



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: March 24, 2009

PSC#858

OPERATION OF A SCHOOL-BASED HEALTH CENTER FOR
ADOLESCENTS IN ONE SCHOOL DISTRICT THAT INCLUDES
ONE PUBLIC HIGH SCHOOL IN DELAWARE

FOR

DIVISION OF PUBLIC HEALTH

Date Due: April 23, 2009 11:00 AM

ADDENDUM # 1

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

SANDRA S. SKELLEY, CPPO
PROCUREMENT ADMINISTRATOR
(302) 255-9291

FREDERICK MacCORMACK
(302)744-4822

Request for Proposal No. PSCO-858
Questions and Answers From the Mandatory Pre-Bid Meeting
March 24, 2009

Responses prepared by Fred MacCormack, Director Adolescent Health and School-Based Health Centers

1. Are we permitted to tour the Wellness Center prior to submission of the RFP?

Answer:: Yes you will be able to tour the facility. A time and date will be set up by Fred MacCormack.;

2. May we speak with the present staff?

Answer: During the site visit you will have the opportunity to speak with the staff.

3. Human Resources

a. What is the present staffing makeup?

Answer: Presently there is:

- One (1) Nurse Practitioner (Full time),
- One (1) Administrative Assistant, (Full Time)
- One (1) Licensed Clinical Social Worker (LCSW)
- One (1) Registered Dietician
- One (1) Physician no more that 78 hours per year

b. How many hours are required on-site? 30 hours per week for 40 weeks

Answer: Full time staff There must be at least one health provider (PA,NP, LCSW LPC, LPCMPH, MSW, etc)at the site during the centers regularly scheduled hours (during the school year)

c. Any off-site expectations such as home visits?

Answer: No

d. Must the nurse practitioner have prescription privileges?

Answer: Yes

e. What are the requirements for counselors? Licensed clinical social worker? Masters level? Candidate for Masters working under the supervision of an LCSW?

Answer: Medical, Mental Health and Nursing services at School-based Health Centers will be provided in accordance with accepted standards of the current Medical, Mental Health and Nursing practice's

4. While the program is evaluated by the Division of Public Health, is there any oversight from the Brandywine School district?

Answer: No

5. Relationship with Brandywine School district

a. Is there a specific individual who works directly with the Wellness Program within the Brandywine School district?

Answer: There is no specific individual; from the Brandywine School District that works directly with the Wellness Program.

b. What is the present relationship among school guidance counselors and school psychologist with the Wellness staff? Daily contact? Collaborative efforts with students? Parent meetings with Brandywine and Wellness staff?

Answer: There is an ongoing strong relationship between the wellness center and the school administration including guidance, and the school psychologist. Presently the wellness center is a member of a very active and involved Advisory council who's members represent parents, students and school administration. to include both Brandywine and District members. The wellness Center also has a strong and vibrant relationship with the Brandywine PTSA.

Questions Submitted during pre-bid meeting on 3/23/09

1. When developing the budget for Brandywine High School-Based Health Center how many weeks should be budgeted?

Answer: 45 weeks. This includes Christmas and other holiday breaks but does not include summer hours as the proposed governor's recommendations for sbhcs. The current sbhc model for Brandywine is based on a medical model. In order to change it, School Board approval is needed.

2. Are there any outside expectations such as home visits?

Answer: No.

3. While the program is evaluated by the Division of Public Health, is there any oversight by the Brandywine School District?

Answer: No, however, it is recommended that the medical vendor meets with the principal and/or superintendent every quarter to discuss the program. In addition, the center has an Advisory Council that makes recommendations on how to improve services.

4. Is there a specific individual who works directly with the School-Based Health Center Program within the Brandywine School District?

Answer: No, however, the center works very closely with Guidance, the school nurse's office, the resource officer, etc. to coordinate health care services. Centers also work closely with the child's primary health care provider and other outside agencies in referring students for various medical and mental health problems when the health problem goes beyond being acute in nature. With student permission, the center staff also works with the child's parents. Potential contractors should ask the current Center Coordinator, Pat Yancey how referrals are made into and out of the center.

5. Question regarding whether the current equipment will remain at the site?

Answer: The vendor has indicated that if the new contractor hires the current staff at the site that it will give all of the current equipment to the new contractor.

6. Is counseling about contraceptives allowed?

Answer: Yes, centers provide all types of counseling, however, prescribing and distributing contraceptives is not allowed.

Additional Points of Clarification

A. The first year amount of the contract will be reduced from \$189,260.00 to \$183,938.00. This reflects the \$5,321.00 each School-Based Wellness Center's (SBHC) was reduced as a result of the Governors budget recommendation to eliminate summer hours for the School-Based Health Centers.

B. The SBHC data system belongs to the Division of Public Health. This same data system is currently utilized in all DPH SBHC. Prospective vendors would be required to utilize and maintain this data system. Training concerning this data system would be provided by DPH personnel.

C. Records concerning services and care provided in the SBHC are the property of DPH and not the Medical Vendor.

D. All students must be registered in order to receive services at the SBHC. This requirement is the same for new as well previously registered students of the SBHC. The reason for this is that previous registrations were with the previous Medical Vendor and are no longer valid.

E. Enrollment of 30% is expected within the 1st year. The 30% enrollment is the established baseline for new SBH Centers in their first year of operation.

F. Lab and Pharmacy services are provided by DPH at no cost to the vendor.

G. The proposed start date for services is July 24, 2009. This date may change based on the impact of the Governor's budget recommendations