



Office for People With Developmental Disabilities

Andrew M. Cuomo
Governor

Kerry A. Delaney
Acting Commissioner

Request for Proposals (RFP) **START Medical Director, NYSOPWDD Regional Office 3**

Agency Information:

Ms. Joan Volpe, NYSOPWDD, Director Regional Office, Region 3 New York, State of Opportunity, Office for People With Developmental Disabilities, Developmental Disabilities Regional Office, Region 3

Designate Contact Persons for Inquiries:

All RFP Proposals are required to be submitted via NYS (New York State), The Grants Gateway. Please reference Appendix A for Technical Assistance Contact information for The Grants Gateway.

All questions regarding this RFP must be submitted by email to the Designated Contact Person: Linda Dias, NYSOPWDD, Regional Office 3, Taconic, linda.dias@opwdd.ny.gov

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Request for Proposals (RFP)

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Appendix A: Introduction, Summary and Timelines

NYS OPWDD, Regional Office, Region 3, accepts Requests for Proposals, (RFP), for a part-time professional position, START Program (Systematic Therapeutic Assessment Resources and Treatment) Medical Director. The START Medical Director reports directly to the START Director and provides exemplary medical services based on the START services model. The START Medical Director in Regional Office, Region 3, serves individuals with intellectual or developmental disabilities residing within eighteen counties (Albany, Columbia, Delaware, Dutchess, Fulton, Greene, Montgomery, Orange, Putnam, Rensselaer, Rockland, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Washington, and Westchester.) Please refer to Appendices A, B and C for the timeline for the RFP due dates, mandatory requirements and scope of work. The START program is a community-based program that provides crisis prevention and response services and actively serves individuals with intellectual developmental disabilities and behavioral health needs. The START Model, first developed in 1988, and cited by the Surgeon General's Report (U.S. Public Health Service, 2002), has been used as a basis for the development of services throughout the United States. The goal of START is to enhance the existing system of care, provide technical support and assistance, and fill in service gaps. Emergency and planned therapeutic resource center programs and supports are part of the supports included in the full array of services provided to meet this important goal. Fidelity to the model is essential for success. While START promotes the development of services in the context of the local system of care, essential mechanisms must be in place for effective service delivery.

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Appendix A: Introduction, Summary and Timelines (continued)

RFP TIMELINE: ACTION

DUE DATE

1. RFP Release Date: NYS Grants Gateway, NYS Contract Reporter, NYSOPWDD Website.	Monday, May 9, 2016
2. Applicants to the RFP submit all questions regarding the RFP in writing to linda.dias@opwdd.ny.gov by the date and time listed to the right.	Wednesday, May 18, 2016, 5:00 pm, EST
3. Applicant Bidder's Conference Call/Meeting: Attendance is Highly Recommended. Grants Gateway registration, Legal Contract requirements, and questions regarding the RFP will be discussed. For information contact Linda Dias, Linda.Dias@opwdd.ny.gov . Conference call: 1-866-394-2346, Conference Code: 4686623857.	Wednesday, May 25, 2016, 10:30 am EST.
4. Responses to all Questions for the RFP released through Grants Gateway.	Friday, May 27, 2016**
5. Request for Proposals (RFP) Submission Due Date. Reminder, the RFP must be submitted through NYS Grants Gateway, the HelpDesk for Grants Gateway, grantsreform@ITS.ny.gov , or 518-474-5595,	Thursday, June 16, 2016 2:00 pm, EST
6. Evaluation of RFPs to determine candidates selected for interviews.	Friday, June 17, 2016 -Tuesday, June 21, 2016**
7. Notification to Applicants chosen for interviews.	Wednesday, June 22, 2016**
8. Interviews; location to be announced	Friday, June 24, 2016**
9. Notification of Tentative Award	Tuesday, June 28 , 2016**
10. Contract Start Date	Thursday, September 1, 2016**
**Date subject to change at OPWDD's sole discretion	

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Appendix B: Request for Proposals, Mandatory Requirements

Please note: The Appendix B must be submitted through The NYS Grants Gateway, by the required date on Appendix A. Prior to the application submission, applicants are encouraged to attend Applicant Bidders Conference Call/Meeting as listed in Appendix A of this RFP.

