

SECTION I

Title Page

Opportunity Number: RFP #2025-123

Opportunity Title: Albany County Sexually Transmitted Infection (STI) Contracted Clinical Services

Applicant Name: Whitney M. Young, Jr. Health Center

Address: 4 Airline Drive, Albany, NY 12205

Project Director: David Shippee, President & CEO

Telephone: 518.591.4559

Email: shipdh@wmyhealth.org

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COUNTY OF ALBANY

PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Sexually Transmitted Infection (STI) Contracted Clinical Services
RFP Number: 2025-123

THIS PROPOSAL IS SUBMITTED TO:

Pamela O Neill, Purchasing Agent
Albany County Department of General Services
Purchasing Division
112 State Street, Room 820
Albany, NY 12207

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into a Contract with the owner in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the Contract Documents.
2. Proposer accepts all of the terms and conditions of the Instructions to Proposers, including without limitation those dealing with the Disposition of Proposal Security. This Proposal may remain open for ninety (90) days after the day of Proposal opening. Proposer will sign the Contract and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of County's Notice of Award.
3. In submitting this Proposal, Proposer represents, as more fully set forth in this Contract, that:

- (a) Proposer has examined copies of all the Contract Documents and of the following addenda: (If none, so state)

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(receipt of all of which is hereby acknowledges) and also copies of the Notice to Proposers and the Instructions to Proposers;

- (b) Proposer has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as Proposer deems necessary;

(c) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; PROPOSER has not solicited or induced any person, firm or a corporation to refrain from Proposing; and Proposer has not sought by collusion to obtain for himself any advantage over any other Proposer or over the owner.

4. Proposer will complete the Work for the following prices(s): (Attach Proposal)
5. Proposer agrees to commence the Work within the number of calendar days or by the specific date indicated in the Contract. Proposer agrees that the Work will be completed within the number of Calendar days or by the specific date indicated in the contract.
6. The following documents are attached to and made a condition of this Proposal:
 - (a) Non-Collusive Bidding Certificate (Attachment "A")
 - (b) Acknowledgment by Bidder (Attachment "B")
 - (c) Vendor Responsibility Questionnaire (Attachment "C")
 - (d) Iranian Energy Divestment Certification (Attachment "D")
7. Communication concerning this Proposal shall be addressed to:

David H. Shippee

4 Airline Drive, Albany, NY 12205

shipdh@wmyhealth.org

Phone: 518.591.4459
8. Terms used in this Proposal have the meanings assigned to them in the Contract and General Provisions.

SECTION II

Qualification / Experience

The Qualification / Experience section must address proposer’s qualifications and experience to carry out the requested service, inclusive of, but not limited to: qualification to do business in NYS, number of years in business and length of experience.

Provide the name, a brief history and description of your firm.

Whitney M. Young, Jr. Health Center, Inc. (WYH) was established in 1971 and is a licensed NYS DOH Article 28 Diagnostic and Treatment Center and a NYS OASAS Article 32 licensed substance use treatment provider. WYH also has federal Department of Health and Human Services (DHHS) designation as a Federally Qualified Health Center (FQHC) with a service area that covers a large portion of New York’s Capital Region. For more than five decades, WYH has provided comprehensive, community-based medical, dental, and behavioral health care to individuals and families—regardless of their ability to pay.

WYH’s mission is *to deliver equitable and accessible quality care—empowering our diverse community to achieve better health and wellness*. We are incorporated and authorized to do business in New York State and are in good standing with the NYS Department of State and NYS Department of Health.

WYH operates full-service health centers in Albany, Troy, and Watervliet and multiple school-based health centers, as well as a mobile health unit (“Whitney on Wheels”). Collectively, WYH serves more than 20,000 patients annually across Albany and Rensselaer Counties, including urban, suburban, and rural residents. Over 80% of our patients are insured through Medicaid or Medicare, 61% live at or below the federal poverty level, and more than 50% identify as Black, Indigenous, or People of Color (BIPOC).

As Albany County’s only FQHC, WYH is uniquely positioned to provide Sexually Transmitted Infection (STI) testing and treatment under Public Health Law Article 23 on behalf of the Albany County Department of Health.

Identify your firm’s professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work.

The Albany County engagement will be implemented through Whitney M. Young, Jr. Health Center’s primary health care services, based at our primary health center located 920 Lark Drive in Albany, New York (Albany Health Center). This fully accessible location currently serves as WYH’s central hub for existing prevention, testing, and treatment of HIV, Hepatitis C, and other sexually transmitted infections, and is the prime location for expanding these

services in collaboration with Albany County. The site is situated on major bus lines, ensuring convenient access for Albany County residents.

The proposed program is supported by an experienced, multidisciplinary team of clinical and administrative professionals who specialize in syndemic prevention, diagnosis, and treatment:

Deborah Vasquez, MD, MPH, FAAP, Chief Medical Officer, will provide medical leadership and oversight for all clinical operations. Dr. Vasquez has more than 20 years of experience in pediatrics and preventive medicine and has served as Chief Medical Officer since 2020. She brings extensive expertise in public health, infectious disease prevention, and health systems management, and oversees all medical, nursing, and quality improvement activities across WYH's Federally Qualified Health Center sites.

Catherine Nichols, RN, CIC, Manager of Clinical Services, provides clinical and operational oversight of nursing and infection prevention protocols, with specialized training in infection control and point-of-care laboratory testing. She manages nursing and triage staff to ensure compliance with infection prevention standards and supports quality assurance initiatives across all clinics.

Kelly Jarvis, PA, a licensed Physician Assistant with experience in family and internal medicine, will deliver direct STI screening and treatment services. Ms. Jarvis's clinical expertise includes preventive medicine, sexual and reproductive health, and patient education.

Unushah Khan, BSN, RN, serves as a Registered Nurse Care Coordinator within WYH's Community Prevention and Treatment Services (CPTS) program. She provides patient-centered education, testing, counseling, and coordination of care for individuals living with or at risk of infectious diseases, with emphasis on addressing social determinants of health.

MaryBeth Farmer, Senior LPN, provides hands-on patient support in STI clinical sessions, assisting with specimen collection, lab coordination, medication administration, and patient education. Ms. Farmer has more than 30 years of experience in outpatient and women's health nursing.

Adriana Ramirez, Information Associate, provides administrative and operational support for clinical programs, including patient intake, registration, and data entry. She facilitates smooth patient flow, manages appointment scheduling, and ensures confidentiality and accuracy in the electronic health record system.

This cohesive, multidisciplinary team is supported by data analytics, laboratory, pharmacy and administrative personnel who maintain EHR data accuracy, patient confidentiality, and

reporting compliance. Together, they bring decades of experience serving Albany County residents and a shared commitment to equitable, evidence-based, and confidential STI care.

Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).

Authorized Signatory:

David Shippee, President & CEO

Whitney M. Young, Jr. Health Center, Inc.

4 Airline Drive, Albany, NY 12205

Phone: (518) 591-4459

Mr. Shippee is authorized to bind the organization contractually on behalf of WYH.

Detail your firm's experience with sexually transmitted infections (STI) prevention, diagnosis and treatment services.

WYH has more than 35 years of experience providing comprehensive HIV, STI and Hepatitis C (HCV) prevention and treatment services in partnership with the NYS Department of Health AIDS Institute and the Albany County Department of Health.

Through our existing primary care and Community Prevention and Treatment Services (CPTS) program, WYH provides:

- Walk-in and scheduled STI screening and treatment following CDC and NYSDOH guidelines, including expedited partner therapy (EPT).
- Rapid testing for chlamydia, gonorrhea, syphilis, HIV, and HCV using our onsite laboratory and Wadsworth Center for confirmatory testing.
- Pre-Exposure and Post-Exposure Prophylaxis (PrEP/PEP) initiation and monitoring.
- Ryan White HIV medical care and linkage services for persons living with HIV/AIDS.
- Hepatitis C treatment and follow-up through our "Eliminating Hepatitis C by Improving Access" initiative.
- Comprehensive sexual health counseling and education, condom distribution, and harm-reduction services.
- Culturally responsive, trauma-informed care that addresses social determinants of health (housing, transportation, food insecurity, etc.).

In 2024, WYH provided STI/HIV/HCV screening and treatment to over 3,000 individuals, including 222 with STIs. WYH's HIV viral suppression rate (81%) exceeds the NYS average. Our existing services are designed to ensure same-day treatment and follow-up appointments, minimizing loss to follow-up and ensuring continuity of care.

Provide any additional information that would distinguish your firm in its service to Albany County.

WYH brings a unique combination of qualifications, experience, and infrastructure that distinguish it as Albany County's most capable partner in delivering comprehensive,

Whitney M. Young, Jr. Health Center

Albany County Sexually Transmitted Infection (STI) Contracted Clinical Services

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accessible, and equitable STI prevention and treatment services. As a Federally Qualified Health Center (FQHC) with NCQA Patient Centered Medical Home (PCMH) recognition and a Joint Commission–accreditation provider, WYH is held to the highest national standards of quality, safety, and accountability. This designation ensures that services are available to all individuals—regardless of income, insurance status, or background—and that care is delivered through an integrated, patient-centered model emphasizing prevention, coordination, and continuous quality improvement.

