

**New York State Department of Health**

**Office of Community Transitions**

**Pre-Admission Screen Resident Review (PASRR) Level II Evaluation**

**RFP #16476**

**AMENDMENT #2 – October 28, 2016**

The following are official modifications, which are hereby incorporated into the New York State Department of Health, Office of Community Transitions, Request for Proposals (RFP) #16476, issued September 8, 2016. 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. OVERVIEW**

**1. Page 6, Section 2.0 Overview is amended as follows:**

The data represented in this RFP is based upon historical data and is not a guarantee of the actual work to be performed under the contract. The actual numbers may be higher or lower. New York State Department of Health payment will be based on actual completed quantities only per Section 5.4.

**B. SCOPE OF WORK**

**1. Page 7, Section 3.0 Scope of Work, 3.2 Tasks is amended as follows:**

- The contractor is responsible for the process for Level II evaluation and delineating a process for pre-admission reviews, reviews of those individuals with newly diagnosed MI, and significant change reviews, acceptance of referrals and the timeline associated with each step of the process.

The contractor is responsible for the start-up of the Level II evaluation process and timeline leading to full operation within 45 days of notification of award of the contract.

- The contractor will provide task definitions and staffing titles and is responsible for the services of lesser intensity review process and the timeline associated with each step of the process.

The contractor is responsible for the start-up of the services of lesser intensity review process with timeline leading to full operation within 45 days of notification of award of the contract.

- Within the first 45 days of notification of award of the contract, the contractor will develop and provide to New York State Department of Health the intake process

procedures and plan to provide language interpreter services to individuals whenever needed to meet the scope of work in this RFP.

**2. Page 9, 3.6 Reporting Requirements, 3.6.1.2 Monthly Activity Report is amended as follows:**

- Contractor describes progress toward the RFP’s objective and any obstacles the Contractor has encountered in meeting this objective.

**3. Page 10, 3.7 Security Requirements, 3.7.2 is amended as follows:**

3.7.2 Within the first 60 days of ~~the contract start date~~ notification of award of the contract, the contractor must provide to the Department for approval a security plan that describes their security and compliance with all applicable New York State ITS security policies and standards (<http://its.ny.gov/eiso/policies/security>), including, but not limited to:

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

**C. PROPOSAL CONTENT**

**1. Page 22, 6.2 Technical Proposal, 6.2.4 Technical Proposal Narrative is amended as follows:**

**6.2.4 Technical Proposal Narrative**

The technical proposal should provide satisfactory evidence of the Bidder’s ability to meet, and expressly respond to, each requirement and information requested in this RFP. ~~in Section 3.0 of the Scope of Work.~~ Bidder should respond to each element below and label each section by its corresponding letter/number.

**2. Page 22, 6.2.5 Tasks/Work Plan is amended as follows:**

3. Bidder should submit a plan and describe how they will evaluate a NF applicant or resident upon request. The Contractor must ensure that those NF applicants or residents who are the fiscal responsibility of NYS’s Medicaid program receive Level II Evaluations when requested/required. This responsibility extends to out-of-state residents who are the fiscal responsibility of NYS Medicaid and who experience a significant change in condition, and will require an evaluation. In these out-of-state instances, the Contractor should work with the resident’s out of state healthcare professionals and placement coordinator to collect and review all of the necessary documents. The anticipated number of reviews conducted for out of state NYS Medicaid recipients is approximately 45 ~~25~~ per year. The Contractor may, on rare occasions complete a phone interview, only upon express

permission from the DOH.

14. Describe in detail the process for Level II evaluations and delineating a process for pre-admission reviews, reviews of those individuals with newly diagnosed MI, and significant change reviews, and the timeline associated with each step in the process. Describe how bidder will accept referrals. Describe in detail, supplemented by task definitions and staffing titles, the services of lesser intensity review process and the timeline associated with each step of the process.

15. Describe in detail the start-up of the Level II evaluation process leading to full operation within 45 days of notification of award of the contract resulting from this RFP.

16. Describe in detail the start-up of the services of lesser intensity review process with timeline leading to full operation within 45 days of notification of award of the contract resulting from this RFP.

**3. Page 24, 6.2.8 Staffing Requirements is amended as follows:**

If the bidder is proposing the use of subcontractor(s) in accomplishing the scope of work, fully describe the subcontractor organization, name and the subcontractor functions within the Level II evaluation process.