



9/26/2023

The following (Q&A) will serve as Amendment #1 to NYSIF’s Request for Proposals (RFP) for Independent Medical Examination (IME) Services, bid number #2023-08-INS.

The chart in Section 2.2 Coverage is hereby removed and replaced in its entirety with the following:

The Bidder must have a minimum number of providers within each office location outlined in the table below:

Provider	Downstate – NYC, Long Island and White Plains	Upstate
Orthopedic	3	1
Neurology/Neurosurgeon	2	1
Psychiatry/Psychology	2	1

Material in this Amendment supersedes any contradictory material in the RFP.

Please note that the due date for the submission of bids **has been extended.**

All bids are due 11/10/2023, by 2:00 p.m.(eastern).

Sincerely,

Jessica Oswald  
Contract Management Specialist 2

**INDEPENDENT MEDICAL EXAMINATION (IME) SERVICES**

**RFP #2023-08-INS**

**Amendment 1**

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1		Attachment 5	On the rates not to exceed area does this represent the maximum rate the doctor can charge or does this represent the maximum the NYSIF will pay for the exam. In other words, I am an IME vendor. I schedule the exams prepare the documents and submit all the necessary documents to all parties. I charge a fee for that service above what the doctor charges to do the examination. Does the Do Not Exceed rate include my service fee or is that represent just the doctor's fee. If so is there a maximum you would accept for my service fee.	The not to exceed rates represent the maximum that NYSIF will pay for the exam. It's inclusive of both the physician fee and the service charge.
2	15	2.1--Mandatory Requirements	I am an approved NYS Vendor who currently performs psychiatric IMEs under contract with NYSOSC and on a fee-for-service basis for other public and private enterprises. For over 10 years, I have performed such IMEs for NYSIF on referral from several licensed IME Companies, as defined in the RFP. As a sole proprietor, am I eligible to submit a bid? Would there be any conflict of interest with my existing contract?	In regard to eligibility, bidders must minimally meet all Mandatory Requirements outlined under Section 2 of the RFP.  In regard to potential conflict of interest, NYSIF would need additional information to make a determination.
3		Appendix Z--Fee Schedule and Attachment 5	This question is contingent on a favorable response to <i>[the previous]</i> question. If I am eligible to bid, is there any publicly available information on what physicians have recently been paid for IME services for NYSIF claimants?	No.
4			We are currently a vendor for NYSIF, do we need to resubmit an RFP?	Yes. Bidders must submit a proposal response as outlined within RFP 2023-08-INS to be considered for an Award.
5	Attachment	Appendix Z: Fee Schedule	Regarding Pricing: With the NYSIF regions covering multiple counties that span across a large geographical area and the fact that physician pricing may vary greatly across these counties, can the IME supplier include a fee range for the region? If this is not allowed, can the IME supplier provide different pricing for certain counties? For Example: The Albany regions spans from Clinton County (typically a higher priced area) to Dutchess County where the supplier can provide IME services at a lesser rate.	NYSIF is seeking an all inclusive blended rate for each geographical region, per specialty. It is the responsibility of the Bidder to take into consideration how pricing may vary from county to county within said region and propose a single blended all inclusive rate per specialty accordingly.
6	Page 18 Page 40	2.3 Personnel 2.3.1 items 1, 2 and 3 4.1 Bid Preparation	Letters of Commitment: If the IME supplier is currently contracted with NYSIF and already has letters of commitment on file from the last RFP. If the IME provider will continue to perform IME services for NYSIF, can the IME supplier use prior letters of commitment or does the supplier need to secure a new letter from the provider?	This is a new bid opportunity, requiring new documentation.