WYH’s health centers are strategically located across Albany County and surrounding communities, with the Albany Health Center at 920 Lark Drive serving as the central hub for STI services. This facility has recently been renovated, and is fully ADA compliant, easily accessible by public transportation, and co-located with WYH’s primary care, behavioral health, pharmacy, and laboratory services. Patients benefit from the ability to access comprehensive medical, dental, pharmacy, behavioral health, and enabling services under one roof, ensuring seamless care coordination and rapid treatment initiation.

A hallmark of WYH’s approach is its commitment to cultural and linguistic competence. Our staff reflects the diversity of the community we serve and collectively our patient population speaks more than 40 languages. Professional interpretation is available through Language Line/Stratus services, and culturally responsive care is embedded in all levels of clinical and administrative practice. This includes the consistent collection of Sexual Orientation and Gender Identity (SOGI) data in our electronic health record (Athena), allowing providers to deliver affirming, personalized care for each patient.

WYH is recognized regionally for its leadership in gender-affirming and LGBTQ+ health services, having implemented programs funded by the NYS AIDS Institute and the Department of Health to expand access to trauma-informed, affirming care. These initiatives have positioned WYH as a trusted provider for transgender, gender non-conforming, and non-binary (TGNCNB) individuals, as well as LGBTQ+ communities more broadly—populations that are disproportionately impacted by sexually transmitted infections.

The organization’s longstanding relationships with community-based partners—such as In Our Own Voices, The Pride Center of the Capital Region, Alliance for Positive Health, Equinox, and the Damien Center—further distinguish WYH’s ability to reach and engage high-risk and underserved populations. These partnerships ensure that patients not only receive timely diagnosis and treatment, but also the social supports necessary to sustain their health, including housing, behavioral health, and case management services.

Finally, WYH’s robust Quality Improvement/Quality Assurance (QI/QA) infrastructure, integrated clinical data systems, and comprehensive electronic health record (EHR) system ensure accurate reporting, outcome tracking, and continuous performance improvement. Together, these assets reflect WYH’s capacity to deliver high-quality,

culturally responsive, and patient-centered STI services that advance Albany County's public health priorities and reduce health disparities across the community.

Resumes

Resumes of professional staff members who will be involved in the County engagement must be included in this section.

Deborah A. Vasquez, MD, MPH, FAAP

900 Lark Drive
Albany, New York 12207
(518) 591-4991
dvasquez@wmyhealth.org

EMPLOYMENT

- 06/2020 – Present **Whitney M. Young Jr. Health Services, Albany, NY**
Chief Medical Officer
- 01/2017 – 06/2020 **Whitney M. Young Jr. Health Services, Albany, NY**
Associate Director of Pediatrics
- 07/2013 – 12/2016 **Whitney M. Young Jr. Health Services, Albany, NY**
Pediatric Attending- Community Health Center
- 01/2015 – 06/2016 **New York State Department of Health**
Medical Director- Bureau of Immunizations
- 10/2007 - 07/2013 **Montefiore Medical Center- Community Pediatric Programs, Bronx, NY**
Pediatric Attending- New York Children's Health Project
- 01/2007 - 10/2007 **North Central Bronx Hospital, Bronx, NY**
Pediatric Attending- Ambulatory Care

EDUCATION

- 09/04 - 09/06 **Mount Sinai School of Medicine, New York, NY**
Master of Public Health
- 09/97 - 05/01 **Sackler School of Medicine-NY State American Program, Tel Aviv, Israel**
Doctor of Medicine
- 09/89 - 05/93 **University of Rochester, Rochester, NY**
Bachelor of Arts, Psychology / Health and Society

POSTGRADUATE TRAINING

- 10/2004 - 09/2006 **Mount Sinai School of Medicine, New York, NY**
Department of Community and Preventive Medicine
General Preventive Medicine Residency Training Program
- 07/2002 - 09/2004 **Jacobi Medical Center**
Albert Einstein College of Medicine
Department of Pediatrics, Bronx, NY
Pediatric Residency Training Program

07/2001 – 06/2002 **Jacobi Medical Center**
Albert Einstein College of Medicine
Department of Pediatrics, Bronx, NY
Internship in Pediatric Residency Training Program

BOARD CERTIFICATION AND LICENSURE

01/2007 - Present **American Board of Preventive Medicine- Diplomate**
10/2004 - Present **American Board of Pediatrics- Diplomate**
09/2004 - Present **New York State License to Practice Medicine**
05/2006 - Present **DEA Controlled Substances Registration**

PROFESSIONAL MEMBERSHIP

2004 - Present **American Academy of Pediatrics**
2018- Present **American Academy of Pediatrics- New York Chapter 1**
2004 - Present **American Public Health Association**
2010- 2012 **American Academy of Pediatrics- Section on Oral Health**
2008- 2012 **American Academy of Pediatrics- Section on Early Career Physicians**
2006 - 2012 **Academy of Breastfeeding Medicine**
2004- 2012 **American Academy of Pediatrics, New York State Chapter 3**
2005 - 2007 **American Academy of Pediatrics, New York State Chapter 3 Breastfeeding Committee**
2005 - 2012 **American Academy of Pediatrics- Section on Breastfeeding Member**

EXPERIENCE:

2020-Present **Chief Medical Officer, Whitney Young Health, Albany, NY.**
Provide organizational leadership and oversight for clinical priorities of a Federally Qualified Health Center serving primarily urban, low income, communities in a variety of settings including school and mobile programs. Develop and implement patient-centered, evidence-based policies and set standards of care that align with the organization's mission, payer initiatives, regulatory requirements and grant deliverables. Oversee all quality improvement strategies including implementation of a clinical informatics transition, adoption of new screening programs for social drivers of health, and implementation of a new patient experience platform. Lead practice transformation initiatives aimed

at improving quality of care, efficiency, and patient access. Oversee clinical response to emerging issues, including COVID-19. During the public health emergency, developed and implemented health center specific testing guidelines, medical management of patients, employee protocols for testing, monitoring and infection control, and monitoring of federal, state and professional guidelines for incorporation into health center policies and workflows. Manage continuity of patient care activities through organizational and infrastructure transitions, including the opening of a new health center dedicated to pediatric and women's health, the addition of a new high school school-based health center and a physical therapy practice, and the adoption of the Athena electronic health record while fostering cohesiveness, collaboration, and staff and stakeholder engagement. Restructured nursing to meet staffing shortages and created and filled roles for a clinical pharmacist and a clinical informatics manager.

- 2017-2020 **Associate Director of Pediatrics, Whitney M. Young Jr. Health Services, Albany, NY.** Provide leadership and oversight to pediatric primary care teams at three clinical sites. Responsible for quality improvement, patient outcomes, clinical operations and pediatric staff supervision. Clinical lead for Community Based Programs, which includes 4 school-based health centers and a medical mobile unit. Actively involved in the Clinical Integration and Quality and Committee, Pediatric Quality Circle, Data Governance team, Athena Internal Implementation team and COVID 19 response team. Organizational lead for the Adolescent Sexual Health Project and Connections Developmental Screening Project. Represented WMY on the Asthma Coalition of the Capital Region and First 1000 Days Statewide Home Visiting Workgroup.
- 2015 - 2016 **Medical Director, Bureau of Immunization, New York State Department of Health, NY.** Provide leadership and direction to the Clinical Immunization Unit, and clinical consultation to other units of the Bureau, and serve as a member of the Bureau's management. Ensure all medical exemptions requests are handled in a manner consistent with medical standards, public health evidence, and NYS regulations and standards. Serve as a liaison to healthcare providers. Supervise public health program nurses, provide oversight of investigations on suspected cases and outbreaks of vaccine preventable diseases, and the management of the perinatal hepatitis B prevention program. Develop educational and public materials for healthcare providers, local health departments and the public on prevention and diagnosis of vaccine preventable diseases and to improve knowledge of immunizations and state immunization coverage rates. Organized the 21st Summit on Disease Elimination and Reduction.
- 2013 - 2017 **Pediatric Attending Physician, Whitney M. Young Jr. Health Services, Albany, NY.** Direct clinical care of pediatric patients in a busy federally qualified healthcare center, serving a low-income community which includes a large and diverse immigrant and refugee population. Precept Albany Medical Center students during the pediatric rotation.
- 2007 – 2013 **Pediatric Attending, New York Children's Health Project, Montefiore Medical Center- Community Pediatric Programs, Bronx, NY.** Provided pediatric care for children served by the New York City homeless and domestic violence shelter system. The mobile medical team provided a medical home and

comprehensive medical care to over 4,000 children and family members annually. Services were offered on medical mobile units, small on-site shelter clinics and the Project's fixed site in the Bronx. Provided team leadership and oversight of daily clinical operations. Precepted pediatric residents and medical students.

2007 **Pediatric Attending, North Central Bronx Hospital, Bronx, NY.** Provide direct patient care in the ambulatory care clinic setting to a diverse, inner-city population within New York City's Health and Hospital public health care system.

HOSPITAL APPOINTMENTS

2013 - Present Attending Physician, Department of Pediatrics
Albany Medical Center, Albany, NY

2013 - 2016 Attending Physician, Department of Pediatrics
Saint Peter's Hospital, Albany, NY

2007 - 2013 Attending Physician, Department of Pediatrics
Children's Hospital at Montefiore, Bronx, NY

2007 Attending Physician, Department of Pediatrics
Jacobi Medical Center, Bronx, NY

2004 - 2006 Attending Physician, Department of Family Medicine
Wyckoff Heights Medical Center, Brooklyn, NY

TEACHING ACTIVITIES:

07/2013 - Present **Whitney M. Young Jr. Health Services
Community Health Center and School-based Health Center, Albany,
NY**
Provide consultation and clinical supervision for mid-level providers in our school-based health centers and general pediatric practice. Supervise behavioral health intern. Precept Albany Medical College students.

