

## Official Responses to Questions and RFP Modifications

**IMPORTANT:** OPWDD is providing the “Official Answers” to questions received in response to the March 20<sup>th</sup>, 2018 release of the Medicare Provider Enrollment Assistance RFP, as amended March 28, 2018; including questions presented during the Mandatory Pre-Proposal Teleconference. Use of the term “the RFP” in the following Answers to Questions is referencing the April 13<sup>th</sup>, 2018 version of the RFP. Bidders are directed to consider the responses and clarifications provided in this document along with the RFP specifications and requirements when developing their proposals. Modifications made to the March 28<sup>th</sup> version of the RFP are detailed below, and included in the attached RFP, “Amended April 13<sup>th</sup>, 2018”.

**Modification 1:** Sections 4.3 – 4.3.4.2 have been revised as follows:

### **4.3 Technical Evaluation (60 percent)**

- 4.3.1 Approach as required in 2.3.4.1 of this RFP (30 Technical points)
- 4.3.2 Qualifications and Experience as required in 2.3.4.2 of this RFP (27 Technical points)
- 4.3.3 Proposer’s References as required in 2.3.4.3 of this RFP (33 Technical points)
- 4.3.4 Diversity Practices/Quantitative Scoring Factor (10 Technical Points)
  - 4.3.4.1 Up to an additional 10 Technical points (6 overall) may be awarded based on diversity practices and efforts of applicants to include New York State Certified Minority and Women-owned Business Enterprises (MWBES) in their business practices as required in 2.3.6 of this RFP; or
  - 4.3.4.2 Up to an additional 10 Technical points (6 overall) may be awarded for proposals deemed responsive meeting the following criteria:
    - 1. Is your company a NYS Certified Minority-owned Business?
    - 2. Is your company a NYS Certified Women-owned Business?
    - 3. Is your company a Small Business as defined in Executive Law Section 310(20) and as detailed in the “New York State Required Certification, Small Business Certification” form included in Attachment Two of this RFP.

**IMPORTANT NOTE:** Non-NYS Certified Minority and/or Woman Owned Businesses, or Small Businesses, must complete the **New York State Required Certification, Small Business Certification** provided in Attachment Two of this RFP, and submit the Certification with the Cover Letter as required in 2.3.3.2 of the RFP, in order to be considered for the Quantitative Scoring Factor.

(NOTE: Credit is to be awarded for only one category, not multiple categories)

**Modification 2:** The instructions for the Attachment Two: Diversity Practices/Quantitative Scoring Factor have been modified to reflect the corrections made to section 4.3.4 of the RFP:

Additional points (up to 4.8% has been increased to 6% of the 100% total evaluation) may be awarded based on diversity practices and efforts of applicants to include New York State Certified Minority and Women-owned Business Enterprises (MWBs) in their business practices; or proposals may receive up to 6% (increased from 4.8%) of the 100% evaluation scale based on the following criteria:

1. Is your company a NYS Certified Minority-owned Business?
2. Is your company a NYS Certified Women-owned Business?
3. Is your company a Small Business as defined in Executive Law Section 310(20) and as detailed in the “New York State Required Certification, Small Business Certification” form following the Diversity Practices Questionnaire included in this Attachment 2.

IMPORTANT NOTE: Non-NYS Certified Minority and/or Woman Owned Businesses, or Small Businesses, must complete the New York State Required Certification, Small Business Certification provided in Attachment 2 of this RFP, and submit the Certification with the Cover Letter as required in 2.3.3.2 of the RFP, in order to be considered for the Quantitative Scoring Factor.

NOTE: Credit is to be awarded for only one category, not multiple categories.
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**Modification 3:** Section 5.3.1 has been modified to reflect a recently added Article 16 clinic; OPWDD now operates “eight Article 16 clinics”, vs. “seven”. Please note OPWDD reserves the right to add Article 16 clinics during the term of the contract, which may have a small impact on the number of clinicians requiring enrollment.

**Modification 4:** Section 5.3.3 has been modified to reflect an increase from 325 to approximately 475 clinicians working across the state that could potentially require Medicare Enrollment.

## OPWDD Responses to QUESTIONS (Q1 – Q20)

Q1. Section 1.1 - Please verify the enrollment is for original Medicare only, not Medicare Advantage plans?

