



Office for People With Developmental Disabilities

KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

WILLOW BAER
Executive Deputy Commissioner

July 14, 2023

Re: 2023-2028 Psychiatric Services for Western NY DDSOO-IFB WN 080323

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 and my legal department will want to make changes to the Sample Contract Template language. Would that be possible to take care of these changes PRIOR to a bid? I don't want to find the perfect provider for the bid to only find out we can't sign the contract.

Answer: OPWDD does not allow vendor changes to the contract template.

2. **Question:** Are Workman's Comp and general liability insurance required for provider services?

Answer: OPWDD requires proof of Workers Compensation and Disability Benefits coverage or exemption from its contractors. Insurance requirements are outlined in Section 12. Insurance Requirements within IFB WN 080323. Additionally, the Contractor must provide proof of current malpractice insurance, as specified under Qualifications and Scope of Work within IFB 080323. Use the following links for additional information about NYS insurance requirements:

<https://www.wcb.ny.gov/content/main/coverage-requirements-wc/>

<https://www.wcb.ny.gov/content/main/coverage-requirements-db/>

3. **Question:** I work part time for another agency. Can I bid on this IFB for less than a full time position?

Answer: Yes. There are 40 hours per week available for coverage. Vendors may bid on a minimum of 4 hours per week, up to 40 hours per week. Vendors may be awarded less than the number of hours they bid.

4. **Question:** Can I submit a bid via email?

Answer: No. Please refer to Section 13. **Submission of Proposals** within the IFB for more detail. Failure to submit the forms as specified will result in the bid being disqualified.

5. **Question:** Can I withdraw my bid without penalty?

Answer: Yes.

Respectfully,

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