



## Office for People With Developmental Disabilities

**KATHY HOCHUL**  
Governor

**THEODORE KASTNER, M.D., M.S.**  
Commissioner

**ROGER BEARDEN, J.D.**  
Executive Deputy Commissioner

August 25, 2021

Psychiatric Services – Broome DDSOO – **BR 091421**

### **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:** Will you accept a locum tenens/temporary provider for these services?

**Answer:** OPWDD is not looking for Locum Tenens or Temporary services. OPWDD is looking for a qualified treatment provider(s) who can commit to the full term of the contract.

2. **Question:** Since this is a 4 year contract, change of staff might be inevitable. We would like more clarification of protocol should such an issue occur.

**Answer:** OPWDD is not looking for temporary services. OPWDD is looking for a qualified treatment provider(s) who can commit to the full term of the contract. Contractor may provide a replacement treatment provider, provided the treatment provider can meet the qualifications and ensure uninterrupted, continuity of service, fully meeting all terms of the contract.

Staffing agencies who are submitting treatment providers as candidates must become approved Registered Providers with OPWDD. For more information about becoming a Registered Provider, please visit: <https://opwdd.ny.gov/providers/service-providers/registered-provider-list> .

Approved Registered Providers are responsible for completing background screenings as listed in the Registered Provider application.

3. **Question:** Is it possible to submit documents of more staff then needed and only hire the necessary one from amongst them?

**Answer:** OPWDD has requested the submission of each qualified treatment provider's résumé and a reference list related to services previously provided to the developmentally disabled with forensic experience, professional license, picture I.D. and documentary evidence regarding board certification or board eligibility with bid, as detailed within the instructions of the Cost Proposal Form, page 22 of the IFB. Please submit only qualified Treatment Provider candidates who are interested in the position(s), along with your cost proposal.



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4. **Question:** Can any language changes be made to the terms/conditions or contract?

**Answer:** No. Contractor must accept the terms of the agreement as written.

5. **Question:** Will there be multiple awards?

**Answer:** Potentially, up to two vendors may be awarded contracts, one per facility location.

6. **Question:** The IFB mentions workload of the Psychiatrists to be 8 hour every other week but no hour restriction is given. Will it be possible for the staff to complete the week's 8 hours in a day?

**Answer:** Yes, 8 hours are generally completed in a day. Hours and days of service will be scheduled Monday through Friday during normal business hours, between 8:00 am to 4:30 pm, as mutually agreed upon between OPWDD and the contractor.

7. **Question:** Are candidates required with our proposal?

**Answer:** Yes, Treatment Provider resumes and other documents are required at the time the bid is submitted

8. **Question:** Are there penalties incurred if unable to fill any of the openings?

**Answer:** This contract is to provide the # of hours per week as awarded, and to do so on a regular basis. Failure to provide full coverage may result in contract termination.

9. **Question:** Are background checks handled by the agency or are you expecting the vendor to handle?

**Answer:** OPWDD conducts their own internal background screenings on treatment providers who contract with us directly.

Staffing agencies who are submitting treatment providers as candidates must become approved Registered Providers with OPWDD and contracts will not be submitted to OSC prior to this approval. For more information about becoming a Registered Provider, please visit: <https://opwdd.ny.gov/providers/service-providers/registered-provider-list> . Approved Registered Providers are responsible for completing background screenings as listed in the Registered Provider application.



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Respectfully,

A handwritten signature in blue ink, appearing to read "Kyle Newton", with a long horizontal flourish extending to the right.

Kyle Newton, CMS 1,  
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