

**Warren County Health Services  
Health, Human and Social Services Committee  
AGENDA FOR  
October 21, 2019  
Information Submitted By: Ginelle Jones, DPH/DPS**

**Health and Human Services Committee Members:** Frasier, McDevitt, Braymer, Leggett, Loeb, Driscoll, Hyde, Magowan, and Sokol.

**Committee meeting called to order by Chairperson**

Motion to approve the minutes of the September 30, 2019 Health, Human, and Social Services Committee meeting.

**I. Action Agenda/New Business**

**Request Resolution:** To award RFP (WC 71-19) and authorize agreement with vendor with the best value proposal to provide Medical Coding, Education, and Review services for the Home Care agency with option to renew annually x4 as long as rates do not exceed 5% increase. Termination upon 60 days with written notice by either party. **(Attachment #6)**

**Rationale:** Revenues depend on accurate coding and documentation. Coding, education, and review services are needed to ensure compliance and to decrease billing process time. The vendor selection is anticipated to be prior to the November Board of Supervisors Meeting.

**II. Information for Discussion/Review**

**Report of Expenditures, Revenues, Overtime and Per Diem Use for 2019**

Please see **Attachment #1**.

Tawn Driscoll, Fiscal Manager, will review the reports and answer any questions.

**Revenue and Expense Comparison Report for 2018 vs 2019**

Please see **Attachment #2**.

Tawn Driscoll, Fiscal Manager, will review the reports and answer any questions.

**Status of Referrals**

Please see **Attachment #3**

Valerie Whisenant, Assistant Director of Patient Services, will review the report and answer any questions.

**Emergency Response and Preparedness** Please see **Attachment #4** for the monthly report.

**Rabies Report:** Please see **Attachment #5** for the monthly report.

**Information Items:** Please get immunized against Influenza!  
Clinic Schedule **(Attachment #7)**

**Staffing Update:**

Homecare has one nurse out on extended leave and two nurses with intermittent leave. The agency has two open full time nursing positions in addition to per diem nursing opportunities.

- III. Privilege of the floor to discuss any additional items to come before Committee**
- IV. Motion to adjourn the Health Services Meeting**

**Attachments:**

1. Report of Expenditures, Revenues, Overtime and Per Diem Use
2. Revenue and Expense Comparison Report for 2018 vs 2019
3. Report of Referrals Status
4. Emergency Response and Preparedness Activities Report
5. Rabies Report
6. Medical Coding Education, and Review RFP WC 71-19
7. 2019-2020 Influenza Clinic Schedule

**WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS**

REVENUE AND EXPENDITURES FOR 2019 AS OF 10/10/2019 1:42:08 PM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V

CODE(S): 4010, 4013, 4016, 4054, 4190, 4018, 4189

EXPENSES	2019 BUDGETED	2019 YTD ACTUAL	2018 Prior Year Totals
Salaries - Regular	\$2,613,381.00	\$1,716,216.67	\$2,245,248
Salaries - Overtime	\$132,000.00	\$93,903.35	\$119,937
Salaries - Part Time	\$524,067.00	\$297,756.06	\$432,961
100's PERSONAL SERVICES	\$3,269,448.00	\$2,107,876.08	\$2,798,147
200's EQUIPMENT	\$83,360.04	\$56,484.66	\$86,272
400's CONTRACTUAL	\$6,058,610.68	\$3,067,256.85	\$5,735,971
800's EMPLOYEE BENEFITS	\$1,575,587.00	\$1,011,005.93	\$1,385,074
<b>TOTALS</b>	<b>\$10,987,005.72</b>	<b>\$6,242,623.52</b>	<b>\$10,005,466</b>

  

REVENUES	2019 BUDGETED	2019 YTD ACTUAL	2018 Prior Year Totals
	\$8,726,665.39	\$3,971,482.60	\$7,887,529

Notes: We are in the process of finalizing billing and closing the month of September for the CHHA and MCH Programs. We have accrued \$179,088.04 for the month of August in revenues for the CHHA and MCH Programs.

**Warren County Health Services**

**Salaries Comparison**

2018 vs 2019

as of 9/29/19 Year to date Payroll

	YTD 2019	YTD 2018	YTD 19v18	% Change	Total Budget 2019	Total Actual 2018
Total of All Depts						
Regular Salaries	\$1,716,216.67	\$1,714,543.68	\$1,672.99	0.10%	\$2,613,381.00	\$2,245,248.67
Overtime Salaries	\$93,903.35	\$82,598.46	\$11,304.89	13.69%	\$132,000.00	\$119,937.71
Part Time Salaries	\$297,756.06	\$321,472.28	-\$23,716.22	-7.38%	\$524,067.00	\$432,961.47
<b>TOTALS</b>	<b>\$2,107,876.08</b>	<b>\$2,118,614.42</b>	<b>-\$10,738.34</b>	<b>-0.51%</b>	<b>\$3,269,448.00</b>	<b>\$2,798,147.85</b>
% current YTD Salary to Total Budget	64.47%	75.71%				

\*Source: Detail G/L report for all Salary Category from 1/1/19-9/29/19.

