

Request for Proposals

RFP #20041 Vital Access Providers Strategic Planning Assistance AMENDMENT #1

December 15, 2020

The following are official modifications, which are hereby incorporated into RFP #20041: Vital Access Providers Strategic Planning Assistance.

Deleted language appears in strikethrough (“~~xxx~~”) and added language appears in red text.

The information contained in this amendment prevails over the original RFP language.

Bidders should review all documents in their entirety to ensure all amended language is incorporated into proposals.

1.0 CALENDAR OF EVENTS

RFP #20041 VITAL ACCESS PROVIDERS STRATEGIC PLANNING ASSISTANCE	
<u>EVENT</u>	<u>DATE</u>
Issuance of Request for Proposals	October 30, 2020
Deadline for Submission of Written Questions	November 13, 2020 4:00 p.m. ET
Responses to Written Questions Posted by DOH	On or About November 30, 2020
Deadline for Submission of Proposals	December 21, 2020 January 4, 2021 4:00 p.m. ET
<i>Anticipated</i> Contract Start Date	September 1, 2021

4.0 SCOPE OF WORK

4.1.iv Schedule of Tasks/Deliverables

Figure 4 (Three-Year Award Cycle)

<i>Deliverable/Task</i>	<i>Deliverables Per Contract Year Per Provider</i>
Initial TMRAA Review	1 Initial TMRAA in Year 1 and 3 4
Quarterly Reports and Support Services	4 Reports Per Year Per Provider
Final Report	1 Final Report in Year 3 and 6

5.0 ADMINISTRATIVE INFORMATION

5.4 Payment

Three-Year Award Cycle:

<i>Deliverable/Task</i>	<i>Deliverables Per Contract Year Per Provider</i>
Initial TMRAA Review	1 Initial TMRAA in Year 1 and 3 4
Quarterly Reports and Support Services	4 Reports Per Year Per Provider
Final Report	1 Final Report in Year 3 and 6

6.0 PROPOSAL CONTENT

C.1 Documentation of Bidder's Eligibility Responsive to Section 3.1 of RFP

Bidders must be able to meet all the requirements stated in Section 3.1 of the 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.

The Department will accept proposals from organizations with the following types and levels of experience:

- A minimum of three (3) years' experience overseeing financially distressed health care institutions; OR three (3) years' experience working with financially distressed health care institutions; OR three (3) years' experience managing financially distressed health care institutions; and
- A minimum of three (3) years' experience complying with federal reporting requirements and a minimum of three (3) years' experience generating reports for federal funding approval.

C.2 Preferred Qualifications include:

Bidders should submit documentation that demonstrates their experience with the following outlined in Section 3.2, Preferred Qualifications. This documentation may be in any format needed to demonstrate how they meet the preferred qualifications.

- A minimum of two (2) years' experience working with the Vital Access Provider program.

7.0 PROPOSAL SUBMISSION

A proposal consists of three distinct parts: (1) the Administrative Proposal, (2) the Technical Proposal, and (3) the Cost Proposal. ~~The table below outlines the requested format and volume for submission of each part. Proposals should be submitted in all formats as prescribed below.~~

	Electronic Submission	Paper Submission
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Administrative Proposal	2 dedicated flash drives or CDs labeled "Administrative Proposal" containing a standard searchable PDF file with copy/read permissions only.	2 Originals 3 Copies
Technical Proposal	2 dedicated flash drives or CDs labeled "Technical Proposal" containing a standard searchable PDF file with copy/read permissions only.	2 Originals 3 Copies
Cost Proposal	2 dedicated flash drives or CDs labeled "Cost Proposal" containing standard searchable PDF file(s) with copy/read permissions only.	2 Originals 3 Copies

1. All hard copy proposal materials should be printed on 8.5" x 11" white paper (single-sided) and **be clearly page numbered on the bottom of each page with appropriate header and footer information.** A font size of eleven (11) points or larger should be used. The Technical Proposal materials should be presented separate from the sealed Cost Proposal. The sealed Cost Proposal should also be presented in separate three-ring binder(s);
2. Where signatures are required, the proposals designated as originals should have a handwritten signature and be signed in blue ink.
3. The NYSDOH discourages overly lengthy proposals. Therefore, marketing brochures, user manuals or other materials, beyond that sufficient to present a complete and effective proposal, are not desired. Elaborate artwork or expensive paper is not necessary or desired. In order for the NYSDOH to evaluate proposals fairly and completely, proposals should follow the format described in this RFP to provide all requested information. The Bidder should not repeat information in more than one section of the proposal. If information in one section of the proposal is relevant to a discussion in another section, the Bidder should make specific reference to the other section rather than repeating the information;
4. Audio and/or videotapes are not allowed. Any submitted audio or videotapes will be ignored by the evaluation team; and
5. In the event that a discrepancy is found between the electronic and hardcopy proposal, the original hardcopy will prevail.

The proposal must be received by the NYSDOH, no later than the Deadline for Submission of Proposals specified in [Section 1.0](#), (Calendar of Events). Late bids will not be considered.

Proposals must be submitted via mail, as well as through email as further outlined below:
a. By Mail

Proposals should be submitted in three (3) separate, clearly labeled packages: (1) Administrative Proposal, (2) Technical Proposal and (3) Cost Proposal, prepared in accordance with the requirements stated in this RFP. Mark the outside envelope of each proposal as "RFP# (Vital Access Providers Strategic Planning Assistance) – (Administrative) (Technical) or (Cost) Proposal submitted by (Bidder's name)". The three (3) sealed proposals may be combined into one (1) mailing, if desired.

Proposals must be submitted, by U.S. Mail, by courier/delivery service (e.g., FedEx, UPS, etc.) or by hand as noted below, in a sealed package to:

Department of Health (RFP # 20041)
Attention: Division of Employee and Program Support, Michael
Lewandowski
One Commerce Plaza, Room 1460
Albany, NY 12210

b. a. By E-Mail

Proposals must also be submitted via separate searchable PDF file electronically through email to OHIPcontracts@health.ny.gov.

NOTE: You should request a receipt containing the time and date received.

Submission of proposals in a manner other than as described in these instructions (e.g., fax) will not be accepted.

ATTACHMENT B

Three-Year Award Cycle **

<i>Deliverable/Task</i>	<i>Deliverables Per Contract Year Per Provider</i>	<i>Price per Provider*</i>
Initial TMRAA Review	1 Initial TMRAA in Year 1 and 3 4 (2 per provider per contract)	
Quarterly Reports and Support Services	4 Reports Per Year Per Provider (24 per provider per contract)	
Final Report	1 Final Report in Year 3 and 6 (2 per provider per contract)	