



# Department of Health

RFP #20337

## Surveillance and Investigation Activities For: Adult Care Facilities, Licensed Home Care Services Agencies, Nursing Homes, and Intermediate Care Facilities for Individuals with Intellectual Disabilities

Amendment #1  
Issued: February 15, 2024

The following are official modifications, which are hereby incorporated into RFP #20337 Surveillance and Investigation Activities For: Adult Care Facilities, Licensed Home Care Services Agencies, Nursing Homes, and Intermediate Care Facilities for Individuals with Intellectual Disabilities. The information contained in this amendment prevails over the original RFP language. For all amendments below, deleted language appears in strikethrough (“~~xxx~~”) red and added language appears in underline (“xxx”).

### 3.0 BIDDERS QUALIFICATIONS TO PROPOSE

#### 3.1 Minimum Qualifications

A bidder may not be a health care facility provider or entity, an association of health care or otherwise Department-licensed facilities, or a health care facility affiliate in New York State. The bidder must provide assurance that it has no conflict of interest with respect to conducting the duties and responsibilities of the Component(s) included in the proposal.

~~A bidder may not be an organization whose previous New York State contracting experience has been subject to corrective action plans.~~

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

- The bidder must have a minimum of two (2) years' experience providing professional level staffing for contractual engagements that are nine (9) months or more in duration.

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.

#### 4.1 Administrative Specifications

In addition to providing the specific, **full-time** staff resources to conduct surveys and investigations in the components/units as outlined below, contractors will be required, for each component, to perform overall administrative functions for the contract.

**Staff oversight:** Although contractor staff will be located in the Department's Central and/or Regional Offices, contractors are responsible for the oversight of staff including payment of salary and fringe benefits (if applicable), coordination of time off, disciplinary action, performance monitoring, and other overhead functions at no cost to the Department. The contractor's project manager will coordinate with Department staff on all staffing logistical issues (e.g., time off, disciplinary issues and training travel). Specific work assignments will be assigned by Department staff. The contractor will provide supervisory staff who will be responsible for **ensuring the** quantity and quality of contractor staff work output, **staff training, and** ~~with~~ acceptable outcomes, **which have been** coordinated and determined by Department unit management staff.

#### 6.2.3 Documentation of Bidder's Eligibility Responsive to Section 3.0 of this RFP

Bidders must be able to meet all the requirements stated in Section 3.0 of this RFP. The bidder must submit documentation that provides sufficient evidence of meeting the criterion. This documentation may be in any format needed to demonstrate how they meet the minimum qualifications to propose.

##### Minimum Qualifications

Bidders must meet all minimum qualifications stated in Section 3.1 of this RFP. The Bidder must provide clear and concise evidence documenting how the Bidder meets the following requirements:

- The bidder may not be a health care facility provider or entity, an association of health care or otherwise Department-licensed facilities, or a health care facility affiliate in New York State. The bidder should provide assurance that it has no conflict of interest with respect to conducting the duties and responsibilities of the Component(s) included in the proposal.
- ~~○ The bidder may not be an organization whose previous New York State contracting experience has been subject to corrective action plans.~~
- The bidder must have a minimum of two (2) years' experience providing professional level staffing for contractual engagements that are nine (9) months or more in duration.

#### 6.2.4.1 Administrative Specifications

**Staff Oversight:** The Bidder should describe their experience providing oversight of staff. The Bidder should describe their proposed approach for this project and describe at a minimum, how the Bidder will oversee the payment of salary and fringe benefits (if applicable), coordination of time off, disciplinary

action, performance monitoring, and other overhead functions at no cost to the Department. The Bidder should describe in detail their plan to ensure the contractor's project manager will coordinate with Department staff on all staffing logistical issues as described in Section 4.1 (Administrative Specifications). The Bidder should describe their proposed approach to ensure the provision of supervisory staff and how that staff will ensure the quantity and quality of contractor staff work output, **staff training**, ~~ensure~~ **and** acceptable outcomes, which have been coordinated and determined by Department unit management staff.

This constitutes the entirety of Amendment #1 to RFP #20337.