Overall, total salaries are \$10,738.34 or .51% under 2018 Salaries. Regular salaries are slightly over 2018, however Overtime is over last year due to the time needed for patient care, documentation and staffing coverage. Where we are over in Overtime, we are under in Part Time salaries due to a few positions which are vacant. Overall, Salaries are currently 64.47% of the 2019 budget while last year at this time we were 75.71% of the actual amount spent.

**Warren County Health Services**  
**Revenue and Expense Comparison 2019 vs 2018**  
as of 10/10/19

EXPENSES	2019 YTD Actual as of 10/10/19 G/L	2018 YTD as of 10/10/18 G/L	Variance
Salaries - Regular	\$1,716,216.67	\$1,714,543.68	\$1,672.99
Salaries - Overtime	\$93,903.35	\$82,598.46	\$11,304.89
Salaries - Part Time	\$297,756.06	\$321,472.28	(\$23,716.22)
100's PERSONAL SERVICES	\$2,107,876.08	\$2,118,614.42	(\$10,738.34)
200's EQUIPMENT	\$56,484.66	\$56,915.42	(\$430.76)
400's CONTRACTUAL	\$3,067,256.85	\$3,258,423.61	(\$191,166.76)
800's EMPLOYEE BENEFITS	\$1,011,005.93	\$1,031,167.79	(\$20,161.86)
<b>TOTALS</b>	<b>\$6,242,623.52</b>	<b>\$6,465,121.24</b>	<b>(\$222,497.72)</b>

REVENUES	2019 YTD ACTUAL	2018 Prior YTD	
	<b>\$3,971,482.60</b>	<b>\$4,051,721.72</b>	<b>(\$80,239.12)</b>

Notes:

Salaries: (please see previous page ) overall are \$10,738.34 or .51% below 2018 as of the 9/29/19 payroll posting date. Salaries for 2019 are 64.47% of the budget YTD where they were 75.71% of the 2018 budget as of last year. Overtime has increased and is due to patient care, documentation, and staffing shortages.

At this time, the savings in Salaries are all related to the Part time salaries. A per diem staff member retired in August and we continue to have vacant positions.

Contractual Expenses: These are below in 2019 compared to 2018 due to timing of invoices paid, primarily within the Contractual expenses related to the CHHA for services for therapists and aides. The Preschool program is also due to timing of invoices. Some summer school payments have been paid, however more will be added.

Employee Benefits: Employee benefits are below last year to date by \$20,161.86. This correlates with the few positions that remain open throughout the year. We continue to recruit for nursing staff.

Revenues: Revenues for 2019 YTD are \$80,239.12 below 2018 YTD. This is primarily due to the timing of revenues received for both the Preschool and Early Intervention programs for amounts billed to the state. Also to note, that in August that the CHHA's revenues were down due to many factors, however, since then these revenues have been billed in September. Due to lack of per diem staff who assisted in coding, we have now been proactive with working forward to outsource much of our coding duties.

**ATTACHMENT #2**

**Warren County Health Services**  
**Patient Referrals (May or May not have become Patients)**  
**CHHA Division**

<b>CATEGORY</b>	<b>01/2018</b>	<b>02/2018</b>	<b>03/2018</b>	<b>04/2018</b>	<b>05/2018</b>	<b>06/2018</b>	<b>07/2018</b>	<b>08/2018</b>	<b>09/2018</b>	<b>10/2018</b>	<b>11/2018</b>	<b>12/2018</b>	
SN Referral	112	88	97	95	115	123	86	134	122	126	83	96	
SN IV Referral	2	8	5	4	7	7	1	0**	0**	0**	0**	0**	
PRI	3	3	3	1	2	0	2	5	1	1	1	0	
<b>SN Referrals per month</b>	<b>117</b>	<b>99</b>	<b>105</b>	<b>100</b>	<b>124</b>	<b>130</b>	<b>89</b>	<b>139</b>	<b>123</b>	<b>127</b>	<b>84</b>	<b>96</b>	
PT Referral	70	57	63	61	74	59	61	79	57	71	62	60	
PT only	19	18	17	19	16	20	6	18	15	22	21	11	
<b>Total Referrals per month</b>	<b>136</b>	<b>117</b>	<b>122</b>	<b>119</b>	<b>140</b>	<b>150</b>	<b>95</b>	<b>157</b>	<b>138</b>	<b>149</b>	<b>105</b>	<b>107</b>	<b>1535</b>

