detailed account of the Services performed each such day and the hours associated with same. Consultant shall submit an invoice accompanied by the aforementioned records to OCDOH by the tenth (10th) day of the month immediately following the month in which such Services were performed. Compensation will be paid only for services satisfactorily performed, properly documented, and invoiced in accordance with the terms and conditions specified in this Article IV.

ARTICLE V **CONTRACT DOCUMENTS**

1. Consultant will be required to execute the following contract documents, each substantially in the form included in the Appendix to this RFA:

- (a) Consultant Services Agreement ("CSA"), and
- (b) Grant Addendum to Agreement.

2. The terms and conditions contained in this RFA will be incorporated in and made a part of the CSA.

ARTICLE VI **GENERAL TERMS AND CONDITIONS**

1. Procurement Lobbying Law Restricted Period for Communications. Pursuant to NYS State Finance Law §139-j and §139-k, this RFA includes and imposes certain restrictions on communications between County and an Applicant during the procurement process. Applicants are restricted from contacting other than designated staff from the earliest notice of intent to solicit offers through final award and approval of the procurement contract by the County Executive (referred to as "Restricted Period") unless it is a contact that is included among certain statutory exceptions set forth in NYS State Finance Law §139-j(3)(a). County employees are required to obtain certain information when contacted during the Restricted Period. The designated staff contact for this RFA is Lisa Lahiff, OCDOH Deputy Commissioner, telephone number (845) 291-2332. Applicants responding to this RFA must familiarize themselves with these NYS State Finance Law requirements and will be expected to affirm that they understand and agree to comply on the Application Form (included in this RFA).

2. Insurance Requirements. During the Contract term, or longer if required, Consultant shall maintain, at its sole expense, workers' compensation, disability, and liability insurance policies of the

types and minimum coverages specified in the CSA. **Certificates of insurance evidencing Consultant's compliance with these requirements are required prior to execution of the Contract by the County.**

3. Pay-to-Play Law. Please be advised that this solicitation is subject to Orange County Local Law 13 of 2013 the "Pay-to-Play Law," as amended. Pay-to-Play Forms are included in the Appendix to this RFA. **Form A** must be included with any Application submitted in response to this RFA. **Form B** will be required only if an Applicant is awarded the Contract prior to the County's execution of such Contract. **Please Note** – Due to an exemption in the Pay-to-Play Law, government entities and school districts do not need to complete Pay-to-Play forms.

4. Freedom of Information Law. Pursuant to Article 6 of NYS Public Officers Law, commonly referred to as NYS Freedom of Information Law (“FOIL”), all government records are presumptively open for public inspection unless specifically exempted from disclosure under FOIL. Any Applicant who has a good faith belief that information contained their Application is exempt from disclosure under FOIL must, at the time of its submission, request the exemption in writing, setting forth the basis for the claimed exemption. In addition, the Applicant must mark each page of their submission claimed to be exempt from disclosure under FOIL with the following legend: **“THE APPLICANT BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW.”** Neither an Applicant's classification of materials as exempt under FOIL, nor the County's acceptance of Applicant's Application with the claimed exemption(s), should be considered a final determination as to whether the designated materials are exempt from disclosure under FOIL. Any and all determinations as to the propriety of claimed exemptions will be made by the County and/or a court of law in accordance with applicable law.

ARTICLE VII **SUBMISSION OF APPLICATIONS**

1. Unless otherwise noted below, each Applicant responding to this RFA must submit one (1) signed original (as applicable to the document type) of each of the items set forth in subsections (a) – (e) below.

(a) Application Form. Completed and signed Application Form (included in this RFA).

(b) Verification of Qualifications.

(i) Required. Provide a resumé/C.V. and copies of all licenses, certifications, professional society memberships, and other documentation necessary to verify that Applicant possesses the required qualifications identified in Article II, Section 1(a)(i) – (iii) of this RFA.

(ii) Preferred. If an Applicant possesses the preferred qualification stated in Article II, Section 1(b) of this RFA, they must include documentation necessary to prove same.

(c) Statement of Experience. Provide a brief statement detailing the experience that Applicant has in performing services that are the same or substantially similar to those specified in Article II, Section 2 of this RFA.

(d) References. Provide contact information (entity name, contact person name, address, telephone number, and email address) for at least two (2) professional references that are familiar with Applicant’s performance of services that are the same or substantially similar to those specified in Article II, Section 2 of this RFA. References from governmental entities in NYS are preferable, but not required.

