

New York State Office of Addiction Services and Supports Request for Qualifications (RFQ) #21100 Independent Monitor

A. BACKGROUND AND OVERVIEW

Purpose

The purpose of this Request for Qualifications (RFQ) is to establish a list of qualified individuals capable of serving as an Independent Monitor on an as-needed basis. Independent Monitors oversee improvement of fiscal, programmatic, or regulatory deficiencies identified by the Office of Addiction Services and Supports (OASAS), in consultation with the provider and OASAS. Assignments may be made based on the Independent Monitor's expertise and geographic location. There is no guarantee an assignment will be made and OASAS reserves the right to stop recruitment or utilization of the list at any time.

Background

As part of its oversight functions, OASAS conducts focused interim reviews, fiscal reviews, investigations and recertification reviews of OASAS-certified providers and issues reports of findings, programmatic and regulatory violations, and required corrective actions. The findings of such evaluations may, at times, result in OASAS requiring the provider to identify and retain an "Independent Monitor" to oversee implementation of required corrective actions.

Provider Selection of Independent Monitor

If an Independent Monitor is necessary, a provider will be required to select an Independent Monitor from the list resulting from this RFQ. The selected Independent Monitor will additionally be subject to OASAS approval based on the specific circumstances of the Monitoring activities. The Independent Monitor selected must not have any current affiliation with the provider and the selection must be the result of an objective and collaborative recruitment process between OASAS and the provider, to ensure that a mutually acceptable candidate is identified and retained.

If there are no suitable Independent Monitors on the OASAS list, the Provider will be allowed to utilize other means for obtaining a monitor, subject to the eligibility guidelines identified herein and pursuant to OASAS approval.

Once the Independent Monitor is selected, the provider will be required to enter into a contract outlining the responsibilities and a payment schedule for the Independent Monitor; the full cost of which shall be the sole responsibility of the provider.

OASAS Oversight

OASAS has final authority to approve any Independent Monitor selected by the provider. If the provider does not select an appropriate candidate, OASAS reserves the right to select an appropriate candidate. OASAS Counsel's Office must review and approve all contracts between the Independent Monitor and provider prior to final execution. The Independent Monitor shall meet with OASAS to discuss the scope of responsibility for oversight prior to scheduling any onsite or virtual visits with the provider. Such discussions may require an in-person meeting in the Albany or New York City office.

B. ELIGIBILITY

Qualifications: To be considered as an Independent Monitor, the candidate must:

1. Not be currently affiliated with any OASAS-certified, funded or otherwise authorized program;
2. Have practical experience and background in the operation of OASAS certified or funded programs;
3. Be knowledgeable of current OASAS operating regulations, guidance documents and other relevant laws, rules and guidance relating to specific corrective actions;
4. Possess analytical abilities related to interpretation of data and written material; and
5. Demonstrate experience in communication skills (both verbal and written.)

For purposes of this RFQ the term affiliated is defined as: employed by, owned by, contracted with, consulting on behalf of, or receiving any remuneration from.

C. DUTIES, ROLES AND RESPONSIBILITIES OF THE INDEPENDENT MONITOR

Based on the specific provider circumstances and identified needs, the duties, roles, and responsibilities of the Independent Monitor shall be to:

1. Act under the direction and at the behest of OASAS while being retained by the provider;
2. Oversee the implementation of all required corrective action as prescribed by OASAS;
3. Conduct an on-going utilization review of all current active patients to assess the appropriateness of level of care and length of stay determinations;
4. Submit periodic progress reports using a tool identified by OASAS, as well as any additional relevant documentation requested by OASAS, to the designated OASAS representative;
5. Oversee the program in developing comprehensive quality improvement and utilization review plans, and corresponding policies and procedures;
6. Meet with OASAS staff when necessary to review activities and reports; and
7. Perform any other duties as deemed necessary by OASAS.

D. COMPENSATION

Compensation will be negotiated and agreed upon between the provider and the Independent Monitor and shall be included in the final executed contract. Compensation is the sole responsibility of the provider. Oversight is required until otherwise directed by OASAS.

Note that former State employees **must attest** that the post-employment restrictions outlined in Section 73 of the Public Officers Law do not bar their service as an Independent Monitor. JCOPE opinions may be necessary to establish eligibility where deemed appropriate by the applicant or OASAS. Applicants may, but are not required, to submit opinions with their applications.

E. APPLICATION REQUIREMENTS

Qualified candidates shall submit a resume, application found in Attachment A and JCOPE opinion where appropriate.

APPLICATION DUE DATE AND SUBMISSION

Applications will be accepted on a rolling basis beginning June 16, 2021. The Independent Monitor list will be amended as applications are received and approved. OASAS reserves the right to stop recruitment at any time

Applications should be submitted via mail to Procurements@oasas.ny.gov with a subject line **“OASAS Project No. 21100”**.

F. INQUIRIES AND CLARIFICATIONS

Any questions or requests for clarification about this RFQ must be received in writing and must be submitted by email to Procurements@oasas.ny.gov with a subject line **“Inquiries - OASAS Project No. 21100”**. Responses will be provided only to the individual asking a question in electronic format as soon as practical.

In the event it becomes necessary to clarify any portion of this RFA, a clarification will be posted to the OASAS website.

G. Review and Approval/Non-Approval of Applications

Applications will be reviewed within 30 days of receipt for completeness and to ensure that the applicant has met all eligibility requirements. A determination will be conveyed by email and those individuals who qualify under the guidance of this document will be added to the OASAS list of approved Independent Monitors. Any applicants who submit an incomplete application will be notified by email and given the opportunity to submit a revised application.

H. OASAS RESERVED RIGHTS

OASAS reserves the right to:

1. Reject or disqualify any or all applications received in response to this Requests for Qualifications (RFQ) for any reason;
2. Withdraw the RFQ at any time, at the Agency’s sole discretion;
3. Qualify applicants based on geographical, regional, cultural, linguistic or any other consideration deemed necessary by the Office to best serve the interests of the State;

4. Seek clarifications and revisions of applications; and
5. Amend the RFQ to correct errors of oversights, or to supply additional information as it becomes available.