<b>CATEGORY</b>	<b>01/2019</b>	<b>02/2019</b>	<b>03/2019</b>	<b>04/2019</b>	<b>05/2019</b>	<b>06/2019</b>	<b>07/2019</b>	<b>08/2019</b>	<b>09/2019</b>	<b>10/2019</b>	<b>11/2019</b>	<b>12/2019</b>	
SN Referral	119	97	89	88	104	83	74	94					
PRI	0	2	4	0	1	0	1	2					
<b>SN Referrals per month</b>	<b>119</b>	<b>99</b>	<b>93</b>	<b>88</b>	<b>105</b>	<b>83</b>	<b>75</b>	<b>96</b>					
PT Referral	65	48	54	48	61	51	47	55					
PT only	13	5	8	12	14	12	10	11					
<b>Total Referrals per month</b>	<b>132</b>	<b>104</b>	<b>101</b>	<b>100</b>	<b>119</b>	<b>95</b>	<b>85</b>	<b>107</b>					<b>843</b>
	-4%	-13%	-21%	-19%	-21%	-55%	-10%	-50%					

<b>RE-VISITS</b>	<b>01/2019</b>	<b>02/2019</b>	<b>03/2019</b>	<b>04/2019</b>	<b>05/2019</b>	<b>06/2019</b>	<b>07/2019</b>	<b>08/2019</b>	<b>09/2019</b>	<b>10/2019</b>	<b>11/2019</b>	<b>12/2019</b>
SN Re-visits							826	789				
LPN Re-visits							110	132				
PT Re-visits							318	261				
OT Re-visits							65	58				
Speech Re-visits							1	21				
<b>Total Re-visits per month</b>							<b>1320</b>	<b>1261</b>				

**Attachment 3**

Numbers current as of 10/10/19

**ATTACHMENT #4**  
**BT ACTIVITY SHEET**  
**BP1 (new) - 7/1/19 - 6/30/20**

**Page 1**

**Topic Color Codes**

Red/Chempack; Green/SNS; Blue/Mass Fatality; Black/Training;  
 Purple/Special Needs; Orange/Drill; Black/Pan Flu

10/1 10/3	- In Person	MGT-346 Emergency Operations Center (EOC) Operations and Planning for All-Hazard Events	J'nelle Oxford	<b>Training</b>
10/4	In Person	Chempack Plan Review/Update	Dan Durkee	<b>Planning</b>
10/8	In Person	Public Health BT Coordinators monthly meeting –Ballston Spa	Dan Durkee,	<b>Planning</b>
10/16	Conference Call	Volunteer Coordinators Qtrly. Meeting	J'nelle Oxford	<b>Planning</b>
10/23	In Person	Pandemic – TTX HHHN	Dan Durkee	<b>Drill</b>
10/24	In Person	Warren County PH Staging Site Exercise (required)	Most PH Staff	<b>Exercise</b>
10/30	In Person	Local EPR/LEPC Quarterly Meeting	Dan Durkee, J'nelle Oxford	<b>Planning</b>

## Warren County Public Health Rabies Program September 2019

Town	Different Address Owner/Victim <small>*Follow up by Town ACO</small>				Same Address Owner/Victim <small>* Follow up by Public Health</small>				Out of Town Owner <small>*Follow Up by Public Health</small>				<b>Strays</b> Follow Up by Public Health <ul style="list-style-type: none"> <li>• Vet's Office</li> <li>• Victim Watching</li> <li>• Victim Treated Rabies PEP</li> <li>• Euthanized</li> </ul> Follow Up by ACO Animal needs to be captured and taken to Animal Hospital. Public Health to check after confinement					
	Cats		Dogs		Cats		Dogs		Cats		Dogs		Vet	Victim Watched	Treated with PEP	Refused PEP	Euthanized	ACO Capture
	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD						
<b>Bolton</b>																		
<b>Chester</b>																		
<b>Glens Falls</b>	1		1			1	2	1					1					
<b>Hague</b>																		
<b>Horicon</b>																		
<b>Johnsburg</b>			1	1														
<b>Lake George</b>			1					1										
<b>Lake Luzerne</b>													1					
<b>Queensbury</b>			2	3	1	1	1						1					
<b>Stony Creek</b>																		
<b>Thurman</b>				1														
<b>Warrensburg</b>																1		
<b>Totals</b>	1		5	5	1	2	3	4				4	1	1		1		

1 Donkey bite in Bolton- Same address owner/victim and donkey was UTD

\*UTD- Up to date

\*PEP- Post exposure prophylaxis

Total Bites for this month – 29

Specimens tested for rabies this month- 4

Positive specimens for rabies- 1 (No human exposure)

People pre-approved for rabies post exposure treatment- 0

Rabies Clinics this month- 2

Next Rabies Clinic- Saturday October 19 at the Bolton Fire House, then Saturday, October 26 at Warren County DPW

