NEW YORK STATE | Office for People With Developmental Disabilities

Issuance of Responses to Questions / Clarifications OPD-2024-39

Date: May 19, 2025

PLEASE ADDRESS INQUIRIES TO:
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Email: procurement@opwdd.ny.gov

Request for Proposal (RFP) #: OPD-2024-39

RFP Title: Supported Decision-Making Facilitation

Proposal Due Date: June 10, 2025

Subject: Issuance of Responses to Questions/Clarifications

#	Question	Answer
1	2.3.1 - This section indicates that the agency awarded the project will be expected to use "what is already in place" as part of our work plan, including training protocols and processes; will we be provided the specific written processes & protocols for "what is already in place" to consider/include as part of our work plan/response?	No, however bidders are encouraged to learn about the model developed by SDMNY (https://sdmny.org/) through review of SDMNY's published materials.
2	2.3.1.1.4 - Regarding the establishment of billing standards; are we to establish billing standards for 3rd party/subcontractors to bill us, for us to bill the state, or a combination of both? Are the standards intended to be established just for the 5-year project or for the continuation of SDM as a future service?	Either approach, or a combination of both, will be considered. The standards are intended to be established primarily for the duration of the 5-year project but will serve as a basis for the continuation of SDM facilitation as a future service.
3	2.3.1.2.3 - Will we be provided with a written description of the mentorship model during the RFP process so that we can consider/include it in our workplan/response?	No, however bidders are encouraged to learn about the model developed by SDMNY (https://sdmny.org/) through review of SDMNY's published materials.
4	Attachment 7 - Vendor responsibility Questionnaire Certification. If we are already registered, do we still need to attach a substitute W-9?	No, as long as you are registered with NYS VendRep System, there is no need to submit a W-9 form.

5	Attachment 8 - Is eVero considered a subcontractor, for which we would need to list their employees on this attachment?	No, for the purposes of Attachment 8, eVero is not considered a subcontractor to provide consulting services as defined in the instructions. The relationship with eVero is to obtain a license to access the current case management, billing, and data collection system. For other purposes, eVero may be considered a subcontractor (see #9, below).
6	4.5.6 - Record of Contacts. Are we required to submit all contact with OPWDD or only contact related to the RFP?	Only contact related to the RFP, see Section 1.4 Restricted Period in the RFP.
7	4.6/4.7 - Are the percentages listed in this section goals or hard requirements? The majority of subcontractors will be other not for profit agencies and are not owned by anyone; how will this relate to the requirements of this section.	The percentages listed are goals. Contractors are expected to make good faith efforts to include the participation of MWBE and SDVOB firms whenever practical in the performance of this contract to meet agency goals. If the contractor, after making good faith efforts, is unable to achieve the MWBE Contract Goals, the Contractor must submit a request for a waiver through the NYS Contract System (NYSCS), or a non-electronic method provided by OPWDD, see Attachments 12A and 13A.
8	Attachment 4A - NYS Business Usage Form- If we plan to use NYS businesses as subcontractors, but have not yet identified the specific subcontractors, should we fill out attachment 4a? How so?	Yes, Attachment 4A should be completed to the best of your ability if you plan to use NYS businesses as sub-contractors. If a suitable qualified subcontractor is identified after Contract award, they must meet Contract Subcontractor requirements and be approved by OPWDD.
9	4/16 - Subcontractors - Is eVero considered a subcontractor for the purpose of this RFP? Do we need to have them fill out the associated sub-contractor forms/information?	eVero may be considered a supplier for purposes of Attachment 4 and 4A for the license; however eVero may be considered a sub-contractor if the subcontract is valued over $100,000. In this case that would be the cost of the license. If the cost of the license is over $100,000, eVero would need to be listed on the appropriate form. See Section 6.1.5. for other purposes where eVero may be a subcontractor. Bidder or Prime Contractor must fill out the associated forms/information.
10	Attachments 11,12,12A,13,13A, & 17 - Are not specifically discussed in the RFP, are they to be completed and included in the submission of the RFP?	Yes, these attachments must be included in the submission and all to be included with Section 4. Administrative Proposal. Page 2 of Attachment 11 has detailed instructions on how and when to complete. Attachment 12 and 13 contain instructions at the top. Attachment 12A and 13A

	If so, what Section (4, 5, or 6) should each be included in?	may or may not be applicable at the time of submission, if known at the time of submitting bid, this should be filled out. Attachment 17 is discussed in Section 1.8 Bidder Minimum Qualifications. Section 8.5.1 Physical Submission and Section 8.5.2 Electronic Submission discuss for Administrative Proposal, either a flash drive or file containing all required attachments in Section 8.2 Required Submission Documents.
11	6.1.2 - SDM Facilitation Costs - Is the intent for us to include a per decision maker facilitation cost, a cumulative facilitation cost for all of the decision makers involved in the 5-year project, or both? Total cumulative facilitation costs could vary widely, based on the number of decision makers that go through the process; is there is minimum number of decision makers expected to participate in the 5-year project? If significantly more decision makers participant in the 5-year project than we/OPWDD anticipated, how will the associated costs be addressed?	Either approach will be considered. Acknowledging that the cost structure and funding avenues for respective participants in SDM facilitation will depend on several possible factors, OPWDD expects to see proposals that describe reasonable expectations of per decision-maker facilitation cost and predictions and approaches that account for potential growth in total participation during the 5-year project. No minimum number of participants is required in the RFP. Bidders are encouraged to describe in their proposals the scope of participation they envision, and how they would address increases in application for participation beyond that scope.
12	Section 6 - Cost Proposal - Are we to submit a narrative describing costs or just a completed attachment 2?	Bidders are only required to submit Attachment 2: Cost Proposal. A narrative is not required, but may be considered, if submitted.
13	In section 8.2. of the RFP, should the 8.4. reference be 8.5.?	Yes, it should be 8.5. Packaging of Proposal. See Addendum 1.

This notification is to be signed and submitted as part of your proposal.

Bidder Name: _____

Representative Signature: _____ Date: _____

Representative Name: _____Title: _____