



**RFI C043779: Medical Director and Physician Staffing
Amendment 1
Posted 7/29/26**

The following are official modifications, which are hereby incorporated into RFQ C043779, Medical Director and Physician Staffing.

The information contained in this amendment prevails over the original RFI language. For all amendments below, deleted language appears in strikethrough (XXX) and added language appears in red underline (XXX):

Designated Contact:

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1. Calendar of Events

RFQ C043779 – Medical Director and Physician Staffing	
<u>Event</u>	<u>Date</u>
Issuance of Request for Quote	July 17, 2026
Deadline for Submission of Written Questions	July 24, 2026 , <u>August 5, 2026</u> 4:00 p.m. ET

Answers to Questions Posted	July 31, 2026 <u>On or about August 7, 2026</u>
Request for Quote Response Deadline	August 13, 2026 , <u>August 20, 2026</u> , 4:00 p.m. ET

4C. Historical Patient Census Data

The Department has a licensed capacity of 242 beds and has been increasing its census to reach at least a 95% occupancy, or daily census average of over 230 residents. While this census will comprise primarily of long term stay residents, approximately 95-98% of census, there will be a small percentage (2-5%) made up of short term, or subacute care residents. The Department expects to admit approximately 150 new residents annually. The average daily census is 217 of 242 beds. The average annual admission volume is 13 per month. The average annual discharge volume is 10 per month.

As of July 8th, 2026, the Department has 61 residents with 70% or great Service Connection Status. Historically, the Department serves an average of 50–60 individuals within this classification. For the purposes of this RFQ, all bidders shall base their cost proposals on an assumed population of 60 individuals, representing the standard upper-bound estimate.

4.1 RFQ Response and Electronic Submission Requirements

The Cost Proposal must be received by the Department, no later than the Request for Quote Response Deadline specified in [Section 1](#), (Calendar of Events). Late bids will not be considered.

The completed Attachment B-Cost Proposal must be received electronically by the Department's email, ~~OXFORDVETS-CONTRACTS@LIST.NY.GOV~~ Crista.Curry@nysvets.org. The Subject Line "RFQ #C043779 Medical Director and Physician Staffing by the Request for Quote Response Deadline date/time listed in Section 1, Calendar of Events.

All electronic quote submissions should be clear and include page numbers on the bottom of each page. NOTE: Bidders should request a receipt containing the time and date received. Submission of quotes in a manner other than as described in these instructions (e.g., fax) will not be accepted.

In the event an electronic submission cannot be read by the Department, the Department reserves the right to request a hard copy and/or electronic resubmission of any unreadable files. The Bidder shall have two (2) business days to respond to such requests and must certify the resubmission is identical to the original submission. Hardcopy will prevail.

Electronic Submission

Email Subject Line: <Bidder Name>, RFQ # C043779 Medical Director and Physician Staffing

Email PDF Submission Instructions:

1. All electronic quote submissions should be in PDF Optical Character Recognition (OCR) searchable format.
2. A font size of eleven (11) points or larger should be used. All submitted documents should contain appropriate header and footer information.
3. Where signatures are required, the quotes should have a handwritten signature (wet ink) and be signed in blue ink. A scan of the handwritten (wet ink) signature can be used for electronic submission in the PDF. The Department reserves the right to request hard copy originals of all signature pages at any time.
4. The Department discourages overly lengthy Quotes. Therefore, marketing brochures, user manuals or other materials beyond that sufficient to present a complete Quote, are not desired and will not be reviewed or evaluated. Elaborate artwork or expensive paper is not necessary or desired. In order for the Department to evaluate bids fairly and completely, all Quotes should follow the format described in this RFQ and provide all requested information and no extraneous or additional information or material.
5. Audio and/or videotapes are not allowed. Any submitted audio or videotapes will be ignored by the evaluation teams.

7.2 Reimbursement

Payment of invoices submitted by the successful Bidder pursuant to the terms of the Contract entered into pursuant to this RFQ by the Department shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be:

If awarded a contract, the Contractor shall submit detailed monthly invoices on such forms and in such detail as the Department may require.

Bidder shall submit invoices electronically with the contract number clearly indicated to:

OXFORDVETS-CONTRACTS@LIST.NY.GOV Crista.Curry@nysvets.org.