## Warren County Public Health Rabies Program July-September of 2019

Town	Different Address Owner/Victim <small>*Follow up by Town ACO</small>				Same Address Owner/Victim <small>* Follow up by Public Health</small>				Out of Town Owner <small>*Follow Up by Public Health</small>				Strays Follow Up by Public Health <ul style="list-style-type: none"> <li>• Vet's Office</li> <li>• Victim Watching</li> <li>• Victim Treated Rabies PEP</li> <li>• Euthanized</li> </ul> Follow Up by ACO Animal needs to be captured and taken to Animal Hospital. Public Health to check after confinement					
	Cats		Dogs		Cats		Dogs		Cats		Dogs		Vet	Victim Watched	Treated with PEP	Refused PEP	Euthanized	ACO Capture
	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD						
<b>Bolton</b>			1				1	2				1						
<b>Chester</b>														1				
<b>Glens Falls</b>	1		4	1			2	3	2				1					
<b>Hague</b>															1		1	
<b>Horicon</b>																		
<b>Johnsburg</b>			2	1						2	1							
<b>Lake George</b>			4	1					1			1	2					
<b>Lake Luzerne</b>			2	1								1		2				
<b>Queensbury</b>			6	3	1	3	3			2		1	2			1		
<b>Stony Creek</b>																		
<b>Thurman</b>				1														
<b>Warrensburg</b>											1							
<b>Totals</b>	<b>1</b>		<b>19</b>	<b>8</b>	<b>1</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>7</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>1</b>	

1 Pig bite in Johnsburg- Same address owner/victim and, Pig was not UTD

1 Donkey bite in Bolton- Same address owner/victim and donkey was UTD

\*UTD- Up to date

\*PEP- Post exposure prophylaxis

Total Bites for July- September of 2019 -73

Specimens tested for rabies this quarter - 24

Positive specimens for rabies- 2

People pre-approved for rabies post exposure treatment- 16

Rabies Clinics from July- September 2019- 6

Next Rabies Clinic- Saturday October 19 at the Bolton Fire House, then Saturday, October 26 at Warren County DPW

# RESOLUTION REQUEST FORM NO. 3

## Request for New Contract

DEPARTMENT NAME: Health Services

DATE: October 21, 2019

- (a) Is this a Result of a Bid or Request for Proposal? Yes; WC 71-19
- (b) Purpose of Contract: : **To award RFP (WC 71-19) and authorize contract with vendor with the best value proposal to provide Medical Coding, Education, and Review services for the Home Care agency.**
- (c) Name of Contractor: TBA
- (d) Address of Contractor: TBA
- (e) Contractor's Contact Person and Telephone Number: TBA
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: 12/1/19
- (h) Termination Date of Contract: **Opportunity to renew annually x 4 years as long as rate increase does not exceed 5% increase. Termination upon 60 days written notice by either party.**
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **To be determined**)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A.4010.470 Health Services Contract Expense/AMT to be determined**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

\*as listed in budget and LOGOS

WARREN COUNTY PURCHASING DEPARTMENT

1340 State Route 9  
Lake George, NY 12845  
Telephone: (518) 761-6538  
Fax: (518) 761-6395



Julie A. Butler, Purchasing Agent  
Jason M. Shpur, Deputy Purchasing Agent  
Amber N. Brownell, Purchasing Assistant

**NOTICE TO PROFESSIONALS**

The undersigned shall receive sealed proposals for the provision of services to the County of Warren as follows:

**WC 71-19 - REQUEST FOR PROPOSALS FOR CERTIFIED CODING AND OASIS SERVICES FOR USE BY THE HOME CARE AGENCY WITHIN WARREN COUNTY'S HEALTH SERVICES DIVISION**

You may obtain these Specifications either on-line or through the Purchasing Office. If you have any interest in these Specifications on-line, please follow the instructions to register on the Empire State Bid System website, either for free or paid subscription. Go to [www.warrencountyny.gov](http://www.warrencountyny.gov) and choose **BIDS AND PROPOSALS** to access the Empire State Bid System OR go directly to [www.EmpireStateBidSystem.com](http://www.EmpireStateBidSystem.com). **If you choose a free subscription, please note that you must visit the site up until the response deadline for any addenda. All further information pertaining to this bid will be available on this site. Bids which are not directly obtained from either source will be refused.**

Proposals may be delivered to the undersigned at the Warren County Human Services Building, Warren County Purchasing Department, 3<sup>rd</sup> Floor, 1340 State Route 9, Lake George, New York between the hours of 8:00 am and 4:00 pm. Proposals will be received up until **Thursday, November 7, 2019 at 3:00 p.m.** at which time the Purchasing Agent will read aloud the names only of the companies submitting proposals. All proposals must be submitted on proper bid proposal forms. Any changes to the original RFP documents are grounds for immediate disqualification.

**Late proposals by mail, courier or in person will be refused.** Warren County will not accept any proposal which is not delivered to Purchasing by the time indicated above, on the time stamp in the Purchasing Department Office.

The right is reserved to reject any or all proposals.

