



NOTICE OF SOLICITATION

REQUEST FOR PROPOSALS (RFP) ISSUED THROUGH THE PASSPort SYSTEM

GRANT MANAGEMENT AND COORDINATION SERVICES

PIN: 25DA001300R0X00

EPIN: 81624P0022

The New York City Department of Health and Mental Hygiene ("the NYC Health Department" or "the Agency"), seeks to identify an appropriately qualified contractor to provide comprehensive grant management and coordination services. The NYC Health Department anticipates that the Contractor would primarily serve the Agency's Division of Disease Control, but the Contractor would be expected to serve any Division within the Agency depending on need.

The contract term is anticipated to be for six (6) years from March 1, 2025, to February 28, 2031, with no renewal options.

There will be a Pre-Proposal Conference at 12:00 P.M., on September 4, 2024, via teleconference. Attendance by vendors is optional, but strongly recommended. Please RSVP for the conference by 2:00 P.M. ET, on September 3, 2024, by emailing the name, title, affiliation, M/WBE status, and email address of each attendee to RFP@health.nyc.gov. Please state "Grant Management Attendee" in the subject line. Vendors who submit an RSVP will be provided an invitation via email to attend the Pre-Proposal Conference.

All questions must be submitted in writing to the Authorized Agency Contact person at RFP@health.nyc.gov. Questions submitted by August 23, 2024, will be addressed at the Pre-Proposal Conference. Answers to all questions received by the question deadline of September 10, 2024, will be provided in an addendum released through PASSPort.

This procurement is subject to participation goals for MBEs and/or WBEs as required by Section 6-129 of the New York City Administrative Code.

The RFP can be accessed through the [PASSPort Public Portal](#). If you do not have a PASSPort account, you must create one by visiting nyc.gov/passport in order to respond to the RFP. If you require assistance with creating a PASSPort account or responding to the RFP, please submit an inquiry to the [MOCS Service Desk](#).

Proposals are due on September 27, 2024, at 2:00 p.m. ET.