01/2009 – 07/2013 **New York Children's Health Project, CPP
Community Pediatric Programs, Montefiore Medical Center, Bronx,
NY**
Coordinate medical student and resident rotation. Precept clinical experience and provide didactic sessions with medical students and pediatric residents.

10/2004 - 09/2006 **Department of Family, Community and Preventive Medicine
Wyckoff Heights Medical Center, Brooklyn, NY**
Conduct didactic seminars on preventive medicine topics for medical students during the family medicine clerkship.

- 10/2004 - 09/2006 **Department of Family, Community and Preventive Medicine
Wyckoff Heights Medical Center, Brooklyn, NY**
Pediatrics preceptor for family medicine residents.
- 04/2005 - 09/2006 **Department of Community and Preventive Medicine
Mount Sinai Medical Center, New York, NY**
Small Group Leader for first year medical students in the Epidemiology & Preventive Medicine course.

PROFESSIONAL ACTIVITIES:

- 02/2018- 03/2022 **Alliance for Better Health Board of Managers**
Originally created as part of New York State's Delivery System Reform Incentive Payment Program to promote community-level collaborations and system reforms with a goal to reduce hospitalizations. The organization has evolved into a 50 member IPA that aims at addressing social determinates of health and providing social services to the marginalized communities in the capital region.
- 12/2008- 06/2013 **AAP District II Chapter 3 Oral Health Advocate**
Promote Oral Health by offering training and support to pediatric providers interested in implementing oral health screening and fluoride varnish application programs. Drafted a letter to NYC Council in response to a proposal recommending the removal of fluoride from the New York City drinking water supply.
- 07/2006 **Health Insurance Plan of New York**
Interned in the Medical Care Management department of the HMO. Developed a protocol to provides physicians with incentives to improve reporting to the immunization registry and assist with recall of patient due for vaccines.
- 09/2005 – 08/2006 **Boriken Neighborhood Health Center**
Consultant on project to institute the New York City Online Citywide Immunization Registry as a tool to improve immunization delivery in the pediatric clinic.
- 09/2005- 10/2005 **Bureau of Immunization, Immunization Improvement Spread Project**
New York City Department of Health and Mental Hygiene
Physician liaison between BOI and primary care practices promoting immunization improvement activities and helping to devise strategies to increase immunization rates and registry reporting.
- 05/2005 – 08/2006 **ACE Integration Head Start Clinic**
Established a school-based clinic for a Head Start program, to provide urgent and primary care for children attending the school and offers on-going health education for parents and staff.
Precept the pediatric rotation for Albany Medical College physician assistant students.

- 04/2005 **Alternative Spring Break for Medical Students, Belize**
Supervising Physician for medical students working in pediatric clinics in Orange Walk and conducting health education in Belize City.
- 12/2004 – 06/2006 **Bushwick Agenda for Children Tomorrow Member**
- 08/2002 - 09/2002 **Hospital de Los Ninos “Dr. Arturo Grullon”, Santiago, Dominican Republic**
Exchanged information on the use of new technologies in the treatment of disease and injury. Witnessed the expansion of an underfunded health care system and the evolution of diseases rarely seen in New York.

INVITED LECTURES/ PRESENTATIONS

- 05/11/16 **HPV Vaccine Overview**
Lecture, HPV Vaccination Strategic Action Planning Meeting, Montgomery, NY
- 12/10/15 **Influenza Prevention: Your Questions Answered**
Webinar, NYSDOH Immunization Update Webinar Series, Albany, NY
- 07/21/15 **Perinatal Hepatitis B Prevention and Case Management**
Lecture, New York State Department of Health Hepatitis Workshop, Albany, NY
- 08/29/15 **HPV Vaccine Promotional Activities-NYSDOH**
Lecture, HPV Immunization Conference- AAP New York Chapter 1, Cooperstown, NY
- 05/28/15 **Pneumococcal Vaccine for Adults- New Advisory Committee on Immunization Practices Recommendations**
Lecture, Mohawk Valley Association of Infection Control, New Hartford, NY
- 01/29/15 **Update on the Regulation for Prevention of Influenza Transmission by Healthcare and Residential Facility and Agency Personnel**
Lecture, New York City Adult Immunization Coalition Meeting, Queens, NY,
- 05/17/12 **Strategies to Increase Immunization Rates in an Urban Mobile Homeless Program**
Workshop, National Health Care for the Homeless Council- 2012 Annual Conference, Kansas City, MO
- 12/02/11 **Promoting Oral Health in the Primary Oral Health Setting**
Lecture, Community Pediatric Programs Conference
New York Children’s Health Project, Montefiore Medical Center
- 11/08/11 **Promoting Oral Health in the Primary Oral Health Setting**
Lecture, Children’s Health Fund National Conference

Children's Health Fund, New York

- 10/31/08 **Developmental Surveillance and Screening**
Lecture, Community Pediatric Programs Provider Conference
New York Children's Health Project, Montefiore Medical Center
- 06/09/06 **Breastfeeding the Infant with Special Needs**
Lecture, New York State Perinatal Association: Perinatal Genomics Conference
New York Academy of Medicine
- 04/26/06 **Obesity Prevention and Nutritional Guidance for Pediatrics**
Lecture, Wyckoff Height Heights Medical Center
Department of Family Medicine Conference
- 03/29/06 **Pediatric Oral Health Risk Assessment**
Lecture, Wyckoff Height Heights Medical Center
Department of Family Medicine Conference
- 10/28/05 **Issues in Childhood Asthma**
Panel Speaker, Bushwick Agenda for Children Tomorrow
Legislative Breakfast
- 09/09/05 **Provider Experiences with Citywide Immunization Registry**
Panel Speaker, NYC Coalition for Immunization Initiatives Meeting
New York City Department of Health and Mental Hygiene
- 07/27/05 **Routine Childhood Immunizations**
Lecture, Wyckoff Height Heights Medical Center
Department of Family Medicine Conference
- 06/14/05 **Prevention and Control of Meningococcal Disease**
Lecture, Applied Preventive Medicine Seminar
Mount Sinai School of Medicine Department of Community and Preventive
Medicine
- 05/10/05 **Baby Friendly Hospital Initiative: Mom's Survey**
NYC Breastfeeding Promotion Leadership Committee Conference on
Breastfeeding, Lincoln Hospital
- 05/11/05 **Breastfeeding Basics for Family Physicians**
Lecture, Wyckoff Height Heights Medical Center
Department of Family Medicine Conference
- 03/02/05 **Childhood Asthma**
Panel Speaker, Bushwick Agenda for Children Tomorrow Meeting

RESEARCH

- 02/2005 – 09/2006 **Department of Family, Community and Preventive Medicine
Wyckoff Heights Medical Center, Brooklyn, NY**

Immunization Practices: Conducted quality assessment project of immunization rates and practices and the ability of the City wide Immunization Registry to impact these factors in two Family Medicine outpatient clinics in Bushwick, NY.

05/2005 - 11/2005

**Department of Family, Community and Preventive Medicine
Wyckoff Heights Medical Center, Brooklyn, NY**

Lead Screening survey: Collaborated with Mount Sinai Medical Center to assess physician barriers to appropriately screen children for exposure to lead in inner-city communities with low screening rates and high rates of lead poisoning.

11/2004 - 10/2005

**Department of Maternal and Child Health
Mount Sinai Medical Center, New York, NY**

Breastfeeding Survey: Conducted a survey of mothers on the postpartum wards to assess Mount Sinai's current level of compliance with the "Ten Steps to Successful Breastfeeding" established by the Baby Friendly Hospital Initiative.

12/2000 - 01/2001

**The Children's Evaluation and Rehabilitation Center
Albert Einstein College of Medicine, Bronx, NY**

Collected and organized data on the use of Concerta in children with ADD and comorbid disorders to ascertain efficacy and rates of adverse reactions. This project led to the publication of a letter to the editor, "Concerta in Children with Developmental Disabilities". Demb, Howard; Vasquez, Deborah: The NADD Bulletin. 2001; 4:76.

11/1996 - 06/1997

Department of Genetics, Tel Aviv University, Israel

Performed laboratory research for two projects: Linkage analysis of a family with autosomal dominant progressive hearing loss; Detection of mutations of the Myosin VI gene in the human deaf population.

05/1993 - 08/1993

Monroe County Health Department, Rochester, NY

Conducted 36 in-depth interviews and 20 focus group interviews with a sample of 9-14 year old children for the formative research component of the Monroe County Adolescent pregnancy prevention program.

09/1991 - 12/1991

Mt. Hope Family Center, Rochester, NY

Studied the socio-emotional development of toddlers with depressed mothers by filming maternal-child interactions in laboratory and therapeutic sessions.

