

**NEW YORK STATE OFFICE OF ADDICTION SERVICES AND SUPPORTS
REQUEST FOR APPLICATIONS
REQUEST FOR APPLICATIONS (RFA) #SUPP1018
Electronic Medical Records (EMR) Statewide Implementation**

EXPECTED TIMETABLE FOR KEY EVENTS:

	DATE	TIME
RFA Release Date	5/15/2024 **5/22/24 Amended**	
Deadline for Submission of Applicant's Inquiries	6/24/2024	5:00 PM EST
Anticipated Release of Inquiries & Answers by OASAS	3 Business Days after receipt of question	
Application Submission Deadline and Time	7/1/2024	5:00 PM EST
Anticipated Notification of Award	Continuous until funds are exhausted	

ALL INQUIRIES TO:

COVIDFundsApplications@oasas.ny.gov

Bureau of Contracts & Procurements

NYS Office of Addiction Services and Supports

Subject: OASAS Project No. SUPP1018, "Provider Name"

EMAIL SUBMISSION OF APPLICATIONS TO:

COVIDFundsApplications@oasas.ny.gov

NYS Office of Addiction Services and Supports

Bureau of Contracts & Procurements

Subject: OASAS Project No. SUPP1018, "Provider Name"

****This RFA was amended 5/22/2024. All changes made on the 5/22/2024 RFA are proceeded with ** and end with ** and are in red font.****

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REQUEST FOR APPLICATIONS
SUPP1018 – Electronic Medical Records (EMR) Statewide Implementation
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1 INTRODUCTION AND BACKGROUND:

1.1 Purpose of Request for Applications

The New York State Office of Addiction Services and Supports (OASAS) is seeking applications, on a first come first served basis, from OASAS-certified voluntary agencies or local

governmental units (LGU) to support obtaining and/or enhancing automated electronic medical records (EMR). OASAS seeks to ensure every substance use disorder (SUD) treatment program is using an EMR system in order to achieve the following results for the addiction services system and people impacted by addiction:

- **Client Data System (CDS):** Create a batch interface with OASAS Client Data System (CDS) from the client EMR system. For CDS interface details, see https://apps.oasas.ny.gov/portal/page/portal/OASAS_APPS, scroll to bottom of page under “CDS Batch Submission”.
- **Enhanced data collection and analysis:** EMRs streamline data collection on patient demographics, treatment progress, and outcomes. This data can be used to track trends, identify areas for improvement in treatment programs, and measure the effectiveness of different interventions.
- **Better patient outcomes:** EMRs allow treatment providers to easily track a patient's progress over time and identify areas where treatment needs to be adjusted. This can lead to more effective and individualized treatment plans.
- **Reduced administrative burden:** EMRs can automate many administrative tasks and free up staff time to focus on providing direct patient care.

1.2 Funding Available

Up to \$9,000,000 is available for one-time-only awards of up to either \$230,000 to implement a new EMR or \$120,000 to make changes to an existing EMR and to report data to the OASAS Client Data System (CDS).

1.3 Funding Restrictions

OASAS will only cover expenses for the purchase and customization of the system with a selected EMR vendor. This opportunity will not cover expenses related to any of the following:

- Agency staff time to implement an EMR system
- Annual maintenance and licensing of an EMR system
- Hosting of an EMR system
- Other expenses incurred as part of the EMR implementation that are not paid to the selected EMR vendor

****Funding cannot be used to supplant any existing grants or resources.**

Expenditures supported by these funds must be reasonable and/or necessary for an EMR system in both nature and amount and were not previously and will not otherwise be reimbursed by other funding or programs. Unreasonable and/or unnecessary costs are not allowable. Appendix X of the Consolidated Fiscal and Reporting (CFR) Manual lists items of expense that

are considered non-allowable. In addition, Section 21 of the CFR Manual outlines additional expenses that may not be claimed for reimbursement.**

1.4 Eligible Applicants

Eligible applicants are providers that are OASAS-certified voluntary agencies or local governmental units (LGU) which provide one or more of the following direct care SUD treatment services:

- i. Crisis
- ii. Inpatient
- iii. Residential
- iv. Opioid Treatment
- v. Outpatient

Applicants/Contractors will be responsible to inform OASAS if at any point during the application process or contract period they are no longer OASAS-certified.