Julie A. Butler, Purchasing Agent  
Warren County Human Services Building  
Tel. (518)761-6538

**WC 71-19 - REQUEST FOR PROPOSALS FOR CERTIFIED CODING AND OASIS SERVICES FOR USE BY THE HOME CARE AGENCY WITHIN WARREN COUNTY'S HEALTH SERVICES DIVISION**

**DATE: NOVEMBER 7, 2019      TIME: 3:00 PM      PLACE: HUMAN SERVICES BUILDING**

**I. BACKGROUND INFORMATION:**

**A. Generally:**

This RFP seeks proposals from companies that will provide accurate medical coding, clinician education, and chart review services for Warren County's Home Care Agency. Warren County will select a vendor that can support the strategic plan of ensuring compliance with and optimization of current CMS initiatives, such as Patient Driven Goal Management (PDGM - anticipated to be implemented in January 2020) in an effort to seek optimal reimbursement. Outsourced services shall include medical coding based on current home care standards, medical chart review to ensure sound documentation, and educational assessments and reinforcement to support staff roles in best practice and documentation of that practice.

**B. The Home Care Agency:**

Warren County has a Home Care Agency with Delta's Electronic Medical Record, Crescendo. In preparation for PDGM implementation in January 2020, Warren County is seeking to outsource medical coding, related staff education, and chart review to support internal efforts. Currently, the agency receives 75-100 referrals per month and revisits an average of 1300 patients per month. Staffing includes an average of 15 nurses and 15 contract therapists, supported by billing and administrative staff.

**II. SCOPE OF SERVICES REQUESTED:**

**A. Generally:**

Warren County desires a contract with a Certified Coding and Oasis provider who will ensure accuracy; for maximum allowable reimbursement; to mitigate compliance risk; to improve cash flow; to reduce or eliminate the cost of recruiting, training & managing staff; and to improve quality.

Provider must be able to, at a minimum, provide the following:

1. Certified Coders meeting current testing and training standards;
2. HIPAA Compliance meeting data security standards;
3. Maximum 48-72 hour turnaround time dependent on level of assessment;
4. Various levels of assessment are anticipated to include:
  - a. Coding only
  - b. Coding & Review of OASIS M-items
  - c. Coding & Full OASIS Review
  - d. a, b & c above plus Plan of Care Review
  - e. Discharge Review

The County is requesting a per assessment cost for the above-described services. Please provide your pricing structure based on the needs anticipated above. If set up costs are additional, please include on your pricing page. Said pricing page must be included as an attachment to the required standard forms beginning on page 9.

**WC 71-19 - REQUEST FOR PROPOSALS FOR CERTIFIED CODING AND OASIS SERVICES FOR USE BY THE HOME CARE AGENCY WITHIN WARREN COUNTY'S HEALTH SERVICES DIVISION**

**DATE: NOVEMBER 7, 2019      TIME: 3:00 PM      PLACE: HUMAN SERVICES BUILDING**

**B. Vendor Qualifications:**

Please respond to the following items:

1. Affirm the company is properly licensed or otherwise permitted to provide coding and OASIS services within New York State.
2. Indicate whether your company is local, regional, or national in scope of its practice.
3. Indicate the company address and contact information.
4. Indicate whether your company has been the subject of any professional disciplinary action by federal or state government, or by a professional association. If yes, describe that disciplinary action.
5. Identify any municipal governments and/or private Home Care Agencies that are comparable in size to Warren County for which your company currently provides coding and OASIS services of the type similar to that outlined in this RFP.
6. Identify the office that would handle the County's engagement, including address and contact information. Identify the partner or other individual in charge of that office. Indicate the total number of professional staff personnel currently assigned to that office.
7. Identify the larger coding and OASIS clients handled by that office, current within the past five years. For governmental clients and/or private Home Care Agencies, please indicate how many years your firm has been providing services to each client.
8. Identify the partners, managers, specialists or other professional staff persons from that office and from any other offices of your company who would be assigned to the engagement. Describe their roles and provide a brief description of the professional experience, including experience designations, licenses, and memberships these individuals hold. Indicate the extent to which their governmental experience has been within the State of New York. Indicate their participation in professional development programs. Resumes may be included.
9. Please provide any additional information about your company that you believe will assist the County in making its decision.

Each proposer must be prepared to present satisfactory proof of its capacity and ability to successfully complete the requirements of this solicitation. The County reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any Proposer to complete the requirements of this solicitation. A review may include but not be limited to references or previous contract performance with the County or others.

**C. Proposed Approach:**

Describe in narrative form your proposed approach to this engagement, including time deadlines by which you would want information from the County, method of transmission of data from the County to your company, turn-around time in preparing assessment, quality controls within your company and the format of finished assessments (attach examples if possible).