PEER REVIEWED POSTERS/ ABSTRACTS

1. Robyn M., Dufort E., Rosen JB, Southwick K, Bryant PW, Greenko J, Adams E, Kurpiel P, Alvarez KJ, Burstein G, Sen K, **Vasquez D**, Rausch-Phung E, Schulte C, Lutterloh E, Blog D. "Two Imported Cases of Congenital Rubella Syndrome and Infection-Control Challenges in New York State, 2013–2015", *Journal of the Pediatric Infectious Diseases Society*, Volume 7, Issue 2, June 2018

2. Ebrahim N, **Vasquez D**, Evans V, Garland E. “Effectiveness of the Baby Friendly Hospital Initiative on Breastfeeding Practices Among Medicaid and Non-White Mothers” Poster Presentation. American College of Preventive Medicine Annual Conference, Miami, FL, February 2007
3. Outterson R, Aakalu V, Graber NM, Galvez M, **Vasquez D**, Cornbill R. “Pediatric Healthcare Provider Beliefs Regarding Low-Level Lead Exposure and Adverse Effects in Children” Poster Presentation. Pediatric Academic Societies Meeting, San Francisco, CA, May 2006
4. Outterson R, Aakalu V, Graber NM, Galvez M, **Vasquez D**, Cornbill R. “Pediatric Healthcare Provider Beliefs Regarding Low-Level Lead Exposure and Adverse Effects in Children” Platform Presentation. Eastern Society for Pediatric Research Annual Meeting, Old Greenwich, CT, March 2006
5. Graber NM, Outterson R, Galvez M, Aakalu V, **Vasquez D**, Cornbill R. “Barriers to Universal Screening for Lead Poisoning; A Survey of Inner-City Pediatric Healthcare Providers” Poster Presentation. Eastern Society for Pediatric Research Annual Meeting, Old Greenwich, CT, March 2006
6. **Vasquez D**, Ebrahim N, Nimmons A, Rethy J, Evans V, Capitulo K, Garland E. “Breastfeeding Initiation and Feeding Practices during Implementation of the Baby-Friendly Hospital Initiative”. Poster Presentation. American College of Preventive Medicine Annual Conference, Reno, Nevada, February 2006

COMMUNITY OR VOLUNTEER ACTIVITIES

06/2024- Present	Jewish Family Services of Northeastern New York - Board of Directors Member
09/2018 – 06/2024	Congregation Beth Abraham Jacob – Youth Committee Member
09/2015 – 6/2022	Congregation Beth Abraham Jacob - Board of Directors Member
06/2016 – 07/2021	Eden Village Camp - Summer Camp Physician

LANGUAGES: Fluent in Spanish, Conversational Hebrew

Catherine Nichols, RN

30 Betwood Street, Albany, NY, 12209 • (518) 860-5049

catie.d.nichols@gmail.com

SUMMARY

Highly skilled Registered Nurse II with excellent critical thinking skills. Noted ability to work efficiently in a fast-paced environment while ensuring comfort and safety of patients. Goal-oriented, proactive, and organized. Consistently receive positive feedback from patients, coworkers, and supervisors. Holistically oriented patient-centered care.

CERTIFICATIONS/AWARDS

- Registered Nurse in the State of New York June 2019 - present
- BLS/CPR certification: American Heart Association August 2017- present
- DAISY Award Recipient January 2021

WORK EXPERIENCE

Whitney Young Health

Albany, NY

Manager of Clinical Services

August 2025 - Present

- Responsible for implementation and ongoing monitoring of operational clinical systems including the Infection Prevention Program and Triage Nursing Team that support patients within the clinical units
- Supports activities related to maintaining the CLIA waived Point of Care testing and the clinical application of the electronic health record
- Supervises triage nursing staff and nurse supervisor for the Albany Health Center
- Provides clinical oversight to the Triage Team and administrative support to the Director of Nursing
- Assists in the coordination of staffing with the LPN supervisors
- Collaborates with the Clinical Pharmacist regarding medication management processes

Whitney Young Health

Albany, NY

Infection Prevention Nurse

June 2022- August 2025

Responsible for the improvement of and ongoing monitoring of clinical systems

- Supports Infection Control/Medication/Laboratory/Occupational Health programs
- Recommends and implements evidence-based process improvements, gaining full buy-in from all stakeholders
- Collaborates with Department of Health and local public health departments to follow-up on communicable disease reporting
- Lead for medication/vaccine storage and manager of in-house lab responsibilities
- Provides infection prevention education to employees
- Collaborates with nursing and medical leadership to implement infection prevention protocols

Catholic Charities Disabilities Services

Albany, NY

Registered Nurse Case Manager

January 2021- June 2022

- Implements and maintains professional health services to individual residents on caseload
- Thorough assessments, health-tracking, and direct care
- Collaborates with interprofessional team to provide comprehensive and quality care
- Monitors medication administration, documentation, and storage
- Provides supervision, direction, and oversight for unlicensed personnel and Licensed Practical Nurses
- Crafts policy and evaluates best practices to meet the needs of individuals and agency
- Teaches orientation and on-going education related to infection prevention & bloodborne pathogens
- Member of the Person-Centered Experience committee

St. Peter's Hospital

Albany, NY

Registered Nurse

July 2019- January 2021

- Fast-paced 34-bed medical-surgical floor specializing in GYN oncology, urology, and colorectal surgeries
- Strong IV skills, post-surgical care, thorough assessments, monitored labs and vital signs, wound, ostomy, NG-tube, and catheter care, medication administration, patient education and advocacy, HIPAA compliance, end-of-life care, time management and prioritization, charting and documentation, collaboration with all levels of team
- Transitioned to COVID-19 unit from April 2020-August 2020
- Preceptor to new graduates
- Member of the Shared Governance Panel focusing on patient satisfaction

The Wildlife Center

Chatham, NY

Manager & Lead Rehabilitator

April 2006-November 2018

- Medication administration, physical assessments, meal preparations, scheduler, volunteer coordinator

EDUCATION**State University of New York at Delhi**

Delhi, NY

Bachelor of Science in Nursing

Expected Fall 2023

Hudson Valley Community College

Troy, NY

Nursing, A.A.S.

August 2017- May 2019

- Phi Theta Kappa Honor Society
- Recipient of the HVCC Patricia Joblanski Award for Caring, Compassion, and Commitment
- Recipient of the Karen A. Campana Memorial Scholarship
- Nursing Club

KELLY MORGAN JARVIS, PA-C

1702 Newbury Drive Troy, NY 12180
540.535.8699 kellymorganjarvis@gmail.com

EDUCATION

Master of Medical Science, Physician Assistant Studies December 2023
Methodist University *Fayetteville, NC*

Bachelor of Science in Biology May 2020
University of North Carolina Asheville *Asheville, NC*

LICENSURE

Physician Assistant December 2023 - Current
North Carolina Medical Board, New York State Education Department

ACLS/BCLS Certification September 2022 - Current
American Heart Association

Emergency Medical Technician May 2016 - May 2020
National Registry of Emergency Medical Technicians

CLINICAL ROTATIONS

Family Medicine
Med First Immediate Care and Family Practice *Sneads Ferry, NC*

Primary Care
Cape Fear Primary Care *Fayetteville, NC*

Internal Medicine
First Health Moore Regional Intensive Care Unit *Pinehurst, NC*

Pediatrics
Cape Fear Valley Inpatient Pediatrics *Fayetteville, NC*

Cardiology
Fayetteville Heart Center *Fayetteville, NC*

Neurology
Asheville Neurology Associates *Asheville, NC*

Orthopedics
Allen Orthopedics *Lumberton, NC*

Psychiatry
Wilson Medical Center Inpatient Psychiatry *Wilson, NC*

Obstetrics & Gynecology
Scotland County Health Department *Laurinburg, NC*

Emergency Medicine
Cape Fear Valley Emergency Department *Fayetteville, NC*

Surgery
Womack Army Medical Center *Fort Bragg, NC*

PROFESSIONAL EXPERIENCE

Nurse Practitioner/Physician Assistant – Primary Care

May 2024 - Present

Whitney Young Health, *Albany, NY*

- Functions in the primary care group coordinating medical care, providing medical supervision and direct patient care.
- Provides primary care directly, emphasizing accessibility, health promotion, illness prevention and continuity of care to patients presenting with both minor and complex health issues.
- Takes a complete history including medical, psychosocial, economic, relationship and family status.
- Completes physical examinations, performs/orders appropriate diagnostic tests.
- Discusses health concerns/diagnosis with the patient and together determines an appropriate plan of care.
- Develops, reviews, and approves clinical protocols and best practice guidelines.

Patient Intake Coordinator

December 2019 - June 2021

Asheville Neurology Specialists *Asheville, NC*

- Documented a thorough medical history, chief complaint, and history of present illness for new consults, rechecks, hospital follow-ups, and telehealth appointments.
- Prepared patients for nerve conduction studies, Botox injections, deep brain stimulator programming, vagal nerve battery checks, and drug infusions.
- Conducted new patient interviews via telehealth during the COVID-19 global pandemic.
- Showed patients how to load and self-inject prescription migraine medications.
- Sent medication refill requests and completed prior authorization requests.
- Created a new patient intake protocol that allowed providers to see more consults per week in an area of North Carolina where access to outpatient neurological care is limited.

Medical Assistant Internship

May 2018 - December 2018

Orange County Free Clinic, *Orange, VA*

- Measured vitals. Documented past medical history, medications, and reason for visit.
- Completed PHQ-9 assessments and annual Medicare wellness forms.
- Performed electrocardiograms. Interpreted urine samples. Assisted physician with pap smears.
- Educated patients on the administration of their prescribed medications and medical devices.
- Provided patients with literature on disease-specific dietary recommendations and exercise regimens. Ensured educational materials were available in the patient's first language.