Hospital organizations are not Eligible Applicants even if they meet the above criteria.

****Proprietary (for-profit) entities are not eligible.**

See Glossary of Terms for definitions related to OASAS-Certified, Local Governmental Unit and Voluntary Agencies. **

1.5 Funding Method/Contract method

Applicants selected for award will receive a contract, with a period of 7/1/2024 to 6/30/2025, for either \$230,000 for a new/replacement EMR system or \$120,000 to upgrade their existing EMR system. However, their initial budget will be set at (1) one dollar.

Applicants will then be required to select an EMR vendor that is both:

- Certified by the Office of the National Coordinator for Health Information Technology (ONC) Health IT Certification Program (Certification Program).
 - For more information see: <https://www.healthit.gov/topic/certification-ehrs/about-onc-health-it-certification-program>
- Fast Healthcare Interoperability Resources® (FHIR) compliant.
 - For more information see: <https://www.healthit.gov/sites/default/files/2019-08/ONCFHIRFSWhatIsFHIR.pdf>

The applicant must comply with OASAS purchasing guidelines as outlined in the Administrative Manual for OASAS-Funded providers and receive formal quote(s) that outlines the scope of work of the new/upgraded systems and has a timeline that shows a project completion date by 6/30/2025. Once they select the vendor, and receive the formal quote they must send the quote to:

COVIDFundsApplications@oasas.ny.gov

Bureau of Contracts & Procurements

NYS Office of Addiction Services and Supports

Subject: OASAS Project No. SUPP1018, “Provider Name”

Upon receipt of the quote, OASAS will review the quote to ensure it meets all requirements above and issue an “Initial Revised Budget” (see Glossary for Terms) for the quote amount or the contract value, whichever is less.

After the Initial Revised Budget is sent to the provider, applicants may receive up to a 50% advance of the Initial Revised Budget amount.

See “Payment Process” section for additional payment information.

1.6 Unique Entity Identifier (UEI):

Applicants will be required to have a Unique Entity Identifier (UEI) at the time of application. This unique number replaces the DUNS number.

Applicants who do not have UEI should.

1. Visit SAM.gov and select "Sign In" or "Get Started".
2. Create an account with Login.gov if you don't have one already.
3. Choose whether you want to register your entity or just get a Unique Entity ID.
4. Fill out the forms with your business information and follow the prompts.
5. You will receive your UEI number within the process.

1.7 Inquiries and Clarifications:

Any inquiries or requests for clarification about this RFA must be received in writing by the “Deadline for Submission of Applicant’s Inquiries” due date and time found on the cover page of this document **and** must be submitted by email to COVIDFundsApplications@oasas.ny.gov and should have the subject line **“OASAS Project No. SUPP1018.**

Responses to Inquiries and Clarifications will be answered individually within three (3) business days. OASAS reserves the right to post any questions received from an Applicant along with OASAS’s response to the OASAS Procurement web page if OASAS believes the question will benefit other applicants.

OASAS will not accept or respond to telephone inquiries.

1.8 Addenda and Amendments to the Solicitation

In the event that it becomes necessary to revise any part of this solicitation, an addendum or an amendment will be posted on the OASAS website.

However, responsibility for staying abreast of any changes is the sole responsibility of the applicant.

