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## Contracting Opportunity

**Title:** Solicitation of Interest #20261 - New York State Early Intervention Mediation Services

**Agency:** Health, NYS Dept. of

**Division:** Division of Family Health

**Contract Number:** TBD

**CR Number:** 2093311

**Contract Term:** January 1, 2024 - December 31, 2028

**Date of Issue:** 12/20/2022

**Due Date/Time:** 02/21/2023 4:00 PM  
Solicitation has been extended.

**County(ies):** All NYS counties

**Classification:** Administrative & Technical - *Consulting & Other Services*

**Opportunity Type:** Grant or notice of funds availability

**Entered By:** Krista Barringer

**Description:** Part C of the Individuals with Disability Education Act (IDEA) and New York State Public Health Law (NYSPHHL) mandate the availability of mediation services for the Early Intervention Program (EIP). Mediation services for the resolution of disputes regarding eligibility determination or early intervention service delivery must be available from Community Dispute Resolution Centers (CDRCs) upon the written request of the parent and/or EIO and upon agreement between the parent and the EIO to participate in mediation.

The New York State Early Intervention Program is seeking submission from not-for-profit organizations to administer the provision of early intervention mediation services provided by the CDRCs in all 62 counties in New York State for a period of five (5) years.

### Minimum Qualifications:

- Eligible Bidders must be a not-for-profit entity.
- Eligible Bidders must have a professional relationship with, and be currently authorized by, the statewide system of Community Dispute Resolution Centers to act on their behalf. Eligible Bidders must maintain such relationship and authorization for the duration for the contract period.

### **Deliverables:**

Contractor activities include the following:

- Serve as the main contact for the CDRCs, which provide the EIP mediation services,
- Facilitate the EIP mediation services provided by the CDRCs,
- Provide Technical Assistance regarding EIP information, to the CDRCs,
- Ensure that the CDRCs meet all EIP mediation requirements, including documentation requirements, and
- Facilitate a minimum of one Information Session for CDRCs/stakeholders per calendar year.

Funding for this project is contingent on the availability of State funds and the number of eligible applicants that respond to the advertisement. Available funding to support this initiative will be limited to the amount(s) appropriate in the enacted State Fiscal Year budgets for this purpose. **This advertisement is not a guarantee or promise of funding.**

### **Questions:**

There will be an opportunity available for submission of written questions and requests for clarification regarding this procurement. Any questions and requests for clarification must be submitted via email to [EI-MediationSOI@health.ny.gov](mailto:EI-MediationSOI@health.ny.gov) and include “Questions EI Mediation Services” in the subject line no later than 2/15/2023 at 5:00 pm ET. Answers will be posted in the Contract Reporter under the tab “Documents” for this announcement on or about 2/17/2023.

### **Submissions:**

Interested organizations must respond to this advertisement with a cover letter stating the organization’s name, address, primary contact name and phone number. Organizations must demonstrate their ability to meet the minimum qualifications listed in the section above. Bidders should describe their organizations plan to meet each deliverable described above. Applicants must submit Document 1 – Application Form with the cover letter.

Interested organizations must email their response to [EI-MediationSOI@health.ny.gov](mailto:EI-MediationSOI@health.ny.gov) no later than 2/21/2023 at 4:00 pm ET

### **Method of Award:**

The Department will review submissions and ensure that they meet all the Minimum Qualifications. Responses from qualified bidders will be evaluated based upon their written response to the deliverables.

**Service-Disabled Veteran-Owned Set Aside: No**

**Minority Owned Sub-Contracting Goal: 0%**

**Women Owned Sub-Contracting Goal: 0%**

**Service-Disabled Veteran-Owned Business Contracting Goal: 0%**

**Disadvantaged Owned Sub-Contracting Goal: 0%**

**Business entities awarded an identical or substantially similar procurement contract within the past five years:**

New York State Dispute Resolution Association, Inc. (Contract #: C033906;  
01/01/2019-12/31/2023)

## Contact Information

**Primary contact:** Health, NYS Dept. of  
Division of Family Health  
Office of Public Health  
Kelly Lyndaker  
Early Intervention Specialist  
Bureau of Early Intervention  
ESP, Corning Tower  
Albany, NY 12237  
United States  
Ph: 518-474-8762  
EIMediationSOI@health.ny.gov

**Submit to contact:** Health, NYS Dept. of  
Division of Family Health  
Krista Barringer  
Health Programs Administrator 2  
Corning Tower, Room 840  
Empire State Plaza  
Albany, NY 12237  
United States  
Ph: 518-474-3883  
krista.barringer@health.ny.gov

**Supporting document(s) shown below:**

The following supporting documents are available for download:

Document title	Description	Type
Document 1 - Application Form	Applicants must complete and submit to EIMediationSOI@health.ny.gov no later than 2/21/2023 at 4:00 pm ET.	docx
Document 2 - Fee Schedule	For Reference	docx

To download these documents, please visit the New York State Contract Reporter website: <http://www.nyscr.ny.gov>

Change(s) to the ad are shown below:

Date / time	Description	Changed by
02/03/2023 2:03 PM	The date for application submission has been updated.	Krista Barringer
02/03/2023 2:02 PM	With the extension of the solicitation, dates for questions and responses as well as the date for submissions have been updated.	Krista Barringer
02/03/2023 2:01 PM	Due to the lack of bids received by the due date, this solicitation is being extended.	Krista Barringer

## **Bid Results**

Bid Results have not been entered

## Awards

Awards have not been entered



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