



**CITY OF NEW YORK  
DEPARTMENT OF HEALTH AND MENTAL HYGIENE (DOHMH)  
NEGOTIATED ACQUISITION FOR PUBLIC  
HEALTH DETAILING CAMPAIGNS  
PIN: 18CR003100R0X00**

**Addendum #1  
May 30, 2017**

This Addendum contains a correction to Section V- General Information to Proposers.

Except as otherwise stated below and by any subsequent Addenda to the above-referenced Negotiated Acquisition, the Negotiated Acquisition remains unchanged.

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- I. **Correction to Section V – General Information to Proposers.** Section V- General Information to Proposers has been revised as follows: Section V-(M) Charter 312(a) Certification, has been corrected to include the Agency determination and the attached Displacement Determination Form. Please see **Annex A**.
  
  - II. **REVISED Attachment C: Acknowledgement of Addenda form (Annex B):** Attached is a REVISED Attachment C: Acknowledgement of Addenda form. Applicants are directed to sign this version of the form and submit it with their Expression of Interest and application package.

**SECTION V - GENERAL INFORMATION TO PROPOSERS**

**A. Complaints.** The New York City Comptroller is charged with the audit of contracts in New York City. Any proposer who believes that there has been unfairness, favoritism or impropriety in the proposal process should inform the Comptroller, Office of Contract Administration, 1 Centre Street, Room 1005, New York, NY 10007; [contract@comptroller.nyc.gov](mailto:contract@comptroller.nyc.gov), or at (212) 669-2323. In addition, the New York City Department of Investigation should be informed of such complaints at its Investigations Division, 80 Maiden Lane, New York, NY 10038; the telephone number is (212) 825-5959.

**B. Applicable Laws.** This Request for Proposals and the resulting contract award(s), if any, unless otherwise stated, are subject to all applicable provisions of New York State Law, the New York City Administrative Code, New York City Charter and New York City Procurement Policy Board (PPB) Rules. A copy of the PPB Rules may be obtained by contacting the PPB at (212) 788-0010 or at: <http://www.nyc.gov/html/mocs/ppb/html/home/home.shtml>.

**C. General Contract Provisions.** Contracts shall be subject to New York City’s general contract provisions, in substantially the form that they appear in “Appendix A—General Provisions Governing Contracts for Consultants, Professional and Technical Services” or, if the Agency utilizes other than the formal Appendix A, in substantially the form that they appear in the Agency’s general contract provisions. A copy of the applicable document is available through the Authorized Agency Contact Person.

**D. Contract Award.** Contract award is subject to each of the following applicable conditions and any others that may apply: New York City Fair Share Criteria; New York City MacBride Principles Law; submission by the proposer of the requisite New York City Department of Business Services/Division of Labor Services Employment Report and certification by that office; submission by the proposer of the requisite VENDEX Questionnaires/Affidavits of No Change and review of the information contained therein by the New York City Department of Investigation; all other required oversight approvals; applicable provisions of federal, state and local laws and executive orders requiring affirmative action and equal employment opportunity; and Section 6-108.1 of the New York City Administrative Code relating to the Local Based Enterprises program and its implementation rules.

**E. Proposer Appeal Rights.** Pursuant to New York City’s Procurement Policy Board Rules, proposers have the right to appeal Agency non-responsiveness determinations and Agency non-responsibility determinations and to protest an Agency’s determination regarding the solicitation or award of a contract.

**F. Multi-Year Contracts.** Multi-year contracts are subject to modification or cancellation if adequate funds are not appropriated to the Agency to support continuation of performance in any City fiscal year succeeding the first fiscal year and/or if the contractor’s performance is not satisfactory. The Agency will notify the contractor as soon as is practicable that the funds are, or are not, available for the continuation of the multi-year contract for each succeeding City fiscal year. In the event of cancellation, the contractor will be reimbursed for those costs, if any, which are so provided for in the contract.

**G. Prompt Payment Policy.** Pursuant to the New York City’s Procurement Policy Board Rules, it is the policy of the City to process contract payments efficiently and expeditiously.

**H. Prices Irrevocable.** Prices proposed by the proposer shall be irrevocable until contract award, unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Agency prior to contract award but after the expiration of 90 days after the opening of proposals. This shall not limit the discretion of the Agency to request proposers to revise proposed prices through the submission of best and final offers and/or the conduct of negotiations.

**I. Confidential, Proprietary Information or Trade Secrets.** Proposers should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the City. Such information must be easily separable from the non-confidential sections of the proposal. All information not so identified may be disclosed by the City.