1.9 Glossary of Terms

- **OASAS-Certified:** Pursuant to Article 32 of the New York State Mental Hygiene Law, possession of operating certificate(s) issued by the OASAS commissioner to engage in the provision of Outpatient and Opioid Treatment Services as defined in 14 NYCRR Part 822.
- **Local Governmental Unit:** As defined in New York State Mental Hygiene Law, section 41.03 paragraph 5, local governmental unit “means the unit of local government given authority in accordance with this chapter by local government to provide local services.”
- ****Voluntary Agencies:** As defined in New York State Mental Hygiene Law, section 41.03 paragraph 11, a voluntary agency means a corporation organized or existing pursuant to the not-for-profit law for the purpose of providing local services.**
- **“Bidder” and “Applicant”:** The entity responding to this solicitation. These terms may be used interchangeably in this document.
- **“Bid”, “Application” and “Proposal”:** The documentation submitted by an entity in response to this solicitation. These terms may be used interchangeably in this document.
- **“Solicitation” and “Request for Application”:** The procurement vehicle used to solicit applicants. This procurement has State Finance Law 163 Procurement Economic Development Law 142 procurement relief. These terms may be used interchangeably in this document.
- **In Good Standing:** All of a provider’s operating certificates which are subject to a compliance rating must have a current compliance rating of partial (2 years) or substantial (3 years) compliance.
- **Initial Revised Budget:** The updated budget sent to the provider from OASAS after a vendor has done its due diligences and received quotes/proposals from providers and selected an EMR vendor. This budget shall control the maximum amount of reimbursement under the contract and be used to calculate the advance percentage.
- **Client Data System (CDS):** An OASAS system that enables providers of treatment services to report client demographic and service delivery data online. This includes data on admissions, discharges, transfers, service delivery data, including units of service via the Monthly Service Delivery (MSD), and waiting list data.

2 SCOPE OF WORK/DELIVERABLES

The EMR is an electronic medical record for patient health information generated by one or more encounters in OASAS care delivery settings. Included but not limited to in this information are

patient demographics, progress notes, financial/payment information, SUD history, medications, past medical history, toxicology screens, and treatment goals. An EMR is intended to:

- Improve communication and networking with other providers and with health information exchanges.
- Improve system support.
- Combine separate data sets into a single data set to be used by the treatment provider.
- Allow users to view all patient history based a unique identifier.
- Generate a complete record of a clinical encounter as well as support other care-related activities directly or indirectly via interface including evidence-based decision support, quality management, and outcomes reporting.
- Support the provider in satisfying federal and NYS regulations associated with SUD treatment.
- Have the ability to exchange data with several systems which may include but are not limited to OASAS Client Data System (CDS), Qj {jçtk&Hfwj %t w&F dtmt ç&f si&I wzl %Ywj fyr j sy% wjkjw&ç (LOCADTR), Health Information Exchanges (HIEs), Pharmacies, Electronic Provider Assisted Claim Entry System (ePaces), Electronic Medicaid System for New York State (eMedNY), and Third-Party Health Insurance.

Awarded Applicant Deliverables:

- Work with vendors Certified by the Office of the National Coordinator for Health Information Technology (ONC) Health IT Certification Program (Certification Program) and Fast Healthcare Interoperability Resources® (FHIR) compliant vendors to receive one or more formal quotes/proposals for a new system or for upgrades to an existing system.
 - The quotes/proposals must show an implementation timeline that falls within the contract period.
 - The quotes/proposals must include a CDS Interface. For interface details see https://apps.oasas.ny.gov/portal/page/portal/OASAS_APPS bottom of page under “CDS Batch Submission”
 - The quotes/proposals must include Certified Health IT Product List Certification number (CHPL ID) number.
- Follow all applicable procurement requirements and select one EMR vendor.
- Submit selected EMR vendor’s quote and proposal to OASAS for review.
 - This should be within six weeks of receiving an OASAS executed contract.
 - Failure to send a quote/proposal timely to OASAS may be grounds for contract termination.
- Work with the selected EMR vendor to implement the EMR changes outlined in the quote/proposal.
- Ensure the final deliverable includes CDS interface.

Additional Expectations:

- **Data migration (if applicable):** If transitioning from a paper-based system, Awarded Applicants are expected to develop a plan for securely migrating patient data to the new EMR system.

- **Data reporting:** Awarded Applicants are expected to batch submit data to the OASAS CDS once the system is implemented.
- **Data privacy and security:** Awarded Applicants must adhere to all State and Federal regulations regarding patient data security and privacy.

