



Department of Health

20774

Environmental Modifications Evaluators for the New York State Medical Indemnity Fund

Questions and Answers Posted August 07, 2026

Question #	Corresponding RFP Section	Question	Answer																		
1.	§2.0	Partial regions. Does a selected-counties bid compete for an award slot on the same basis as a whole-region bid?	Yes.																		
2.	§2.0 / §4.1	Volume. Publish historical EMOD evaluation counts by region and evaluation type for the last three contract years.	This chart represents the average number of evaluations completed annually since 2023. <table><tr><th>Region</th><th>Average Evaluations per Region (Annual)</th></tr><tr><td>Out of State</td><td>19</td></tr><tr><td>Region 1</td><td>3</td></tr><tr><td>Region 2</td><td>9</td></tr><tr><td>Region 3</td><td>10</td></tr><tr><td>Region 4</td><td>8</td></tr><tr><td>Region 5</td><td>16</td></tr><tr><td>Region 6</td><td>5</td></tr><tr><td>Total</td><td>70</td></tr></table>	Region	Average Evaluations per Region (Annual)	Out of State	19	Region 1	3	Region 2	9	Region 3	10	Region 4	8	Region 5	16	Region 6	5	Total	70
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3.	§3.1	Qualifying assessment experience. Does in-home environmental assessment and verification of physical remediation (asthma home remediation, safety modifications, environment retrofits) satisfy MQ1? Must it be accessibility modifications specifically?	In-home environmental assessment, asthma home remediation and environment retrofits would not meet the criteria for MQ1. Safety modifications experience would qualify if the work meets the following: An environmental modification is an interior or exterior physical adaptation to the residence in which an enrollee lives that is necessary to ensure the health, welfare, and safety of the enrollee, enables them to function with greater independence and/or helps avoid institutionalization, and has been ordered by a physician, physician assistant, or nurse practitioner. Examples of EMODs include but are not limited to; ramps, widened doorways and handrails, roll-in showers, vertical lifts, and cabinet and shelving adaptations. EMODs do not include any routine home maintenance, adaptations or modifications that are of general utility and that do not provide direct medical or remedial benefit to the enrollee. With respect to new construction, EMODs do not include modifications needed because of avoidable barriers created by the new construction floor plan.
4.	§3.1	Could you please clarify whether this minimum qualification requires a formal contractual relationship with a State or federal agency or a program serving individuals with disabilities? If so, would agreements or contracts with private organizations serving individuals with disabilities satisfy this requirement, or is this requirement limited to governmental agencies and formal disability programs?	Yes, a formal contractual relationship is required but does not have to be with a State or federal agency; Offerors with contracts with private organizations serving individuals with disabilities would satisfy this requirement. Bidders are encouraged to include all relevant professional experience in their Technical Proposal narrative.

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5.	§3.1	Does the requirement for "one (1) year of experience contracting with State or federal government agencies, or programs for individuals with disabilities" require a formal contractual relationship with such agencies or programs?	Yes.
6.	§3.1 / §3.2	Whose experience counts. Can a named subcontractor hold the §3.2 C.E.A.C./C.A.P.S. credential? Does "as a prime offeror" in §3.1 exclude key-personnel or subcontractor experience?	No, bidders may not leverage the experience of a key-personnel or named subcontractor to meet minimum or preferred qualifications. A prime Offeror is the entity who is submitting a competitive proposal to function as an Evaluator and perform evaluations of the EMOD projects.
7.	§3.1	Does the required experience need to be held by the Offeror (the submitting organization), or may the qualifications of key personnel, employees, or subcontractors proposed to perform the work satisfy these minimum qualifications?	Per RFP Section 3.1, Minimum Qualifications, all minimum qualifications must be met by the Prime Offeror.
8.	§3.1 / §3.2	Beyond applicable licensing requirements, are there additional qualifications or training requirements for contractors participating in this program?	Per RFP Section 4.1.G, Training, Evaluators must attend an online training prior to the assignment of their first evaluation and must also attend additional training as determined by the Fund. These are one-hour trainings scheduled at the convenience of the Evaluator.
9.	§3.2	Six-month clock. Measured as of the 18 Aug submission date or the 1 Jun 2027 start date? Does a contracted (non-employee) relationship count as "currently employs"?	The six-months is measured as of the date of proposal submission. A contracted relationship may suffice, subject to the Department's approval.