Emergency Medical Technician

May 2016 - August 2017

Madison County Rescue Squad *Madison, VA*

- Responded to dispatched 911 calls quickly and safely. Assessed patients' conditions through physical and verbal exams. Directed the course of treatment and coded the call appropriately.
- Monitored patients for changes during emergency transport, and revised treatment therapies accordingly. Performed splinting, medication administration, oxygen therapy, and oral suctioning.
- Presented patient reports to the triage nurses and ensured seamless patient transfer.

LEADERSHIP & TEACHING EXPERIENCE

Community Health Club President

November 2017 - May 2020

UNC Asheville Student Organization *Asheville, NC*

- Resided over the first UNC Asheville and March of Dimes recognized student organization that allowed members to receive a health-related certification.
- Administered the March of Dimes Folic Acid Ambassador training to UNC Asheville students, highlighting the biological and sociological impacts of neural tube defects.
- Gave over 30 pre-natal health presentations at local health fairs and community college classes.
- Acted as a communication liaison between UNC Asheville, March of Dimes, and Mission Hospital's Fullerton Genetics Center.

Anatomy & Histology Teaching Aide

August 2019 - January 2020

UNC Asheville Biology Department *Asheville, NC*

- Prepared the anatomy lab for class and edited and distributed lab manuals.
- Educated students on proper microscope technique and slide preparation. Reviewed lab safety and demonstrated dissection techniques specific to the assigned organ or muscle system.
- Assisted students with the identification of important structures on histological slides, model bones, and cadaver muscles. Highlighted the structure and function of dissection findings.
- Helped students develop study skills and study schedules. Held review sessions prior to lab practicals. Assisted in the administration and grading of lab practicals.

Advancement via Individual Determination (AYID) Tutor

August 2017 - December 2018

Asheville City Schools *Asheville, NC*

- Lead one-on-one and group tutoring sessions in Asheville City schools, grades 6th through 12th.
- Specialized in physics, chemistry, biology, and math. Facilitated small group discussions based on the work students were struggling with in their core academic classes.
- Helped older students search for secondary education opportunities, scholarships, and career counseling services. Assisted in SAT and ACT prep.

COMMUNITY ENGAGEMENT

Crisis Response Advocate

June 2019 - June 2021

Our Voice *Asheville, NC*

- Completed 21-hour trauma-informed care training on sexual violence, human trafficking, and suicidal behavior. Helped staff the 24/7, 365 days per year Our Voice hotline service.
- Performed emergency crisis intervention over the phone to clients in need of emotional support following an act of physical or sexual violence. Connected clients with health care providers, therapists, social workers, law enforcement, and temporary housing as needed.
- Supported and advocated for clients in the emergency room during rape kit evidence collection following an assault. Educated and empowered survivors to make their own decisions regarding the legal processes of reporting sexual assault and the continuation of healthcare and counseling services. Hosted fundraising events and purchased toiletries and clothing items for self-care kits.

Harm Reduction Alliance Member

April 2019 - May 2020

UNC Asheville Student Organization *Asheville, NC*

- Helped facilitate forums that allowed UNC Asheville students to voice their opinions, concerns, and ideas about campus well-being and how to improve the mental health of staff and students.
- Developed events to increase education around harm reduction, substance use, and overdose.
- Trained resident assistants and teaching staff on naloxone administration and overdose reversal.
- Established connections with other harm reduction entities in the Asheville community, assisting them in facilitating local syringe access programs and clean needle exchanges.

RESEARCH

Effects of GnRHa Therapy on the Physiological and Psychological Health of Transgender Youth

Masters' Thesis Methodist University Physician Assistant Program *Fayetteville, NC*

- Advisor - Ian Ward, PA-C
- Literature review conducted to examine the effects of gonadotropin-releasing hormone analogs on cardiovascular health, bone chemistry, and mental health measures in transgender youth.

The Advancement of Tissue Regeneration Technologies in Burn Victims

Senior Thesis UNC Asheville Biology Department *Asheville, NC*

- Advisor - Christopher Nicolay, Ph.D.
- Literature review comparing the historical use of allografts and autografts to more modern therapies such as stem cell therapy, biopolymers, and hydrogels.

Origin of the Unknown: Identification of Poached American Ginseng through Molecular Genetics

Undergraduate Research UNC Asheville Biology Department *Asheville, NC*

- Advisor - Jennifer Rhode Ward, Ph.D.
- Collaborated with the U.S. Forest Service to identify the origin of 40 seized samples of American ginseng in Pisgah National Forest. Performed DNA extraction, microsatellite amplification, fragment analysis, and population testing.
- Presented findings at the UNCA Undergraduate Research Symposium.

REFERENCES

Jessica Holmes, PA-C

Clinical Preceptor at Med First Immediate Care and Family Practice *Sneads Ferry, NC*

Email: jholmes@thinkmedfirst.com

(910) 322-0011

(910) 327-2277

Kusum Garg, MD

Clinical Preceptor at Cape Fear Primary Care *Fayetteville, NC*

Email: gargk27@gmail.com

(910) 339-2274

Brittany Howard, PA-C

Clinical Preceptor at Womack Army Medical Center *Fort Bragg, NC*

Email: brittany.l.howard10.civ@health.mil

(910) 643-9409

(413) 325-1405

David Allen, MD

Clinical Preceptor at Allen Orthopedics *Lumberton, NC*

Email: allenorthogt@yahoo.com

(910) 738-3358

Greer Fisher, D.S, PA-C

Clinical Coordinator, Associate Professor of Clinical Medicine

Methodist University Physician Assistant Program *Fayetteville, NC*

Email: sfisher@methodist.edu

(910) 630-7426

Unushah Illian

518-334-6794 npkhan45@gmail.com

EDUCATION

Siena College Loudonville, NY
*Bachelor of Science in Nursing; Minor in Sociology; Interdisciplinary Research Certificate
President's List and Dean's List, Academic Excellence Award, The Servant Leadership Award*

Belanger School of Nursing Schenectady, NY
*Associate of Science in Nursing with Honors
Olivia T. Weidenman Award for Excellence in Nursing*

CERTIFICATIONS

Compact Multistate & New York Registered Nurse (RN) License	Expires: October 2026
Basic Life Support (BLS)	Expires: August 2026
Neonatal Resuscitation Program (NRP)	Expires: September 2026
Good Clinical Practice	Expires: October 2027

PROFESSIONAL EXPERIENCE

Care Coordinator RN (Community Prevention and Treatment Services) Whitney Young Health
Albany, NY [July 2025 - Present]

- Serve as a member of the Community Prevention and Treatment Services (CPTS) Team.
- Work directly with patients who are living with infectious diseases and experiencing social drivers of health (SDOH)
- Provide gender-affirming care to individuals living with HIV and/or Hepatitis C, substance use disorder (SUD), members of the LGBTQIA+ community, and individuals seeking integrated care.
- Demonstrate professional nursing practice, excellent communication, and critical thinking skills, self-management expertise and outstanding customer service while using the principles of the Patient Centered Medical Home.
- Assist individuals with care management, prevention, testing, and counseling.
- Assist patients with chronic disease management and wellness promotion.
- Assist in the coordination and integration of medical and behavioral health working with the patient to achieve optimal health.

Registered Nurse Healthcare Advocate Solace Health
Remote [March 2025 – July 2025]

- Build strong, trust-based relationships with patients through empathetic, person-centered communication.
- Coordinate patient-centered care by collaborating with medical and behavioral health teams to address social drivers of health (SDOH) impacting health outcomes.
- Provide medication education, counseling, and linkage to internal and external community resources to support wellness promotion.
- Promote a safe, inclusive, and supportive clinical environment through professional nursing practice and exceptional patient engagement.

Obstetrics Gynecology & Maternal Newborn Registered Nurse Medical City Healthcare
Lewisville, TX [March 2024 - January 2025]

- Delivered safe, high-quality care to obstetrics, gynecology, postpartum, and surgical patients, prioritizing patient safety and reducing monthly postpartum complications to below 3% monthly.
- Maintained compliance with federal, state, and accreditation standards (e.g., CMS, Joint Commission, NCQA-PCMH).
- Evaluated and integrated evidence-based practice, patient preference, and clinical expertise to establish optimal health care delivery. Initiated creation of communication for immunization scheduling based on CDC guidelines.
- Engaged in teamwork through cooperation and collaboration with interdisciplinary professionals to ensure safe and quality outcomes for patients.
- Utilized multiple information and technology systems to prevent errors, communicate, and document confidential patient information and care plans.

Accounts Manager **Best Way Taxi Medicaid Services**

Remote [March 2023 - March 2024]

- Managed billing operations through the New York State Medicaid transportation system, ensuring timely and accurate submissions while resolving technical issues to optimize workflow and compliance.
- Demonstrated excellent customer service, worked independently, and made sound decisions with good judgment to improve customer outcomes and service efficiency. needs assessments to identify gaps in service delivery and implemented solutions that aligned with organizational goals, contributing to both patient satisfaction and operational efficiency.
- Developed and maintained strong relationships with patients by identifying opportunities to improve satisfaction and engagement, resulting in a 40% increase in patient census within six months.

