



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: August 12, 2008

PSC#827

PROVISION OF NON-INSTITUTIONAL RESIDENTIAL (GROUP HOME) SERVICES FOR
ADULTS WITH PSYCHIATRIC DISABILITIES

FOR

DIVISION OF SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: September 18, 2008
11:00 AM

ADDENDUM # 2

PLEASE NOTE:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE
ABOVE MENTIONED BID.

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Questions and Answers

1. On page 11, there is a list of 5 points which the 'respondent must adhere to...when finding a suitable facility.' Item # 2 states 'Partner agencies must disclose the names of any subcontracting entities, and provide DHSS Divisions an opportunity to review and approve the subcontracting entity prior to the purchase of the proposed group home site.' My questions related to this statement are
 - a. What is the definition of 'subcontracting entity?' **A subcontracting entity would be an individual/entity, separate from the partner agency, acting in concert with or on the behalf of the partner agency, and which will be paid for activities directly related to the purchase/lease/renovation of any property/facility proposed as a group home site. This would include, but not be limited to, the owner (or proposed purchaser) of a property/facility from whom the partner agency intends to lease and any architect, general contractor, or subcontractors used by a general contractor in the renovation of a property/facility.**
 - b. If the 'partner agency' intends to purchase the 'facility' without any intermediaries, i.e., the agency will own the property itself, does this provision apply? **Yes**
 - c. If an agency intends to finance the property, is DSAMH asking to approve the lender? **No**
 - d. If an agency intends to renovate the property, is DSAMH asking to approve the architect, general contractor, and any subcontractors the general contractor may employ? **Yes** Are you asking to approve the individuals involved in each, or just the company they represent? **The company they represent.**
 - e. When and to whom should the agency disclose the information requested? In the response to the RFP? Or prior to making that response? **In the response to the RFP.**
2. Although nothing in the list on page 11 suggests that DSAMH will need to approve the actual property to be purchased, it was stated at the pre-bid meeting that this is DSAMH's intent. Is this accurate? **DSAMH will not need to approve the property/facility in the sense of making a site visit, DSAMH will review the information regarding a proposed property/facility presented in the response to the RFP and reserves the right to use such information to determine the relative appropriateness of that property/facility as a part of the review process**
3. If DSAMH does wish to approve the actual property to be used for the group home, when and to whom should this information be provided? **All information should be included in the response to the RFP**
4. Page 26 of the RFP seems to contradict DSAMH's apparent intent to approve the property to be used for the group home in that it states, under 'Program Facility', that 'proposers must provide proof that they already own or have a commitment to purchase or lease of (sic) a facility for the proposed program.' This is only possible if the proposer has signed at least a contingency contract to purchase or lease a property. Is it DSAMH's intention that the proposer either use a property they already own or that they secure site control at least through a contingency contract prior to submission of a proposal? If not, how can the proposer meet the conditions stated on page 26 to provide proof of site control or information regarding the location and condition of the proposed site? **Proof of ownership, existing lease, or a contingency contract to purchase or lease would be sufficient to provide proof of site control**
5. The timeline on page 11 indicates that the notification of awards will be made on October 3, but the contract will not be signed until November 1. Why is there such a long delay between these events? **DSAMH intends that any contract will have a**

November 1 start date. Signing of contract will be possible at any time subsequent to notification of award.

6. Related to question 5 above, if no contract is signed until November 1, and the proposer cannot gain site control of a property prior to the contract signing (as was stated by DSAMH at the pre-bid) there will be no guarantee that any property that DSAMH and the proposer have agreed to will still be available for sale. Is this DSAMH's intent? **No. See answers to #4 and #5, above for clarification.**
7. Will DSAMH accept delays in opening the group home that are directly related to the requirement that the proposer wait to sign a sales contract until November 1? **Per clarifications presented above, there is no requirement that the proposer wait to sign a contingency contract until November 1.**
8. If potential residents have been identified, can DSAMH provide details related to the age, gender, and any mobility impairment or other special needs the intended residents might have in addition to those related to psychiatric disability? **Yes – separate file attached**
9. Does DHSS or DSAMH have any preference as to the location of the New Castle County group home as it relates to certain neighborhoods, congressional districts, size of lot, part of the County, or any other location-related factor that might influence the award of the contract? **No**
10. Is there any location(s) that DHSS/DSAMH would not find suitable as it relates to the question above? **No**

CORRECTIONS:

The business proposal budget should be submitted in three sections. The start-up budget containing all costs from the effective date of the contract to the date of occupancy. The operating budget for the time period of November 1, 2008 thru June 30, 2009 and a full year's operating budget for the time period of July 1, 2009 thru June 30, 2010.

Program A will be the program which must be located in New Castle County.

Program B will be the second program for which we have requested funding and there is no specific requirement for the location.

If you are interested in both programs, separate proposals must be submitted for each.