



Corrections and Community Supervision

KATHY HOCHUL
Governor

ANTHONY J. ANNUCCI
Acting Commissioner

Addendum 1

RFP #2022-01 - Medication Assisted Treatment Program

March 14, 2022

The following are official modifications which are hereby incorporated into RFP #2022-01 – Medication Assisted Treatment. The information contained in this Addendum 1 prevails over the original RFP language for all amendments below. Deleted language appears in strikethrough (“~~xxx~~”) and added language appears in bold (“**xxx**”).

1. **Section 1.0 Calendar of Events:**

The following dates within Section 1.0 have been modified as follows:

RFP #2022-01 Medication Assisted Treatment Program	
<u>Event</u>	<u>Date</u>
Issuance of Request for Proposals	January 27, 2022
Deadline for Submission of Written Questions	February 14, 2022
Responses to Written Questions Posted by DOCCS	<i>On or about</i> February 25, 2022
Deadline for Submission of Proposals	March 22, 2022 @ 3:00 pm April 12, 2022 @ 3:00 pm
<i>Anticipated</i> Contract Start-Date	August 01, 2022
<i>Anticipated</i> Services Start-Date	October 01, 2022

2. **Section 2.5 Glossary of Terms**

The following term and definition has been added:

The terms “bidders,” “vendors,” and “proposers” are also used interchangeably. For purposes of this RFP, the use of the terms “shall,” “must,” and “will” are used interchangeably when describing the Contractor’s/Bidder’s duties.

The terms “proposal” and “bid” are used interchangeably herein and shall have the same meaning.

The terms “incarcerated individual” and “patient” are used interchangeably herein and shall have the same meaning.



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The name of this agency, NYS Department of Corrections and Community Supervision, is used interchangeably herein with “Agency,” “Department,” “DOCCS,” and “NYSDOCCS.”

<u>Term</u>	<u>Definition</u>
Commissioner	Commissioner of the Department of Corrections and Community Supervision or duly authorized representative.
Contractor/Vendor/Bidder/Offeror/Proposer/	Any person, partnership, firm, corporation, or other authorized entity submitting a proposal to the State pursuant to this RFP.
Agency/Department/DOCCS/NYS DOCCS	New York State Department of Corrections and Community Supervision.
Prime Contractor	One who has the contract with the owner of a project or job and has full responsibility for its completion. A prime contractor undertakes to perform a complete contract and may employ (and manage) one or more subcontractors to carry out specific parts of the contract.
Subcontractor	A business or person that carries out work for a company as part of a larger project. See Section 5.11 for further subcontractor utilization information.
RFP	Request for Proposal
Issuing Office	Department of Corrections and Community Supervision, Division of Support Operations/Contract Procurement Unit.
Proposal/Bid	Documentation from participating Vendors that provide the necessary information requested by the RFP.
DIN	Department Identification Number
NYSDOH	New York State Department of Health
MAT	Medication Assisted Treatment
OTP	Opioid Treatment Program
OUD	Opioid Use Disorder
AUD	Alcohol Use Disorder
OASAS	New York State Office of Addiction Services and Support
DEA	Drug Enforcement Administration
NYSED	New York State Education Department
BNE	Bureau of Narcotic Enforcement
STAT	Providing the results of a lab without delay; immediately. DOCCS will require emergency lab work upon request. Results



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	of a 'STAT' lab will be reported to the requesting facility via phone immediately upon test completion. Written lab results are expected within a 24-hour turnaround period.
MOUD	Medication(s) for opioid use disorder.

3. Section 4.1 Overview:

The following section has been modified as follows:

The Contractor must provide a comprehensive MAT Program available to all incarcerated individuals residing in DOCCS' Facilities. A list of all DOCCS facilities can be found on Attachment 14.

The contractor must comply and remain accredited and certified, throughout the term of the contract, with all New York State and Federal rules and regulations as set by oversight agencies, including but not limited to: OASAS, DOH, NYSED, DEA, BNE and SAMHSA.

The contractor must be NCCHC Accredited and remain accredited throughout the term of the contract. See Section 8.9 Conditional Award for more information.