3 SUBMISSION OF APPLICATIONS:

3.1 Application Deadline and Submission

Applications will be accepted on a rolling basis until funds are exhausted or until the application submission deadline date is reached.

Applications should be emailed to COVIDFundsApplications@oasas.ny.gov by **5:00 P.M. EST JULY 1, 2024**. The subject of the email should read: **SUPP1018, "Provider Name"**.

3.2 Application Format and Content

The submission must include the following:

1. A fully completed and signed (by authorized signature) SUPP1018 - Electronic Medical Records (EMR) Application
2. A completed and signed Attachment 4: Vendor Assurance of No Conflict of Interest or Detrimental Effect
3. A completed and signed Attachment 8: EO 177 Certification
4. A completed and signed Attachment 9: Statement on Sexual Harassment Certification
5. A completed and signed Attachment 10: Executive Order 16.

4 EVALUATION OF APPLICATIONS AND SELECTION

4.1 Completeness Review/Non-Responsive Applications

Applications submitted in response to this RFA shall first undergo a completeness review. Those determined to be responsive and complete shall continue in the evaluation process.

To pass the completeness review, an application must meet the mandatory requirements as follows:

- A.** The application was received by OASAS by the submission deadline date as set forth in the RFA.
- B.** The applicant is eligible to apply as set forth in the "Eligible Applicants" section of this RFA.
- C.** The applicant was prequalified in SFS on the date they submitted their application.
- D.** The applicant included all items identified in the "Application Format and Content" section of this RFA.

Any applications not meeting ALL the requirements above will be returned to the applicant with the reason for the return clearly stated.

Corrected applications may be resubmitted **in full**. Upon resubmission, the application will receive a new submission date.

4.2 Evaluation Process

Applications passing the completeness review will have their “Programmatic Questions” in the “SUPP1018 - Electronic Medical Records (EMR) Application” evaluated. The evaluation will be on a Pass/Fail basis.

Applicants who pass both questions can be selected for award contingent upon the availability of funds.

Applicants who fail one or more of the questions will have their application denied with the reasons for the denial clearly stated.

Corrected applications may be resubmitted **in full**. Upon resubmission, the application will receive a new submission date.

Awards will be made on a continuing first come basis until available funds are exhausted.

5 ADMINISTRATIVE INFORMATION:

5.1 OASAS Reserved Rights

NYS OASAS reserves the right to:

1. Prior to the bid application opening, amend or modify the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
2. Change any of the scheduled due dates.
3. Prior to the bid application opening, direct applicants to submit bid modifications addressing subsequent RFA amendments.
4. Withdraw the RFA at any time, at OASAS’s sole discretion.
5. Make an award under the RFA in whole or in part.
6. Eliminate any mandatory, non-material specification that cannot be met by all of the prospective applicants.
7. Seek clarifications and revisions of bid Applications.
8. Reject all bid Applications received in response to this procurement.

9. Make inquiries, at OASAS's discretion and by any means it may choose, into an applicant's background or statements made in the application to determine the truth and accuracy of statements made by an applicant.
10. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an Applicant's bid and/or to determine an Applicant's compliance with the requirements of the solicitation.
11. Request any additional information pertaining to the applicant's ability, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.
12. Disqualify the awardee if it is determined that false or inaccurate information has been submitted by an applicant regarding proposed candidates, and at OASAS' sole discretion, award the contract to one of the other original Applicants, based on the applicants' best value scores.
13. Disqualify any applicant whose conduct and/or application fails to conform to the requirements of this RFA.
14. Disqualify an applicant from receiving the award if such applicant, or anyone in the applicant's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts.
15. Negotiate with the successful applicant within the scope of the RFA in the best interests of the State.
16. Conduct contract negotiations with the next successful applicant, should the OASAS be unsuccessful in negotiating with the selected applicant.
17. Waive any requirement that is not material and/or unable to be accurately assessed.
18. Waive minor irregularities and/or omissions in a or all Applicant (s) bids, if in the best interest of the State.
19. Utilize all ideas submitted in the Applications received, except those that are specifically identified by an Applicant as "trade secrets".
20. Use application information obtained through site visits, management interviews and the State's investigation of an applicant's or its proposed subcontractor's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the OASAS's request for clarifying information in the course of evaluation and/or selection under the RFA.
21. Cancel or modify contracts due to the insufficiency of appropriations.

