

Request for Applications for Participating Vendors in the Essential Plan Cooling Program EO #2024-02

Key Dates:

RFA Issued: February 10, 2025

Questions Due: February 21, 2025

Answers Published: February 26, 2025

Vendor Applications Due: March 7, 2025

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I. Background

NY State of Health, the official health plan Marketplace (“the Marketplace”), has announced the “Essential Plan Cooling Program” (EPCP), under which the Essential Plan will cover the purchase, delivery, and installation of air conditioners for Essential Plan members with persistent asthma for whom high temperatures pose a significant medical risk. The Marketplace, in collaboration with Health Research Inc. (HRI), will be coordinating the implementation of EPCP across the state starting in 2025.

HRI will enter into contracts with qualified HVAC vendors to be listed as an authorized vendor of air conditioning units under the EPCP. Authorized vendors may be selected by eligible Essential Plan members to provide, deliver, and install air conditioners in their homes. This program is federally funded, but invoicing and payment for the purchase, delivery, and installation of air conditioners will be processed through HRI. The Marketplace estimates 7,000 Essential Plan will be eligible to apply for this program.

In order for a vendor to be listed as an Authorized Vendor under the EPCP, a vendor must meet the following minimum qualifications:

II. Mandatory Minimum Qualifications

In order to qualify as a vendor for the provision of services described herein, a vendor must meet the following:

1. Must be an existing, licensed provider of HVAC - services in one or more counties across New York State and in compliance with all licensure requirements of the city and county in which it is authorized to do business.
2. Must be prepared to abide by all instructions and requirements of the EPCP and enter into a Vendor Agreement with HRI in substantially the form attached as Attachment B.

III. Summary of Services to be Provided

If an Authorized Vendor is selected by an eligible Essential Plan member to deliver and install an air conditioner or fan in the member’s home, the vendor will provide, deliver and install an air conditioner or fan in accordance with the terms of their Vendor Agreements set forth in Attachment B at the prices set forth below:

- \$900 for Energy Star Rated Window Air Conditioner or Energy Star Rated, portable air conditioner.
- \$1,100 for replacement of Existing Wall sleeve unit
- \$500 for provision of a standing floor fan where A/C unit installation is not feasible.

Note: The execution of a Vendor Agreement with HRI and listing as an Authorized Vendor under the EPCP is **not** a guarantee of work under the program. Individual Essential Plan members will select an individual authorized vendor of their choice to provide the services.

IV. Question-and-Answer Period

The Question-and-Answer period allows vendors to ask questions regarding the EPCP program or the application process to become a vendor. Please submit any and all questions to HRI at ACVendorApp@healthresearch.org by 11:59PM on **February 21, 2025**. Questions will not be answered individually. They will be compiled, answered, and made public no later than **February 26, 2025** on the HRI Funding Opportunities page <https://www.healthresearch.org/funding-opportunities/>.

V. Application Process

To be considered for approval as an Authorized Vendor under the EPCP, interested applicants will complete the required forms as outlined below and submit all forms to ACVendorApp@healthresearch.org no later than **March 7, 2025**.

Required Forms:

- [Attachment A: Vendor Information Form](#)
- [Attachment B: Signed Vendor Agreement](#), completed and signed by vendor agreeing to all terms and conditions therein.
- [Attachment C: ACH Authorization Form](#)
- [Attachment D: W-9 Form](#)
- Copy of Vendor's applicable local/county licensure
- Copy of Vendor's Certificates of Worker's Compensation and Liability Insurance Form

VI. Directory of Authorized Vendors

HRI intends to enter into Vendor Agreements statewide. HVAC vendors who are able to meet minimum eligibility requirements and guidelines set forth above in Section II will be listed as an Authorized Vendor for the EPCP.

Approval as an Authorized Vendor for the EPCP is not a guarantee of work under the Program. Individual Essential Plan members will select an Authorized Vendor of their choice to provide the services in their home.

VII. Additional Contracting Requirements

This program is federally funded, but invoicing and payment will be processed through HRI. To contract with HRI and receive payment for services, vendors are required to have a SAM.gov Unique Entity ID (UEI) number. If you do not already have a UEI, please visit [SAM.gov | Home](https://sam.gov) to register your entity. Obtaining a UEI number may take several weeks, so it is best to begin the process now. This will prevent delays in the contracting process.

VIII. HRI and New York State Department of Health Reserved Rights

1. Reject any or all applications received in response to this RFA.
2. Withdraw the RFA at any time, at HRI's sole discretion.
3. Make an award under the RFA in whole or in part.
4. Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
5. Seek clarifications and revisions of applications.
6. Use application information obtained through site visits, management interviews and the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA.
7. Prior to application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to application opening, direct applicants to submit proposal modifications addressing subsequent RFA amendments.

9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this RFA.
12. Conduct contract negotiations with the next responsible applicant, should HRI be unsuccessful in negotiating with the selected applicant.
13. Utilize any and all ideas submitted with the applications received.
14. Waive or modify minor irregularities in applications received after prior notification to the applicant.
15. Require clarification at any time during the procurement process and/or require correction of apparent errors for the purpose of assuring a full and complete understanding of an applicant's application and/or to determine an applicant's compliance with the requirements of the RFA.
16. Negotiate with successful applicants within the scope of the RFA in the best interests of HRI.
17. Eliminate any mandatory, non-material specifications that cannot be complied with by all applicants.
18. Award contracts based on geographic or regional considerations to serve the best interests of HRI.

IX. Terms of Contract

Any contract resulting from this RFA will be effective only upon final approval by Health Research, Inc.

It is expected that contracts resulting from this RFA will have the following time period: **April 1, 2025- March 31, 2027**. Renewals are dependent upon satisfactory performance and continued funding. HRI reserves the right to revise the pricing for services as necessary due to changes in the availability of funding.

X. Payment & Reporting Requirements of Awardees

1. The contractor shall submit *Monthly* invoices and required reports of expenditures to EPCPIInvoices@healthresearch.org
2. The contractor shall submit with each monthly invoice the Essential Plan Cooling Program Customer Acknowledgement Form for each installation service performed.

XI. General Specifications

1. By signing the "Application Form" each applicant attests to its express authority to sign on behalf of the applicant.
2. Vendor will possess, at no cost to HRI or the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of this contract will possess the qualifications, training, licenses and permits as may be required within such jurisdiction.
3. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including the terms and conditions of the Vendor Agreement. Any exceptions will only be considered by HRI only during the Question-and-Answer Phase (Section V.)
4. An applicant may be disqualified if such applicant or any subsidiary, affiliate, partner, officer, agent or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts.
5. Provisions Upon Default
 - a. The services to be performed by the Applicant shall be at all times subject to the direction and control of HRI as to all matters arising in connection with or relating to the Vendor Agreement resulting from this RFA.
 - b. In the event that the Applicant, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this RFA,



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HRI shall thereupon have the right to terminate the Vendor Agreement by giving notice in writing of the fact and date of such termination to the Vendor.

6. Applicant must maintain an active registration in the System for Award Management (SAM) at SAM.gov, have no exclusions or delinquent federal debt.

XII. Attachments

[Attachment A: Vendor Information Form](#)

[Attachment B: Signed Vendor Agreement](#)

[Attachment C: ACH Authorization Form](#)

[Attachment D: W-9 Form](#)