

New York State Department of Health

**Division of Hospitals and Diagnostic and Treatment Centers,
Center for Health Care Provider Services and Oversight**

State Surveillance Activities for Diagnostic and Treatment Centers

RFP #17168

AMENDMENT #1

May 5, 2017

Section 6.0 Proposal Content, 6.2 Technical Proposal, D. Technical Proposal Narrative, Part D.2: Staffing Requirements (on page 20) of the above referenced RFP is hereby deleted in its entirety and replaced with the following:

D.2: Staffing Requirements

- D.2.A The bidder should describe their plan to recruit and train an adequate number of appropriately trained and qualified individuals to carry out the tasks and deliverables outlined in Section 4.1 and 4.2 and ensure that the staffing needs of the program are met on an ongoing basis.
- D.2.B The bidder should describe their plan for the organization and oversight of staff including payment of salary and fringe benefits (if applicable), training, travel, coordination of time off, disciplinary actions and other overhead functions. The contractor will be responsible for notifying and coordinating with Department staff on all staffing logistics issues, e.g., time off, disciplinary issues.
- D.2.C The bidder should describe how they would replace staff due to attrition or dismissal with the same level of qualified staff.
- D.2.D The bidder should describe how they will ensure that all staff hired for the contract are properly trained and/or receive the required training to perform the requirements of the RFP. The bidder should explain how they will report all completion of individuals training to the Department within 30 days of completion and how they will provide proof of their staff having completed, or complete within three (3) months of hire, web-based training on the CMS Principles of Documentation (12hours).
- D.2.E The bidder should describe how they will ensure that the Registered Nurses provided meet the qualifications in Section 4.2.6.
- D.2.F The bidder should describe how they will ensure that the full-time support staff person provided meets the qualifications in Section 4.2.7.

Resumes are not required to be submitted with this proposal and will not be evaluated. The successful bidder will submit resumes of staff for Department review prior to individuals commencing work as described in Section 4.2.10.

All other terms and conditions remain the same.