



Office for People With Developmental Disabilities

KATHY HOCHUL
Governor

KERRI E. NEIFELD
Commissioner

ROGER BEARDEN, J.D.
Executive Deputy Commissioner

November 16, 2022

2023 – 2028 Patient Companion Services in Orange, Rockland, and Westchester Counties IFB HV 120722

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. Under the Detailed Specifications of IFB HV 120722 on page 22, it lists that the patient companion is to assist staff with bathing when required. Given that the patient companion may need to perform or assist with personal care, must the bidder be an entity licensed to provide personal care and must the individual providing the service be a personal care aide, home health aide or certified nurse assistant?**

Answer: As stated under Detailed Specifications for Patient Companion Services on page 22 of IFB HV 12072: “Only under the direction of hospital nurses will patient companions assist with ambulating, bathing, showering, toileting needs, changing clothing, changing bedding, repositioning individuals, individual’s food and/or fluid intake, and provision of social interaction, attention, companionship, and engaging the individuals in meaningful activities.” As such, patient companions are not required to be licensed personal care aides, home health aides or certified nurse assistants.

Regarding licensure requirements of the vendor, under the General Requirements section of the Qualifications & Scope of Work on page 19, it states that it is the Contractor’s responsibility to ensure that any service provided pursuant to this contract complies with all pertinent provisions of Federal, State, and Local statutes, rules, and regulations.

- 2. Is a narrative/executive summary required when submitting our proposal and are there any other necessary components for submission?**

Answer: A narrative/executive summary is not required. Under Section 13. **Submission of Proposals, A. Submission Requirements** on page 6. of IFB HV 120722 it states, “**One (1) original Bidder Cost Proposal Form** is required to submit a bid. All proposals in response to this IFB must be received by OPWDD no later than the proposal due date and time.”

- 3. Is it sufficient to list the bidder's 3 reference information or must 3 letters be obtained and submitted?**

Answer: OPWDD will not accept letters in lieu of submitting the completed reference form, as provided.

Under Section 13. **Submission of Proposals, A. Submission Requirements** on page 6. Of IFB HV 120722 it states: “One (1) original of each additional required form, as listed on page 2 (References and Vendor Responsibility Questionnaire), must be received either by the proposal due date or within 3 business days of request by OPWDD. It is strongly recommended that these additional forms are submitted by the proposal due date. Failure to submit the forms as specified above will result in the bid being disqualified.”

OPWDD recommends that each contractor review Section 13. **Submission of Proposals** in its entirety.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Kyle Newton', with a long horizontal flourish extending to the right.

Kyle Newton, CMS 1
Contract Management Unit
(845) 877-6821 Ext. 3219
(845) 877-3044 (fax)
jennifer.k.newton@opwdd.ny.gov