

CITY OF NEW YORK
DEPARTMENT OF HEALTH AND MENTAL HYGIENE

REQUEST FOR PROPOSALS
FOR THE PROVISION OF CHEST X-RAY READINGS & INTERPRETATION
SERVICES

PIN: 11TB004100R0X00

Addendum No. 1
January 17, 2014

This Addendum contains a correction to the Proposal Due Date and answers to questions submitted to DOHMH at the Pre-Proposal Conference held January 8, 2014 and questions submitted to DOHMH by the Questions Due Date. Except as otherwise stated below and by any subsequent Addenda to the above-referenced RFP, the RFP remains unchanged.

A. Section I.D. – **Proposal Due Date** is hereby changed from January 23, 2014 to **February 3, 2014**. All other provisions in Section I.D. remain the same.

B. Annex A: Please complete the attached revised Attachment C – Acknowledgement of Addenda form and include it with your Proposal.

C. Questions and Answers

1. **QUESTION:** Is this RFP strictly for reading and interpretation of an already conducted X-Ray exam? The proposer is not responsible for conducting the exam?

RESPONSE: Yes that is correct.

2. **QUESTION:** How will the proposer be given access to the Fujifilm's Synapse Picture Archiving Communications System (PACS)?

RESPONSE: As indicated in Section II.A. of the RFP, DOHMH IT will set up access via Virtual Private Network (VPN).

3. **QUESTION:** What is the basis for the estimate of 11,000 x-rays per year? In the event of a TB outbreak during the three year term, how is this addressed with regard to price?

RESPONSE: The basis of 11,000 x-rays per year is an estimated annual average amount. The actual number may be more or less, based on need. As specified in the RFP, the contractor will be paid for actual readings done at the proposed price per readings specified in the contract.

4. **QUESTION:** Does the evaluation tool used to review the proposal place an emphasis on specific proposal requirements (i.e. location, price, etc.)?

RESPONSE: The evaluation tool will be weighted as indicated in Section V.B. of the RFP.

5. **QUESTION:** When requesting a reference, do you want the organization and contact info, or a letter of reference?

RESPONSE: As indicated in Section IV.A.2.1(iv), proposers must provide at least three (3) **written** letters of reference.

6. **QUESTION:** What is the format for the report?

RESPONSE: The format of the report is to be decided based on the Bureau of Tuberculosis Control's (BTBC) new Radiology Information System (RIS).

7. **QUESTION:** How is the report delivered back to you? Is it by a VPN?

RESPONSE: The report is generated in the RIS which is connected to the BTBC EMR (Bureau of Tuberculosis Control Electronic Medical Record).

8. **QUESTION:** Does the doctor doing the readings need specific malpractice insurance? He is currently covered by a group malpractice policy from another employer. Will that suffice?

RESPONSE: As specified in the RFP's Appendix A – Article 7-Insurance, the contractor must maintain the specified insurance for this contract.

9. **QUESTION:** Since the estimated x-ray volume is a total of 11,000, if the volume exceeds this amount will we be reimbursed for the additional readings?

RESPONSE: As specified in the RFP, the contractor will be paid for actual readings done at the proposed price per readings specified in the contract.

10. QUESTION: How do we get paid, e.g. per study or per month?

RESPONSE: Contractor will be paid according to the deliverables specified in the Price Proposal form.

11. QUESTION: How are results communicated, typed report, check-off sheet? If dictated, can we use our own dictation system?

RESPONSE: The format is to be decided based on BTBC's new RIS system. Dictation will be through BTBC RIS (Bureau of Tuberculosis Control Radiology Information System). There will be no third party programs.

12. QUESTION: How are reports forwarded? Do they go to a central place or directly to each clinic?

RESPONSE: The report is generated in the Radiology Information System (RIS), which will have a section for comments which is contacted to the BTBC EMR (electronic medical record).

13. QUESTION: How are STAT results called in and what is the paper trail for these?

RESPONSE: A STAT result would be called to the clinic during business hours and after hours, a physician will be on call. The Radiology Information System will have a comments section where the contractor is to document the name of the person contacted at the Bureau of Tuberculosis Control, the abnormality found, the date, and the time.

14. QUESTION: What is the image quality? Are images analog or digital?

RESPONSE: Image quality is very good, images are digital.

15. QUESTION: Please clarify Section III.B.3.7 (iv). What kind of emergencies are foreseen or of concern?

RESPONSE: If electronic communication is hampered or equipment is down and/or readings cannot be transmitted, the Contractor is required to have a contingency plan in place.

16. QUESTION: Can more than 3 doctors do the readings?

RESPONSE: Proposers are expected to propose a model that meets the requirements set out in the RFP. However, as indicated in Section III.B.2. Organization Capability, greater consideration will be given to proposers that propose to assign one pool of radiologists, consisting of at least three radiologists, to serve all for (4) Chest Centers.

17. QUESTION: What was the basis of funding for this contract?

RESPONSE: As indicated in Section II.D. of the RFP, the anticipated payment structure will be deliverables-based with liquidated damages for specific instances of failure to perform. The deliverables are listed on the Price Proposal form.

18. QUESTION: Will you share the current pricing?

RESPONSE: The current contract, which is one year in duration, is valued at \$145,000.

ANNEX A

ATTACHMENT C - ACKNOWLEDGEMENT OF ADDENDA

DIRECTIONS: COMPLETE PART I OR PART II WHICHEVER IS APPLICABLE

PART I: LISTED BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS RFP:

ADDENDUM # 1, DATED JANUARY , 17 , 2014

ADDENDUM # 2, DATED _____, 20__

ADDENDUM # 3, DATED _____, 20__

ADDENDUM # 4, DATED _____, 20__

ADDENDUM # 5, DATED _____, 20__

ADDENDUM # 6, DATED _____, 20__

PART II: NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE __/__/__

PROPOSER (NAME) _____

PROPOSER (SIGNATURE) _____