**D. Fees and Expenses:**

1. The proposal shall include per assessment fees.
2. The proposal shall also include setup fees, if applicable.

WC 71-19 - REQUEST FOR PROPOSALS FOR CERTIFIED CODING AND OASIS SERVICES FOR USE  
BY THE HOME CARE AGENCY WITHIN WARREN COUNTY'S HEALTH SERVICES DIVISION

DATE: NOVEMBER 7, 2019      TIME: 3:00 PM      PLACE: HUMAN SERVICES BUILDING

**E. Proposal Format:**

The following is what is expected in each of the major sections of your proposal:

**Section A - Introduction:**

This section shall contain an Executive Summary which demonstrates your understanding of the scope of services to provide coding and OASIS services.

**Section B - Company Profile and History:**

Name, phone number and e-mail address of person that County personnel should contact with any questions on the proposal. The name and title of person submitting the proposal. Documentation of vendor history, including capabilities in the areas of services to be provided, number of years in business, number of years doing business in New York State, size and scope of operation. Type of organization (corporation, partnership or sole proprietorship). Indicate individual designated as the account manager for the coding and OASIS services and submit a resume for this individual identifying past experience on similar contracts. The County reserves the right to interview Respondents prior to final selection.

**Section C - Required Forms:**

Required forms listed in the RFP to be returned with Proposal. Specifically include a signed Proposal form, Non-Collusion Certification, Corporate Resolution, Iran Divestment Act Certificate, and any and all Addenda issued as part of this RFP.

**Section D - References:**

This section shall contain names of at least three (3) contracts in connection with the coding and OASIS services you presently have (or previously had) with other municipalities, local government agencies and/or private Home Care Agencies within the past five (5) years. Please include name, address, telephone number and contact person.

**Section E - Additional Information:**

This section should include additional information the proposer finds would be helpful regarding the proposed service. Identification and explanation of any deviations from the requirements listed in the RFP, and any assumptions or conditions relied upon by the proposer in submitting his/her proposal. (Deviations, conditions or assumptions may be unilaterally rejected by the County, unless in its sole judgment, the proposer has provided reasonably sufficient information to justify such deviations, conditions or assumptions.)

**III. TIME FOR OR DURATION OF SERVICES:**

The services shall commence execution of an agreement and shall terminate one year thereafter. Upon agreement by both parties, the contract may be extended for four (4) additional one year terms as long as rates do not increase by more than 5% annually. At all times the County reserves the right to terminate the agreement upon sixty (60) days notice to the company.

**IV. RESPONSES TO THIS REQUEST FOR PROPOSALS - SUBMISSION INSTRUCTIONS:**

- A. *Proposals must be received no later than 3:00 pm on Thursday, November 7, 2019. All parties interested in responding, must deliver or arrange for the County Purchasing Agent to receive an original proposal (so noted) and two (2) copies.*

**WC 71-19 - REQUEST FOR PROPOSALS FOR CERTIFIED CODING AND OASIS SERVICES FOR USE BY THE HOME CARE AGENCY WITHIN WARREN COUNTY'S HEALTH SERVICES DIVISION**

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The Warren County Board of Supervisors may reject proposals which are materially incomplete and/or which do not conform to the proposal content or submission requirements. The Warren County Board of Supervisors also reserves the right, to the extent permitted by law, to waive any irregularity, variance or informality in a proposal in keeping with the best interests of Warren County.

**B. Proposals are to be enclosed in a sealed envelope, plainly marked as "Proposals for Coding and OASIS Services" and addressed and or delivered to:**

Julie Butler, Purchasing Agent  
Warren County Human Services Building, 3<sup>rd</sup> Floor  
1340 State Route 9  
Lake George, NY 12845  
Telephone No. (518) 761-6538

Location- Warren County Purchasing is located off I 87, Exit 20 on Route 9 in the Warren County Human Services Building, 1340 State Route 9, Lake George, NY 12845. Park in front of the building and enter the facility through the main lobby. You will be required to pass through security, so please allow time for delays. Proceed to the elevator or stairs and go to the third floor. Take a right out of the elevator and continue taking rights until you see the Purchasing Office on your left. Your Proposal must be time/date stamped in the Purchasing Office no later than 3:00 P. M. on Thursday, November 7, 2019 to be considered. No Exceptions.

**C. Proposals shall be submitted with an ink signature on the attached proposal forms in a sealed envelope. Warren County reserves the right to reject any and all proposals received after the date and time indicated for submission. Warren County reserves the right to not accept any proposal which is not delivered directly to Purchasing by the time indicated on the time stamp in the Purchasing Offices.**

**V. QUESTIONS:**

If there are any questions concerning this RFP or services to be rendered please contact Julie Butler, Purchasing Agent, at (518) 761-6538, by faxing to (518) 761-6395, or by e-mailing to [butlerj@warrencountyny.gov](mailto:butlerj@warrencountyny.gov) no later than Tuesday, October 29, 2019. Responses to any questions will be provided in the form of a written addendum and shall be issued to all parties to whom this RFP has been sent.

