

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 #3
June 14, 2017**

The following are official modifications, which are hereby incorporated into the New York State Department of Health, Division of Hospitals and Diagnostic and Treatment Centers, Center for Health Care Provider Services and Oversight, Request for Proposals (RFP) #17168, issued May 3, 2017. The information contained in this amendment prevails over the original RFP language. For all amendments below, deleted language appears in strikethrough (“~~xxx~~”) and added language appears in underline (“xxx”).

A. BIDDERS QUALIFICATIONS

1. Page 5, Section 3.0 Bidders Qualifications, 3.1 Minimum Qualifications is amended as follows:

NYSDOH will accept proposals from organizations with the following types and levels of experience as a prime contractor.

- The bidder must have a minimum of three (3) years' experience managing quality assurance, auditing or healthcare surveillance programs.*
- The bidder (prime contractor) cannot be a licensed provider of health care services, a health care facility accrediting body or organization or trade association whose primary business includes representing any Article 28 licensed provider.

(The Prime Contractor will be responsible for ensuring that subcontractors are not a licensed provider of health care services, a health care facility accrediting body or organization or trade association whose primary business includes representing any Article 28 licensed provider prior to the start of work).

*A combination of experience in any of these areas is acceptable provided the bidder can demonstrate a total of three (3) years. Experience acquired concurrently is considered acceptable.

For the purposes of this RFP, a prime contractor is defined as one who has the contract with the owner of a project or job and has full responsibility for its completion. A prime contractor

undertakes to perform a complete contract and may employ (and manage) one or more subcontractors to carry out specific parts of the contract.

Failure to meet these Minimum Qualifications will result in a proposal being found non-responsive and eliminated from consideration.

B. SCOPE OF WORK

1. Page 5, Section 4.0 Scope of Work, 4.1 Tasks/Deliverables is amended as follows:

On-Site Routine Surveys of Diagnostic & Treatment Centers (DTC Surveys)

The Department must survey each DTC every five (5) years. A survey of the DTC also includes a survey of a 10% sample of any extension clinics operated by the DTC. The tasks/deliverables listed below pertain to section 4.1. A and 4.1. B unless otherwise noted.

2. Page 7, Section 4.0 Scope of Work, 4.1 Tasks/Deliverables, is amended as follows:

4.1.2 The contractor will analyze survey findings and determine if the facility is in compliance with the applicable laws, rules and regulations. Bidders should refer to Sections 400, 702, 751.2 through 751.12, and 755.1 through 755.-10, and 756.1 through 756.6 of 10 NYCRR for the State regulations related to DTCs available at <https://regs.health.ny.gov/>.

4.1.8. The contractor will participate in Department quality improvement reviews and will monitor program performance, assure proficiency and promote efficiency. Contract staff based in the Metropolitan Area Regional Office will be required to participate in a two-hour in person surveyor staff meeting in the Metropolitan Area Regional Office every other month and participate in other quality assurance activities as required. Estimated time spent on these activities for contract staff based in the Metropolitan Area Regional Office would be 24 hours per year. Contract staff performing surveys in other regional offices (Region 2, Region 3 and Region 4) could participate in these activities via teleconference as needed.

3. Page 7, Section 4.0 Scope of Work, 4.2 Staffing Requirements, is amended as follows:

4.2.7. The contractor is required to coordinate all travel arrangements including transportation, hotels and meals for all work performed in Region 2, Region 3 and Region 4. This pertains to day-to-day survey functions. Travel for work performed in Region 2, Region 3, and Region 4 will be reimbursed directly to the contractor for actual expenses, and cannot exceed the amount allowed for state employee travel as outlined by the NYS Office for the State Comptroller. Additional information is available at: <http://www.osc.state.ny.us/agencies/travel/travel.htm>. (See Section 5.4 Payment).

The contractor is required to coordinate and pay for all travel related to training and should include these travel costs in the unit pricing.

C. ADMINISTRATIVE INFORMATION

1. Page 10, Section 5.0 Administrative Information, 5.4 Payment is amended as follows:

Payment will be made monthly based on satisfactory completion of each completed survey (unit) of work as described in Section 4.0, Scope of Work, Section 4.1, Tasks and Deliverables, as well as any reports required by the Department as described in Section 4.3 Reporting.

The payment for Region 1 will be per the price per survey (unit) per year provided in Attachment C, Cost Proposal. The price per survey (unit) includes completion of all the activities described in Section 4.0 Scope of Work and Section 4.1.a including, but not limited to materials, equipment, overhead, profit, labor, training and travel to the performance and satisfaction of the Department of Health. No additional reimbursement will be given for travel costs.

The payment for Region 2, Region 3 and Region 4 will be per the price per survey (unit) per year provided in Attachment C, Cost Proposal. The price per survey (unit) includes completion of all the activities described in Section 4.0 Scope of Work and Section 4.1.b including, but not limited to materials, equipment, overhead, profit, labor, ~~and training~~ and travel related to training to the performance and satisfaction of the Department of Health. **Travel for work performed in Region 2, Region 3, and Region 4 will be reimbursed directly to the contractor for actual expenses, and cannot exceed the amount allowed for state employee travel as outlined by the NYS Office for the State Comptroller.** Additional information is available at: <http://www.osc.state.ny.us/agencies/travel/travel.htm>.

Prices shall remain firm for the full contract period.

D. PROPOSAL CONTENT

1. Page 20, Section 6.0 Proposal Content, 6.2 Technical Proposal, Section D.1 is amended as follows:

D.1.B The bidder should provide an example of a deficient practice statement which demonstrates how they would communicate specific areas where the facility has failed to meet the requirements. Deficient practice statements ~~must~~ should be written using CMS Principles of Documentation. Bidders can refer to the CMS Principles of Documentation at <https://www.cms.gov/Regulations-and-Guidance/Legislation/CLIA/Downloads/Principles-of-Documentation-for-the-Statement-of-Deficiencies-CMS-2567.pdf> ~~https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107_exhibit_007a.pdf~~.

2. Amendment #1, Dated May 5, 2017, Section D.2: Staffing Requirements is amended as follows:

D.2.B The bidder should describe their plan for the organization and oversight of staff. The plan should include: ~~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.

3. **Page 21, Section 6.0 Proposal Content, 6.3 Cost Proposal, Region 2, Region 3, and Region 4 is amended as follows:**

Region 2, Region 3, and Region 4

The bid price for Region 2, Region 3 and Region 4 is to include the unit bid price per survey (unit) per year to complete all activities described in RFP#17168, Section 4.0 Scope of Work, including, but not limited to materials, overhead, equipment, profit, labor and training and travel related to training to the performance and satisfaction of the Department of Health. **Travel for work performed in Region 2, Region 3 and Region 4 is not to be included in the unit bid price for these regions. Travel for work performed in these regions will be reimbursed per Section 5.4 Payment.**

E. ATTACHMENT A

1. **Attachment A, Bidder's Certified Statements has been revised. The revised Attachment A is labeled "Attachment A, Revision 1" and has been posted to the Department website along with the RFP #17168 questions and answers. Bidders should submit the revised Attachment A as a part of their Administrative Proposal.**

All other terms and conditions remain the same.