



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, M.D., M.P.H.
Acting Commissioner

MEGAN E. BALDWIN
Acting Executive Deputy Commissioner

3/21/2023

Albany County Department of Health
175 Green Street
P.O. Box 678
Albany, New York 12201-0678
Attention: Dr. Elizabeth Whalen

Re: Non-competitive procurement award 20266-Immunization Action Plan

Dear Dr. Elizabeth Whalen,

Congratulations! I am writing to inform you that the Albany County Department of Health has been selected for an award under the above referenced non-competitive procurement.

The award amount is **\$784,360.00** for the anticipated contract period of **4/1/2023-3/31/2028**. Final grant awards are contingent on the review and approval of the Office of the State Comptroller (OSC).

The required timeline for on-time execution of this contract is outlined below. An on-time contract allows the grantee to receive a contract advance (if applicable) and prompt payment of vouchers. Grantees have approximately 15 days from the date of this letter to submit all required contract documents in the Grants Gateway. If the budget, workplan and supporting documents are not submitted in the scheduled number of calendar days, your agency may receive a Suspension of Prompt Contracting* letter. Failure to meet the timeframes below may result in a late contract, and/or delayed payments to the grantee.

Your contract will be available in the Grants Gateway shortly. Please check your task list.

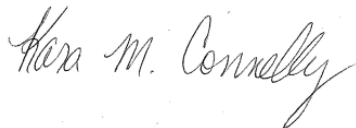
Required Process Step	Responsible	Timeframe
Log into Grants Gateway and complete required information for workplan and budget. Upload required supporting documentation (Workers Comp, Disability, MWBE). Update Vendor Responsibility questionnaire on OSC's website. <i>Then change status to Contract Information Submitted.</i>	Grantee	4/6/2023
Program Manager Review and Approval – <i>during this time additional edits by the grantee may be required.</i>	State Agency	4/14/2023
Contract Manager Review and Approval - <i>final contract documents approved prior to signatures</i>	State Agency	4/21/2023
Grantee Signature	Grantee Contract Signatory or System Administrator	4/27/2023

Contract Package Validation - vendor responsibility verification and all internal agency approvals.	State Agency	5/3/2023
Agency Signature	State Agency	5/11/2023
To Attorney General and OSC	State Agency	5/26/2023
Contract Executed before the contract start date of 4/1/2023	OSC	6/10/2023

All contractors are strongly encouraged to complete Grants Gateway training. Trainings are posted to [Grants Management | Grants Management \(ny.gov\)](#).

We look forward to working with you on the successful implementation of the project. Your Program Manager will be contacting you shortly to check on your status of the required documents. If you have any questions, or concerns before that time, please call the Administration Unit at the Bureau of Immunization at 518-473-4437 or email ImmAdmin@health.ny.gov.

Sincerely,



Kara Connelly
Assistant Director
Bureau of Immunization

Please be advised, in accordance with Office of Management and Budget requirements, this contract is a sub award under the following Federal Award:

- Subrecipient name (which must match the name associated with its unique entity identifier);
- Subrecipient's unique entity identifier;
- Federal Award Identification Number (FAIN);
- Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;
- Subaward Period of Performance Start and End Date;
- Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient (amount to be budgeted on the current year's matrix for the FAIN# indicated above);
- Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation (life to date cumulative amount on the FAIN# above);
- Total Amount of the Federal Award committed to the subrecipient by the pass-through entity (five year or total contract value, regardless of FAIN);
- Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
- Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;
- CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
- Identification of whether the award is R&D; and
 - Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).
 - An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f);

**New York State Prompt Contracting Law establishes timeframes for processing new and renewal contracts and provides for interest payments when contract payments are late due to untimely processing of contracts. If there are delays in the contract process on the part of the contractor, it would render the contractor ineligible for interest for the number of days of delay.*