The Contractor and, if applicable, their subcontractor(s), **when fully operational**, shall be the ~~sole~~ supplier and/or coordinator of all MAT Services within the region(s) ~~serviced~~ **awarded** under **this scope of work and** contract, and, as such, shall have the ~~sole~~ authority and responsibility for the implementation, modification, and continuation of all MAT Services for DOCCS' incarcerated individuals.

The Contractor shall offer a description of the types of Services and multidimensional, clinically driven strategy for matching incarcerated individuals in MAT with the types of treatment services and levels of care that optimize treatment outcomes, within or in conjunction with counseling and program Services. The Contractor shall include how it will individualize the choice and application of treatment resources to each incarcerated individual's needs, abilities, and preferences.

The Contractor shall provide staff to prescribe MAT medication.

The Contractor shall provide all medications utilized for treatment within the MAT Program **under this scope of work** and will identify how they propose to focus on informed consent for dosage forms, efficacy, side effects, drug interactions, safety considerations, and current availability and restrictions for all evidence-based treatment (including but not limited to: methadone, buprenorphine, suboxone, Sublocade and naltrexone for the treatment of OUD, AUD, and any other medications added to the MAT list in the future).



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The Contractor shall provide staff to administer all forms of MAT medication. Administration will be in accordance with manufacturer's labels. The Contractor's staff responsible for medication administration will perform a mouth check prior to administration of oral medication and will work with security staff to prevent diversion.

The Contractor shall identify a representative who is available during business hours to take phone calls from DOCCS staff for questions or issues related to participants of the MAT Program.

The contractor shall offer a comprehensive program that includes, but not limited to, continuing staff education, training for correctional staff, informational videos and Q&A sessions for staff and incarcerated individuals. All education, training and any associated materials including, but not limited to, the informational videos must be reviewed and approved by DOCCS prior to use.

The Contractor shall establish a quality assurance/control program on its procedures and programs which will be subject to review by DOCCS upon request. Reviews must be conducted after each occasion of an emergency room visit, admission, adverse outcome, and death.

The Contractor shall hold operational meetings at least six (6) times per year with designated DOCCS facility staff members and at least twice annually with DOCCS Central Office staff.

DOCCS shall provide the location(s) to dispense medications and space to securely store medications including refrigerators to store any MAT medications requiring refrigeration.

DOCCS shall provide security escorts of incarcerated individuals to and from the point of medication distribution.

DOCCS shall provide the vendor with a printout of the incarcerated individual's medication history and/or list of current medications.

4. **Section 4.4 Maintenance:**

The following section has been modified as follows:

The contractor(s) will provide ongoing maintenance therapy to patients 7 days per week. Dosing hours will be discussed and arranged upon between the winning contractor and DOCCS but will not exceed a twelve-hour period. The contractor(s) will work closely with DOCCS executive staff at each facility to establish a workflow that is conducive to the facility's schedule and physical layout.

Contractors will provide incarcerated individuals with treatment for OUD and AUD with the ability to utilize all evidence-based treatment for the same (including, but not limited to, methadone, buprenorphine, suboxone, Sublocade, and naltrexone for the treatment of OUD, AUD, and any other medications added to the MAT list in the future). The determination of which medication will



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be provided to each patient shall be made by a joint decision between the patient and the physician or prescriber.

Discharge Planning and Transfer Services: The contractor will manage the discharge planning process for the patients on MOUD/AUD treatment. In addition to returning the patient to a provider of medication in the community, this includes assisting with connecting the patient to appropriate community support. The Correctional Facility shall provide the OTP, at least one month prior to release, with the incarcerated individual's planned release location. The OTP will identify OTPs near the location of the individual's return and provide the list to the Correctional Facility at least two weeks prior to release.

The Correctional Facility shall obtain a consent of Release of Information authorizing the OTP to release information to the target OTP as part of the referral process.

The Contractor shall make a referral to the target OTP at least one week prior to the incarcerated individual's release date.

If a case occurs where the release from the Correctional Facility does not allow for the full planning timeframe, the OTP and Correctional Facility will work closely to identify a plan to continue medication post release.