22. Accept Applications after the due date for submission for good cause, if in the sole discretion of OASAS good cause has been established.
23. Have unlimited rights to disclose or duplicate, for any purpose whatsoever, all information or other work product developed, derived, documented, or furnished by the Applicant under any agreement resulting from this RFA.
24. Make additional awards in excess of the posted amount if additional funding is made available.
25. Not make an award to any applicant who is not "In Good Standing" as defined in this RFA or who proposes to subcontract with an entity that is not "In Good Standing" at the time a contract is awarded.
26. Make awards based on geographical or regional consideration to best serve the interests of the State.
27. Make multiple awards within a geographic area.
28. Make awards based on the needs of underserved populations as determined necessary and appropriate in the sole discretion of OASAS to best serve the interests of the State.

5.2 Vendor Responsibility

State agencies are required to ensure that contracts are awarded to responsible vendors. A determination of responsibility includes, but is not limited to, an affirmative review of an applicant's qualifications, legal authority, financial stability, integrity and past contract performance. A vendor responsibility review, including completion of a vendor responsibility questionnaire, will be required of any successful applicant. OASAS requires a successful applicant to formally communicate any changes in its responsibility disclosure. Failure to disclose any changes provides OASAS with the right to terminate the contract for cause.

OASAS recommends that applicants file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://osc.state.ny.us/vendrep/documents/system/checklist.pdf> or go directly to the VendRep System online at http://www.osc.state.ny.us/vendrep/info_vrsystem.htm.

Applicants must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at (866) 370-4672 or (518) 408-4672 or email at itservicedesk@osc.ny.gov.

Applicants opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website at www.osc.state.ny.us/vendrep or via contacting OASAS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

5.3 Prequalification Requirements for Not-For-Profit Applicants

Pursuant to the NYS Division of the Budget Bulletin H-1032 Revised, dated December 9, 2023, NYS has instituted key reform initiatives to the grant contract process, which require that **not-for-profits must register in the NYS Statewide Financial System (SFS) and must be prequalified prior to proposal submission.**

- Applicants must be pre-qualified in the NYS SFS when submitting their application. In addition, any award is contingent on the Applicant(s) being pre-qualified at the time of contract execution.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. Additionally, the Grantee Documents web page under Grants Management provides additional information and can be found here. <https://grantsmanagement.ny.gov/grantee-documents>.

1. Register for SFS

- To register an organization, send a complete [Grants Management Registration Form for Statewide Financial System \(SFS\) Vendors](#) and accompanying documentation where required by email to grantsreform@its.ny.gov. You will be provided with a Username and Password allowing you to access SFS.

Note: New York State Grants Management reserves 5-10 business days from the receipt of complete materials to process a registration request. Due to the length of time this process could take to complete, it is advised that new registrants send in their registration form as soon as possible. Failure to register early enough may prevent potential applicants from being able to complete a grant application on time.

If you have previously registered and do not know your Username, please contact the SFS Help Desk at (855) 233-8363 or at Helpdesk@sfs.ny.gov. If you do not know your Password, please click the [SFS Vendor Forgot Password](#) link from the main log in page and follow the prompts.

2. Prequalifying in SFS

- Log into the SFS Vendor Portal. **If this is your first-time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click on the Grants Management tile.
- Click on the Prequalification Application tile. The Prequalification Welcome Page is displayed. Review the instructions and basic information provided onscreen.

Note: If either of the above referenced tiles are not viewable, you may be experiencing a role issue. Contact your organization's Delegated Administrator and request the Prequalification Processor role.

- Select the Initiate a Prequalification Application radio button and click the Next button to begin the process. Starting with Organization Information, move through the steps listed on the left side of the screen to upload Required Documents, provide Contacts and Submit your Prequalification Application.