**VI. RFP GENERAL TERMS AND CONDITIONS:**

- A. Selection of a company to provide the services required shall be made using a variety of criteria including:**
1. Quality and completeness of the response - 25 points;
  2. Understanding of the proposal and scope of work - 25 points;
  3. Cost-effectiveness of the proposal - 25 points;
  4. Qualifications and relevant experience with respect to the tasks to be performed - 25 points;
- and
5. Such other considerations set forth herein or determined by the Warren County Board of Supervisors to be appropriate.

Awarding of the contract to the successful company will be made at the earliest possible time, and upon acceptance of proposal, shall bind itself or themselves to enter into the written contract with Warren County.

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B. The company selected shall be required to furnish an engagement letter and/or execute an agreement. The terms of such engagement letter or agreement is subject to discussion but is anticipated to include the following:

1. Inclusion of a scope of services similar to that set forth in this Request for Proposals unless modified upon agreement by the County.
2. A provision shall be included, which allows Warren County to terminate services at any time upon sixty (60) days written notice.
3. To the extent allowed under law or not prohibited by the contract, a credit of the fee payable shall be provided in the event that services are terminated and/or deleted.
4. Professional Liability Insurance coverage satisfactory to the County Board of Supervisors.
5. In order to be considered for selection to provide the services requested by this RFP, the company submitting the proposal must agree to not limit professional, general or other liability to an amount less than the limits of the required insurance coverage.
6. A provision that requires all services performed under a contract awarded to the successful company shall conform to prevailing professional or provider standards and to the requirements of the contract. Upon written notice of any defect from the County, the company will be expected to correct or re-perform any defective or nonconforming services at no cost to Warren County. If the company fails or refuses to correct or re-perform, the County shall be entitled to any remedy that may be provided for under the contract, and in any event, that may be authorized by law.
7. A provision requiring the company to defend, indemnify and hold harmless the County with regard to any negligent acts or omissions or malfeasance with regard to the services performed or to be performed.

The company shall be responsible for all damages, whether for bodily injury, life or property to the extent caused by the negligent acts, errors or omissions of the company, its officers, directors, agents, servants or employees or anyone for whom the company is legally bound, in connection with its services under this agreement. It is expressly understood and agreed that the company shall indemnify and save harmless the County for claims, suits, actions, damages, attorneys' fees and costs of every name and description to the extent arising out of negligent acts, errors or omissions of the company, its officers, directors, agents, servants or employees, under this agreement and such indemnity shall not be limited by reason of enumeration of any insurance coverage provided above.

8. A provision requiring the company to assume sole responsibility for completing services as requested and the company may not assign the work to be performed without the consent of the County, which consent shall rest in the sole discretion of the County.
9. A provision providing that the company shall not be deemed an agent of the County for any purpose whatsoever.
10. Inclusion of such other terms and conditions that may be required pursuant to Federal or State Law, Regulation and/or by the County Attorney.

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- C. Please note that retention of services by reason of this RFP is not certain. The right to reject any and all proposals, solicit new or additional proposals or perform some or all of the services in-house or by using services available from professionals currently under contract are retained at all times, even after proposals have been reviewed and considered.
- D. It is the company's sole responsibility to be familiar with and understand all terms and conditions regarding the RFP before the opening. Any questions should be submitted in writing to the contact person listed above and, if relevant, should cite the section and page number of the RFP document relating to the question raised by the company. Answers to all questions of a substantive nature will be given to all companies as a formal addendum which will be annexed to and become part of the RFP. Please be advised that Warren County shall not be bound by any verbal response by any County Official or employee which is not confirmed in writing or which does not result in an addendum issued by the Purchasing Department.
- E. Warren County reserves the right to waive or modify minor irregularities in proposals received, utilize any and all ideas submitted in the proposals unless those ideas are covered by legal patent or proprietary rights and generally adapt any or all of the company's proposal in developing contract language. With regard to legal patent or proprietary rights, it shall be incumbent upon the party furnishing the proposal to notify the County of such.
- F. Nothing contained herein shall be deemed an offer by the County or be interpreted as making a representation or giving any assurances that a contract may be entered into or that Warren County is in some fashion obligated. Should Warren County be unsuccessful in negotiating a contract with the company within the time frame acceptable to Warren County, Warren County may begin contract negotiations with another company responding to the RFP, reject all RFPs, re-advertise, or take such other action as may be deemed appropriate.
- G. Proposals will not be returned once submitted, and the County may dispose of the same in any manner allowed under law.
- H. Submission of the proposal to Warren County shall be deemed consent for the proposals to be publicly identified, and information contained therein shall be deemed a matter of public record unless such information is designated by the party submitting the proposal as trade secrets or other information allowed to be kept confidential pursuant to the Public Officer's Law of the State of New York. In order to designate information as confidential, the company submitting the proposal must highlight the information and inform the County of its desire to keep that information confidential in a letter transmitting the proposal. Whether the information designated by the service provider is allowed to be kept confidential pursuant to New York State Laws shall be determined by the Warren County Purchasing Agent upon consultation with the County Attorney and notice of such determination shall be made to the Contractor prior to the release of the information to afford the service provider an opportunity to appeal the decision.
- I. Submission of a proposal constitutes agreement to all terms and conditions set forth herein. By submitting a signed proposal, the company a) warrants that the contents of its proposal are accurate and binding upon the company; b) represents that its staff is knowledgeable about the services to be provided as identified in this RFP; and c) warrants that it will use reasonable and appropriate efforts to provide such services in a professional and timely manner. In addition, the company further warrants that it has become sufficiently acquainted with the conditions, facts, and circumstances relating to providing the requested services. Failure or omission of the Consultant to adequately acquaint itself with existing conditions, facts and circumstances shall not in any way relieve it of any obligations with respect to this RFP.

