

**New York State Department of Health**  
**RFP #20052: Environmental Modifications (EMOD) Evaluators for the**  
**New York State (NYS) Medical Indemnity Fund (MIF)**

*Questions and Answers Posted 4/13/2021*

Question #	Corresponding RFP Section	Question	Answer																											
1.	Section 2.0: Overview (Page 3 of RFP)	Can the Department provide the annual volume of evaluations for each of the regions identified?	<p>This represents the total number of EMOD projects offered to evaluators during the year. Each project may represent (but is not guaranteed) up to 3 evaluations per project.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">2019</th> <th style="text-align: center;">2020</th> </tr> </thead> <tbody> <tr> <td>Out of State</td> <td style="text-align: center;">11</td> <td style="text-align: center;">7</td> </tr> <tr> <td>Region 1</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Region 2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Region 3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Region 4</td> <td style="text-align: center;">7</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Region 5</td> <td style="text-align: center;">3</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Region 6</td> <td style="text-align: center;">2</td> <td style="text-align: center;">5</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: center;"><b>34</b></td> <td style="text-align: center;"><b>39</b></td> </tr> </tbody> </table> <p>Note: The number of EMOD projects requested by enrollees in 2020 may have been impacted by the COVID-19 pandemic. It is unknown whether requests would have been higher or lower in the absence of the pandemic.</p>		2019	2020	Out of State	11	7	Region 1	3	3	Region 2	4	4	Region 3	4	9	Region 4	7	5	Region 5	3	6	Region 6	2	5	<b>Total</b>	<b>34</b>	<b>39</b>
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2.	Section 2.0: Overview (Page 3 of RFP)	The Department references up to 6 awards in region 1 and up to 4 awards in other regions. How will the distribution of referrals take place based upon multiple awardees?	<ol style="list-style-type: none"> <li>1. Please see Amendment #1 to the RFP.</li> <li>2. Assignment typically goes to the Evaluator that is located geographically closest to the EMOD location and that are available to complete the project. If within three (3) days an evaluator does</li> </ol>																											

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			not accept an EMOD project, it is then offered to the next Evaluator based on geographic proximity.
3.	Section 3.1: Minimum Qualifications (Page 5 of RFP)	Can the Department confirm that the ineligibility to bid on future RFP's is limited to the timeframe for which the contract has been award (5 years) and not perpetuity?	No, it is not limited to five (5) years. Any vendor that is currently performing, or has performed, any Fund Administrator functions for MIF are ineligible to bid on this RFP, and any EMOD evaluator awarded a contract under this RFP will be ineligible to bid on any future RFP to perform Fund Administrator functions for MIF.
4.	Section 3.1: Minimum Qualifications (Page 5 of RFP)	Please clarify the Fund Administrator functions which cause ineligibility. Does this include previous with EMOD evaluations?	Any vendor that is currently performing, or has performed, any Fund Administrator functions for MIF are ineligible to bid on this RFP, and any EMOD evaluator awarded a contract under this RFP will be ineligible to bid on any future RFP to perform Fund Administrator functions for MIF.
5.	Section 4.1: Tasks/Deliverables, Subsection a: Initial Evaluation (Page 7 or RFP)	Can the evaluations be done virtually?	Evaluations must be done in person on-site unless otherwise pre-approved by the Department.
6.	Section 4.1: Tasks/Deliverables, Subsection b: Bid Evaluation (Pages 7-8 of RFP)	Will the Offeror be responsible for obtaining the 3 bids from qualified contractor or only reviewing the 3 bids?	The enrollee family is responsible for obtaining bids from contractors. The offeror is responsible for evaluating the bids. Although not required, if requested by the Enrollee Family, Fund Administrator or Department, the offeror is not prohibited from supporting the families with the bidding process.
7.	Section 4.1: Tasks/Deliverables, Subsection b: Bid Evaluation (Pages 7-8 of RFP)	Does the EMOD evaluator have responsibility for the number of bids? What if a third bidder cannot be found?	<ol style="list-style-type: none"> <li>1. The enrollee family is responsible for obtaining bids from contractors.</li> <li>2. If less than three bids are submitted, a written explanation from the enrollee</li> </ol>

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			family of why three acceptable bids were not obtained must be provided.
8.	Section 4.1: Tasks/Deliverables, Subsection d: Post-Modification Evaluation	Can this evaluation be done virtually from images, videos, phone calls and recipient attestations?	See answer to question #5
9.	Section 4.1: Tasks/Deliverables, Subsection e: Serve as a Witness (Pages 9-10 of RFP)	Can the Department provide information on how often a request to attend an administrative hearing occurs on an annual basis providing data for the past 2 years?	Within the past two (2) years, there have been no instances where an Evaluator has been requested to attend an administrative hearing.
10.	Section 4.1: Tasks/Deliverables, Subsection e: Serve as a Witness (Pages 9-10 of RFP)	What is the Fund Administrator's request and what needs to be returned?	Please see Section 4.1.e. of the RFP.
11.	Section 5.4: Payment (Pages 13-14 of RFP)	What will be the timeframe in which payment will be made, pursuant to invoicing within 30 days?	Typically, payment is made within 30 days from receipt of a final, complete, and accepted invoice submission package.
12.	Section 5.4: Payment (Pages 13-14 of RFP)	For services which require on-site evaluation (mid-modification, post-modification, change orders) but for which hours are limited is electronic communication such as Facetime or Zoom acceptable?	See answer to question #5
13.	Section 6.2.D: Technical Proposal Narrative, Subsection b: Bid Evaluation (Pages 23-24 of RFP)	It appears there is a typo, for budding as opposed to bidding.	Please see Amendment #1 to RFP.
14.	Section 6.3: Cost Proposal (Page 25 of RFP)	Can the Department provide the average number of hours paid for each of the evaluation functions?	Because every project is unique and may encompass one or multiple sub-projects, the Department is not able to provide an average number of hours.