



Office for People With Developmental Disabilities

ANDREW M. CUOMO
Governor

THEODORE KASTNER, MD, MS
Commissioner

June 1, 2021

Re: 2021-2026 OPWDD Statewide Medication Regimen Review Services

Questions and Answers:

Below is a compilation of the questions received for RFQ NYS 060821. Questions that were repeated, or of a recurring nature, were consolidated. Thank you very much for your interest.

1. **Question:** Can you please provide us with the contract award document for previous contract?

Answer: This is the first time that these services have gone out for Quote Statewide. Previously the reviews were conducted by local pharmacies paid with non-contract funding or NYS employees.

2. **Question:** Are we able to make any amendments after the June 8th due date?

Answer: All amendments would need to be approved by the Office of the NYS Comptroller. We would not be able to amend the terms of the Scope of Work. If flaws are found with the RFQ, we can issue an addendum before quotes are due.

3. **Question:** . If the number of reviews change, based on the patient situation, do we as the vendor provider bill per review or is it capped based on total estimated annual cost?

Answer: Contractors are to bill for actual services rendered.

4. **Question:** Based on the proposal, it seems like a virtual review for the most part, but do you anticipate any in person requirements from the pharmacy/pharmacist?

Answer: In person requirements would include equipment pick up and required trainings. We anticipate that all reviews will be completed remotely.

5. **Question:** Regarding the reference list, what is a TDDSO Contractor?

Answer: The inclusion of TDDSO Contractor was an error on our part, please disregard.



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6. **Question:** Do references help our situation for winning the award?

Answer: References are not the only requirement OPWDD evaluates when awarding a contract. Every bidder must provide 3 professional references. References must show at least 3 years of experience that can successfully demonstrate proficiency conducting medication reviews for individuals with developmental disabilities in settings that require medication regimen reviews. OPWDD can be used as a reference if you have provided these services in the past. Please include the DDSOO where services were provided. All references will be contacted as part of the background check. Contractors who are unable to provide acceptable references will not be awarded contracts. This RFQ will result in a lowest bid award(s) once all other criteria are met.

7. **Question:** Am I correct in understanding that the IRAs are assumed to be once a year in the scope numbers?

Answer: We have calculated the IRA reviews as once per year. We also added 25% to the calculation to cover any need for completing additional reviews as deemed necessary.

8. **Question:** Is there any way to estimate the number of reviews by month? [*Note (not part of official question): As different sites have different schedules, it would be a concern if 50% of the reviews were due the first month of the contract. Although, if currently moving from twice annually to once annually per the new regs, due dates would be somewhat flexible, perhaps.*]

Answer: OPWDD is transitioning from twice per year reviews for IRA to once per year reviews. Contractors will work with the DDSOOs to schedule needed reviews. The Contractor will have flexibility to adjust the review schedule in order to perform reviews early in order to regulate their workload. A late review is unacceptable.

9. **Question:** What is the estimated time for awarding the contract?

Answer: We anticipate awarding the contract(s) by June 18, 2021 with a contract start date of September 1, 2021.



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10. **Question:** If I hire one experienced employee, could she be onboarded in 30 days' time? [HR, EHR training, background checks, etc.]

Answer: OPWDD anticipates that all systems access, background checks, and trainings could be completed within 60 days.

11. **Question:** If there were one employee besides me, would a second NYS laptop be issued?

Answer: Yes

12. **Question:** May I include OPWDD employees as professional references in the RFQ?

Answer: Yes

13. **Question:** Will forming an LLC after the contract has been finalized cause a problem with contracting or payment problem?

Answer: In the event that a contractor forms an LLC after contract approval, OPWDD would process a contract assignment which would allow us to change the official vendor name on said contract.

14. **Question:** Regarding required training under the NYS Mental Health. Is this a training once the bid has been awarded? Or is it something I would need to do before I submit my quotes.

Answer: All trainings will be scheduled after the contract(s) is awarded.

15. **Question:** Is there assurance that all regions will be fully utilizing the EHR by September 1?

Answer: All regions should be fully utilizing the EHR by September 1st.

16. **Question:** Under the "Minimum Quote Requirements" it states "the contractor must not have a current contract with the New York State Office of General Services to provide pharmacy services to NYS agencies", does this also include if we are currently bidding for the pharmacy services to NYS agencies but are not currently contracted?

Answer: Regarding Medication Regimen Reviews, OPWDD does not intend to contract with OGS pharmaceutical drug contractors who provide prescription drugs to OPWDD individuals.



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Respectfully,

A handwritten signature in black ink, appearing to read "Jennifer Vallely".

Jennifer Vallely, CMS 1

Contract Management Unit

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