**J. Negotiated Acquisition Postponement/Cancellation.** The Agency reserves the right to postpone or cancel this NA, in whole or in part, and to reject all proposals.

**K. Proposer Costs.** Proposers will not be reimbursed for any costs incurred to prepare proposals.

**L. Vendex Fees.** Pursuant to PPB Rule 2-08(f)(2), the contractor will be charged a fee for the administration of the Vendex system, including the Vendor Name Check Process, if a Vendor Name Check review is required to be conducted by the Department of Investigation. The contractor shall also be required to pay the applicable fees for any of its subcontractors for which Vendor Name Check reviews are required. The fee(s) will be deducted from payments made to the contractor under the contract. For contracts with an estimated value of less than or equal to \$1,000,000, the fee will be \$175. For contracts with an estimated value of greater than \$1,000,000, the fee will be \$350. The estimated value for each contract resulting from this NA is estimated to be less than or equal to \$1 million.

**M. Charter Section 312(a) Certification. [IF APPLICABLE]**

X The Agency has determined that the contract(s) to be awarded through this Request for Proposals will not result in the displacement of any New York City employee within this Agency. See attached Displacement Determination Form.

\_\_\_ The Agency has determined that the contract(s) to be awarded through this Request for Proposals will result in the displacement of New York City employee(s) within this Agency. See attached Displacement Determination Form.

\_\_\_ The contract to be awarded through this Request for Proposals is a task order contract that does not simultaneously result in the award of a first task order; a displacement determination will be made in conjunction with the issuance of each task order pursuant to such task order contract. Determinations for any subsequent task orders will be made in conjunction with such subsequent task orders.

  
\_\_\_\_\_  
(Commissioner) (Agency Chief Contracting Officer) (Designee)

5/30/17

Message from the New York City Vendor Enrollment Center  
Get on mailing lists for New York City contract opportunities!

Message from New York City's Department of Small Business Services

The Department of Small Business Services (SBS) offers One-on-One Technical Assistance to businesses that are interested in bidding on City contracts for the following goods and services: construction, construction related, standardized and architectural and engineering.

If you plan on bidding on this or any other City contract, contact SBS to schedule an appointment. The Department of Small Business Services will meet with you to review your particular proposal or submission, and provide feedback and guidance to help you submit the best proposal possible.

To schedule One-on-One Technical Assistance, email [techassist@sbs.nyc.gov](mailto:techassist@sbs.nyc.gov) and an SBS representative will contact you.



Displacement Determination Form – Pursuant to City Charter § 312(a)  
*(for PSRs or equivalent pre-procurement documents)*

*This form must be used to certify whether or not there is displacement in the instant contracting action, as defined in City Charter § 312(a) (as amended by Local Law 63 of 2011). You can either certify that there is no displacement by completing Part 1 of this form, or you can certify that there is displacement by completing Part 2 of this form.*

*If the contract that you are awarding is a task order contract that does not simultaneously result in the award of a first task order, then you must check the box on the bottom of this page; displacement determinations will be made in conjunction with the issuance of task orders pursuant to the subject contract. If the contract that you are awarding does simultaneously result in the award of a first task order, then the displacement determination for that first task order must be done prior to issuance of the solicitation and you must complete either Part 1 or Part 2 of this form.*

**If you have any questions about Local Law 63 or about completing this form, please contact the Mayor’s Office of Contract Services at [APTLL63@cityhall.nyc.gov](mailto:APTLL63@cityhall.nyc.gov) or (212) 788-0010.**

**Procurement Description:**

**APT EPIN:** 81617N0005

**Your Name:** Cynthia Mont-Burbon

**Phone:** 347-396-4242

**Email:** [cmontbur@health.nyc.gov](mailto:cmontbur@health.nyc.gov)

Please specifically identify the service(s) being procured.

The New York City Department of Health and Mental Hygiene (“DOHMH” or “the Agency”), is seeking up to two qualified vendors with experience in medical and pharmaceutical sales and marketing to recruit and have on-call a pool of experienced personnel to serve as Health Department Representatives (“Representatives”) in public health campaigns. At the direction of DOHMH, the Contractors will provide qualified professionals who can be deployed throughout NYC to educate target audiences on public health issues pertaining to the overall well-being of city residents. Representatives will use an evidence-based public health detailing (“PHD”) pharmaceutical sales approach in which Representatives conduct face-to-face educational outreach to clinical practices and community institutions to promote key recommendations and best practices on a variety of public health issues such as asthma, cancer, cardiovascular disease, communicable diseases, diabetes, influenza, nutrition, and smoking cessation. Contractors will also provide short-term campaign staff to the Agency, who will assist in the management and coordination of campaigns, initiatives, and projects. The PHD approach builds on DOHMH’s extensive experience in medical provider education, health care quality improvement, and community-based health promotion. Additionally, the PHD approach reinforces DOHMH’s mission and work by giving health care providers and others resources, tools, and educational materials to improve the health of New Yorkers.