Section I: Identifying Information: Please provide the following information:

Legal Name of MD (Doctor of Medicine), DO (Doctor of Osteopathic Medicine) or APRN (Advanced Practice Registered Nurse): _____

NYS Board Certification Verification for MD, DO or APRN #: _____

Legal Business, Corporation Name: _____

Legal Mailing Address: _____

MD, DO or APRN Phone contact:

E-mail: _

Signature of Applicant:

(date) _____

Section II: RFP Proposal, Resume, References, and Grants Gateway Electronic Access:

Applicants must submit their proposals into New York State, The Grants Gateway. Please note, access and training on this system will take time and advance preparation. Grants Gateway requires pre-registration and W-9 form with tax identification, and may take up to 10 business days to process. The Grants Gateway HelpDesk may be reached at (518) 474-5595. Each Proposal should also include Resume with applicable experience, education and certification. References: include three (3) business references with contact information.

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Appendix B: Request for Proposals, Mandatory Requirements (continued)

Section III: Mandatory Requirements:

NYS Board Certified M.D (Doctor of Medicine) or D.O., (Doctor of Osteopathic Medicine), or APRN, (Advanced Practice Registered Nurse) with specialty in psychiatry or developmental pediatrics and currently licensed to practice medicine in NYS. Desired candidate has experience treating children and adult individuals with Intellectual and Developmental Disabilities (IDD), challenging behaviors, or dual diagnosis.

Request for Proposals, RFP, submission into the NYS Grants Gateway, which requires pre-registration and IRS W-9 form notarized and may take up to ten business days to process. RFP submission includes:

- a. Appendix B Proposal,
- b. Resume,
- c. References,
- d. Appendix D Cost Proposal,
- e. All Master Grants Contract forms with Notary and Signature pages,
- f. Vendor Responsibility Form,
- g. HIPAA Business Associates Agreement,
- h. OPWDD NYS OSC Substitute W-9 Vendor Registration Form

These documents must be submitted electronically via the NYS Grants Gateway by the due date on Appendix A. Grants Gateway Help Desk, grantsreform@ITS.ny.gov, or 518-474-5595, should be contacted for Grants Gateway Registration instructions and technical assistance. Questions about the RFP should be addressed to Linda Dias, NYSOPWDD, at Linda.Dias@opwdd.ny.gov

It is the sender's responsibility in all cases to ensure that the submissions are received by the due date listed in Appendix A to NYS Grants Gateway and NYSOPWDD where indicated in the RFP.

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Appendix C: Scope of Work

NYSOPWDD, START, MEDICAL DIRECTOR START Medical Director: NYS START Program, (Systemic, Therapeutic, Assessment, Resources and Treatment)

The START Medical Director reports to the START Director and provides exemplary medical services based on The Center for START Services Model. The START Medical Director is a member of a progressive Clinical Team that uses the START linkage model to promote a system of care in the provision of community services, natural supports and mental health treatment to persons with intellectual and developmental disabilities who are receiving services from New York State Office for People with Developmental Disabilities, (NYS OPWDD). The Mission of NY START is to increase the community capacity to provide an integrated response to people with intellectual/developmental disabilities and behavioral health needs, as well as their families and those who provide support. This will occur through cross systems relationships, training, education, and crisis prevention and response in order to enhance opportunities for healthy, successful and richer lives.

A. BACKGROUND

NYS OPWDD serves approximately 130,000 individuals statewide. The START program, (Systemic, Therapeutic, Assessment, Resources, and Treatment), is a community-based program that provides crisis prevention and response services and actively serves individuals with intellectual developmental disabilities and behavioral health needs in Region 3 which includes eighteen counties within the Capital District, Hudson Valley and Taconic Regions. The START Model, first developed in 1988, and cited by the Surgeon General's Report (U.S. Public Health Service, 2002), has been used as a basis for the development of services throughout the United States. The goal of START is to enhance the existing system of care, provide technical support and assistance, and fill in service gaps. Emergency and planned therapeutic resource center programs and supports are part of the supports included in the full array of services provided to meet this important goal. Fidelity to the model is essential for success. While START promotes the development of services in the context of the local system of care, essential mechanisms must be in place for effective service delivery.