Note: If the Initiate a Prequalification Application radio button is not available, your organization may have already started a prequalification application and could even be prequalified. Click on the Version History Link to review your organization's prequalification status. If you are not currently prequalified, or your prequalification expires prior to the due date of this RFA, you will need to choose Collaborate on or Update your application.

- System generated email notifications will be sent to the contact(s) listed in the Contacts section when the prequalification application is Submitted, Approved, or returned by the State for more information. If additional information is requested, be certain to respond timely and resubmit your application accordingly.

3. On Demand Grantee Training Material

A recorded session with information about the transition to SFS is available for Grantees on the Grants Management website - <https://grantsmanagement.ny.gov/> and in SFS Coach. The following training material focused on grants management functionality is currently available in SFS Coach:

- An SFS Vendor Portal Reference Guide (https://upk.sfs.ny.gov/UPK/VEN101/FILES/SFS_Vendor_Portal_Access_Reference_Guide.pdf) to help Grantees understand which Grants Management roles they need in the SFS Vendor Portal based on the work they are currently involved in.
- A Grantee Handbook (https://upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf), which provides screenshots and step-by-step guidance on how to complete Grants Management-related tasks in SFS.
- On-demand recorded training videos focused on each aspect of the Grants Management business process.

Agencies can view vendor training material in SFS Coach by selecting SFS Training for Vendors from the Topic drop-down list. Failure to prequalify and maintain your prequalification status will serve as a bar to grant eligibility.

If you have any questions about prequalification, please go to the Grants Management website or contact grantsreform@its.ny.gov.

5.4 Executive Order 16 Requirements

In accordance with Executive Order No. 16, State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia. On March 24, 2022, the United States, in coordination with the European Union and the Group of Seven (G-7), imposed sanctions on an additional 400 Russian individuals and entities. The federal sanctions include efforts to block moves by Russian entities and individuals to evade the sanctions imposed or to use international reserves. While the federal sanctions seek to target specific entities and individuals within

Russia, Executive Order No. 16 is intended to ensure that New York State is not entering into contracts with entities conducting business in Russia and thereby indirectly supporting Russia's unjustified war against the Ukrainian people.

In order to comply with Executive Order No. 16, State Entities must obtain a certification from applicants as part of a solicitation for a new contract or extension of an existing contract. Such Applicant certification shall be made utilizing **Attachment 10**.

5.5 Compliance Requirements

All activities performed with funds from this solicitation must be carried out in a manner that complies with all applicable federal and New York State laws and regulations.

5.6 Reporting Requirements

Applicants will be required to submit expense reports ("claims") for the specified budget period. Such claims shall be for allowable, State aid-reimbursable SUD-related program costs as identified in the scope of work. Such claims shall be on the form identified by the State Agency. Records and documentation must be maintained by the Contractor to support all expenses incurred.

OASAS may add additional reporting based on SAMHSA and OASAS needs for information.

5.7 Payment Process

1. Advance Payment and Recoupment Language:

- a. The State agency will make one advance payment to the Contractor, in the amount of fifty percent (50%), for each program of the budget as set forth in the most recently approved applicable Attachment B form (Budget) within thirty (30) days of State Agency approval of the Initial Revised Budget.
- b. Recoupment of any advance payment shall be recovered by crediting subsequent reimbursement claims until the advance is fully recovered within the contract period.
- c. If upon completion or termination of this contract, all advance payments have not been fully liquidated, the balance of such payments shall be paid by the Contractor to the State upon demand.

2. Interim and/or Final Claims for Reimbursement:

Claims for reimbursement may not be submitted more often than monthly for allowable costs. All invoices shall be submitted using the form identified by the State Agency and submitted to COVIDFundsVOUCHERS@oasas.ny.gov.

This is a reimbursement-based contract, and all reimbursement requests must be for payments made within the contract period. Reimbursement request for a payment to

a vendor will not be honored if the payment was made after the end date of the contract even if the work was performed within the contract period.