



Office for People With Developmental Disabilities

KATHY HOCHUL
Governor

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Commissioner

April 25, 2023

Re: 2023-2028 Psychiatric Services for Western NY DDSOO-IFB WNY 050923

Questions and Answers:

Below is a compilation of the questions received for this bid. Questions that were repeated, or of a recurring nature, were consolidated. Thank you very much for your interest.

1. **Question:** I work for a staffing agency. Can I submit a bid?

Answer: Anyone (individual or agency placement) that can meet the qualifications, submission requirements, and duties listed in this Invitation for Bid for these services can submit a bid that could result in an approved contract.

2. **Question:** What is the annual budget for this contract?

Answer: The budget is not pre-determined. Contract(s) price/budget is established using the winning bid(s) for cost per hour multiplied by up to 40 hours per week. Price must be determined to be competitive and justifiable.

3. **Question:** What is the start date of this contract?

Answer: The anticipated start date is July 1, 2023. Vendors must be ready to start service on the anticipated contract start date.

4. **Question:** Is the setting inpatient or outpatient?

Answer: This service is for outpatient care.

5. **Question:** How many patients per day should a Treatment Provider expect to see?

Answer: Expectation is 8-12 patients seen per day with all needed documentation completed.

6. **Question:** Who are the incumbents on the current contract? What are their hourly rates?

Answer: This Invitation For Bid is for up to 40 additional hours of newly contracted psychiatric services so there are no incumbents.

7. **Question:** What kind of facilities are the two locations in the IFB, clinic or mental health facility?

Answer: Both are clinics offering outpatient services.

8. **Question:** What EMR/EHR system is being used at these facilities?

Answer: Our EHR is a proprietary platform, unique to the state. It is not standard for any other hospital or clinical setting.

9. Question: What are the support staff available to the Treatment Provider?

Answer: The support staff at our West Seneca clinic is an RN who organizes/runs the clinic and does some administrative work. There are two other RNs working in different areas but available to assist. There are two floating MD supervisors, one half time and one full time. As an Article 16 clinic, there is a hierarchy of team leaders/coordinators to help.

10. Question: Will the contracted Treatment Provider be required to supervise other mid-levels?

Answer: The contracted Treatment Provider does not directly supervise any mid-level clinicians. Periodically, we do have NP students that shadow. Our full time NP also may collaborate with other MD/NP as we do cover each other with urgent/emergency requests when the direct clinician is off.

11. Question: How many providers are needed for this coverage?

Answer: Western NY DDSOO has forty hours of coverage needs per week that they would like to fill. A viable candidate may offer to take as much or little of those forty hours per week. OPWDD does not want to limit any viable candidates from applying if they can only work part time, so they have structured the bid to allow for flexibility.

12. Question: What is the projected timeline for notifying the vendor of needs, interviewing candidates, and scheduling services?

Answer: The anticipated start date is July 1, 2023. It is OPWDD's intention to interview and choose a qualified treatment provider, identify, and process tentative awards, conduct background checks, and begin on-boarding before commencement of the contract. There is no set timeline prior to contract start date.

Respectfully,



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