B. RESPONSIBILITIES: START MEDICAL DIRECTOR

The START Medical Director, [MD (Doctor of Medicine), DO (Doctor of Osteopathic Medicine) or APRN (Advanced Practice Registered Nurse)] with psychiatric specialty or developmental pediatrics) provides consultation to the START Clinical Team and licensed to practice in the state of NY. The position is a part-time position.

Mandatory Requirements/Qualifications: NYS Board Certified M.D. or D.O., or APRN with specialty in psychiatry or developmental pediatrics and currently licensed to practice medicine in NY state. Experience treating children and/or adult individuals with Intellectual and Developmental Disabilities (IDD), challenging behaviors, or dual diagnosis.

Primary Responsibilities:

START Medical Director serves on the START Clinical Education Team. START Medical Director provides expert consultations through different venues, including but not limited to, telemedicine and on-site at START Therapeutic Resource Center(s), to the START Clinical teams, and additional START staff as needed. START Medical Director provides consultation and training to psychiatrists in the community. START Medical Director provides consultation to medical and psychiatric hospitals regarding treatment of individuals with IDD or dual diagnosis. Optimizes use of resources by developing expertise among the medical/nursing staff. Effectively interfaces with NYS OPWDD Leadership and staff. Participate in recurring team meetings as necessary.

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Appendix D: Cost Proposal Contract Term: 09/01/2016 – 8/31/2021

# OF Services	Object Class Category	Cost	TOTAL Amount
<i>Example 12</i>	<i>2 – hour visits</i>	<i>\$10 per visit (One Service = 4 hours)</i>	<i>\$120</i>
16	7 - hour onsite consultation *	\$ _____ per consultation (One service = 7 hours)	\$
32	4- hour telemedicine sessions *	\$ _____ per session (One service = 4 hours)	\$
	TOTAL		\$

* These hours are for demonstration/cost calculation purposes only.

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Appendix E: Proposal Evaluation Process

1. Proposals will be evaluated by an Evaluation Team composed of but not limited to the following members: NYSOPWDD Management, NYSOPWDD Regional Office Director or designee, NYSOPWDD Regional Office staff, and START Program Administrator(s) and staff.

2. Overview of the Evaluation Process:

Applications will be reviewed by NYSOPWDD to ensure they contain all of the submittals specified in this RFP. Applications that are incomplete in any material respect may be disqualified as non-responsive.

The applications will be evaluated for the purposes of (1) examining the responses for compliance with this RFP and (2) selecting the applicant whose combination of technical merit, cost and interview performance would most benefit NYS OPWDD. The selection process may also include OPWDD verification of information provided in the technical, cost and interview portions of the proposal, if deemed necessary or desirable by OPWDD.

During the evaluation process, the content of the applications will be held in confidence and will not be revealed except as may be required under the Freedom of Information Law (FOIL) or as otherwise required by law. FOIL provides for an exemption from disclosure for trade secrets or information the disclosure of which would cause injury to the competitive position of commercial enterprises. If the application contains any such trade secret or other confidential or proprietary information, it must be accompanied by a written request to OPWDD in the application not to disclose such information, stating with particularity the reasons why the information should not be available for disclosure. OPWDD reserves the right to determine upon written notice to the applicant whether such information qualifies for the exemption from disclosure under the law.

The evaluation process will consist of four levels, listed below. Each component will be scored separately.

Level 1: Mandatory Applicant Requirements (pass/fail)

Level 2: Technical Proposal Evaluation (maximum score of 50 pts)

Level 3: Cost Proposal Evaluation (maximum score of 30 pts)

Level 4: Interview (maximum score of 20 pts)

Applicants who pass Level 1, the Mandatory Applicant Requirements, will advance to Level 2, the Technical Proposal Evaluation. Once the members of the Evaluation Team have independently read and reviewed the RFP submissions, the Evaluation Team may meet to discuss and clarify information in the proposals. In the event there is a need for clarification, the Team will contact the proposer to provide written clarification. There cannot be a post-bid remedy; the written clarification is to specifically address the question by the team, and is to be material in nature to the outcome. Following the meeting of the Evaluation Team, each evaluator will independently score the Technical Proposal Evaluation.

