

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

**Request for Proposals (RFP) #20242: Consultative Examinations for Medicaid
Eligibility**

Amendment #2

February 01, 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 4.3.3: Security Requirements (RFP Page 8) is revised to:

~~Within the first 60 days of the contract start date, the contractor must provide to DOH a security plan that describes their security and compliance with all applicable NYS policies and standards as described in Attachment L.~~

The contractor must ensure that they are in compliance with all applicable New York State security policies and standards (the list below highlights the most pertinent items):

All policies and standards defined in the New York State ITS security policies and standards https://its.ny.gov/system/files/documents/2022/10/nys-p03-002_information_security_policy.pdf), including, but not limited to:

- NYS-P03-002 – Information Security Policy,
- NYS-P10-006 – Identity Assurance Policy,
- NYS-S13-001 – Secure System Development Life Cycle Standard,
- NYS-S13-002 – Secure Coding Standard (if applicable),
- NYS-S13-004 – Identity Assurance Standard,
- NYS-S14-003 – Information Security Controls Standard,
- NYS-S14-005 – Security Logging Standard,
- NYS-S14-007 – Encryption Standard,

- NYS-S15-008 – Secure Configuration Standard
- NYS-S14-013 – Account Management / Access Control Standard
- NYS-S15-001 – Patch Management Standard (if applicable) and
- NYS-S15-002 – Vulnerability Scanning Standard

The contractor's organization, employees, subcontractors and volunteers will implement and maintain policies, an internal control process for oversight and monitoring and procedures to assure the confidentiality of personal identifiable data and protected health information.

Section 4.4.2: Staffing Requirements (RFP Page 8) is revised to:

Ensure that all physicians, **physician assistants, nurse practitioners**, psychologists, and speech-language pathologists performing examinations must be licensed, certified (psychologists) or otherwise qualified (speech-language pathologists) and currently registered in New York State.

Section 4.4.11: Staffing Requirements (RFP Page 9) is revised to:

Complete a Consultant Enrollment Form for each Staff Person (Exhibit 9):

- This form must be completed ~~as an original and only~~ by the Chief Medical physician in each location.
 - **If a chief medical physician is not available, the doctor/psychologist who is to provide the examinations at each location may sign and date the form.**
- The form must be signed and dated ~~in blue ink~~ by the physician within three (3) months of notification of award. Completion of a Consultant Enrollment Form for all medical staff of the successful bidder is required within 60 days of any lapse in service, change in medical or administrative staff, including location where services are provided.

Section 4.5.7: General Requirements (RFP Page 9) is revised to:

~~Ensure that it has~~ **Have** the ability to perform the number and types of services required and manage substantial workload fluctuations while maintaining contract performance standards. ~~Exhibit 8~~ **Exhibit 9** includes estimates of the volume of exams and tests to be performed by the Contractor based upon actual volume previously examined. The actual number of referrals may vary due to factors such as “no shows” or CE orders cancelled by SDRU. It is emphasized that those numbers are strictly estimates and does not guarantee actual future CE orders.

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 (Exhibit 3)~~ and Third-Party Request for Assistance Letter (~~Exhibit 13~~ Exhibit 3) for examples of such letters.

Section 4.6.11.6: Appointment Scheduling Process (RFP Page 11) is revised to:

Send a reminder notice to the A/R as appropriate following ~~4.6.5.3~~ 4.6.11.3; and