

Request for Proposals

RFP #20056

Professional Assistance for New York State's Medicaid Initiatives

AMENDMENT #1

December 16, 2021

The following are official modifications, which are hereby incorporated into RFP #20056: Professional Assistance for New York State's Medicaid Initiatives.

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.

4.2 Contractor Requirements - Contracted Staff Services

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B. Hiring, Evaluation and Termination of Staff

7. When a candidate is approved by DOH, the Contractor must provide all necessary eligibility paperwork to DOH. The contractor must assure that professionally licensed staff possess a current license/registration/certification and are able to practice their profession in New York State. The Contractor must ensure that all recruited staff supplied meet the COVID-19 compliance requirements for staff who will co-occupy State owned or leased property. Current requirement is for staff to be fully vaccinated for COVID-19 or have an exemption approved by their employer. It is the Contractor's responsibility to ensure compliance and require employees with exemptions test for COVID weekly. For verification of eligibility, all eligible paperwork must be supplied to the DOH three (3) business days prior to the candidate's first day of employment, if requested by DOH.
 - a. Upon the Department's selection of a candidate, the Contractor will be required to undertake and complete background checks for each new candidate prior to the candidate's start date. The background check must include but is not limited to:
 - i. Undertaking a criminal history record check including a) a national criminal history check, and b) state and county criminal checks using the NYS Office of Court Administration (NYSOCA) and comparable searches of states where the person lived, worked or attended school during the past five (5) years. In the alternative, a Contractor may elect to obtain the record of convictions from NYSOCA directly and from their equivalents from other states where the person lived, worked or attended school during the past five (5) years;
 - ii. For positions in which the Candidate may be working directly or indirectly with minors, the elderly, or incapacitated individuals, determine if the Candidate is listed on the NYS Sex Offender Registry. The Department is responsible for communicating these circumstances to the Contractor;
 - iii. Verification of previous employment for the past five (5) years;
 - iv. Verification of educational background;
 - v. Verification of social security number and U.S. citizenship or legal resident status; and,

- vi. For any position where driving a vehicle may be a job requirement, review of the NYS Department of Motor Vehicles driving records.

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D. Work Schedule and Hours

- 4. Contract staff may be required to travel to all areas as needed to carry out job duties. Travel must be prior approved by DOH. DOH reimbursement to the contractor for travel will not exceed the rates established by the NYS Comptroller for State employees. For more information on the current travel reimbursement rates, visit <http://www.osc.state.ny.us/agencies/travel/travel.htm>, <https://www.osc.state.ny.us/state-agencies/travel>.
- 5. With prior approval from the Department, any staff who work (a) in excess of forty (40) hours in a week; or (b) on a State-recognized holiday will be compensated at an Overtime Rate. For these purposes, an Overtime Rate is 1.5 times the hourly rate for each staff title.

5.4 Payment

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- 1. Under this contract, Contractor payment will be made based upon the submission of monthly invoices to the DOH's designated payment office. The invoice must follow the format provided by the DOH.
- 2. Invoicing of staff as detailed in Section 4.2.F shall be billed monthly utilizing the hourly Bill Rates detailed in the pricing schedule provided in Attachment B, Section A of the executed contract. The invoice must follow the format provided by the DOH and include actual hours worked, and title and name of staff performing services.
 - a. With prior approval from the Department, any staff who work (a) in excess of forty (40) hours in a week; or (b) on a State-recognized holiday will be compensated at an Overtime Rate. For these purposes, an Overtime Rate is 1.5 times the hourly rate for each staff title.

6.2 Technical Proposal

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3. Project Description

- g) Describe the Bidder's proposed methods, policies, and procedures it plans to utilize to maintain current and future staffing levels under this contract;