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Appendix E: Proposal Evaluation Process (continued)

The top five scores at Level 2 will advance to Level 3, the Cost Proposal Evaluation. Applicants advancing to Level 3 will undergo a budget review as part of their Cost Proposal Evaluation. Scores obtained during the Level 3 evaluation will be added to the Applicant's score for the Level 2 evaluation. The top 3 aggregate scores will be advanced to Level 4, the interview stage. The interview score will be added to the scores obtained in Levels 2 and 3. The winning Applicant will have earned the highest total score for Levels 2, 3, and 4.

3. In the event of a tie score after completion of the interviews, the winning applicant will be decided by the NYSOPWDD Regional Office, Region 3 Director, based on the following criteria in the given order:

a. Number of years an applicant has delivered services to individuals living with intellectual and developmental disabilities, with preference given to a greater number of years.

b. Demonstrated history of collaborative approaches to program operations involving mental health/IDD service providers;

If tie bids cannot be determined by the above methods, the award will be made by random selection.

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Appendix F: NYSOPWDD Administrative Considerations

The following administrative considerations apply to this RFP and the contract(s) to be entered into with the successful applicant(s):

I. NYSOPWDD Reserves the Right to:

1. Modify the RFP requirements upon written notification to all Applicants that receive a copy of the RFP.
2. Seek clarification or additional information from an Applicant regarding its proposal.
3. Reject all proposals received in response to this RFP when it is in the best interest of NYSOPWDD.
4. Withdraw the RFP at any time at NYSOPWDD's sole discretion.
5. Make an award under the RFP, in whole or in part.
6. Disqualify any Applicant whose conduct and/or proposal fails to conform to the requirements of the RFP.
7. Prior to the RFP submission deadline, amend the RFP specifications to correct errors or oversights, or to supply additional information as it becomes available.
8. Prior to the RFP submission deadline direct Applicants to address subsequent RFP amendments in their RFP.
9. Eliminate any mandatory, non-mandatory specifications that cannot be complied with by all the Prospective Applicants.
10. Waive any requirements that are not mandatory.
11. Negotiate with the successful Applicants within the scope of the RFP in the best interests of the State.
12. Utilize any and all ideas submitted in the proposals received.
13. Require clarification at any time during the process and/or require correction of compliance with the requirements of the solicitation.
14. Waive any immaterial deviation or defect in a proposal. A waiver of immaterial deviation or defect shall in no way modify the RFA documents or excuse the applicant from full compliance with the RFA requirements.
15. Rescind a tentative contract award if a signed contract is not returned to OPWDD within ten (10) business days after it is sent to the successful applicant.

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Appendix F: NYSOPWDD Administrative Considerations (continued)

II. Health Information Portability and Accountability Act (HIPAA)/Mental Hygiene Law Section 33.13:

Health Information Portability and Accountability Act (HIPAA) Standards for Privacy of Individually Identifiable Health Information (The Privacy Rule) was established by the Federal Department of Health and Human Services (HHS). The Privacy Rule (45 CFR Part 160 and Subparts A and E of Part 164) provides comprehensive federal protection for the privacy of health information. The Privacy Rule is carefully balanced to provide strong privacy protections that do not interfere with patient access to, or the quality of, health care delivery. HIPAA has an impact upon how OPWDD and contractors will deal with protected health information of our individuals with intellectual/developmental disabilities. New York State Mental Hygiene Law Section 33.13 also requires disclosure of clinical records to be limited to that information necessary in light of the reason for disclosure.

III. Public Officers' Law:

New York State Public Officers Law Section 73 (8) bars former state officers and employees from appearing or practicing or rendering any services for compensation in relation to any matter before their former state agency for a period of two years from the date of their termination. Additionally, there is a permanent bar against any such activity before any state agency in relation to any case, application, proceeding or transaction with which such officer or employee was directly concerned and personally participated or which was under his or her active consideration.

