NEW YORK STATE OF OPPORTUNITY.

Office for People With Developmental Disabilities

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Governor

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Western NY DDSOO – 2019-2024 Psychiatric Services

Questions and Answers:

Below is a compilation of the questions received for this bid. Questions that were repeated, or of a recurring nature, were consolidated. Thank you very much for your interest.

1. **Question:** This request is for a part-time (20) hours of psychiatry coverage in (7) Western New York counties. Can you clarify if this is (20) hours each week for all (7) counties combined or, is it (20) hours for each county weekly?

   Answer: This request is for a total of 20 hours of service at a clinic site in Erie County, the patients will be from the 7 counties listed in the IFB.

2. **Question:** Can you tell me the total value of this contract proposal?

   Answer: The value of this contract will be calculated based on the dollars per hour amount of the bid, multiplied by the number of hours provided in a week, over a 5-year period.

3. **Question:** What's the amount per Test or the Range?

   Answer: Psychiatric services are to be performed per the Qualifications and Scope of Work and payment will be made based on the hourly fee provided in the Cost Proposal Form.

4. **Question:** How many Tests are going to be performed for this RFP per year?

   Answer: This question does not apply to this IFB. Please see Qualifications and Scope of Work for the services to be performed under this contract.

5. **Question:** If applicable, who are the incumbents and how long were they in service of the contract?

   Answer: This is a new IFB for Western NY DDSO, there is no incumbent with this qualification and scope of service.

6. **Question:** How many contract awards will be made?

   Answer: One contract will be awarded.

7. **Question:** How many candidates are you looking to hire?

   Answer: It is the bidder's responsibility to determine the number of candidates that they will provide to meet the twenty hour requirement of OPWDD.

8. **Question:** What specific background checks and drug screenings are required?

   Answer: Please see Section C of the Qualifications and Scope of Work of the IFB for the background checks required.

9. **Question:** Will respondents be allowed to pass through the costs for background checks and drug screens to you?

   Answer: No.

10. **Question:** Will a summary of background check results and a list of which searches were conducted be sufficient for background check reporting?

    Answer: No.

11. **Question:** Is a check of the National Sex Offender registry required, or will this check be done at a lower level (state, county)?

    Answer: Yes, the check of the National Sex Offender registry is required.

12. **Question:** What was your annual spend for these services in 2017 & 2018?

    Answer: This will be the first contract with this Qualifications and Scope of Services, and as a result there is no comparable contract.

13. **Question:** If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

    Answer: The only increase allowed under the contract is detailed in Section 5, Payment, of page 4 of the IFB.

14. **Question:** Can a locum's agency bid or is this for temporary services?

    Answer: This IFB is for a 5-year contract. This is not for temporary services.

15. **Question:** Do you intend to make multiple awards?

    Answer: No.

16. **Question:** Since the duties of the Contractor and the Provider are separate and distinct, especially as Contractor does not itself provide medical services, it is important that Providers not be incorporated into the definition of Contractor—can this be incorporated?

    Answer: No.

17. **Question:** Our locums staffing services contracts are "best efforts" and it is company policy not to enter into any contracts in which the vendor is subject to damages for failure to deliver the service. Would you be willing to add this clause in a potential contract?

    Answer: No.

18. **Question:** Can language changes be made? (indemnification, insurance, venue, etc.)?

    Answer: No.

19. **Question:** Will awardees be allowed an opportunity to negotiate the terms of the contract prior to signing?

    Answer: The Contract Hub may negotiate pricing with the low bidder if submitted pricing is deemed unreasonable. Other terms of the contract are not negotiable.

20. **Question:** If awarded, should there be contract terms we are unable to accept, is there a penalty for not signing a contract? Example: monetary damages.

    Answer: No, there is no penalty for not signing the contract. A sample contract was posted with the IFB for potential bidder's review of our terms.

21. **Question:** By submitting a response, are we automatically agreeing to a contract and its terms?

    Answer: No, a sample contract was posted with the IFB for potential bidders to review our terms.