(e) Documents and Forms. Provide each of the following:

(i) Completed and signed Disclosure of Prior Non-Responsibility Determinations (included in the Appendix to this RFA – copy of instruction page not required),

(ii) Completed and signed Iran Divestment Act Certification (included in the Appendix to this RFA),

(iii) Completed and signed Pay-to-Play **Form A** (included in the Appendix to this RFA – copy of instruction pages not required), and

(iv) Completed Supplier Application Packet (required prior to contract if Applicant has not contracted with County in the last 12 months under its current individual/business entity name and identification number). The Supplier Application Packet is available at <https://www.orangecountygov.com/DocumentCenter/View/4424/Supplier-Application-Packet.pdf>.

ARTICLE VIII
BASIS OF AWARD

1. A Contract award, if any, will be made to the highest scoring Applicant resulting from the evaluation procedure described below. A score will be calculated for each criterion for each Application. The total scores for all criteria in each Application will be known as an Applicant’s final score.

2. Applications will be evaluated in accordance with NYS General Municipal Law §104-b, taking into consideration the following criteria:

CRITERIA	POINT RANGE
<p>(a) Qualifications</p> <p>(i) The Application establishes that Applicant possesses the required qualifications specified in Article II, Section 1(a)(i) – (iii) of this RFA.</p> <p>(ii) The Application established that Applicant possesses the preferred qualification stated in Article II, Section 1(b) of this RFA.</p>	<p>(i) 60 Points</p> <p>(ii) 20 Points</p>
<p>(b) Experience and References</p> <p>The Application demonstrates (i) prior experience in performing services that are the same or substantially similar to those specified in Article II of this RFA, and (ii) competence and capability to perform those Services in a satisfactory manner.</p>	<p>0 – 20</p>
TOTAL MAXIMUM POINTS AVAILABLE	100

3. Each Application will be scored against each criterion above using the rating scale below, in accordance with the weight given to the applicable point range for that criterion.

CRITERIA	Points Awarded if Application Does Not Meet Criterion Requirements / Expectations	Points Awarded if Application Partially Meets Criterion Requirements / Expectations	Points Awarded if Application Meets Criterion Requirements / Expectations	Points Awarded if Application Partially Exceeds Criterion Requirements / Expectations	Points Awarded if Application Exceeds Criterion Requirements / Expectations
2(a)(i)	N/A	N/A	60	N/A	N/A
2(a)(ii)	N/A	N/A	N/A	N/A	20
2(b)	0	5	10	15	20

4. If the evaluator or evaluation team determines, at their/its sole discretion, that interviews are in the best interest of the County, responsive Applications will be reviewed and scored as described above in a preliminary round to aid in determining whether all Applicants, or just those with top scoring Applications, will be interviewed. If interviews are held, the same review and scoring process described above will be repeated for those Applicants interviewed, and any Contract award made will be based on that secondary scoring round.

5. The submission of an Application in response to this RFA implies an Applicant’s acceptance of the evaluation criteria and acknowledgment that subjective judgments must be made by the evaluator or evaluation team in selecting an Application. The County reserves the right to waive any informality or reject any or all Applications, with or without advertising for new Applications, if deemed to be in the best interest of County.

ARTICLE IX
ANTICIPATED RFA TIMELINE

All dates except for the Applications Due date are approximate and subject to change, unless otherwise noted. Any change in the Applications Due date will be made by an addendum to this RFA issued by the County.

Request for Applications Circulated	April 14, 2023
Questions Due	April 28, 2023
Addendum Issued	May 12, 2023
Applications Due	May 26, 2023

APPLICATION FORM

Request for Applications for Medical Reserve Corps Volunteer Coordinator

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

The undersigned proposes to furnish and deliver the Services specified in Article II of this **Request for Applications for Medical Reserve Corps Volunteer Coordinator** and the responding Application to the County of Orange **at the flat rate specified in Article IV, Section 2 of this RFA.**

The individual submitting this Application Form certifies by their signature below that:

- they understand and have complied with the requirements of NYS State Finance Law Sections 139-j and 139-k and will continue to do so throughout the Restricted Period; and
- they have read and understood the full Request for Applications cited above.

Additionally, by submission of this Application, the individual signing below certifies, under penalty of perjury, that the individual submitting this Application has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of NYS Labor Law §201-g.

By: _____ Date: _____

Printed Name: _____

APPENDIX TO RFA

The following documents are attached to this RFA:

1. Current *Public Health Emergency Preparedness Program* Grant Agreement
2. Form Consultant Services Agreement
3. Form Grant Addendum to Agreement
4. Disclosure of Prior Non-Responsibility Determinations
5. Iran Divestment Act Certification
6. Pay-to-Play Instruction Memo and **Forms A and B**