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7	Page 18 Page 40	2.3 Personnel 2.3.1 items 1, 2 and 3 4.1 Bid Preparation	Letters of Commitment and Proof of Board Certification and CV: Due to amount of paper required to print our every letter of commitment, proof of board certification and CV's will NYSIF accept these documents ONLY in PDF on a USB flash drive? Our last RFP submittal literally had two banker boxes of these documents in addition to the RFP document submittal.	NYSIF can accept proposals in the submission format of electronic files via email or hard copies per the specifications outlined in Section 4 Bid/Proposal Format of the RFP. A hard copy proposal can be mailed to the address found under Section 4.3 of the RFP. Should a Bidder choose to submit a hard copy proposal, the submission must also include one (1) exact electronic copy on a USB flash drive of both the proposal and fee schedule.
8	15	2.1 Mandatory Requirements	The requirements listed in this section are the same as the certifications on Attachment 9. Is it NYSIF's intention that respondents add response information to Section 2.1 in addition to completing and signing Attachment 9?	Attachment 9 is being supplied to address all Mandatory Requirements under Section 2.1. Bidders must complete Attachment 9 in its entirety, and if needed, attach additional sheets or provide an expanded response within the proposal submission to ensure all items are fully addressed. It is the responsibility of the Bidder to ensure their responses are full and complete.
9	18	2.3.1 Qualifications	Attachment 10 requests much of the same information as Section 2.3.1. Would it be acceptable to add the additional information, i.e., Specialty Coding and Number of IMEs the physician has performed for the firm, as additional columns to attachment 10 rather than duplicate Attachment 10 in the response to 2.3.1?	No. Please complete both sections.
10	Attachment 5	Not to Exceed Rates	Are the "Not to Exceed" rates for Orthopedic Surgeon and Neurologist that are listed in the table the final maximum rates for those two specialties?	Yes.
11	Attachment 5	Not to Exceed Rates	The rates for Orthopedic Surgeon and Neurologist are listed in red. Does that mean they are examples, or are those the maximum rates NYSIF will allow?	The rates listed for the three specific regions for the specialty titles of Orthopedic Surgeon and Neurologist are the established not to exceed rates.
12	18	2.3.1. Personnel/Qualifications	Item 2 under Section 2.3.1. states, "CV/resume for each IME physician proposed, to include education, training, licenses, one (1) business reference, and professional affiliations." We do not collect or provide business/professional references or professional affiliations from our physicians. However, they may be available upon request. Does this satisfy this specific requirement?	No. Bidders must provide the requested documentation for all physicians to be assigned, as outlined in Section 2.3.1.
13	18	2.3.1. Personnel/Qualifications	Item 3 under Section 2.3.1. states, "Proof of Board membership." Please clarify if this is referencing a board certification. For example, a psychologist is not required to have a board certification to be authorized by the Workers' Compensation Board to perform IMEs. Is a board certification a NYSIF requirement?	NYSIF requires Bidders and physicians to be in compliance with all regulations and certifications required by the NYS WCB. The Bidder must be a certified IME under the NYS WCB. In addition, where applicable, the providers (physicians), must also be certified by the NYS WCB.

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**RFP #2023-08-INS**

**Amendment 1**

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
14	19	2.3.2 Current Staffing/Physicians	This section states that Bidders must complete Attachment 10 List of Contract Fee Physicians. Should we only provide a list of physicians that will accept the region specialty fees or should we provide a full list of physicians by region along with their rates?	Under Attachment 10, Bidders must provide the list of physicians who will accept the Bidders regional specialty exam fee provided under the Appendix Z Fee Schedule. Bidders may only outline fees under the Appendix Z Fee Schedule. Fees should not be included under Attachment 10.
15	25	2.7.5 The IME Report	This section states that The independent medical examiner shall prepare a complete and accurate report following an independent medical examination or review of records that at least shall contain:...Is there a specific format that medical records referenced by the physician for the IME will need to be listed in their final report?	This information will be provided to Awarded firms.
16	33	2.10 Cost/Invoicing	May we submit higher fees for extensive medical records?	Yes this may be submitted in accordance with Section 2.4.3; however, NYSIF will determine what constitute extensive records, according to the IME vendor user guide.
17	18	2.3 Personnel/2.3.1 Qualifications	If we are currently contracted with NYSIF, do we need updated commitment letters from each IME physician that is currently doing IME's for NYSIF? Or can we use the commitment letters we already have on file for the physicians who are still actively doing work?	This is a new bid opportunity, requiring new documentation.
18	40	4.1 Bid Preparation	Due to the size restraints on emailing the final bid, if we send a hard copy, can we put the letters of commitment, CV's and proof of Board membership on a flash drive? Or would you like a hard copy of them as well?	It is acceptable to NYSIF for Bidders to send in proposals through multiple emails if the proposal file size is prohibitively large; however, it is the responsibility of the Bidder to ensure the proposal broken up into clearly labeled and well-organized parts, and the is sent & received prior to the due date & time. Should a Bidder choose to submit a hard copy proposal, the submission must also include one (1) EXACT electronic copy on a USB flash drive of both the proposal and fee schedule.  Bidders may also elect to submit an electronic copy on a USB drive. A hard copy is not required.
19	20	2.4.2	Can NYSIF provide examples of circumstances where Section 2.4.2. may be applicable?	For example, if there is no availability of doctors in contracted region within reasonable distance.
20	30	2.7.8	There is reference for UPS/FEDEX/DHL to be utilized for delivery as the preferred method over USPS. For rush examinations/reviews, when express delivery services must be utilized in order to meet time constraints, is the vendor able to charge the fees related to express delivery to NYSIF? If so, how is it preferred for those fees to be invoiced (i.e. separate line item on the invoice of charges from provider and IME entity)?	For rush examinations/reviews, the cost can be billed back to NYSIF; however, backup documentation must be provided with the billings, and these items must be separated out on the invoice.

