



Office for People With Developmental Disabilities

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Re: 2024-2029 OPWDD Statewide Medication Regimen Review Services RFQ OPD 050724

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:** Please can you clarify this training requirement for me. Will OPWDD provide the requirement training and if not how do one go about finding the training provider?

Answer: Per RFQ OPD 050724, Training will be provided by OPWDD, and the Contractor is expected to comply with training requirements. All contractor employees providing services must meet the requirements of RFQ.

2. **Question:** Are all regions fully utilizing the EHR at this time? This bears heavily on the ability to complete the reviews remotely and efficiently.

Answer: All regions are fully utilizing EHR.

3. **Question:** Can the remote work be performed from any location with secure internet access? Or must it be performed only within NYS?

Answer: Remote work may be performed outside of NYS but please note that issues of connectivity not related to OPWDD's network are the sole responsibility of the Contractor. If the Contractor is unable to use the EHR system due to non-OPWDD related connectivity issues, on-site reviews must be conducted. The laptop must be made available for inspection and update within one week, upon request from OPWDD.

4. **Question:** Is there any way to estimate the number of reviews by month? As different sites have different schedules, it would be a concern if 50% of the reviews were due the first month of the contract.

Answer: Yes, we can estimate reviews by month. A report will be generated at the initiation of the contract that lists all upcoming review due dates . Current reviews range from 200-600 per month, never 50% in one month. These can be adjusted slightly.

5. **Question:** Could some reviews be done early in the first year so as to balance the workload over a 12-month period?

Answer: Yes, this could be done within reason, but reviews are already spread out evenly throughout the year. After the initial due dates are assigned in the first year, the review due dates need to remain the same per person for consistent tracking.

6. **Question:** Can some of the reviews be subcontracted out to a qualified, properly trained pharmacist? Or would extra help have to be my direct employees?

Answer: No Subcontracting of services is allowed with this RFQ.

7. **Question:** If I hire one or two qualified employees and train them, could they be on-boarded in 30 days' time? [NYS HR, EHR training, background checks, etc.]

Answer: This process usually takes 1-2 months, depending on coordination of all people involved. There is no guarantee that 30 days will be possible, but we aim to be close to 30 days or less. It is expected that vendors awarded regions have enough reviewers to complete the required reviews effectively and reliably; ideally, a minimum of two reviewers per region, but larger regions may require additional reviewers to remain in compliance with the RFQ requirements. Please note that each region contains multiple DDSOOs.

8. **Question:** May I include OPWDD employees as professional references in the RFQ?

Answer: An OPWDD Business Office may be included as one reference.

9. **Question:** Will forming an LLC after the contract has been finalized cause a problem with contracting or payment?

Answer: All potential changes to the Contractor name, address, FEIN, etc., must be communicated to OPWDD immediately. If a Contractor changes their FEIN number during the contracted period, OPWDD has the ability to assign the contract to the new FEIN number. Payment may be slightly delayed while the assignment is reviewed and approved by the NYS Office of the State Comptroller.

10. **Question:** I note that there are invoicing and billing correction requirements for the contractor. What is the requirement for OPWDD regarding issuing payments? What is the timeline from invoicing to payment issuance? Does this service fall under the “prompt pay” requirements?

Answer: New York State Finance Law §179-f requires the State to pay vendors promptly (within 30 days for most vendors, 15 days for qualified Small Business vendors). State Finance Law allows for interest to be paid in certain instances when payments are not completed within these timeframes. Interest is automatically calculated if warranted. Information regarding the submission of invoices may be found in RFQ OPD 050724, Accounting, B. Payments will only be processed after receipt of a complete and accurate invoice with all required backup included. To be eligible for prompt pay, vendors must complete a few simple steps in the NYS OSC Vendor Self Service Portal:

- Sign up to receive payments electronically – Once you sign up, you’ll begin to receive payments via electronic deposit into the account that you specify.
- Sign up to send invoices electronically.
- Certify that you’re a qualified small business. To be considered a qualified small business under this legislation you must: (1) have a primary place of business in New York State; (2) have a significant business presence in New York State; (3) be independently owned and operated; (4) not be dominant in your field; and (5) employ 200 employees or fewer at the time of the payment. To certify:
 - Log in to the [Vendor Self-Service Portal](#)
 - Select the “Self-certify as a NYS Prompt Pay Small Business” link.
 - Follow the prompts to complete your certification.

Please visit the NYS OSC website for more information.

Respectfully,

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