IV. Restriction on Contact with OPWDD Employees

From the date of issuance of this RFP until contracts are awarded and approved by the NYS OSC (the "restricted period"), applicants and prospective applicants are prohibited from making ANY contact with OPWDD personnel relating to this procurement other than contact with the following designated OPWDD staff: For technical assistance with the [Grants Gateway](#), please call 518474-5595 or email grantsreform@ITS.ny.gov.

For all other questions, contact Linda Dias at 845-473-5050, ext. 139 or linda.dias@opwdd.ny.gov

V. Security of Application:

Prior to contract award, the content of each application will be held in confidence and no details of any application will be divulged to any other applicant. Information communicated to OPWDD by applicants prior to completion of contract award and any other required New York State contract approvals shall be maintained as confidential, except as required by Federal or State law, including but not limited to the Freedom of Information Law. Notwithstanding the foregoing, OPWDD may disclose an application to any person for the purpose of assisting in evaluating the application or for any other lawful purpose.

Following final contract approval by all required state agencies, disclosure of the contents of all applications and pre-award communications shall be available to the public to the extent required by Federal or State law, including but not limited to the Freedom of Information Law.

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Appendix F: NYSOPWDD Administrative Considerations (continued)

All applications, the contract, and related documentation will become OPWDD records, which, in accordance with the Freedom of Information Law, will be available to the public after the contract award. Any portion of the application that an applicant believes constitutes proprietary information entitled to confidential handling as an exception to the Freedom of Information Law, must be clearly and specifically designated in the application. If OPWDD agrees with the proprietary claim, the designated portion of the application will be withheld from public disclosure unless legally required to be released. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate proprietary material will be deemed a waiver of any right to confidential handling of such material.

VI. Confidentiality of Information:

The successful applicant shall treat all information, in particular information relating to OPWDD service recipients and providers, obtained by it through its performance under contract, as confidential information, to the extent that confidential treatment is provided under New York State and Federal law, and shall not use any information so obtained in any manner except as necessary to the proper discharge of its obligations under the contract. The successful applicant is responsible for informing its employees of the confidentiality requirements of this agreement.

VII. Publication Rights:

Materials/documents produced by the successful applicant in the fulfillment of its obligations under contract with the OPWDD become the property of OPWDD unless prior arrangements have been made with respect to specific documents. The successful applicant may not utilize any information obtained via interaction with OPWDD in any public medium (media - radio, television), (electronic - internet), (print - newspaper, policy paper, journal/periodical, book, etc.) or public speaking engagement without the official prior approval of OPWDD Senior Management. The successful applicant bears the responsibility to uphold these standards rigidly and to require compliance by their employees and subcontractors. Requests for exemption to this policy shall be made in writing, at least 14 days in advance, to:

Lisa F. Davis
NYS Office for People with Developmental Disabilities
Contract Management Unit, 3rd Floor
44 Holland Avenue
Albany, NY 12229
Email: Lisa.F.Davis@opwdd.ny.gov

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Appendix F: NYSOPWDD Administrative Considerations (continued)

VIII. Insurance Requirements:

The successful applicant shall agree to procure and keep in force during the entire term of this agreement, at its sole cost and expense, policies of insurance written with companies acceptable to the OPWDD in the following minimum amounts:

Premises Bodily Injury & Property Damage Liability Insurance: Limits of not less than \$1,000,000 each person, \$1,000,000 each accident or occurrence for bodily injury liability and \$300,000 each accident or occurrence for property damage liability.

Automobile Bodily Injury & Property Damage Liability Insurance with minimum limits of \$1,000,000 for injury to or death of any person, \$1,000,000 for each accident or occurrence for property damage liability.

Certificates of insurance naming the State of New York and OPWDD as additional insured shall be submitted with signed contracts. Each policy shall be issued by an insurance company or insurance companies rated B+ or better by A.M. Best & Co. and shall provide that no policy cancellation, non-renewal or material modification shall be effective except upon thirty (30) days prior written notice to OPWDD. OPWDD shall each be furnished a Certificate of Insurance prior to or simultaneously with execution of the contract and the Certificate of Insurance shall constitute a warranty by the successful applicant that the insurance required by this section is in effect.

