



# Department of Health

**KATHY HOCHUL**  
Governor

**JAMES V. McDONALD, MD, MPH**  
Commissioner

**JOHANNE E. MORNE, MS**  
Executive Deputy Commissioner

March 14, 2025

Shanna Witherspoon  
Assistant Commissioner for Finance & Administration  
Albany County Department of Health  
175 Green Street  
Albany, New York 12202

Re: Contract #4913-12

Dear Shanna Witherspoon:

The New York State Department of Health AIDS Institute / Health Research, Inc. (NYSDOH AI/HRI) intends to continue the Expanded Partner Services Program (ExPS) contract with Albany County Department of Health (ACDOH). Activities supported under this funding represent collaboration between the NYSDOH and ACDOH. These entities will work together to facilitate the re-engagement in medical care of persons thought to be out-of-care living with HIV/AIDS, notify, test partners, and refer all HIV positive and high-risk negative patients they encounter through this initiative to appropriate prevention, care, and support services (e.g., referrals for PrEP and nPEP, HIV/STI testing, HCV screening, treatment adherence support), provide condoms/other safe sex supplies and conduct/provide sexual health education and/or campaigns.

The annual period will be 4/1/25 – 3/31/26 and amount of contract 4913-12 will be \$348,749.

The contract process requires several levels of review and approval. Once all reviews and approvals are obtained, Health Research, Inc. will forward the completed contract agreement to your organization for signature. A contract is considered executed only when it has been signed by both your organization and Health Research, Inc. Until execution, the contract is not legally binding. No funds are due and payable until after the contract is executed.

If you have any questions, please reach out to Lisa Dimenno at [Lisa.Dimenno@health.ny.gov](mailto:Lisa.Dimenno@health.ny.gov).

Sincerely,

A handwritten signature in black ink that reads "Michele Kerwin".

Michele Kerwin, Assistant Director  
Office of Administration Contract Management  
New York State Department of Health AIDS Institute

cc: Megan Johnson, Director, Bureau of HIV/STI Field Services