



County Health Officials of New York

Leading the way to healthier communities

REQUEST FOR PROPOSALS

Grants Consultant

for

The New York State Association of County Health Officials (NYSACHO)

Released January 3, 2023

Proposals due by 11:59 PM ET January 13th, 2023

About NYSACHO

NYSACHO is a not-for-profit association with 501(c)(3) tax-exempt status, representing all 58 local health departments in New York State. The association provides advocacy, training, and technical assistance to local health departments. It is the voice of the state's local public health system working for all New Yorkers to prevent disease and disability, promote health and safety, and protect against public health hazard in the environment.

NYSACHO's Mission: NYSACHO supports, advocates for, and empowers local health departments in their work to promote health and wellness and prevent disease, disability, and injury.

Request for Proposals

The New York State Association of County Health Officials (NYSACHO) is currently seeking proposals from vendors who can track funding opportunities related to substance use disorder (SUD) and/or harm reduction services that NYSACHO members are eligible for and provide training and education to members on how to submit competitive grant applications.

Scope of Requested Services

NYSACHO seeks proposals that will include, but may not be limited to the following:

- Monitoring grant funding opportunities related to SUD and/or harm reduction that NYSACHO
- Trainings for NYSACHO members on how to identify funding opportunities and how to write competitive applications to secure funding for SUD and/or harm reduction services

Compensation & Timeline

The total budget for this project is \$3,333 per month. The project will begin as soon as possible and will go through December 31, 2023.

Proposal Information to Be Submitted

Applications should submit proposals containing the following information:

- A) Scope of services to be provided
- B) List of employees who will be providing services
- C) Project budget, including hourly rates of staff and any other fees
- D) Organization and/or staff experience

Evaluation of Proposals

Any questions regarding this RFP must be submitted by e-mail to edangelo@nysacho.org **no later than 11:59 PM ET on January 13th, 2023**. All questions will be answered promptly. Responses to inquiries that substantially or materially change the RFP will be made available to all prospective proposers.

Terms & Conditions

1. NYSACHO reserves the right to reject any and all bids, and to waive any irregularities of information in the evaluation process. The final decision is the sole decision of NYSACHO, and the respondents to the RFP have no appeal rights or procedures guaranteed to them.
2. NYSACHO reserves the right to reject any and all proposals or to request that further information be presented by the respondent in order to complete the proposal evaluation.
3. The RFP must be signed by an official authorized to bind the contractor to its provisions for a period of at least 60 days. Failure of the successful contractor to accept the obligation of the contract may result in the cancellation of any award.
4. Termination – A termination agreement is to be negotiated between the parties that include provisions on termination for cause and termination for convenience.