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21	Attachment 5	Not to Exceed Rates	In certain circumstances, IME providers charge fees for excessive medical record review or extended examination time based upon complexity. Said fees cannot necessarily always be predicted or pre-approved as the amount of medicals may not be known at the time of acceptance of a referral nor the complexity of the examination. Will NYSIF consider excessive records/examination fees charged by providers in addition to the customary IME fee when the invoice from the provider is presented to NYSIF?	Yes this may be submitted in accordance with Section 2.4.3; however, NYSIF will determine what constitute extensive records, according to the IME vendor user guide.
22	Appendix Z	Fee Schedule	How does NYSIF notate differences in pricing for providers that have different fees within the same region? For example: An Orthopedic provider performs IMEs in Albany, NY at 'X' rate. However, when that same provider travels to Franklin, NY for an IME, the provider charges 'Y' rate.	NYSIF is seeking an all inclusive blended rate for each geographical region. It is the responsibility of the Bidder to take into consideration how pricing may vary from county to county within said region and propose a single blended all inclusive rate per specialty accordingly.
23	10	1.7	Please be more specific about the 'rotation' process referred to. Will all contracted vendors in each region receive assignments during this rotation?	The initial IME assignments will be rotated among all contracted vendors.
24	17	2.1(6) and 2.2	The listed required specialties per region don't precisely match in the two sections. Does the more specific description (2.1) pertain?	<p>Bidders are to refer to the more specific description in 2.1(6). To clarify, NYSIF requires all Bidders to minimally have the following per region:</p> <ol style="list-style-type: none"> <li>1. Bidder must have either a Neurology or Neurosurgeon. A Bidder may provide both; however, minimally they must have one of these physicians per region.</li> <li>2. Bidder must have either a physician for Psychiatry or Psychology. A Bidder may provide both; however, minimally they must have one of these physicians per region.</li> <li>3. Bidders must have an Orthopedic Surgeon for each region bid.</li> </ol>
25	32	2.7.10(g)	The bullets in this section appear to be contradictory with regard to where the doctor should send their bill for a deposition fee. Should the second bullet actually state that the physician should send their bill to the vendor?	The second bullet in Section 2.7.10(g) is stricken in its entirety.
26	32	2.7.10	Will NYSIF pay late cancellation fee for depositions, and is there a specific cutoff time that defines a late cancellation?	Any deposition cancelled prior to 48 hours from time of deposition receives no deposition fee.
27	42	4.2.3 (i)	For the listing of medical facilities, if exams are to be done in the IME provider's offices, can we just state as such? Or is a specific address listing of every proposed physician's office required?	Addresses are required.

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28	42	4.2.3 (f) and (h)	Are these referring to two different items? Or are these redundant?	F and H are referring to same statement of registration.
29	140	Appendix T	If we have recently passed a NYSIF security audit, may we simply reference that audit result in lieu of completing Appendix T?	No, this is a new solicitation so Firms must address all requirements of the RFP, including the completion and submission of Appendix T.
30	34	2.1 Form Fees	The form fees as stated in the RFP "d. The fee to complete a Physical Capability form is \$35. e. The fee to complete IME-4.3A form is \$75. f. The fee to complete IME-4.3B form is \$100." Are these the fees the vendors are to pay the provider directly, or are these the fees NYSIF will be paying to the vendor? If the provider's dictate an additional fee to the vendor for these forms, should the vendor factor that into the fee schedule? Are these fees inclusive in the Fee Schedule, or are these fees separate?	These are the fees which NYSIF will be paying to the IME. These fees are in addition to the contracted IME exam fee(s) for the specialty(is). However, NYSIF will not pay additional fees for these forms. Requests for "Higher Fees" do not apply to these rates.
31	Attachment Z	Fee Schedule Question	If more than one vendor is selected for a region, will they have different fee schedules based on their bid? Is each fee schedule specific to each bidder? Will any preference be made to schedule with selected vendors who bid below other selected vendors?	The fee schedules are specific to each bidder. The Method of Award for this solicitation is "best value".
32	43	4.2.5 "similar engagements" APPENDIX I.	If NYSIF cannot be used as a "similar engagement", but the vendor is currently in contract with NYSIF through a previous award, can the vendor highlight features of their performance history with NYSIF somewhere else in the RFP? And if so, where?	Bidders may not use NYSIF under 4.2.5 "Similar Engagements"; however, Bidders may include their work history with NYSIF within their proposal submission. It is up to the Bidder to determine where they want to include this information in their Bid submission. Bidders should review section 4.2 "Bid Format", and determine where this information would best fit for their proposal.
33	33	Appendix X	This form requires us to provide an all inclusive rate by region. Since some of the regions are large and incorporate rural areas, would we be allowed to provide fee ranges? If not could we call out regions that would be less expensive?	NYSIF is seeking an all inclusive blended rate for each geographical region. It is the responsibility of the Bidder to take into consideration how pricing may vary from county to county within said region and propose a single blended all inclusive rate per specialty accordingly.
34	7	Final date of submission	This RFP has extensive requirements. With only 60 days to complete the entire process, would NYSIF grant extensions to allow time to collect letters of commitments and other documentation needed to complete the process?	An extension has been granted. Please refer to the revised bid deadline within this Amendment.