**OPWDD RESPONSE: OPWDD wants to be enrolled for Medicare only and not Medicare Advantage.**

Q2. Section 2.3.5.5.3: Is a description of all staff currently employed by the proposer required?

**OPWDD RESPONSE: No, section 2.3.4.2.3 has been amended as follows: "The proposal must include resumes of the staff who will be assigned by the proposer and their experience with Medicare Enrollment. Provide any relevant educational qualifications and current titles. Staff may be replaced at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience."**

Q3. Section 2.4.2.1 - How many copies of the Cover Letter must be submitted?

**OPWDD RESPONSE: Three signed copies of the Cover Letter are required.**

Q4. Section 2.4.2.3.1 – Should the USB included in Envelope One be labeled “Cover Letter” or “Administrative Proposal”?

**OPWDD RESPONSE: The USB in Envelope One should be labeled "Cover Letter".**

Q5. Section 4.8.2 - Will all the required data for enrollment be available immediately upon award?

**OPWDD RESPONSE: Required data for enrollment will not be immediately available upon award. OPWDD will work with the vendor on what information is needed and how this can be collected.**

Q6. Section 5.2.1 - Are any of the providers currently (or have been previously enrolled and deactivated) enrolled individually in Medicare?

**OPWDD RESPONSE: OPWDD was previously enrolled in Medicare under NY State’s FEIN in 2008. Revalidation has been an issue and has not been completed. OPWDD does employ clinicians but is currently unable to determine the number of clinicians that are individually enrolled with assignment of benefits. Enrollment has not been a requirement for employment with OPWDD. This will be part of the vendor’s review and analysis.**

Q7. Section 5.2.1 - Is OPWDD (and their providers) aware they will need to establish & supply PECOS login information for each provider and for the group entities to the vendor if the PECOs system is utilized rather than paper applications, e.g. 855X’s?

**OPWDD RESPONSE: OPWDD is aware that it must use PECOs and will communicate this as needed to the clinicians/providers.**

Q8. Section 5.2.1 - Are the OPWDD providers currently CAQH registered?

**OPWDD RESPONSE: OPWDD cannot determine the number of clinicians that may be registered with CAQH. Registration has not been a requirement for employment with OPWDD. This will be part of the vendor's review and analysis.**

Q9. Section 5.3.3 - The RFP indicates an estimated 775 providers between the A16 clinics and the IPSIDD programs to be enrolled. A number of provider types allowable under A16 regulations will not be eligible for Medicare enrollment? Does the 375 providers identify only those eligible for Medicare enrollment or could there be less when removing dentists, MA psychologists, LMSW's.?

**OPWDD RESPONSE: The 775 are the average number of individuals served by the clinics per month. OPWDD has updated the number of providers/clinicians from 375 to 475 (please see RFP Modification #3 above). OPWDD recognizes that some clinicians will not be eligible for Medicare enrollment and this will be part of the vendor's review and analysis.**

Q10. Section 5.5.1.2 - Will we have direct contact with any of the providers or is all OPWDD contact thru the assigned Project Manager?

**OPWDD RESPONSE: The vendor can have direct contact with clinicians/providers and clinical directors as needed. The project manager will help to facilitate this contact.**

Q11. Section 5.5.2.1 - In what form the vendor receive the enrollment demographic and other data from OPWDD? Would an upload or export in an excel or CSV file from the OPWDD credentialing system be possible?

**OPWDD RESPONSE: OPWDD does not currently have a credentialing system, but OPWDD clinicians would meet licensing or certification requirements per New York State law. Therefore, enrollment information will not be available for export from a system. OPWDD will work with the vendor to collect necessary information and provide it in a format that can be used to assist with the enrollment process.**

Q12. Section 5.5.2.2- What exactly will be the Project Coordinator's role?

**OPWDD RESPONSE: The OPWDD staff person assigned as the project manager or project coordinator will track the project's progress, assist in assuring that clinicians and clinic directors are responsive to any requests, coordinate the collection of necessary information, coordinate with any other units in providing data, and facilitate connection with other needed OPWDD staff.**

Q13. Section 5.5.4.1 – Please describe in more detail OPWDD's expectations regarding "eligibility requirements that may include certification of compliance and certification surveys"?