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- J. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Consultant will not discriminate against any employee or applicant for employment because of an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Consultant agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Consultant agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.



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**NON-COLLUSION CERTIFICATION**

Non-Collusive Certification required of all bidders under Section 103-d of the General Municipal Law as amended by Chapter 675 of the Laws of 1966, and further amended by Chapter 56 of the Laws of 2010, effective June 22, 2010.

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
  - (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
  - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (a-1) Notwithstanding the foregoing, the statement of non-collusion may be submitted electronically in accordance with the provisions of subdivision one of section one hundred three of the General Municipal Law.
- (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth, in detail, the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- © The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf;
- (d) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, on behalf of the corporate bidder.

\_\_\_\_\_  
Individual Bidder

\_\_\_\_\_  
Co-Partnership

By \_\_\_\_\_  
Partner

\_\_\_\_\_  
Corporation

By \_\_\_\_\_  
President

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**CORPORATE RESOLUTION**

RESOLVED that \_\_\_\_\_  
(Name of Corporation)

be authorized to sign and submit the Bid, or Proposal, of this Corporation for the following project:

\_\_\_\_\_  
(Title of Project)

and to include in such Bid Proposal the Certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies of misstatements in such certifies this Corporate Bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the Resolution adopted by \_\_\_\_\_

Corporation at a meeting of its Board of Directors held on

the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_, and  
is still in force and effective on this \_\_\_\_\_ Day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
**SECRETARY**  
(Signature)

(SEAL OF CORPORATION)

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CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a Bidder/Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, \_\_\_\_\_, being duly sworn, deposes and says that he/she is the  
\_\_\_\_\_ of the \_\_\_\_\_

Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

\_\_\_\_\_  
SIGNED

SWORN to before me this

\_\_\_\_\_ day of \_\_\_\_\_

201\_\_\_\_

Notary Public: \_\_\_\_\_

# GET YOUR FLU SHOT



## WARREN COUNTY PUBLIC HEALTH 2019 SEASONAL FLU & PNEUMONIA VACCINE CLINICS Tel #: 518-761-6580



10/2	Wednesday	Bolton Town Hall Lake Shore Drive	1:00pm – 2:00pm
10/7	Monday	Chester town Municipal Center	11:00am – Noon
10/7	Monday	Hague Town Hall	1:00pm – 2:00pm
10/10	Thursday	Lake Luzerne Senior Meal Site	10:30am – 11:30am
10/15	Tuesday	Glens Falls Senior Center	10:00am-12:00pm
10/16	Wednesday	North Creek/Johnsburg Senior Center	12:30pm – 1:30pm
10/17	Thursday	Warren County Municipal Center Public Health Office	4:30pm – 5:30pm
10/18	Friday	Queensbury Community Center	11:00am - 1:00pm
10/21	Monday	Lake George Town Hall	11:00am – 12:00pm
10/24	Thursday	Cronin High Rise	9:30am – 10:30am
10/24	Thursday	Stichman Towers	11:00 – 12:00pm
10/24	Thursday	Warren County Municipal Center Public Health Office	4:30pm – 5:30pm
10/28	Monday	Warrensburg Town Hall	10:00am – 11:00am
11/7	Thursday	Warren County Municipal Center Public Health Office	4:30pm – 5:30pm
11/14	Thursday	Warren County Municipal Center Public Health Office	4:30pm – 5:30pm



***It is strongly recommended that ALL persons of any age receive Flu Vaccine each year!***

We are offering Flu Shots. We are giving all seniors 65 years and older the High-Dose Flu vaccine, as suggested by the CDC. Cost of High-Dose flu is \$70.00. We are giving Quadrivalent Flu vaccine and Flumist for all others. Cost of Flu is \$40.00. Pneumonia vaccines will also be available. Prevnar 13 will cost of \$240.00 and Pneumovax will cost \$150.00. We will accept all insurance cards. Otherwise, we accept cash or check. You will be given a receipt for cash payments that can be submitted to your health insurance. No one is ever refused because of inability to pay.