Workers' Compensation and Disability Benefits Insurance Coverage Requirements

Successful applicants shall provide OPWDD proof of coverage from Workers' Compensation Insurance and/or Disability Benefits covering the obligations of the applicant in accordance with Workers' Compensation Law. If successful applicants are exempt from requirements otherwise requiring one or both of these insurances, proof of such will be required in a form acceptable to OPWDD with the signed contract.

IX. Additional General Duties and Responsibilities:

The successful applicant must also:

Pass all pre-employment checks required by NYS to include but not limited to: Criminal Background checks and Statewide Register of Abuse and Maltreatment.

- Maintain a level of liaison and cooperation with the OPWDD necessary for the proper performance of all contractual responsibilities.
- Agree that no aspect of its performance under the contract to be entered into as a result of this RFP will be contingent upon State personnel, or the availability of State resources, with the exception of all proposed actions of the successful applicant specifically identified in the contract as requiring OPWDD's approval, policy decisions, policy approvals, exceptions stated in the contract to be entered into can be expected in such a contractual relationship or the equipment agreed to by the OPWDD as available for the project completion, if any.
- Meet with OPWDD or START representatives to resolve issues and problems as reasonably requested by OPWDD.

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Appendix F: NYSOPWDD Administrative Considerations (continued)

X. Information Security Breach and Notification Act.

The New York State "Information Security Breach and Notification Act" also known as the "Internet Security and Privacy Act" took effect December 9, 2005. The Legislature and Governor have enacted the Law in response to past and continuing identity theft and security breaches affecting thousands of people. The Law requires any person or business that conducts business in New York State and that owns or licenses computerized data that includes private information (including but not necessarily limited to social security numbers, credit and debit card numbers, driver's license numbers, etc.) must disclose any breach of that private information to all individuals affected or potentially affected in an expeditious manner. Contractors shall comply with the provisions of the New York State Information Breach and Notification Act. Contractors shall be liable for the costs associated with such breach if caused by the Contractor's negligent or willful acts or omissions, or the negligent or willful acts or omissions of the applicant's agents, officers, employees or subcontractors. You may view a copy of the Law at <http://public.leginfo.state.ny.us/MENUGETF.cgi?COMMONQUERY=LAWS> by searching for "INTERNET SECURITY AND PRIVACY." The law is found at Article 2 of the State Technology Law and at Article 39- F of the General Business Law.

XI. Work Outside Contract

Any and all work performed outside the scope of the grant contract awarded pursuant to the RFP, with or without consent of OPWDD, shall be deemed by OPWDD to be gratuitous and not subject to charge by the Contractor.

XII. Subcontracting

The application must indicate if any part of the applicant's program will be provided by a subcontractor (including an organization or an individual who is an independent contractor). To the extent subcontractors have been identified, please name the individual or organization that would be the subcontractor, describe the qualifications and scope of services to be provided by the contractor, and provide a statement of the percentage of the work to be performed by each subcontractor. Subcontractors must also meet the Minimum Qualifications for Selection set forth in section VII, below.

XIII. Debriefing

Once an award has been made, applicants may request a debriefing of their application(s). Please note that debriefings will be limited solely to the strengths and weaknesses of the applicant's own application(s) and will not include discussion of other proposers' applications. Requests for debriefing must be submitted no later than ten (10) business days following the date of award or non-award announcement.

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Appendix F: NYSOPWDD Administrative Considerations (continued)

XIV. Bid Protests

Applicants wishing to file a protest of award(s) must notify the OPWDD, in writing, of its intent to protest within ten (10) working days of its receipt of notice of non-award. The protest should:

- Identify the name of the RFP and the award date; and
- Indicate the applicant's understanding of the reason(s) they were denied the award (i.e.
- summarize the deficiencies identified during the debriefing) and state the justification for the bid protest.

