



## NOTICE OF SOLICITATION

### REQUEST FOR PROPOSALS (RFP) ISSUED THROUGH THE PASSPort SYSTEM

#### MASTER CONTRACTOR SERVICES

**PIN: 25FB001500R0X00**

**EPIN: 81624P0024**

The New York City Department of Health and Mental Hygiene (“the NYC Health Department” or “the Agency”) is seeking appropriately qualified vendors (“Administrators”) to design, implement, and administer projects, including the procurement, management, and payment of subcontracts with healthcare providers, community-based organizations, and other entities that support the health of New Yorkers. Subcontracts may be funded by federal, State, City and private funds. The contracts that result from this RFP will assist the NYC Health Department to effectively and efficiently manage the diversified funding the City receives to promote the health of all New Yorkers.

The contract term is anticipated to be for three (3) years from April 1, 2025, to March 31, 2028, with one three-year option to renew, contingent upon the availability of funding.

There will be a Pre-Proposal Conference at 11:00 A.M., ET, on August 27, 2024, via teleconference. Attendance by vendors is optional, but strongly recommended. Please RSVP for the conference by 2:00 P.M. ET, on August 26, 2024, by emailing the name, title, affiliation, M/WBE status, and email address of each attendee to [RFP@health.nyc.gov](mailto:RFP@health.nyc.gov). Please state “Master Contractor 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](mailto:RFP@health.nyc.gov). Questions submitted by August 16, 2024, will be addressed at the Pre-Proposal Conference. Answers to all questions received by the question deadline of August 30, 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](http://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 18, 2024, at 2:00 p.m. ET.**