



Schenectady County  
Purchasing Department  
**ADDENDUM**

620 State St.-2nd Floor  
Schenectady, NY 12305  
[purchasing@schenectadycountyny.gov](mailto:purchasing@schenectadycountyny.gov)  
518.388.4240

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**RFP-2024-02**  
**GLENDALE HOME THERAPY MANAGEMENT, STAFFING & CONSULTING SERVICES**

**ADDENDUM #1**

Date: 10/29/2024

The purpose of this addendum is to provide detailed information to all Proposers. This addendum is hereby included in and made part of the Contract Documents, whether or not attached thereto. Receipt of this Addendum must be acknowledged.

The following documents is hereby included in the documents posted on Bidnet and provided to plan holders:

**CONTENTS/ RESPONSE TO QUESTIONS/ REFERENCE TO ATTACHMENTS**

**General:**

1. This addendum answers question for RFP-2024-02

**Request for Information and Response:**

1. We would like to clarify, from our understanding, Glendale County will be providing HealthPRO Heritage with 2 PTAs with an annual reimbursement of \$167,393. HealthPRO heritage will be responsible to staff the remaining positions including rehab director, PT, OT, COTA, and SLP under the TIF agreement. Correct?
  - a. Response: Yes, that is correct. Per the RFP, under heading, *Scope of Services* the following language as well as *Appendix A* and *Appendix B*, specifies the company's responsibility; "Facility agrees to supply two (2) qualified Physical therapy Assistants on a full-time basis to client, for the purpose of providing rehabilitation services to the residents of Glendale. Client must agree to execute a Staff Lease Agreement, which is outlined in Appendix A".
2. What is your average FTE staffing pattern per discipline?
  - a. Response: Staffing is fluid and changes based on acuity and caseload. There are several per diems that support the PT and OTR positions. FT PT = 1, FT PTA = 2, FT OTR = 1, FT COTA = 2.
3. Are one of the PTAs your Rehab Director?
  - a. Response: No, the Director is an employee of the contract company.



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4. What are your average therapy minutes per month?
    - a. Response: Minutes fluctuate every month based on census and acuity. Hours for September 2024; PT, 579 / PTA 183 / OTR, 499 / COTA, 306 / ST, 182
  5. As we do provide proprietary NetHealth software, which interfaces with Sigmacare, does the facility currently have computers that the therapy team can access? Traditionally, HealthPRO downloads software onto facility-based computers. Is this acceptable?
    - a. Response: Per the RFP, under heading, *Key Deliverables*, the following language specifies that the company is responsible for their own computer hardware and software; "Provide and maintain necessary computer hardware and software required by the Rehabilitation Department to achieve the deliverables listed throughout this document".
  6. Please list all onboarding requirements for the facility.
    - a. Response: Physical exam and tuberculin skin test within the past 12-months and proof of MMR. Proof of flu, covid and pneumococcal vaccines or signed declinations.
  7. What EHR system is currently being used in rehab?
    - a. Response: Net Health
  8. Please list any additional facility policies outside of those included that are pertinent to therapy implementation.
    - a. Response: There are not unusual policies pertinent to therapy implementation. Per the RFP under heading, *Key Deliverables*, the following language specifies that the company must follow all NYS & CMS regulations; "Coordinate the delivery of rehabilitation services to conform to federal and state regulations".
  9. Are the current staff eligible to transition to the new contracted therapy company? Is there any cost associated?
    - a. Response: The language in the current contract prevents the facility from employing or contracting with any employee or subcontractor from the current company for 1-year. There is no cost identified in the current contract to employ staff from the current company. It will be up to the awardee to negotiate with the current company, their employees', and subcontractors if they choose.
  10. Included in the RFP is a staffing contract for the 2 PTAs on payroll, it shows that this needs to be paid by the 7<sup>th</sup> of every proceeding month. Is the expectation for the rehab agency to bill for



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these individuals on an invoice pattern? Is the contract being provided our expected billing rates?

- a. Response: Appendix A: Staff Lease Agreement & Appendix B of the RFP outline the financial expectations of the awardee. The management, work, and billing of the PTAs should be treated like the other therapist that work for the awardee and billed to the facility similarly. The billing rates for the 2 PTAs should be consistent with how you are billing for other therapists that are working at the facility.

11. Can you provide a list of the current staff and their disciplines?

- a. Response: Please see the response to *Question #2*.

12. What discipline is the current Rehab Director?

- a. Response: The current Rehab Director is an OTR/L.

13. Can you please explain or elaborate on item 2 in section 5 Expected Approach to Therapy Management? states “Confirm your agreement that therapy management company shall have or exercise no control over the provision of medical or rehabilitative services in the Facility”?

- a. Response: Section 5, Item 2 specifies **clinical** control; “Confirm your agreement that the therapy management company shall have or exercise absolutely no clinical control over the provision of medical or rehabilitative services in the Facility”.