22. **Question:** Or if there are terms & conditions we cannot agree to; can we decline the contract if awarded?

    Answer: Yes, the contract can be declined. A sample contract was posted with the IFB for potential bidders to review our terms.

23. **Question:** If we have exceptions to the Terms and Conditions on the RFP, should we include in our proposal?

    Answer: The contract terms and conditions will not be modified. If you have exceptions to the terms and conditions, you should not submit a bid.

24. **Question:** The agreement doesn't include any locum-specific language; may we propose an addendum to the agreement where we could incorporate some locum-specific terms?

    Answer: No.

25. **Question:** As a locum tenens agency, our providers are considered independent contractors and not employees, can this wording be incorporated?

    Answer: Please see Section 10 Subcontracting, on Page 5 of the IFB. No Subcontracting of services is allowed with this IFB without written permission of OPWDD. OPWDD will not be granting permission to subcontract for these services.

26. **Question:** How many patients per day would you estimate the provider would see?

    Answer: Approximately 14 patients in an 8-hour work day.

27. **Question:** What was last year's spend for these services for this contract?

    Answer: This will be the first contract with this Qualifications and Scope of Services, and as a result there is no comparable contract.

28. **Question:** Are candidates required with our proposal? Could we include sample CVs?

    Answer: Resumes are required at the time the bid is submitted.

29. **Question:** Are there any small business subcontracting requirements associated with this IFB? Are there any specific goals?

    Answer: No.

30. **Question:** Are there penalties incurred if unable to fill any of the openings?

    Answer: This contract is to provide the # of hours/week bid on a regular basis, failure to provide full coverage may result in contract termination.

31. **Question:** Is there an incumbent and current contract for this service? If so, can you please provide the vendor name and current contract rate?

    Answer: This will be the first contract with this Qualifications and Scope of Services, and as a result there is no comparable contract.

32. **Question:** What is the estimated time frame of notice before a need becomes available?

    Answer: This contract will require services as soon as it is approved by the Office of the State Comptroller. We anticipate this contract to start on 12/1/2019.

33. **Question:** What is the expected process and timeline for notifying vendor of needs, reviewing candidates, scheduling providers, etc.?

    Answer: Bids are due 8/14/2019 and the anticipated contract start date is 12/1/2019. Services will be needed immediately on the contract start date.

34. **Question:** May we add a locums to perm conversion fee to our pricing?

    Answer: No.

35. **Question:** Do you want an all-inclusive rate?

    Answer: Yes.

36. **Question:** Will price adjustments be allowed for the renewal years? Can we submit a rate increase with each option year?

    Answer: The only increase allowed under the contract is detailed in Section 5, Payment, of page 4 of the IFB.

37. **Question:** Can we include rates for overtime/on-call/holiday coverage?

    Answer: No.

38. **Question:** Locum tenens physicians are Independent Contractors and as such are not employees. Therefore, Worker's Compensation insurance would not be applicable. Will you waive these requirements for physicians?

    Answer: If the physician or nurse practitioner is accepting the position as an independent contractor and has no employees, they will need to provide a Workers Compensation Certificate of Exemption.

39. **Question:** Will you consider $1M per occurrence/$3M aggregate insurance limits?

    Answer: The insurance requirements are not negotiable and are detailed in Section 11. Insurance of the IFB.

40. **Question:** What is the expected time for the completion of credentialing for an accepted candidate?

    Answer: Credentials should be in place by the bid due date.

41. **Question:** Is Telepsychiatry an option for coverage? If so, do you have your own platform/service provider?

    Answer: No.

42. **Question:** Are Psychiatric NPs allowed to provide coverage? If so, can we add those rates to the pricing sheet?

    Answer: Yes, Psychiatric NPs are allowed to provide coverage. Please use the bid cost proposal page as is to identify the one hourly rate you would charge to fill this coverage with any/all of the acceptable titles.

43. **Question:** Are telehealth providers utilized currently? If not is using them an option?

    Answer: No telehealth providers are utilized currently. Telehealth providers are not an option.

Respectfully,

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