



Office for People With Developmental Disabilities

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Re: 2024 - 2029 Psychiatric Services for Article 16 Clinics in Broome and Chenango Counties IFB BR 021524

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: Would it be possible to get a patient census for both positions at Broome and Chenango County facilities that our providers would be required to see on a daily basis? How many clients will the provider care for in their caseload?**

Answer: Broome County Article 16 Clinic serves 608 individuals and Chenango County serves 217 individuals for psychiatry services. A schedule is prepared daily. There are between 10-14 appointments allotted each day, per provider. Individuals are typically seen every 6 weeks to 6 months, based on level of need.

2. **What is the type of EMR system to be used by the providers?**

Answer: Our EHR is a proprietary platform, unique to the state. It is not standard for any other hospital or clinical setting.

3. **What is the demography of patients, i.e., specific disabilities, sex, age?**

Answer: The OPWDD Article 16 Clinic covers a diverse demographic. Currently the clinic serves both children and adults with varying disabilities, all with dual diagnosis.

4. **Will there be supporting staff for the providers?**

Answer: OPWDD provides staff to operate and manage the Article 16 clinic such as scheduling appointments and obtaining prior authorizations for prescriptions.

5. **Will the providers be required to supervise other staff?**

Answer: Providers are contracted employees and therefore do not supervise OPWDD staff.

6. **Will it be possible to change providers during the tenure of the contract?**

Answer: OPWDD is not looking for temporary services. OPWDD is looking for a qualified treatment provider who can commit to the full term of the contract.

7. Will the providers be on-call with the possibility of being callback after the stipulated hours are completed?

Answer: No, the Article 16 clinics do not offer emergency or on-call services after hours.

8. Have these services been procured in previous years? If so, who are the incumbent vendors and what are the incumbent bill rates? What was the spend on this contract in in 2021, 2022 and 2023? What was the previous price that OPWDD was charged for these services? How many hours did these titles work in 2021, 2022, and 2023? How many vendors do you currently partner with on this contract or the previous contract? Who are your current vendors?

Answer: This procurement is in a restrictive period, such records will not be provided, and are exempt from FOIL until the contract(s) resulting from this IFB are fully executed.

9. What is the estimated number of needs for this contract? or what is the estimated spend? What is expected annual spend for this contract in 2024 and 2025?

Answer: The budget is not pre-determined. Contract(s) price/budget is established using the winning bid(s) cost per hour. Price must be determined to be competitive and justifiable.

10. How many vendors will be awarded?

Answer: Per IFB BR 021524, page 17, 17. Evaluation Criteria: Method of Award, multiple contracts may be awarded. The number of contracts will be dependent on the bid results.

11. Are these long-term scheduled assignments or will the schedule change on a daily or weekly basis for each caregiver?

Answer: The schedule for each provider changes daily. The providers cover 10-14 appointments daily in addition to filling prescriptions and covering other clinical responsibilities.

12. Does this solicitation require a M/WBE goal that must be satisfied?

Answer: The M/WBE goal for this procurement is 0%.

13. Would the district accept experience with the Federal government, specifically with the VA? Will references from other Federal government agencies with similar positions/discipline satisfy the request for a reference?

Answer: Per IFB BR 021524, the Treatment Provider must be experienced in providing Adult and Child Psychiatric Services and have at least one year of experience in serving people with developmental disabilities. All experience/references meeting these requirements will be considered.

14. Our organization is a Service Disable Veteran Owned Small Business. Could this socioeconomic class be used to satisfy any financial goals?

Answer: OPWDD has set SDVOB goals. This procurement is open to all bidders meeting the IFB requirements, specifically those detailed in the Scope of Work.

15. How many resumes (candidate packages) are required?

Answer: Bidders must provide the following documents for any proposed candidates: the Treatment Provider's résumé with experience, a reference list related to services previously provided to developmentally disabled individuals, professional license, picture I.D., and

documentation verifying board certification or board eligibility. These documents must be submitted with the bid.

16. How many FTE's are estimated to be contracted to awarded vendors? How many Providers do you need?

Answer: OPWDD has not pre-determined an FTE/Provider estimate. The number of Treatment Providers will be dependent on the bid results.

17. For the section related to page 20, "II. Documents to be Provided by Contractor", can you confirm if the below items can be submitted upon potential award, or must it be submitted with the bid?

3. The Contractor must be insured and provide proof of current malpractice insurance in addition to the insurance requirements outlined on page 5 in Section 12. Insurance Requirements. The Contractor must notify their insurance carrier of OPWDD's clinic sites as practice sites.

4. The Treatment Provider must submit to TB testing/inoculation according to 14 NYCRR Section 633.14. Proof of two MMR (measles, mumps, rubella) inoculations in the person's lifetime is also required.

Answer: The items listed above may be submitted upon potential award.

18. Is OPWDD considering bids from staffing companies for this need?

Answer: Anyone (individual or agency placement) that can meet the qualifications, submission requirements, and duties listed in this Invitation for Bid for these services can submit a bid that could result in an approved contract. Please note that OPWDD is not looking for temporary services. OPWDD is looking for a qualified treatment provider who can commit to the full term of the contract.

19. How many vendors received this RFP?

Answer: IFB BR 021524 was advertised on the NYS Contract Reporter website. It is unknown how many vendors viewed or downloaded the documents.

20. Why is the contract out for bid? Is it required to be put out for bid?

Answer: OPWDD is in need of psychiatric services and does not have staff available or qualified to provide these services. NYS procurement law dictates which procurements are released for bid.

21. Is OPWDD satisfied with the current provider (s) of services?

Answer: Yes

22. Is this RFP seeking new firms to add on to the current vendor panel or bring in completely new vendors?

Answer: This procurement is open to all bidders meeting the IFB requirements, specifically those detailed in the Scope of Work.

23. What is the onboarding process and how long does it take?

Answer: The onboarding process requires enrollment in Medicare and Medicaid which can take time. They also require training and enrollment in EHR, OPWDD e-mail access and background checks. To

prescribe narcotics, they need a DEA number which has been completed by the supervising physician's office. Onboarding can take between 1-3 months.

24. What would you like to see with the awarded vendor and their approach to the request?

Answer: Only proposals judged to be responsive to the submission requirements set forth in IFB BR 021524 will be evaluated. All bidders should carefully review the IFB and contract template, adhere to all bid submission requirements, and be responsive to OPWDD inquiries.

25. How many references for the provider do you need?

Answer: All bidders must submit at least three (3) work references that will verify that the bidder or its principals have at least three (3) years of relevant experience to complete the work as listed in Qualifications and Scope of Work. If the bidder is not the Treatment Provider, they must also submit three references for each Treatment Provider who will provide contracted services.

26. Are you seeking bidders with the lowest price? If not, what other considerations are they taking into account when evaluating proposals?

Answer: OPWDD will select the responsible and responsive Bidder(s) that will provide the lowest Hourly Rate for Psychiatric Services for Each Site.

27. Is it possible to add mutual indemnification into the contract agreement for selected vendors? Will exceptions to the General Terms & Conditions be a part of the evaluation? Could exceptions be a detriment to winning the bid?

Answer: OPWDD does not allow vendor changes to the contract template.

Respectfully,



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