June 26, 2025

2025 -2030 OPWDD Statewide Medication Regimen Review Services, IFB OPD071525

**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: Can you please provide the details of the previous winning bids?**

   Answer: This procurement is in a restricted period; such records will not be provided and are exempt from FOIL until the contract(s) resulting from this IFB are fully executed. Additionally, the scope of work for this procurement has been updated to better reflect the difficulty of servicing OPWDD and therefore prior bid results are not comparable.

2. **Question: Do we need to complete all the slots for references? If yes, can references be both professional and personal? Or, should references be only from businesses the bidder has worked with in the past?**

   Answer: OPWDD may request bidders to submit work references that will verify that the bidder or its principals have at least three (3) years of relevant experience to complete the work as listed in Qualifications and Scope of Work. Only professional references will be accepted. Please provide 3 easily contactable references who can confirm relevant experience.

3. **Question: Will there be multiple awardees per region?**

   Answer: There will one awardee per region. Vendors may bid on one or multiple regions. All sites included in a region are to be serviced by the Bidder who is awarded the contract for that region.

4. **Question: This service has been bid out three times in recent years. What has been the issue?**

   Answer: During past bids, the length of time required to complete a review was not clearly defined. Based on extensive medical records and the limitations of EHR, each review takes approximately 60 minutes to fully and thoroughly complete. Contractors should account for this time requirement when placing their bids.

5. **Question: How many laptops will the vendor be issued?**

   Answer: The vendor will be issued a laptop for each employee providing Medication Regimen Review services to OPWDD.

6. **Question: What if the vendor has a change in circumstances and cannot provide Services?**

   Answer: OPWDD will always try to work with the vendor. The contract contains termination clauses, specifically a clause that allows termination by OPWDD for convenience.

7. **Question: Will the bids amounts/winners be released?**

   Answer: Bid Results and contract awardees will be posted to the NYS Contract Reporter website after the contracts receive final approvals. https://www.nyscr.ny.gov/contracts.cfm

8. **Question: How Many ICFs are there?**

   Answer: Please see table below.

| Region | DDSOO | IRA Total Capacity | ICF Total Capacity | IRA Current Occupancy as of March 2024 | ICF Current Occupancy as of March 2024 |
|---|---|---|---|---|---|
| 1 | Long Island | 265 | 98 | 210 | 86 |
| | Bernard Fineson | 161 | 24 | 134 | 6 |
| | Brooklyn | 157 | 44 | 134 | 16 |
| | Metro | 242 | 0 | 212 | 0 |
| | Staten Island | 258 | 24 | 194 | 20 |
| | Region 1 Total | **1083** | **190** | **884** | **128** |
| 2 | Finger Lakes | 1266 | 0 | 863 | 0 |
| | Western | 990 | 0 | 658 | 0 |
| | Region 2 Total | **2256** | **0** | **1521** | **0** |
| 3 | Capital District | 483 | 0 | 320 | 0 |
| | Sunmount | 291 | 169 | 178 | 123 |
| | Hudson Valley | 921 | 0 | 619 | 0 |
| | Taconic | 480 | 20 | 286 | 7 |
| | Region 3 Total | **2175** | **189** | **1403** | **130** |
| 4 | Broome | 385 | 66 | 328 | 46 |
| | Central NY | 1158 | 0 | 920 | 0 |
| | Region 4 Total | **1543** | **66** | **1248** | **46** |
| | **Totals** | **7057** | **445** | **5056** | **304** |

9. **Question: Will the vendor have access to the MAR?**

   Answer: Vendors will have access to the MAR either in EHR or a paper copy depending on the region. OPWDD is in the process of transitioning to fully electronic MARs.

10. **Question: When do vendors receive the listing of reviews to complete? How many per month? How is listing delivered? Is there a specific number of medication reviews that must be completed per year?**

    Answer: At the beginning of the contract, the vendor will receive a listing of due dates for the year. Due dates are staggered. Each month the vendor will receive a listing of reviews which are due to be completed within 30 days. Statewide 400-500 reviews are assigned monthly, split between 4 regions. The vendor must complete all assigned reviews monthly. Listings will be distributed using secure email. The specific number of reviews to be completed by each vendor will depend on regions awarded.

11. **Question: What does training entail?**

    Answer: The vendor will receive training from an OPWDD Pharmacist on the use of EHR and the expectations of med reviews. Additional trainings may be required periodically.

12. **Question: How are documents accessed in EHR?**

    Answer: Documents must be downloaded to read.

Respectfully,

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