14. Can you provide the weekly hours worked and productivity expectations of the 2 PTAs that are currently being leased from Glendale Home?

- a. Response: The PTAs work 40 hour per week. The PTAs are managed by the contract company therefore their productivity expectations are set and managed by the contract company.

15. Can you provide Census Details data that outlines Average Daily Census by payer Year to Date?

- a. Response: (See next page)



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<u>Glendale Home</u>		<u>Glendale Home</u>	
<u>2023 Payor Mix</u>		<u>YTD 9/30/2024 Payor Mix</u>	
Medicare	6.2%	Medicare	4.7%
Medicare HMO	6.2%	Medicare HMO	6.7%
Medicaid	58.5%	Medicaid	60.5%
Medicaid Hospice	1.6%	Medicaid Hospice	0.7%
Medicaid MLTC	1.9%	Medicaid MLTC	1.6%
PACE	1.1%	PACE	2.9%
Other	1.6%	Other	0.8%
<u>Self-pay</u>	<u>22.9%</u>	<u>Self-pay</u>	<u>22.1%</u>
<b>Total</b>	<b>100.0%</b>	<b>Total</b>	<b>100.0%</b>

16. Does Glendale Home participate in an ISNP program for LTC residents? If so, how many members do you have in-house? Can you share how the ISNP agreement is structured? (i.e. capitated agreement)
- a. Response: There are currently 65 members on the ISNP program. The ISNP Agreement reimburses the facility at a per diem rate per day for each discipline of PT, OT & ST. There is also a reimbursement for evaluations.
17. Can you provide the average therapy hours and/or staffing patterns by discipline YTD at Glendale Home?
- a. Response: Please see responses in Questions #2 and #4.
18. Is Offshore allowed?
- a. Response: The service that that the County is seeking is Rehabilitation Services for the residents of a nursing home, not technology. Under heading *Response to This Request for Proposal*, #18 specifies, “an organization based in New York State is desired but not required”, and #7 specifies that you must have clinical reimbursement expertise in NYS case Mix methodology, as follows, “describe your ability & commitment to provide clinical reimbursement expertise in efforts to achieve optimal and accurate PDPM reimbursement & NYS CMI”.
19. Are the resumes of the consultants submitted along with the proposal?
- a. Response: Yes, as specified under heading *Response to This Request for Proposal item #1*, it clearly specifies that bids must include bios and resumes, as follows, “provide an overview of the company including bios for the ownership/executive team as well as resumes for leadership of all staff on the organizational chart that will be servicing the Facility. Include the span of control for the leadership team that will be assigned to the



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facility. Indicate any complaints against them that have been leveled by any regulatory body, if any. Indicate any corrective actions that have been taken by the company with respect to these people”.

20. Can we sign the forms and letters digitally?

- a. Response: No, per the *Proposal Submission Checklist*, all completed documents must be returned to the SCHENECTADY COUNTY PURCHASING DEPARTMENT, County Office Building 620 State Street – 2<sup>nd</sup> Floor, Schenectady, New York 12305

21. A general COI is enough or do we need to include Schenectady County’s name?

- a. Response: We would encourage you to submit a detailed plan for Schenectady County. As specified under the *Proposal Submission Checklist*, “If incomplete, Proposals will be rejected”.

22. What are the current rates for each position in the current contract for the prior RFP?

- a. Response: The current contract does not pay hourly rates for therapist time.

23. What were the rates for each position and for each contract year for the prior RFP?

- a. Response: The contract years prior to the RFP did not pay hourly rates for therapist time.

24. What is the total projected budget for the prior RFP?

- a. Response: There is no budget for the prior RFP. The 2024 budget for all rehabilitation services is \$1,143,656.

25. What is the projected budget for this current RFP?

- a. Response: There is no budget for the current RFP. The 2025 budget for all rehabilitation services is \$1,113,000.

26. Will IT references would work to participate in this?

- a. Response: This is not an RFP for IT services, it’s an RFP for Rehabilitation Services (Pt, OT, and ST) being provide to residents in a nursing home. The RFP asks for references under the heading *Response to This Request for Proposal* under two different numbers as follows, #2, “detail your company's experience, including years of experience providing therapy management services to skilled nursing facilities. Provide references for facilities in the not-for-profit sector that you provide services for, include name, location, number of beds and scope of contract” and under #11, “provide references, including



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the names and contact information for other similarly sized clients (in the same industries) of the manager that will be assigned to Glendale Home”.

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Company Name of Contract Document Holder

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Signature Acknowledgment of Contract Document Holder

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Date

**RETURN WITH SIGNATURE ACKNOWLEDGEMENT WITH YOUR PROPOSAL**

**END OF ADDENDUM #1**