



STATE OF NEW YORK  
OFFICE OF THE STATE COMPTROLLER

April 17, 2019

Jeffrey Blend, Esquire  
AIDS Center of Queens County  
161-21 Jamaica Avenue  
Jamaica, NY 11432

Re: SF20190054 – Request for Applications  
Number 17640 (RFA)

Dear Jeffrey Blend:

This letter of determination is in response to the protest (Protest) filed on March 20, 2019 by AIDS Center of Queens County (ACQC) of the awards made by the Department of Health (DOH) for the Health and Human Services for Lesbian, Gay, Bisexual and Transgender Individuals, Families and Communities – Component A (Services) pursuant to Request for Applications Number 17640 (RFA).

The Office of the State Comptroller (Office) has considered the Protest as well as the procurement record submitted to this Office by DOH related to the awards for the Services under the RFA. As detailed below, we have determined that the issues raised in the Protest are not of sufficient merit to overturn DOH's awards for the Services under the RFA.

In the Protest ACQC asserts that DOH failed to follow the process set forth in the RFA to evaluate proposals and award funds. ACQC further asserts that the process used by DOH violates State and federal procurement law prohibiting arbitrary and capricious decisions. In a letter dated April 2, 2019, DOH responds to the Protest stating "the Department followed its evaluation plan and pre-established tool for this RFA" and made awards according to the terms of the RFA.

The RFA set forth the methodology that would be used to score the applications, including the maximum number of available points (106 points), a breakdown of the points allocated to each of the four sections to be scored (preference factors – 6 points; community and organization description – 20 points; program design and implementation – 60 points, and budget and justification – 20 points) and the information to be provided for each section (*see* RFA, at pgs. 26-31). The RFA also sets forth the available funding amount and anticipated number of awards allocated to each geographical region. The RFA provided that for Queens County, the region for which ACQC submitted an application, the annual award amount would be \$133,000 and 2-3 awards would be made (*see* RFA, at pgs. 7-8). The RFA stated "awards will be made to the highest scoring applicants in each region, up to the minimum number of awards indicated for that region.

Remaining funding will be awarded to the next highest acceptable scoring applicant(s) from any region until the remaining funding is exhausted or awards have been made to all acceptable scoring applicants” (RFA, at pg. 9).<sup>1</sup> DOH received eight applications for Queens County and the applications receiving the highest three scores were funded.

After reviewing the procurement record, including the RFA, the instructions to evaluators, the evaluation instrument and the final scoring sheets, we are satisfied that DOH evaluated the applications in accordance with the terms of the RFA and the evaluation methodology DOH established in advance of receipt of the applications. Moreover, we find DOH’s funding determinations not to fund ACQC’s application neither arbitrary nor capricious.

For the reasons outlined above, we have determined the issues raised in the Protest are not of sufficient merit to overturn the awards for Services made by DOH. As a result, the Protest is denied, and we are today approving the awards for Services made by DOH.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Fuller', is written over a circular stamp or seal.

Brian Fuller  
Director of Contracts

cc: Julie M. Harris, Director, Division of HIV/STD/HCV Prevention  
Elizabeth Wood, New York State Department of Health

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<sup>1</sup> In the RFA, DOH acknowledged that the currently available funding might not be sufficient to fund all acceptable applications. In case additional funding became available in the future, the RFA identified three categories of applications: 1) approved and funded, 2) approved, but not funded, and 3) not approved. While DOH approved ACQC’s application, ACQC was not funded.