

Questions and Answers for IFB# 2018-05 Psychiatric Services at Highland Residential Center

Q1	Are there any incumbents (existing resource) for this position? If Yes, how many?
A1	This is one of two new positions of contracted psychiatrists at this location. We did a previous bid and one position was awarded. The current bid is to fill the second position.
Q2	What will be the interview type of the selected candidate? Skype, telephonic or in-person?
A2	There is no interview process.
Q3	How many Candidates resumes can we submit (minimum and maximum limit)?
A3	At least one candidate is required. The resume of the candidate who will be providing the service must be submitted. A candidate must be available for the start date of the contract resulting from this procurement. Due to the nature of this service, the same candidate must be available for the duration of this contract to provide consistency for the youth in OCFS care. There is no maximum limit.
Q4	What is the job location?
A4	Highland Residential Center, 629 N Chodikee Lake Rd, Highland, NY 12528
Q5	What all documents and information are needed from Company for submission?
A5	Please see the IFB for specific requirements.
Q6	Is there any specific template required for Candidate Reference?
A6	No.
Q7	Do you need a list of references to be contacted, or do you need me to get written references collected and send in with the bid? That may take some time.
A7	A list of references with contact information is required with the bid.
Q8	Can you please clarify that a locums company can bid on this?
A8	No, a locums company cannot bid on this opportunity as OCFS requires a consistent provider for the life of the agreement for continuity of care for our youth.
Q9	Will awardees be allowed an opportunity to negotiate the terms of the contract prior to signing?
A9	No. OCFS will not accept changes. If there are terms and conditions you cannot accept, you should not submit a bid.
Q10	Should there be contract terms we are unable to accept, is there a penalty for not signing a contract?
A10	If you cannot agree to the terms and conditions of the contract, you should not submit a bid.
Q11	Do you intend to make multiple awards?
A11	No.

Q12	If we have exceptions to the Terms and Conditions of the bid, should we include them in our proposal?
A12	All contract terms and conditions are included in the IFB and are available at the following link https://ocfs.ny.gov/main/bcm/Non-Grant-Contract-Template.pdf . OCFS will not accept changes. If there are terms and conditions you cannot accept, you should not submit a bid.
Q13	As a locums staffing agency, we provide staffing services and apply best efforts to find candidates for open orders for locums assignments. Are there penalties incurred if unable to fill any of the openings?
A13	We do not accept bids from locum staffing agencies.
Q14	May we add a locums to perm conversion fee to our pricing?
A14	We do not accept bids from locum staffing agencies.
Q15	Do we have to provide an MWBE utilization plan with our bid? As well as documentation for good faith efforts?
A15	No, however a MBWE utilization plan will be required as the contract is developed.
Q16	Are candidate's CV's required with the proposal?
A16	Yes, a candidate's curriculum vita is required with the proposal.
Q17	Can we submit a rate increase for each renewal year?
A17	No.
Q18	Will we have the opportunity to propose rate increases periodically throughout the contract term?
A18	No.
Q19	Will OCFS agree to waive Worker's Compensation Insurance requirements for physicians? Locum Tenens physicians are Independent Contractors and as such are not employees. Therefore, this insurance would not be applicable.
A19	Locums Tenens organizations are not eligible to submit a bid on this opportunity.
Q20	What is the expected time for OCFS to complete credentialing of an accepted candidate?
A20	Credentials and verification are completed prior to contract award.
Q21	Are there penalties incurred if unable to find a replacement candidate?
A21	It is expected that the same candidate will provide services for the duration of the contract term, to provide consistency for the youth. If services cannot be provided, the contract will be terminated.
Q22	Who are the incumbent locums vendors?
A22	There are no locums vendors currently at this location.
Q23	We would like to understand in depth the anticipated need/hours required. How many locum tenens Psychiatrist hours were utilized in the last 12 months?
A23	Please refer to Section 1.1 and 3.2 of the IFB for details regarding hours. There were no locum tenens Psychiatrist hours utilized in the last 12 months.

Q24	What is the anticipated spend in the base year of a new contract?
A24	The contract value will be determined by the hours contained in the IFB multiplied by the rate bid by the awarded vendor. The actual amount spent in the base year of the contract will be determined by actual hours worked during the year and may be different than the amount contained in the IFB. OCFS made a best estimate of the hours required for this position.