**OPWDD RESPONSE: OPWDD currently performs surveys to certify its Article 16 clinics' sites, but these surveys are used to meet NY State Regulations, so the vendor will review these surveys and any other information to determine if the clinics meet the requirements for Medicare enrollment. If these surveys do not meet requirements, the vendor will be asked to provide technical assistance on what OPWDD needs to change or do to ensure that the clinics meet applicable requirements for participation in Medicare.**

- Q14. Section 6.1.35.2.1 - Are bidders allowed to utilize one NYS certified MWBE firm to fulfill the 30% MWBE participation, or is it recommended to utilize one firm for the MBE participation, and one separate firm for WBE participation?

**OPWDD RESPONSE: It is recommended to utilize one MBE and one WBE vendor, when available. If there is only one vendor goal type that can be utilized, the bidder must submit a waiver request for the goal type not being utilized.**

- Q15. Please confirm and discuss whether the lack of NYS certified small business certification has an impact on the RFP scores?

**OPWDD RESPONSE: Per section 4.3.4 of the RFP, Up to an additional 10 Technical points (6 overall) may be awarded based on diversity practices and efforts of applicants to include New York State Certified Minority and Women-owned Business Enterprises (MWBEs) in their business practices as required in 2.3.6 of this RFP; or Per section 2.3.4.5.1 of the RFP, 2.3.4.5.1 To be considered for the Quantitative Scoring Factor, Non-NYS Certified Minority Owned, Woman Owned, or Small Businesses, must complete and submit the New York State Required Certification provided in Attachment Two of this RFP, with their Cover Letter submission as required in section 2.3.3.2 of this RFP. Credit is to be awarded for only one category, not multiple categories.**

**\* Please note the changes made to the Diversity Practices/Quantitative Scoring Factor instructions in Attachment Two of the April 13<sup>th</sup>, 2018 version of the RFP.**

- Q16. Are only New York State Certified MWBEs allowed to participate in this Procurement?

**OPWDD RESPONSE: No, per section 6.1.35.2.1 of the RFP, "For purposes of this solicitation, the OPWDD hereby establishes an overall contract goal of 30% for MWBE participation: 17% for New York State certified minority-owned business enterprise ("MBE") participation and 13% for New York State certified women-owned business enterprise ("WBE") participation. Contractor must document its good-faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and agrees that the OPWDD may withhold payment pending receipt of the required MWBE documentation".**

- Q17. Please confirm the provider type for the Article 16 clinics' NY Medicaid provider enrollment.? Refers to the various "provider types" eligible for enrollment in the New York Enrollment such as Clinic, Diagnostic & Treatment Center (D&TC); Intermediate Care Facilities for Individuals with Intellectual Disabilities-OPWDD (ICF/IID); Freestanding Clinic (D&TC) etc  
<https://www.emedny.org/info/providerenrollment/>

**OPWDD RESPONSE: OPWDD operates Freestanding Clinics.**

- Q18. Are these clinics separately enrolled in Medicaid with each having a Medicaid number/enrollment or are they enrolled under one Medicaid provider enrollment with multiple practice locations?

**OPWDD RESPONSE: OPWDD is not currently billing Medicaid for these services, but is enrolled in Medicaid with a unique MMIS Provider ID for each main clinic site.**

Q19. Can you confirm whether all services are billed under one legal entity/tax ID? If not, please provide the number of different tax ID's to be utilized.?

**OPWDD RESPONSE: Previously OPWDD billed under one Federal Employer Identification Number (FEIN) which is a state wide ID assigned to the New York Office of the State Comptroller (OSC). OPWDD would like to explore the issuance of its own tax ID but would need to gain permission from OSC.**

Q20. It was mentioned that the New Electronic Health Record System (EHR) will be capable of billing for clinical services to Medicare starting March 1<sup>st</sup>, 2019. We wanted to know the Firm's name who is supporting this EHR system.

**OPWDD RESPONSE: For access to state and local government spending, public authority financial data and information on over 140,000 state contracts, visit Open Book New York. The easy-to-use website was created to promote transparency in government and provide taxpayers with better access to financial data.**

[www.openbooknewyork.com](http://www.openbooknewyork.com)

**Or, disclosure of items related to this Agreement shall be permitted consistent with the laws of the State of New York and specifically the Freedom of Information Law (FOIL) contained in Section 87 of the Public Officers Law. Requests for information related to OPWDD specific contracts may be submitted by emailing: [foil.requests@opwdd.ny.gov](mailto:foil.requests@opwdd.ny.gov) .**