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10.	§3.1 / §3.3	Scope of the perpetual FA bar. Does it reach a named subcontractor, or only the awarded Offeror? Entity-level or across affiliates? Does it reach a support-services subcontractor who performs no evaluations?	The future eligibility restriction in Section 3.1 applies to the awarded Offeror and to any subcontractor that performs, supervises, reviews, approves, or otherwise materially participates in EMOD evaluation functions under the resulting contract. The restriction does not automatically extend to every subcontractor identified in an Offeror's proposal. A subcontractor whose responsibilities are limited to administrative, technological, or other support services, and that does not participate in or influence EMOD evaluations, will not be rendered ineligible solely because of its participation as a subcontractor. Separately, any entity that currently performs or has previously performed Fund Administrator functions for the MIF is ineligible to participate in this RFP, regardless of whether those functions were performed as a prime contractor or subcontractor.
11.	§4.0	Conflicts. Does Medicaid enrolment / DSRIP / SCN participation count as "a relationship with the Department"? Disclosable, disqualifying, or neither?	Medicaid provider enrollment, prior participation in DSRIP, or participation in a Social Care Network does not, standing alone, constitute performance of Medical Indemnity Fund Administrator functions or render an Offeror ineligible under Section 3.1. Offerors must disclose any direct or indirect contractual, financial, or organizational relationship that could create an actual or potential conflict of interest with the services required under this RFP. The Department will evaluate disclosed relationships based on the nature of the entity's role and the particular circumstances. Program enrollment or participation alone is not disqualifying.

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12.	§4.1.E	Witness testimony. Billable without a cap? Is prep time billable? Is travel to a hearing billable, given travel isn't billable elsewhere?	Hourly rates for Serving as a Witness are inclusive of all anticipated costs and may be billed only for actual time spent Serving as a Witness. Prep time, travel time, tolls, and mileage are not billable outside of hourly rates. Although there is no predetermined cap on the number of billable hours, each invoice must include sufficient supporting documentation to substantiate the time billed.
13.	§4.1 / §4.3	Is reimbursement available for pre-construction planning activities, including collaborative site visits between the occupational therapist and contractor to translate functional recommendations into a constructible, code-compliant design?	No, payment is only made related to the evaluation and reporting services as described in Sections 4.1 and 4.3 of the RFP.
14.	§4.1.A / §4.7	10-hour cap. Does it include report production? Process and turnaround for approving hours above a cap?	Yes, ten (10) hours for the Initial Evaluation includes report production. If additional hours above ten are needed, a request must be sent in writing to the Department for review before any work begins. The Department will review the request and determine if it's acceptable. As each project is different, approval times will vary. Upon determination, the Department will provide approval of the additional hours in writing and confirm work can begin.
15.	§4.4 / §4.5	"The application." What does it mean here? Will DOH provide a portal, or do Evaluators email reports and run their own systems? Is SOC 2 / HITRUST required?	The reference to "application" in Section 4.4 is not relevant to this RFP. Offerors will email reports directly to the Fund Administrator and/or Department. The Offeror is required to provide secure, HIPAA compliant, and confidential backup, storage and transmission for hard copy and electronically stored information.

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16.	§4.7	If a report is denied for reasons outside the Evaluator's control, is the rework compensable?	Offerors may bill only for work completed and approved by the Fund Administrator or the Department. Denied evaluations or reports must be re-worked and approved prior to invoicing. Only hours utilized in the original evaluations can be invoiced. No additional hours will be approved for any evaluations or reports that have been re-worked.
17.	§4.7	What is the typical timeframe between submission of an approved invoice and payment?	Typically, payment is made within 30 days from receipt of a final, complete, and accepted invoice submission package.
18.	§4.7	Are there maximum reimbursement amounts per participant or per environmental modification project?	The maximum reimbursement amounts are not based on each participant. There are maximum reimbursement amounts for each EMOD project evaluation. The maximum amounts are listed in Section 4.7 of the RFP.
19.	§4.0 / §4.1.A / §4.1.C / §4.3.C	How are change orders handled if unforeseen structural or site conditions are identified after construction begins? Is there a process for requesting approval and reimbursement for additional work?	This RFP involves services for the evaluation of change orders. In the event there is a request for a change order, the Fund Administrator and/or Department will discuss the need and provide written approval before any evaluation should begin. The evaluator must assess whether the changes are appropriate and reasonable and to report the findings.
20.	§4.8	May applicants subcontract the construction component while maintaining responsibility for the clinical assessment, care coordination, and overall project management?	No, this presents a conflict of interest. It is the responsibility of each Offeror to fully disclose any actual or perceived conflicts of interest and to explain to the Department how it, has or proposes to, cure any actual or perceived conflicts of interest, as well as avoid future conflicts of interest.