Bid protests must be mailed to:

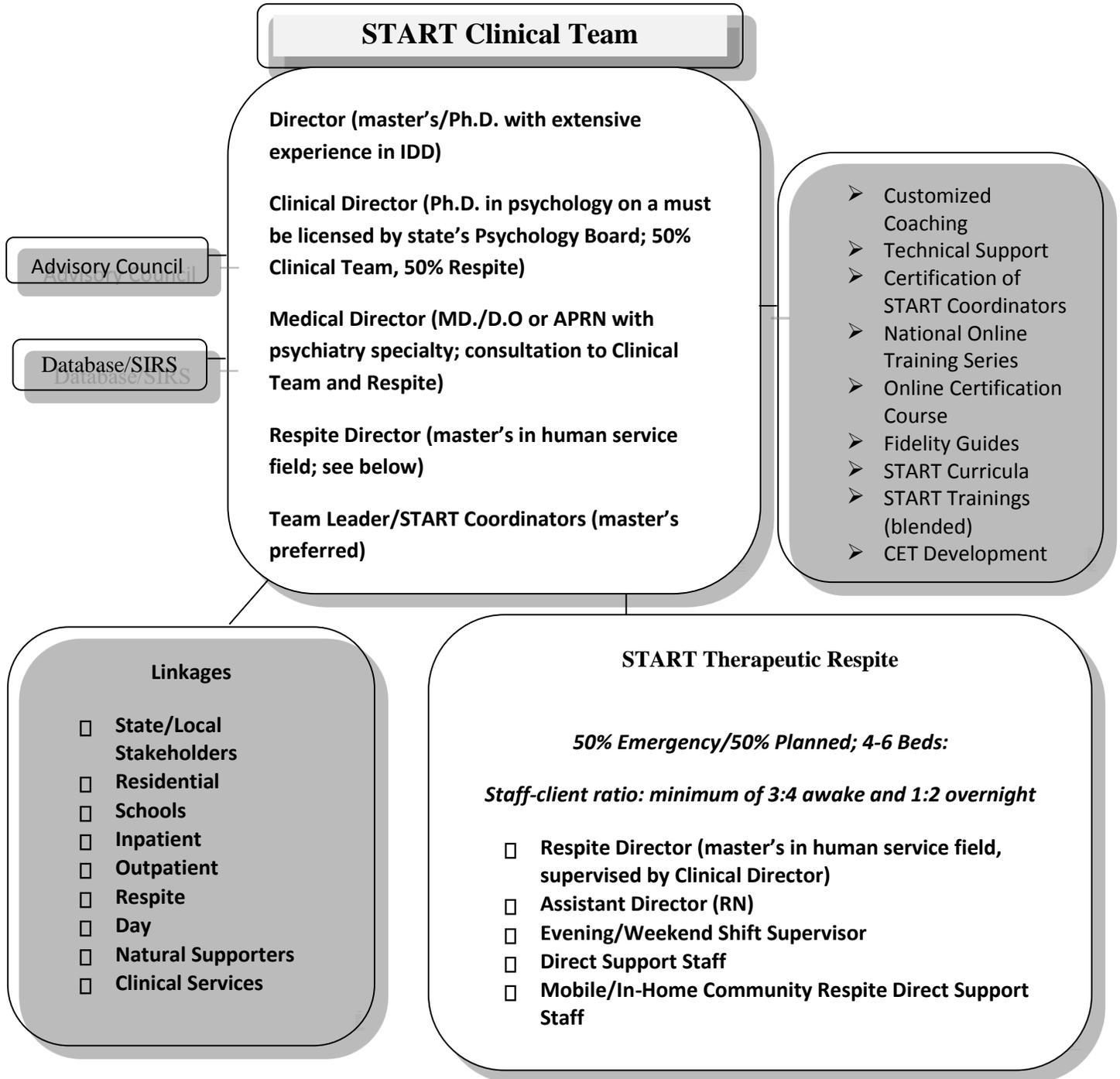
Lisa F. Davis
NYS Office for People with Developmental Disabilities
Contract Management Unit, 3rd Floor
44 Holland Avenue
Albany, NY 12229
Email: Lisa.F.Davis@opwdd.ny.gov

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Appendix G: NY START ORGANIZATION CHART , **This chart provides an example of statewide START implementation*

NY START ORGANIZATION CHART



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