Obstetrics, Gynecology & Maternal Newborn Registered Nurse **St. Peter's Hospital**

Albany, NY [July 2020 -April 2023]

- Managed 2-4 couplets per shift on a 36-bed unit averaging about 250 births per month.
- Provided patient and family centered care through compassion and coordination based on patient preferences, values, and needs. Honored as Nurse of the Month in February 2022.
- Led as charge nurse managing team of 10 employees on average per shift; applied innovative thinking, evidence-based problem solving and decision making to deliver care based on St. Peter's vision and values.
- Utilized quality improvement methods to identify gaps in newborn electronic health record documentation. Spearheaded audits to increase documentation fulfillment to 86% compliance.
- Developed and implemented new employee training programs and served as a mentor to new hires through the orientation period. Collaborated with leadership to improve orientation program, increasing new hire satisfaction.

VOLUNTEER LEADERSHIP EXPERIENCE

Disaster Health Services **American Red Cross**

Albany, NY [March 2025-Present]

- Assist individuals and families affected by disaster by coordinating health services and case management

Student Leader **Sr. Thea Bowman Center for Women**

Siena College [2016-2021]

- Organized and facilitated programs promoting gender equity, empowerment, and advocacy, fostering a supportive campus environment for students.

Wellness Leader and Certified Peer Health Educator **Wellness Center**

Siena College [2018-2020]

- Provided peer coaching and delivered evidence-based health education and wellness workshops, enhancing peer awareness and engagement in mental health and self-care practices.

Founding Member and President **Student Nurse Association**

Siena College [2017-2020]

- Founded and led the campus's first nursing student association, managing a team of seven board members to drive professional development initiatives, foster community partnerships, and organize health-focused events that elevated the visibility of nursing professionals.

Advocate/Crisis Counselor **Crime Victim & Sexual Violence Center**

Albany, NY [June -Dec 2020]

- Served as a hotline and emergency room advocate for survivors of sexual violence.

SKILLS

- Microsoft Office Suite
- Foreign Languages: Fluent in English, Urdu, and Hindi
- EHR experience: EPIC, Meditech, Cerner, Intellispace

MaryBeth Farmer, LPN
7 Hillside Road Troy, NY 12182
518-590-9456

Professional Education:

North Technical Education Center, Rivera Beach, Florida

1980 Practical Nursing Diploma

Register State of Florida, LPN 1980 – 1985

Register State of New York, LPN 1985 – Current

License Number: 180547

Work Experience:

Adult Medicine Nurse

January 2020 – Present

Whitney Young Health, *Albany, NY*

Work directly under the direction of a physician, nurse practitioner, physician assistant, and/or nurse midwife. Maintains patient schedule flow, pre review schedules and charts. Make notations of needs in advance and utilize tools such as Azara for review. Document patient history, assess current and potential needs for and during visits. Promote, facilitate clear communication between patients and others including but not limited to physicians, co-workers, various departments, hospitals, patient families, referral specialists, insurance and pharmaceutical companies to increase and ensure effective care. Assist with simple and complex office procedures. Collecting, performing and reporting in-office lab testing samples. Reviewing and disseminating reports to practitioners and notification of reports to patients as indicated. participate in staff improvement meetings. Responsible for organizing both nurses' station and clinical areas in which I work directly and indirectly to maintain cleanliness, order and efficiency. Clean and care for equipment, assessing inventory and restocking as indicated. Obtaining and researching information as requested. Promote and participate in teamwork, assist other providers and/or co-workers as needed. Remain flexible and able to float into assignments to other areas at Whitney Young when requested to do so. Train newly hired nurses when requested. Work collaboratively on projects.

Office Nurse Manager

January 1995 – March 2007

Tri Lakes OB/GYN, *Saranac Lake, NY*

Worked as Lead Nurse/Office Nurse Manager. Worked directly under the physician and nurse midwife. Managed direct patient care, including patient initial and appointment assessments. Updated patient history and charts. Facilitated communication with patients, physicians, patient families and departments throughout the hospital as needed with referral specialists, and insurance and pharmaceutical companies. Assisted in simple and complex office procedures. Collected, performed, and reported in-office lab testing samples. Reviewed and disseminated triage reports

to practitioners. Performed data entry of reports and notified patients of reports. Participated in staff improvement meetings. Organized the nursing and clinical areas, maintaining order and cleanliness. Cleaned and cared for equipment, assessed inventory and ordered supplies. Obtained research information as requested. Maintained pap and mammogram trackers. Performed data entry, scanning, and phone triage, scheduling, referrals, and coordination. Maintained, promoted, and coordinated team efforts and efficiency. Assessed and developed a computer program EMR specifically designed by our employer for the office.

Office Nurse Manager

July 1986 – January 1995

Adirondack OB/GYN, *Saranac Lake, NY*

Worked as Lead Nurse/Office Nurse Manager. Worked directly under the physician and nurse midwife. Managed direct patient care, including patient initial and appointment assessments. Updated patient history and charts. Facilitated communication with patients, physicians, patient families and departments throughout the hospital as needed with referral specialists, and insurance and pharmaceutical companies. Assisted in simple and complex office procedures. Collected, performed, and reported in-office lab testing samples. Reviewed and disseminated triage reports to practitioners. Performed data entry of reports and notified patients of reports. Participated in staff improvement meetings. Organized the nursing and clinical areas, maintaining order and cleanliness. Cleaned and cared for equipment, assessed inventory and ordered supplies. Obtained research information as requested. Maintained pap and mammogram trackers. Performed data entry, scanning, and phone triage, scheduling, referrals, and coordination. Maintained, promoted, and coordinated team efforts and efficiency.

Surgical and Oncology Nurse

1980 - 1995

JFK Hospital , *West Palm Beach, FL*

Worked as a nurse with the Surgical and Oncology Teams. Participated in the Policy & Procedure Manual Development Team.

Nursing Tech II

1977 - 1980

JFK Hospital , *West Palm Beach, FL*

Worked as a nursing tech II in Telemetry

66 Willow Avenue
Schenectady, NY 12304
(518)330-4838
Adriana.Ramirez7764@Aol.com

ADRIANA RAMIREZ

OBJECTIVE

To obtain a position within a medical facility that will utilize my skills and abilities.

EXPERIENCE

Whitney Young Health, Albany NY - Call Center Rep

December 2020 - PRESENT

Responsible for administrative processes and support functions for Clinical Programs. Assists patients in completing all registration information, including insurance verification and entering of information into electronic health record. Completes the check-out process, including but not limited to collecting payments and making future appointments. Handles appointment scheduling/rescheduling/cancellation process functions for Whitney Young and community providers while following established protocols. Provides assistance and general information to patients, visitors, and staff as requested in regards to all Whitney Young sites.

Hometown Health, Schenectady NY - Call Center Rep

November 2014 - December 2020

Answer patient phone calls in a professional manner, and direct those calls when appropriate. Schedule patient appointments new and follow up while answering questions and maintaining strict confidentiality by following HIPAA guidelines. Register new patients by entering patient information into EMR. Monitor and maintain providers schedules.

Rewarding Student Service, Schenectady NY - Student Service Rep

December 2005 - June 2014

Answer client phone calls to assist with all questions and concerns, offering a client review, an appeal letter, or special circumstance letter. Assist forms department by pulling requesting materials entered tax info as needed

ACS, Xerion, Albany NY - Customer Service Rep

June 2006 - December 2006

Answering between 80-140 calls per day, Addressing customer inquiries Resolving issues, Provided information and referrals for custodial and non-custodial parents. Request DMV affidavit. Request payment histories

EDUCATION

Antonio Lucchetti Escuela Superior-Arecibo, PR - *Diploma in Marketing*

August 1992 - June 1996

SKILLS

Bilingual read and write, (English-Spanish) Translation

Medical Scheduling

SECTION III

Reference Letters

1. New York State Department of Health – AIDS Institute
Empire State Plaza, Corning Tower, Albany, NY 12237
Contact: Joseph Kerwin – (518) 486-6048
Partnership: Multi-year Ryan White and HIV/STI prevention contracts totaling over \$2.2 million; all program benchmarks met or exceeded.
2. In Our Own Voices, Inc.
245 Lark Street, Albany, NY 12210
Contact Name: Tandra LaGrone, Chief Executive Officer
Contact Number: 518.432.4188
Partnership: Collaborative outreach and referral of patients at high risk for HIV and HCV, linkage to PrEP.



Department of Health

KATHY HOCHUL
Governor

JAMES V. McDONALD, MD, MPH
Commissioner

JOHANNE E. MORNE, MS
Executive Deputy Commissioner

October 17, 2025

Pamela O'Neill, Purchasing Agent
Albany County Department of General Services
112 State Street, Room 820
Albany, NY 12207

Dear Ms. O'Neill:

The New York State Department of Health AIDS Institute is pleased to provide a letter of support for Whitney M. Young, Jr. Health Center's proposal for the Albany County Sexually Transmitted Infection (STI) Contracted Clinical Services Request for Proposals (RFP) to provide STI testing and treatment services for the Albany County Department of Health.

