



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

SAMUEL D. ROBERTS
Commissioner

MICHAEL PERRIN
Executive Deputy Commissioner

REQUEST FOR QUALIFICATIONS CONSULTIVE EXAMINATION APPLICATION

The New York State Office of Temporary and Disability Assistance (OTDA) invites interested providers meeting the criteria described below to apply for a Consultative Examination (CE) Contract to provide independent medical and/or psychiatric/psychological examinations and/or intelligence evaluations. The information provided from these examinations and any ancillary testing will be used to assist social service districts (districts) in making a determination of an individual's employability under State guidelines. In addition, these examinations may assist districts to determine if any of these individuals have disabilities severe enough to potentially qualify them for Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) benefits or in some cases eligibility for Aid to Disabled reimbursement under Medicaid.

All examinations will be reimbursed at or below (if provider proposes less) the OTDA Division of Disability Determinations (DDD) fee schedule rate (see Consultative Examination Fee Schedule) which is subject to periodic revision. Currently these rates are \$128.63 for each Medical and Psychiatric/Psychological examination and at \$147.00 for each Intelligence evaluation.

CE providers examine the client and perform or arrange for ancillary testing when authorized by the district. The most frequent types of testing include: X-rays, Resting and Exercise Treadmill EKG's, Pulmonary Function Tests, and Laboratory Tests. CE providers must perform or arrange for the ancillary testing and laboratory work. Rates for all ancillary tests are set by OTDA at the DDD fee schedule rate. Any testing must be completed either the day of the examination or within 5 days.

CE providers will be required to complete and submit an examination report to the district, using forms provided by OTDA, within 10 business days of the examination. Reports submitted to districts more than 10 business days after the examination may be subject to a late penalty of 5%. Forms used for Medicaid related examinations will differ from those used for employability evaluations. Districts may have specific requirements which will need to be addressed prior to referrals. CE providers will be required to submit vouchers for payment to OTDA monthly, along with a verifiable accounting of the examinations and testing performed for each client. The reported results of the physical/mental/intellectual examination, ancillary test(s), pertinent laboratory findings, diagnosis and prognosis must conform to accepted professional standards and practices in the medical field to be considered a complete and competent examination.

WHO MAY APPLY

Applicants must clearly demonstrate capacity through past experience to perform the types of services specified in this application. Past experience may include NYS Division of Disability Determination exams, employment exams, independent medical exams and direct patient care. The number and types of examinations will vary by district. OTDA cannot make any assurances on the number or type of examinations or participation of any district in the CE Contract. Applications without substantial experience in providing the above-referenced examinations, credibility and/or who lack adequate financial resources will be rejected. A qualified Applicant must be a single, fully responsible prime contractor and must identify any intended

subcontractors and describe in detail their specified roles. The use of subcontractor(s) must be approved by OTDA. Applicants and their staff must be in full compliance with federal, State and local operating requirements, as appropriate, for providing a facility and services as specified by the application. Contractors providing medical consultative examination services must comply with those articles, which regulate the admission to and practice of the professions, including medicine. All such entities must be in compliance with the requirements of Education Law 6527 and in compliance with Article 15 of the New York State Business Corporation Law, or other corporate organization for physicians as authorized by law. All directors and officers of a corporation providing medical examinations (except those entities delineated in Education Law 6527) must be physicians. OTDA reserves the right to disqualify from consideration any organization that it believes is not capable of performing the services as specified in the application.

SUBCONTRACTING PROVISIONS: The Applicant must be a single, fully responsible prime contractor and must identify any intended subcontractors and describe their specified roles in detail.

HOW TO APPLY

As a prospective provider, review the accompanying CONSULTATIVE EXAMINATION CONTRACT and the terms and conditions that are included within. If you can provide the services requested and abide by the terms and conditions, complete and submit the following forms:

1. Consultative Medical Examinations Application
2. Consultant Enrollment Form
3. Medical Staffing Form
4. Consultative Examination Fee Schedule
5. Disclosure of Prior Non-Responsibility Determinations
6. Non-Collusive Bidding Certification
7. Procurement Lobbying Act Agreement
8. OTDA Bidder Application Form

Mail the required forms to:

**New York State Office of Temporary and Disability Assistance
Attn: Susanne Haag
11th Floor - Section D
40 North Pearl Street
Albany, NY 12243**

HOW WILL APPLICANTS BE INFORMED REGARDING A FINAL DECISION?

If additional information or clarification is needed regarding the application process you may call CE program contact Susanne Haag at (518) 486-6291. All applications will be reviewed and a notice of decision will be sent to each applicant by OTDA. If the application is deemed qualified, additional instructions on completing the subsequent contract and submitting any required documents will be included with the notice of decision.