Psycho-Behavioral Counseling: The provider chosen as a result of this solicitation will be expected to provide supportive psycho-behavioral counseling as deemed appropriate to participants in the MOUD program in ~~an group or individual setting, for at least one hour per week.~~ Counseling ~~may be on an individual or group basis and~~ shall meet the standards set by SAMHSA and OASAS. **Due to space restrictions and security reasons, group sessions will not be feasible.**

Vendors may choose to utilize telehealth for follow up visits and/or counseling sessions; however, all initial appointments must be completed in person. Vendors(s) must be able to utilize WebEx as a platform for telehealth encounters as this is the system DOCCS currently uses. Mobile medication services may also be utilized to complete services. Vendor's mobile medication service plans must be approved by DOCCS prior to implementation.

5. **Section 4.7.1 Staffing Requirements:**

The following language has been added:

The contractor is responsible for credentialing all professional staff provided over the contract period. Any staff requiring licensure and/or registration will be in compliance with all pertinent regulatory authorities. All the Contractor's/Subcontractor's employees that provide services are subject to background checks/fingerprinting. DOCCS is responsible for the cost associated with fingerprinting. All employees are subject to security procedures as required by DOCCS.



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All Contractor and/or Subcontractor employees who provide services to DOCCS will be required to comply with flu vaccinations, TB protocols, and any other DOH mandates and DOCCS memorandums, directives, and mandates.

Services performed on-site by the Contractor's employee shall be rendered in accordance with these additional requirements as determined by the Correctional Facility:

- Employee Sign-In: Contractor's Employee shall sign in and out in accordance with the Correctional Facility's security procedures and guidelines. Failure to sign in or out, whether intentional or not, may be understood to mean that service was not performed;
- A review of all facility-use rules for the subject location;
- An introduction for each respective Agency organization, chain of command, etc., and
- Any other additional security or other requirements set forth by the Correctional Facility.

Absent employees performing services, no other Contractor employee, including the liaison(s), will be granted access to DOCCS Correctional Facilities without the explicit approval of the Contract Manager located in Central Office's Division of Health Services.

The Contractor will conduct recruitment, organization and training efforts that will provide an adequate number of appropriately trained and qualified staff to successfully carry out all tasks and deliverables.

If Subcontracting is needed for the contractor to perform any of the duties outlined in this RFP, the Contractor will provide a description as to how they intend to utilize Subcontractors. **Subcontractors must be appropriately certified to provide the services they are being subcontracted for.**

One month prior to work startup, or when replacing staff, all resumes for both Contractor and Subcontractor staff will be forwarded to the attention of the DOCCS MAT Coordinator, for review prior to the start of work. DOCCS reserves the right to reject any proposed personnel, upon the initial review of their resume.

Furthermore, DOCCS reserves the right to reject any Contractor or Subcontractor staff, for any reason, throughout the term of the contract. Replacement staff member or members must be of equal or greater qualifications.

The contractor will ensure that all staffing needs of the program are met on an ongoing basis.

Any individual hired by the Contractor to work in the facilities, by virtue of accepting their assignment, must abide by all the policies, rules and regulations of the Department. In addition, the Contractor will be familiar with and provide staff with information in federal and NYS Laws as well as Department Policy on the Prevention of Sexual Abuse of Incarcerated individuals: <https://doccs.ny.gov/prea>.



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6. Section 4.10 Information Technology/Electronic Interface:

The following section has been modified as follows:

~~The contractor is expected to have (or make available) an electronic order entry and results-reporting capability that is accessible to DOCCS. The contractor's electronic ordering system needs to be compatible with DOCCS Network, Hardware, and Software. Further details will be provided to tentative awardee.~~

~~The contractor will be required to provide appropriate DOCCS staff (estimated between 1,500—2,000 employees) with web access to their database frontend.~~

~~The~~ **Any IT** application and all systems and components supporting it, including but not limited to any forms and databases that include Personal Health, Personal Identification or other New York State information, must comply with all NYS security policies and standards listed at <http://its.ny.gov/tables/technologypolicyindex.htm>. See Section 4.11 Security.

In addition, DOCCS has a long-term goal to implement software for electronic medical records. It is expected that the contractor will be able to work with various electronic medical record software.