Our organization has partnered with the Whitney M. Young Health Center on public health and clinical service initiatives that are comparable in scope and complexity to the services requested under this RFP. Since 2001, Whitney Young has been funded by the AIDS Institute for HIV primary care services and has established a comprehensive array of HIV specialty and ancillary services to provide high quality, coordinated patient care for adults living with HIV and their families. As a Multi-Service Agency (MSA), the Whitney M. Young Health Center currently receives AIDS Institute funding to provide HIV linkage, retention, treatment adherence services, medical case management, group-level behavioral health interventions, and supportive services through a multidisciplinary team of professionals.

The Whitney M. Young, Jr. Health Center has provided comprehensive HIV, Hepatitis C (HCV), and STI prevention and treatment services for more than 35 years in partnership with the NYS Department of Health AIDS Institute. Through its Community Prevention and Treatment Services (CPTS) program, the Whitney M. Young Health Center offers rapid and confirmatory HIV/HCV/STI testing, Ryan White-funded HIV medical care, HCV treatment, and linkage to support services. The Whitney M. Young Health Center is also a leading regional provider of HIV Pre-Exposure and Post-Exposure Prophylaxis (PrEP/PEP), ensuring timely initiation, adherence support, and follow-up care for individuals at elevated risk.

Whitney M. Young Health Center's team is highly experienced in managing federal and state-funded clinical programs, including quality assurance, HIPAA compliance, and outcome reporting. Their professionalism and collaboration have made them an invaluable partner in advancing population health goals across the Capital Region.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph Kerwin".

Joseph Kerwin
Director
AIDS Institute



IN OUR OWN VOICES, INC.

Phone (518) 432-4188 | Fax (518) 432-4123 | www.ioov.org

245 Lark Street, Albany, New York 12210

October 16, 2025

Pamela O'Neill, Purchasing Agent
Albany County Department of General Services
112 State Street, Room 820
Albany, NY 12207

Dear Ms. O'Neill:

It is my pleasure to provide this letter of reference for Whitney M. Young, Jr. Health Center (WYH) in support of its proposal to provide Sexually Transmitted Infection (STI) testing and treatment services for the Albany County Department of Health.

Our organization, In Our Own Voices, Inc. has partnered with WYH on public health and clinical service initiatives that are comparable in scope and complexity to the services requested under this RFP. Specifically, WYH has served as a trusted provider for our Intervention Services, providing essential support to clients in need of HIV and HCV treatment, as well as linkages to PrEP.

Throughout our collaboration, WYH has demonstrated:

- Clinical excellence in diagnosing, treating, and counseling patients with communicable diseases in accordance with CDC and NYSDOH guidelines.
- Strong care coordination and data reporting systems that ensured timely communication with public health agencies and partner organizations.
- Community accessibility through mobile health services, walk-in clinics, and partnerships with community-based organizations serving high-risk and vulnerable populations.
- Commitment to confidentiality and patient-centered care, ensuring all clients receive stigma-free, culturally responsive services regardless of ability to pay.

WYH's team is highly experienced in managing federally and state-funded clinical programs, including quality assurance, HIPAA compliance, and outcome reporting. Their professionalism and collaboration have made them an invaluable partner in advancing population health goals across the Capital Region. I am confident that WYH possesses the qualifications, infrastructure, and commitment required to fulfill the responsibilities outlined in RFP #2025-123 and to uphold Albany County's public health mission.

Sincerely,

Tandra LaGrone
Chief Executive Officer

Board of Directors

Rhonda Daniel President	Board Members Dr. Angela Ledford Nicolle Beaury
Maria Ayoob Treasurer	Melissa Kees Sarah Colvin

Alicia Ortiz
Secretary

The mission of In Our Own Voices, Inc., is to work for and ensure the physical, mental, spiritual, political, cultural, and economic survival and growth of Lesbian, Gay, Bisexual and Transgender people of color communities.

SECTION IV

Plan Implementation

The Plan Implementation Section must address the Scope of Services in terms of the proposer's plan to carry out the requested service.

WYH will carry out the requested Sexually Transmitted Infection (STI) Contracted Clinical Services through its primary health care services at the Albany Health Center, located at 920 Lark Drive in Albany. The Albany Health Center has served as WYH's regional hub for prevention, testing, and treatment of HIV, Hepatitis C, and STIs for more than three decades through our Community Prevention and Treatment Services programming.

As Albany County's only Federally Qualified Health Center, WYH is uniquely positioned to provide these services as an agent of the Albany County Department of Health under Article 23 of the Public Health Law, ensuring equitable access to confidential, high-quality sexual health care for all residents of Albany County.

WYH will operate two weekly STI clinic sessions, consistent with or exceeding the County's current level of access and will offer extended same-day and follow-up appointments throughout the week to eliminate barriers to care. Walk-in patients will be accepted for the initial portion of each session, followed by scheduled visits for treatment and follow-up. Clinics will be staffed by a nurse practitioner or physician assistant, registered nurse, and licensed practical nurse, supported by care coordination and administrative personnel. The Chief Medical Officer and the Manager of Clinical Services will provide clinical and program oversight.

All services will adhere to CDC and NYSDOH STI treatment guidelines and include a complete medical and sexual history, physical examination, laboratory testing, diagnosis, and treatment. WYH will provide onsite collection for chlamydia, gonorrhea, and rapid testing for syphilis, HIV, and HCV, using Wadsworth Center laboratories for confirmatory testing. Patients will receive same-day treatment with appropriate medication during the clinic visit and offered Expedited Partner Therapy (EPT) when indicated. Group B–D infections will be treated through prescriptions or referrals, in accordance with the County's reimbursement parameters.

As a primary care provider and community treatment and prevention service provider, WYH is uniquely positioned to provide patients with access to services to address diagnoses of STIs in all groups. Patients who lack insurance will have access to the WYH Sliding Fee Scale, designed to support the affordability of health services. The Scale offers a variety of payment rates based on patient income. Furthermore, patients will be connected with facilitated enrollment to support connection to available insurance options.

Because STI risk often overlaps with other health and social factors, WYH will leverage its co-located services to provide comprehensive, coordinated care. Patients requiring additional medical or behavioral health services—such as family planning, gynecologic care, mental health counseling, or substance-use treatment—will be connected directly to WYH’s internal departments or to trusted community partners through warm handoffs. Providers will also offer HIV testing and counseling at each encounter and ensure linkage to PrEP, PEP, or Ryan White HIV care when indicated.

All STI services will be provided in accordance with federal and state confidentiality requirements, including Public Health Law Articles 23 and 27-F. Staff receive annual training in HIPAA, confidentiality, and trauma-informed communication to ensure a respectful, stigma-free environment. WYH’s patient population reflects the County’s diversity, and culturally and linguistically appropriate care is supported through bilingual staff and Language Line interpretation.

WYH will report all confirmed and suspected reportable STIs to the Albany County Department of Health’s Communicable Disease team within mandated timeframes and will collaborate closely with the New York State Disease Intervention Specialists to ensure appropriate treatment and partner notification. Data will be documented in the Athena electronic health record (EHR), allowing for real-time monitoring, quarterly reporting, and performance evaluation.

STI services will be incorporated into WYH’s existing Quality Improvement/Quality Assurance (QI/QA) framework, managed by our Director of Quality and Population Health in collaboration with the CMO and leaders from other clinical disciplines. Quarterly reviews will assess compliance with treatment guidelines, timeliness of results and follow-up, and patient satisfaction. Patient feedback will be collected through WYH’s ongoing Feedtrail satisfaction surveys, and results will be used to identify opportunities for improvement. Feedtrail surveys are conducted in real-time by patients getting email/text requests, upon consent, to rate their experience with the clinical service they received that day.

WYH will work collaboratively with Albany County and community partners to increase awareness and reduce stigma related to STI testing and treatment. Promotional efforts will include information on WYH’s website and social-media channels, flyers in community partner locations, digital displays in WYH waiting rooms, and outreach through partner organizations serving sexual-minority and high-risk populations such as In Our Own Voices, the Pride Center, Equinox, and local colleges. These efforts will ensure that all Albany County residents—particularly those most at risk—are aware of the availability of confidential, free, or low-cost services.

Consistent with FQHC requirements, WYH will not deny services based on a patient’s inability to pay. Patients will be screened for insurance and informed of any confidentiality

considerations related to third-party billing. A sliding-fee discount schedule will be applied based on income, and uninsured patients will receive services at no cost when necessary. Through this coordinated, patient-centered model, WYH will deliver comprehensive STI prevention, diagnosis, and treatment services that meet all County requirements. Building upon decades of experience in infectious disease prevention and primary care, WYH's approach emphasizes accessibility, confidentiality, cultural competence, and collaboration—ensuring that Albany County residents receive timely, high-quality sexual health services and that public-health outcomes continue to improve year over year.

As an FQHC WYH has access to, and utilizes, the Federal Tort Claims Act to provide coverage for any professional liability claims that may be filed against WYH or its credentialed clinical providers. The FTCA coverage has no limits of liability so far exceeds the minimum levels required by Albany County. Additionally, WYH maintains commercial professional liability coverage

SECTION V:

Cost Proposal Section

The Cost Proposal Section must include all costs associated with the proposer's plan to carry out the requested service. Any cost proposal forms furnished by the County must be included in this section.

