

REQUEST FOR PROPOSALS
BUFFALO, ROCHESTER, UTICA, CONSULTATIVE EXAMINATIONS
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
RESPONSES TO QUESTIONS

The Official responses to questions submitted pursuant to Section 4.2 (Questions) of the above-captioned Request for Proposals (RFP) are listed below. Responses are in **bold blue type**.

1. What kind of insurance do we need? pg. 14 (4.11)

Response:

New York State Insurance Requirements can be found in Appendix W.

2. Can we split a contract? pg. 14 (4.12.k)

Response:

No. Offerors must perform all examinations and testing as identified in Appendix B and C. A qualified Offeror must be a single, fully responsible prime contractor and must identify any intended subcontractors.

3. Is CAQH sufficient background check? pg. 18 (4.17)

Response:

No. It is OTDA's understanding that "CAQH" (a non-profit alliance), creates shared initiatives to streamline the business of healthcare, to include the obtaining of physician's profiles, which include but are not limited to personal details, attestations, signature pages and other documents (the bulk of credentialing information). OTDA has no knowledge of what is actually involved in this process, but notes that, based upon this understanding; the "CAQH" background check does not include non-physician staff, part of the RFP and Contract requirement. OTDA does not know if the "CAQH" process includes both a review and an evaluation of the following:

- ✦ Social Security Number search and verification of U.S. citizenship or legal immigration status (if appropriate);**
- ✦ Criminal history check/court records (Federal, State and local for the past five years);**
- ✦ Work experience/history (for the past five years); and**
- ✦ Pertinent education/professional credentials.**

Additionally, the RFP requirement (Per RFP Attachment E Section XVI (C) pg. 49) also includes that the successful Offeror will need to certify that staff provided to perform Services possesses the necessary integrity and professional capacity to meet OTDA's reasonable expectations.

4. Where will records be stored for the 6th year of request (hard copy, electronic)? pg.19 (4.20)

Response:

Records (hard copy and/or electronic) will be stored securely on the Contractor's premises or other OTDA approved secure location provided by the Contractor.

4. a. What type of security and is password protected server ok?
b. Secondly, What are password & encryption standards pre approved by OTDA? pg. 20 (4.20.5)

Response:

A Contractor will have in its possession medical records, as well as Personally Identifiable Information (PII), that must be securely maintained and protected at all times. The Contractor must employ security measures, including encryption policies and password standards that are consistent with sound and accepted medical practice for the handling and protection of both medical records and sensitive information. The Contractor must comply with the then current New York State Information Security Policy as required by the NYS Office of Information Technology Services. A copy of this policy may be obtained on the following website: <https://www.its.ny.gov/document/information-security-policy>

5. Do we have to have umbrella coverage for the practitioners med/mal & property casualty? Appendix W.

Response:

Please refer to Appendix W, Section 1, Commercial General Liability, Section 5 Professional Liability and Section 7 Umbrella and Excess Liability. Appendix W requires certain levels of coverage, umbrella policies would be required to supplement an Offerors existing coverage, if an Offeror does not maintain the required coverage level.

6. Who will do DATA transfer, do I need an IT guy? Appendix S

Response:

The Contractor is required to perform a number of Data Transfer steps as outlined in Attachment 1 Statement of Work and Appendix S.

7. Performance bonds & liquidated damages? Appendix W pg. 6

Response:

There is no mention of Performance Bonds and/or Liquidated Damages in Appendix W. Please refer to Attachment E, XVIII. INDEMNIFICATION AND LIABILITY.

8. Can we subcontract to an existing network or other disability mgt. company?

Response:

The only functions that may be subcontracted are administrative services, transcription services, laboratory services, radiology interpretation services, and the Optional Services listed in Appendix C. (Section 2.3, pg. 5)

9. Who is the current prime contractor and where can this contract be found?

Response:

The present Contractor is Industrial Medicine Associates, PC.

The Freedom of Information Law (Public Officers Law Article 6) is New York State's principal statute on providing for public access to government records. The Records Access Officer is responsible for ensuring appropriate agency response to public requests for access to records.

If you wish to access a record under FOIL, you must make your request in writing. Please be as specific as possible in describing the records in which you are interested. Within five business days of the receipt of a written request, we will send a written acknowledgement that we received the request. Please send your inquiry via mail, fax or e-mail to:

Records Access Officer
New York State Office of Temporary and Disability Assistance
40 North Pearl, 16th floor
Albany, NY 12243
FAX: (518) 486-6935
E-mail: nyspio@otda.ny.gov

More information regarding OTDA's FOIL Policy can be found at

<https://otda.ny.gov/legal/FOIL/>

10. When a psychiatric interview and psychological testing are performed together, what is the minimum required amount of time spent with each claimant?

Response:

75 minutes, (30 minutes for a psychiatric examination and 45 minutes for a psychological examination) must be spent with the claimant when performing both examinations. Refer to Attachment 1 Statement of Work D.6 (pg. 61).

11. Are both a Table of Contents and an Index required?

Response:

Yes. As per section 5.2 Technical Proposal, Paragraph B Table of Contents:

The Table of Contents should clearly identify all material (by section and page number) included in the Proposal. For Example:

| | | |
|---------------------|--------------------------|-------------------------------|
| Example: | Table of Contents | |
| Section – | RFP Section | 5.2 Technical Proposal |
| Page Number- | Page Number 22 | |

Specific attention is directed to the list of requirements provided in Attachment B. Each Technical Proposal must contain an index that cites each tab in the Technical Proposal. For Example:

| | |
|-------------------|--|
| Tab Number | 1, 2, 3, 4, 5 |
| Index | Is what the tab number references |
| Example: | Index |
| Tab # 1 | Title Page |
| Tab # 2 | Table of Contents |
| Tab # 3 | Offeror’s Certified Statements |

12. Are both pages of Appendix I required to be placed in both the Service Plan Section 5.2.G as well as the Staffing Section 5.2.F?

Response:

Yes. Appendix I (both pages) should be placed in the Staffing Section 5.2F and a duplicate copy placed in the Service Plan Section 5.2G.

13. On Page 22 of the RFP 5.2 Technical Proposal Format Section A, Title Page: the directions state that the Title Page should provide the RFP Subject and Number. We are unable to locate the RFP Number. Can you please provide the number, or clarify how this should be addressed?

Response:

The Number would be the Contract Reporter Ad number which is CR2024690.

14. Is documentation provided by the NYS Department of Education online verification acceptable proof of NYS licensure? (Page 59 – C.1 All Physicians, psychologists and speech-language ... must be currently registered in New York State).

Response:

No. A copy of the current license/registration for each medical staff person must be provided with the proposal, in addition to online verification with the NYS Department of Education.

15. What is the % for the SDVOB(s)?

Response:

Service Disable Veteran-Owned Business Enterprises (SDVOB) goals are listed in the RFP, Section 4.6; paragraph 2. For the purpose of this RFP, OTDA hereby establishes an overall goal of 0% for Service-Disabled Veteran-Owned Business Enterprises (SDVOB) participation (based on the current availability of qualified SVOB's).