

**Questions and Answers for IFB # 1077
Psychiatric Services for Highland Residential Center**

Q1	If there is an incumbent providing the current services, what are their hourly billing rates?
A1	Yes. Information for past awards made for services at this facility are available at the following website: https://ocfs.ny.gov/main/contracts/awards/ .
Q2	What is the estimated contract value?
A2	The estimated contract values will be the estimated number of hours multiplied by the hourly bid rates of the successful bidder(s). Please refer to the OCFS-0910 Request for Bid Form that was provided as an attachment to this IFB.
Q3	What is the contract value of the previous incumbent(s)?
A3	Information for past awards made for services at this facility are available at the following website: https://ocfs.ny.gov/main/contracts/awards/ .
Q4	What is the anticipated shift schedule? (days of the week and hours per day)
A4	There is not a set work schedule for these positions. Please see IFB Section 3.3 Delivery for further information regarding how hours are expected to be deployed.
Q5	What is the anticipated call schedule, if any?
A5	There are no set call (or on-call) hours schedule for these position(s). It is required that the successful bidder(s) call-in to weekly clinical meetings, if they occur on a day the successful bidder(s) are not scheduled to be in the facility. These position(s) also require the successful bidder(s) to contact the facility as needed to address specific issues as they arise.
Q6	What is the name and location of each facility that the provider(s) will be working at?
A6	Services are to be provided at Highland Residential Center, which is located at 629 North Chodikee Lake Road, Highland, NY 12528. Please refer to section 1.1 of the IFB for additional information.
Q7	Should provider(s) be submitted along with the bid? If not, what is the lead time for submitting providers?
A7	Providers must be named, and their documentation must be submitted with the bid to allow OCFS to verify they meet the minimum qualifications and mandatory requirements listed in the IFB. Please refer to section 2.2 and 3.2 of the IFB for additional information.
Q8	How many Psychiatrists will be needed during the life of this contract?
A8	There are two (2) positions available at Highland Residential Center. Applicants may bid on one or both positions. Due to the nature of this service, the same candidate must be available for the duration of this contact to provide consistency for the youth in OCFS care. Please see section 1.1 of the IFB for additional information.
Q9	Will providers without an active state license at the time of submission be considered?
A9	No, a medical license is required to be provided in your bid submittal. Please see section 2.2 of the IFB for more information.
Q10	Are board-eligible providers acceptable?
A10	Board certification or board eligibility is one of the eligibility requirements. Please see section 2.2 of the IFB for more information.

**Questions and Answers for IFB # 1077
Psychiatric Services for Highland Residential Center**

Q11	Can a debriefing be scheduled after the awarding?
A11	Yes. Please refer to IFB Section 4.26 OCFS Procedure for Handling Debriefing Requests, Formal Protests and Appeals.
Q12	Are electronic signatures accepted?
A12	No. Electronic signatures are not acceptable at this time.
Q13	What is the electronic medical record system(s) that will be used?
A13	The Juvenile Justice Information System (JJIS).
Q14	What is the anticipated award date?
A14	There is no official timetable set for award notification. Typically, award notification is approximately 2-3 weeks after the bid due date.
Q15	Section 2.2. Paragraph 1 of the IFB states that a copy of the NYS Registration must be included in the Bid Proposal. Does this refer to the NYS Registration for the Psychiatrist? Or the Staffing Company?
A15	The NYS Registration of the Psychiatrist is required.
Q16	Section 3.1 Paragraph 2 of the IFB states that "locum tenens vendors and temporary staffing agencies are not eligible to bid on this procurement." Will a medical staffing company that provides permanent staffing in addition to temporary and locum tenens be eligible?
A16	OCFS requires the services of a single provider for each position for the full duration of the contract. A medical staffing company may submit a bid if they meet all requirements of this IFB and offer permanent placement of a named and qualified individual who will provide the specified services for the full duration of the contract. As the resulting contract will be reimbursed on an hourly basis for services rendered, there will be no placement fee paid. See section 3.1 of this IFB for additional information.
Q17	Section 4.19 Paragraph 4 states that "every procurement over \$15,000 include a certification by the vendor that all information provided to the agency is complete, true, and accurate with regard to prior non-responsibility determinations within the past four years..." Would it be sufficient to attest to this in a signed transmittal letter?
A17	You must attest to this stipulation by completing and signing an OCFS-4822 Procurement Lobbying Act – Offeror Certification form. This form is required with the bid submission. See section 2.2 of this IFB for more information.
Q18	Section 2.2. Paragraph 1 states that the Vendor Responsibility Questionnaire must be included in the Bid Proposal. Can we send the V2 Form which certifies that we have previously completed the questionnaire?
A18	The Vendor Responsibility Questionnaire is required with your bid submittal. Please see section 2.2 of this IFB for more information.

**Questions and Answers for IFB # 1077
Psychiatric Services for Highland Residential Center**

Q19	Section 4.13 Contract Compliance Paragraph 4B states that "If the written remedy that is submitted is not timely or is found by OCFS to be inadequate, OCFS shall notify the respondent and direct the respondent to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals." Is it possible to waive the MWBE Participation Requirements altogether?
A19	The MWBE participation goal is a requirement. The MWBE goal evaluation is conducted by OCFS, and determinations for waivers or exclusions are made on a case by case basis during contract development with successful bidder(s).