

**New York State Department of Health  
Office of Health Insurance Programs**

**Request for Proposals (RFP) #20242: Consultative Examinations for Medicaid  
Eligibility  
Amendment #3  
February 13, 2023**

The following are official modifications which are hereby incorporated into RFP #20242:  
Consultative Examinations for Medicaid Eligibility.

Deleted language appears in strikethrough (“xxx”) and added language appears in red text. The information contained in this amendment prevails over the original RFP language. Bidders should review all documents in their entirety to ensure all amended language is incorporated into proposals.

**Section 4.4.10: Staffing Requirements (RFP Page 9)** is revised to:

Within 60 days of notification of award, the Contractor will identify the Chief Medical Officer and submit this information including: name, license number (if applicable), title, specialty, languages spoken and location on the Staffing Form (~~Exhibit 14~~ Exhibit 12). Should this information change during the course of the contract, the Contractor should use this Form to notify DOH of the changes.

**Section 4.5.1: General Requirements (RFP Page 9)** is revised to:

Ensure that their staff and subcontractors are in full compliance for the term of this Agreement with federal, state, and local facility operating requirements, as specified in this RFP (see ~~Exhibit 10~~ Exhibit 11). Compliance must include, but not limited to, compliance with the New York State Education Law Articles 130 and 131. The Contractor providing medical consultative services must comply with those articles, which regulate the admission to and practice of the professions, including medicine.

**Section 4.6.6: Appointment Scheduling Process (RFP Page 10)** is revised to:

Appointments must be scheduled to accommodate the above duration requirements and to minimize waiting time. As a result, the Contractor must be able to accommodate a minimum of a 50% workload fluctuation of estimated exam volumes (see ~~Exhibit 8~~ Exhibit 9) and still maintain contract performance standards.

**Section 4.6.9: Appointment Scheduling Process (RFP Page 11)** is revised to:

Personalized A/R letters and pamphlets are required to be sent by the Contractor to the A/R and authorized representatives in a format designated by the SDRU. See Exam Appointment Letter (Exhibit 2), ~~Third Party Authorization to Release Form~~ Authorization to Release Protected Medicaid Applicant/Recipient Information to a Third Party Form (~~Exhibit 3~~ Exhibit 6) and Third-Party Request for Assistance Letter (~~Exhibit 13~~ Exhibit 3) for examples of such letters.

#### **Section 4.7.7: Examination Process (RFP Page 12)**

The Contractor shall not recommend treatment or a change in treatment directly to the A/R but should include such suggestions in the report submitted to the SDRU (see ~~Exhibit 7~~ **Exhibit 8** for Reporting Requirements).

#### **Section 4.10.2: Examination Reporting Requirements (RFP Page 15)**

If testing includes a Drug/Alcohol exam, CE report requirements are detailed in ~~Exhibit 7~~ **Exhibit 8**. In addition to the results, the internist performing the Drug/Alcohol exam must determine whether the A/R should be referred for a psychiatric exam.

#### **Section 6.2.1.1: Bidder's Summary of Services (RFP Page 26)**

Bidder should provide a summary of their background providing such services and description of the organizational structure of the company. Include a description of the services you have provided to other companies that are similar to those requested in this RFP and a summary of the services you propose providing.

Although the "Optional" services are not required, DOH will give preference to Bidders who are able to provide "Optional" services as described in Section 4.9 Optional Ancillary Testing of this RFP. Bidders who are proposing Optional services should submit the Optional Services form (~~Exhibit 12~~ **Exhibit 13**) with their Technical Proposal for the optional services that will be provided.

#### **Section 6.2.1.4: Technology and Security (RFP Page 27)** is revised to:

Bidder should describe its plan to electronically interface with the SDRU through secure fax and email. This plan should include how their proposed mediums meet the requirements outlined in sections ~~4.3.1,~~ **and 4.3.2** as well as the security requirements in section ~~4.3.2~~ **4.3.3**.

If the Bidder plans to exceed the technology requirements in section 4.3, the Bidder should include a detailed plan outlining such. Preference will be given to Bidders able to exceed these requirements. All technology plans exceeding these requirements are subject to DOH's approval prior to implementation.

Bidder should describe their process for providing a security plan within 60 days of the contract start date and how they will adhere to all security and compliance NYS policies and standards as described in ~~Attachment L~~ **RFP Section 4.3: Technology Requirements**.

#### **Section 6.3: Cost Proposal (RFP Page 28)** is revised to:

Bidders are not required to submit a Cost Proposal and will be solely scored based on their Technical Proposal. The services provided by the Contractor under this contract include any incidental direct labor, clerical, secretarial or supervisory services, overhead, equipment, machine costs, systems development, paper, envelopes, postage, photocopying, supplies, staff transportation, transcription, telephone, telefax equipment and telecommunications charges, insurance coverage, profit margin, delivery service, staff training, provider relations and necessary conferences and meetings with DOH, OHIP, SDRU or its representatives.

The Contractor will be reimbursed based upon the SDRU Statewide Consultative Exam Fee Schedule rates identified in ~~Attachment C~~ **Attachment B** of this RFP. An estimated annual volume of examinations is listed in ~~Exhibit 8~~ **Exhibit 9**. These are only estimates and may vary. No volumes are guaranteed. The Contractor will only be reimbursed for actual examinations performed. No additional cost besides those detailed in Attachment B will be reimbursed. All

bidders must sign the bottom of Attachment B, acknowledging and attesting to their acceptance to these predetermined exam reimbursement rates.

**ATTACHMENTS and EXHIBITS (RFP Page 31)** is revised to:

The following attachments are included in this RFP and are available via hyperlink or can be found at: <https://www.health.ny.gov/funding/forms/>.

1. [Bidder's Disclosure of Prior Non-Responsibility Determinations](#)
2. [No-Bid Form](#)
3. [Vendor Responsibility Attestation](#)
4. [Vendor Assurance of No Conflict of Interest or Detrimental Effect](#)
5. [Guide to New York State DOH M/WBE Required Forms & Forms](#)
6. [Encouraging Use of New York Businesses in Contract Performance](#)
7. [Bidder's Certified Statements](#)
8. [DOH Agreement](#) (Standard Contract)
9. [References](#)
10. [Diversity Practices Questionnaire](#)
11. [Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination](#)
12. [Executive Order 16 Prohibiting Contracting with Business Conducting Business in Russia](#)

The following attachments are attached and included in this RFP:

- A. Proposal Document Checklist
- B. SDRU Statewide CE Fee Schedule

The following exhibits are included in this RFP:

- Exhibit 1: Facility Information Form
- Exhibit 2: Consultative Exam Appointment Letter
- Exhibit 3: Third Party Request for Assistance Letter
- Exhibit 4: Consultative Exam Appointment History Report
- Exhibit 5: Third Appointment Progress Report
- Exhibit 6: ~~Release for Information Form~~ **Authorization to Release Protected Medicaid Applicant/Recipient Information to a Third Party**
- Exhibit 7: Specialties Required by SDRU to Perform Examinations
- Exhibit 8: Reporting Requirements for Orthopedic Examinations
- Exhibit 9: Estimated Annual Volume of Mandated Medical Examinations and Ancillary Tests
- Exhibit 10: Consultant Enrollment Form
- Exhibit 11: Conditions Governing Referrals for Consultative Examinations
- Exhibit 12: Technical Proposal Staffing Forms
- Exhibit 13: Technical Proposal Optional Services