Action was approved under LL63 plan for new procurements ; Plan ID # FY17NDOHMH72 - Campaign Outreach Services.

- If the contract to be awarded as a result of this procurement action is a task order contract (multiple or single award and multiple or single agency) that does not simultaneously result in the award of a first task order, then displacement determinations will be made in conjunction with the issuance of task orders pursuant to the subject contract. (Check this box *only* if you are completing this form for a task order contract that will *not* simultaneously result in the award of the first task order. If you check this box, do not fill out the remainder of this form.)

If the contract to be awarded as a result of this procurement action *does* simultaneously result in the award of a first task order, then the displacement determination for that first task order must be done prior to issuance of the solicitation and you must complete either Part 1 or Part 2 of this form.

**Part 1: Certification of No Displacement**

**The Agency has determined that the contract resulting from this procurement action *will not* result in the displacement of any City employee within this Agency, as defined by Charter § 312(a).**

The basis upon which the Agency has made this determination (Please answer *all* questions under Part 1):

Do any civil service and/or job titles within this Agency currently perform the services sought by the proposed contract and/or services of a substantially similar nature or purpose?

Yes  No

If so, list the names of such titles and the extent to which Agency employees within such titles currently perform such services.

Do the services sought by the proposed contract expand, supplement, or replace existing services?

Yes  No

In either event, include a detailed description comparing the services sought by the proposed contract with such existing services.

The services provided in the proposed contract are for short term one-time citywide detailing campaigns which require significant additional manpower for short intervals. These campaigns will supplement but not replace City public detailing activities.

Is there capacity within the Agency to perform the services sought by the proposed contract?

Yes  No

If not, provide a detailed description specifying the ways in which the Agency lacks such capacity.

Current employees do not have the capacity, level and breadth of experience, or subject matter expertise required for successful execution of the scope of the services being requested.

For the term of the proposed contract, list the projected headcount of employees within such titles or employees who perform such services and/or services of a substantially similar nature or purpose.

0 headcount

Check this box to confirm that none of the below events have occurred within the Agency in the past three years.

- The displacement of a City employee within the agency who performs or has performed the services sought by the proposed contract and/or services of a substantially similar nature or purpose; or
- The announcement of spending reductions in connection with a budgetary program, including but not limited to a Program to Eliminate the Gap, that could result or has resulted in the displacement of a City employee within the Agency who performs or has performed the services sought by the proposed contract and/or services of a substantially similar nature or purpose; or
- Any other statement by an Agency or by the Mayor of a specific anticipated employment action that could result or has resulted in the displacement of a City employee within the Agency who performs or has performed the services sought by the proposed contract and/or services of a substantially similar nature or purpose.

List any other bases for the Agency's determination that the contract resulting from this procurement action will not result in the displacement of any City employee within this Agency.

**Part 2: Certification of Displacement**

The agency has determined that displacement, as defined by Charter § 312(a), has or will occur as a result of this contracting action. The agency has performed the required cost-benefit analysis, as described in Charter § 312(a).

**REVISED ATTACHMENT C**

**PIN 18CR003100R0X00**

**ACKNOWLEDGEMENT OF ADDENDA**

**Directions:** Complete Part I or Part II, whichever is applicable, and sign your name in Part III.

**Part I**

Listed below are the dates of issue for each Addendum received in connection with this Negotiated Acquisition:

Addendum # 1, Dated May 30, 2017

Addendum # 2, Dated \_\_\_\_\_, 20\_\_

Addendum # 3, Dated \_\_\_\_\_, 20\_\_

Addendum # 4, Dated \_\_\_\_\_, 20\_\_

Addendum # 5, Dated \_\_\_\_\_, 20\_\_

Addendum # 6, Dated \_\_\_\_\_, 20\_\_

**Part II**

\_\_\_\_\_ No Addendum was received in connection with this Negotiated Acquisition.

**Part III**

Proposer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_