If a vendor wishes to utilize a wireless network to meet the needs of this RFP, the vendor, in accordance with DOCCS specifications, would need to install a separate circuit at each facility services are rendered to accommodate a wireless solution. The vendor will be responsible for providing the necessary equipment for the wireless solution. The proposed wireless solution would need to be approved by DOCCS and DOCCS would own the equipment. Wi-Fi would require security settings that allow only connectivity to the vendor network. Quarterly penetration and vulnerability scans/tests will be required.

7. Section 6.2.4 C. Staffing:

The following language has been modified :

Provide a detailed staffing plan describing how the bidder plans to provide the services and deliverables as set forth in the scope of work as outlined in Section 4.0, Section 4.1 and Section 4.7:



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Provide a table of organization outlining reporting roles and responsibilities appropriate to the operation of the MAT service. The table of organization is to include all liaison(s) and staff to perform the work.

Provide a plan that provides adequate staffing to perform medical, counseling, vocational, educational, and other assessment, and treatment services. These services are to be available at the facility and the Contractor is required to document that these services are fully available to patients.

For each position listed in the plan, the following information should be included:

- Job title;
- Job description;
- Justification of need of position.

Provide description of how the bidder plans to ensure:

1. That all necessary credentials for professional staff are provided and maintained over the entire contract period.
2. All staff requiring licensure and/or registration are in compliance with all pertinent regulatory authorities.
3. All the Contractor's/Subcontractor's employees that provide services have background checks/fingerprinting as required by DOCCS.
4. All Contractor and/or Subcontractor employees who provide services to DOCCS comply with flu vaccinations, TB protocols, and any other memorandums, directives and/or mandates from DOH and DOCCS.
5. Services performed on-site by the Contractor's employee are rendered in accordance with these additional requirements as determined by the Correctional Facility:
 - Contractor/Subcontractor's employees signing in and out of the facility;
 - A review of all facility-use rules for the subject location;
 - An introduction for each respective Agency organization, chain of command, etc.; and
 - Any other additional security or other requirements set forth by the Correctional Facility.
6. That, absent employees performing on-site services, no other employee, including the liaison(s), can be granted access to a DOCCS Correctional Facility(ies) unless explicit approval from Central Office's Division of Health Services Contract Manager has been given.
7. The bidder's recruitment, organization and training efforts provide an adequate number of appropriately trained and qualified staff to successfully carry out all tasks and deliverables.
8. DOCCS shall receive all staff resumes from both the bidder and Subcontractor one month prior to work startup, and when replacing staff.
9. The bidder can provide replacement of staff of equal or greater qualifications when needed.
10. That the staffing needs of the program are met on an ongoing basis; include description of how any changes in the number of patients to be treated are to be met by staff.
11. That any individual hired by the bidder to work in the facilities, abided by all the policies, rules and regulations of the Department.



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- 12. The bidder, and all Subcontractors if utilized, are familiar with and provide staff with information in federal and NYS Laws as well as Department Policy on the Prevention of Sexual Abuse of Incarcerated individuals (<https://doccs.ny.gov/prea>).
- 13. That all staff receive all the mandatory DOCCS' Training in accordance with Sections 4.7.3 A and B of the RFP.
- 14. That all staff are knowledgeable of relevant departmental directives, policies & procedures, and regulations throughout the term of the contract (See Section 4.7.3 and Attachment 17 for reference).

If Subcontracting is being utilized, bidders are to ~~provide a plan on~~ **outline** how the Subcontractor(s) ~~are~~ **will be** utilized. **Bidder should also outline how they plan on ensuring that their subcontractor(s) has and maintains all appropriate certifications.**

*Resumes of staff and liaisons will not be accepted or evaluated.

8. **Section 6.2.4 F Information Technology/Electronic Interface**

The following language has been added:

Describe your Company's ability to meet the specifications set forth in Section 4.10 Information Technology/Electronic Interface.

Describe your company's capability and experience with interfacing with an Electronic Medical Record system.

If utilizing a wireless network, describe in your plan your wireless solution and how you will meet DOCCS needs as specified in Section 4.10.