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21.	§6.3 / Att. B	Rate lines. The form has two; §6.3 says one rate governs. Enter the same figure on both?	A separate Cost Proposal shall be submitted for each Region being bid on, however only one hourly rate is acceptable for all Regions and for serving as a witness. In the event there is a discrepancy in the hourly rates submitted on Cost Proposals for the different Regions or State, the lowest hourly proposed rate will be used for all Regions awarded. In the event Offeror is awarded multiple regions, for work performed in a bordering State or Region the lowest hourly rate will be used.
22.	§6.3	At what point are funds for an approved environmental modification considered authorized or guaranteed? Once a project has received all required approvals, may the contractor proceed with confidence that eligible costs will be reimbursed provided all contractual requirements have been met?	This information is not relevant for a submission of bids under this RFP. This RFP only reimburses costs to Offerors performing home modification evaluation services.
23.	§7.0	Submission mechanics. Both open and permissions passwords? File-size limit? Will DOH confirm receipt?	Files should be standard searchable PDF files with copy/read permissions only. The size limit for each email attachment is contingent upon the Bidder's email server. A Bidder is able to submit multiple emails with split attachments in order to limit attachment sizes. DOH will confirm receipt via email.

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24.	§8.4	Cost formula. It says "total price"; Attachment B asks for an hourly rate. Which figure is scored? Scored separately per region?	Cost Proposals will be scored separately per region. The Department will not be divulging to the bidding community the formula used to calculate total price per bid. Offerors should bid an hourly rate that is inclusive of all anticipated costs. The maximum cost score will be allocated to the Cost Proposal, for each region, with the lowest all-inclusive not-to-exceed maximum price. All other responsible proposals will receive a proportionate score based on the relation of their Cost Proposal to the Cost Proposals(s) offered for that particular region at the lowest final cost using the formula provided in RFP Section 8.4 .
25.	Att. C	SLA 01 waiver. Do documented, repeated, unanswered contact attempts count as a delay "outside the Contractor's control"? What documentation is expected?	Yes, this generally would be considered a delay outside the Contractor's control. Each contact should be documented in writing detailing the contact method, date, and time for each attempt. All contact attempts should be documented in a manner that can be shared with the Fund Administrator and/or the Department upon request. Per RFP Attachment C: Service Level Agreements (SLAs), "If the Contractor fails to timely notify the Department of such delays and does not obtain approval prior to the SLA deadline, the Liquidated Damages may not be waived on the subsequent invoice(s)."
26.	General	Is the contractor expected to purchase materials and absorb labor costs prior to reimbursement, or are there mechanisms that reduce the need for significant upfront expenditures?	The costs incurred by general contractors is not reimbursable or relevant to this RFP. Offerors will be reimbursed for actual costs incurred performing the environmental modification evaluation and corresponding report.

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27.	General	Does reimbursement include labor, materials, permits, inspections, project management, travel, and administrative costs associated with completing the environmental modification?	The costs incurred by general contractors are not reimbursable or relevant to this RFP. Offerors will be reimbursed for actual costs incurred performing the environmental modification evaluation and corresponding report.
28.	General	Are contractor design services, measurements, preparation of scopes of work, development of construction plans, cost estimating, and other project planning activities reimbursable?	General contractor services are not reimbursable under this RFP. Only evaluation services and the corresponding reports described in sections 4.1 and 4.3 are reimbursable.
29.	General	If these planning activities are not separately reimbursable, are those costs expected to be incorporated into the overall construction reimbursement?	General contractor services are not reimbursable under this RFP. Only evaluation services and the corresponding reports described in sections 4.1 and 4.3 are reimbursable. Offerors should bid an hourly rate that is inclusive of all anticipated costs.
30.	General	If the occupational therapist and contractor conduct a joint home visit before a final scope of work is developed, is that collaborative planning considered an allowable project cost, or is it expected to be absorbed as part of doing business?	This is not an allowable cost as Offerors are not to conduct a joint home visit with the contractor at any time during the project.
31.	General	Is the occupational therapy home assessment reimbursed separately from the environmental modification itself?	Offerors will only be reimbursed for performing the environmental modification evaluations and corresponding reports. The construction of the environmental modification is not a reimbursable expense involved in this RFP.
32.	General	Are report writing, reassessments, consultation with the contractor, interdisciplinary planning meetings, and post-installation follow-up visits reimbursable services?	Payment is only made related to the evaluation and reporting services, as described in Sections 4.1 and 4.3 of the RFP.