Albany County STI Contracted Clinical Services
Whitney M. Young, Jr. Health Center
Cost Proposal
Term: 1 Year (12 months)

Salaries	Hourly Rate	Hours/Week	Weeks/Year	Subtotal
Deborah Vasquez, MD, MPH, Chief Medical Officer	\$135.00	2	52	\$14,040.00
Catherine Nichols, RN, CIC, Manager of Clinical Services	\$44.24	4	52	\$9,201.92
Kelly Jarvis, PA	\$52.00	10	52	\$27,040.00
Unushah Khan, BSN, RN	\$36.06	8	52	\$15,000.96
MaryBeth Farmer, Senior LPN	\$32.96	10	52	\$17,139.20
Adriana Ramirez, Information Associate	\$20.26	10	52	\$10,535.20

Salaries Subtotal \$92,957.28

Fringe	Subtotal
Fringe benefit rate calculated at 25% of total salaries	\$23,239.32

Fringe Subtotal \$23,239.32

Other Than Personnel Services	Subtotal	Narrative
Patient Education Materials	\$1,000.00	Take-home education materials for patients.
Medications	\$ 13,380.00	PO medications dispensed for at home management and/or injectible medications, depending on diagnosis.
Lab Fees	\$ 12,000.00	Point of care testing supplies, collection and analysis materials.
Consumable Supplies	\$6,000.00	Exam room consumable supplies.

OTPS Subtotal \$32,380.00

Indirect Expense	Subtotal	Narrative
Indirect rate: 20.5%	\$30,458.20	WYH's federally-approved indirect cost rate of 20.5% of total grant expenses, to support the administrative infrastructure necessary for

Indirect Expense Subtotal \$30,458.20

Project Total	\$179,034.80
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COUNTY OF ALBANY

COST PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Sexually Transmitted Infection (STI) Contracted Clinical Services
RFP Number: 2025-123

COMPANY: Whitney M. Young, Jr. Health Center

ADDRESS: 4 Airline Drive

CITY, STATE, ZIP: Albany, NY 12205

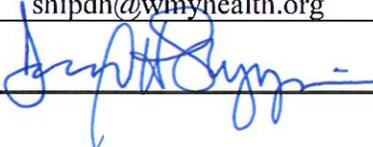
TEL. NO.: 518.591.4459

FAX NO.: 518.242.4784

FEDERAL TAX ID NO.: 13-2922147

REPRESENTATIVE: David H. Shippee

E-MAIL: shipdh@wmyhealth.org

SIGNATURE AND TITLE  , President and CEO

DATE 10.15.2025

SECTION VI:

Mandatory Documentation

- The Non-Collusive Bidding Certificate (Attachment “A”)
- Acknowledgment by Proposer (Attachment “B”)
- Vendor Responsibility Questionnaire (Attachment “C”)
- Iranian Energy Divestment Certification (Attachment “D”)

ATTACHMENT "A"
NON-COLLUSIVE BIDDING CERTIFICATE PURSUANT TO
SECTION 103-D OF THE NEW YORK STATE GENERAL MUNICIPAL LAW

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organizations, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

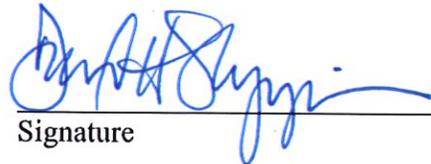
(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder, directly or indirectly, prior to opening, to any bidder or to any competitor.

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1), (2), and (3) above have not been complied with; provided, however, that in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (1), (2), and (3) above have not been complied with, the bid shall not be considered for any award nor shall any award be made unless the head of the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customer of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of paragraph "A" above.

B. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, local law, and where such bid contains the certification referred to in paragraph "A" of this section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation



Signature

President and CEO
Title

Whitney M. Young, Jr. Health Center
Company Name

10.15.2025
Date

ATTACHMENT "B"
ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20____, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he (or they severally) acknowledged to me that he (or they) executed the same.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Corporation:

STATE OF New York)
COUNTY OF Albany) SS.:

On this 16th day of October, 2025, before me personally appeared David A. Shippee to me known, who, being by me sworn, did say that he resides at (give address) 17 Equestrian Way, Clifton Park, NY 12065; that he is the (give title) President & CEO of the (name of corporation) Whitney MilYoung Health Center, Inc., the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

Daniel C. Robilotto
Notary Public, State of New York
Reg. No. 01R06294522
Qualified in Albany County
Commission Expires December 23, 2025

Daniel C. Robilotto
Notary Public, State of New York
Qualified in Albany County
Commission Expires 12-23-25

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On the _____ day of _____, 20____, before me personally came _____, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he / she is a partner of the firm of _____ and that he / she has the authority to sign the same, and acknowledged that he / she executed the same as the act and deed of said partnership.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

ATTACHMENT "C"
ALBANY COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE

1. VENDOR IS: <input checked="" type="checkbox"/> PRIME CONTRACTOR			
2. VENDOR'S LEGAL BUSINESS NAME Whitney M. Young, Jr. Health Center, Inc.		3. IDENTIFICATION NUMBERS a) FEIN # 13-2922147 b) DUNS # 086959384	
4. D/B/A – Doing Business As (if applicable) & COUNTY FIELD: Albany County		5. WEBSITE ADDRESS (if applicable) www.wmyhealth.org	
6. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE 4 Airline Drive, Albany, NY 12205		7. TELEPHONE NUMBER 518.591.4556	8. FAX NUMBER 518.591.4556
9. ADDRESS OF PRIMARY PLACE OF BUSINESS/EXECUTIVE OFFICE <i>IN NEW YORK STATE, if different from above</i>		10. TELEPHONE NUMBER	11. FAX NUMBER
12. AUTHORIZED CONTACT FOR THE QUESTIONNAIRE Name David H. Shippee Title President & CEO Telephone Number 518.591.4556 Fax Number 518.591.4556 e-mail shipdh@wmyhealth.org			
13. LIST ALL OF THE VENDOR'S PRINCIPAL OWNERS.			
a) NAME	TITLE	b) NAME	TITLE
c) NAME	TITLE	d) NAME	TITLE
A DETAILED EXPLANATION IS REQUIRED FOR EACH QUESTION ANSWERED WITH A "YES," AND MUST BE PROVIDED AS AN ATTACHMENT TO THE COMPLETED QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. PLEASE NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
14. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, or D/B/A OTHER THAN THOSE LISTED IN ITEMS 2-4 ABOVE? List all other business name(s), Federal Employer Identification Number(s) or any D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRICIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:			
a) An elected or appointed public official or officer? <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
b) An officer of any political party organization in Albany County, whether paid or unpaid? <i>List each individuals name, business title or consulting capacity and the official political position held with applicable service dates.</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<p>16.</p>	<p>WITHIN THE PAST (5) YEARS, HAS THE VENDOR, ANY INDIVIDUALS SERVING IN MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNERS, OFFICERS, MAJOR STOCKHOLDER(S) (10% OR MORE OF THE VOTING SHARES FOR PUBLICLY TRADED COMPANIES, 25% OR MORE OF THE SHARES FOR ALL OTHER COMPANIES), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:</p> <p>a) 1. been suspended, debarred or terminated by a local, state or federal authority in connection with a contract or contracting process;</p> <p>2. been disqualified for cause as a bidder on any permit, license, concession franchise or lease;</p> <p>3. entered into an agreement to a voluntary exclusion from bidding/contracting;</p> <p>4. had a bid rejected on an Albany County contract for failure to comply with the MacBride Fair Employment Principles;</p> <p>5. had a low bid rejected on a local, state or federal contract for failure to meet statutory affirmative action or M/WBE requirements on a previously held contract;</p> <p>6. had status as a Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise, de-certified, revoked or forfeited;</p> <p>7. been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state or federal government contract;</p> <p>8. been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or</p> <p>9. had a local, state or federal government contract suspended or terminated for cause prior to the completion of the term of the contract.</p> <p>b) been indicted, convicted, received a judgment against them or a grant of immunity for any business-related conduct constituting a crime under local, state or federal law including but not limited to, fraud extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?</p> <p>c) been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of:</p> <p>1. federal, state or local health laws, rules or regulations.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>17.</p>	<p>IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY?</p> <p>Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original obligation and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied."</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>18.</p>	<p>DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:</p> <p>a) file returns or pay any applicable federal, state or city taxes? <i>Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability.</i></p> <p>b) file returns or pay New York State unemployment insurance? <i>Indicate the years the vendor failed to file/pay the insurance and the current status of the liability.</i></p> <p>c) Property Tax <i>Indicate the years the vendor failed to file.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>19.</p>	<p>HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR ITS AFFILIATES WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR ITS AFFILIATES REGARDLESS OF THE DATE OF FILING?</p> <p>Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending or have been closed. If closed, provide the date closed.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>20.</p>	<p>IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ratio, Debt Ratio, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

21. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES (:

Yes No

a) defaulted or been terminated on, or had its surety called upon to complete, any contract (public or private) awarded;

Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency.

1 "Affiliate" meaning: (a) any entity in which the vendor owns more than 50% of the voting stock; (b) any individual, entity or group of principal owners or officers who own more than 50% of the voting stock of the vendor; or (c) any entity whose voting stock is more than 50% owned by the same individual, entity or group described in clause (b). In addition, if a vendor owns less than 50% of the voting stock of another entity, but directs or has the right to direct such entity's daily operations, that entity will be an "affiliate" for purposes of this questionnaire.

Attachment "D"
Certification Pursuant to Section 103-g
Of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.



Signature

President and CEO
Title

10.15.2025
Date

Whitney M. Young, Jr. Health Center
Company Name

