



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: August 31, 2009

HSS 09 027

MEDICAL PERSONNEL FOR MASS VACCINATION CAMPAIGN

FOR

DIVISION OF PUBLIC HEALTH

Date Due: SEPTEMBER 8, 2009  
11:00 AM

ADDENDUM # 1

**PLEASE NOTE:**

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

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**Answers to Bidder Questions re RFP No. HSS 09 027**

Q1. Section IV. Subsection F. Bidder References states *bidder shall list all contracts awarded to it or its predecessor firm(s) by the State of Delaware; during the last three years,..*

We do not have references from Delaware, may we substitute other contract references of similar nature?

A1. This section is actually asking for 2 separate items of information. The first paragraph is asking for references from 3 organizations. The organizations do not have to be from Delaware. The second paragraph is asking for all contracts the bidder has with the state of Delaware for the last 3 years. If there are none, that's no problem.

Q2. Section B. Administrative Requirements Subsection 3. states *If the contractual service requires the transportation of Departmental clients or staff, the contractor shall, in addition to the above coverage, secure at its own expense the following coverage: e) Automotive Liability (Bodily Injury) \$100,000/\$300,000 f) Automotive Property Damage (to others) \$ 25,000*

We currently carry automobile liability with a combined single limit (each accident) of \$1,000,000.00. Is this sufficient to cover the automotive liability (bodily injury) \$100,000/\$300,000 and automotive property damage (to others) \$ 25,000?

A2. This question refers to Appendix E of this RFP, the sample contract boilerplate. This contract should not require any transportation of Departmental clients or staff but the coverage stated in this question is adequate.

Q3. I couldn't find where orientation was addressed and we are JCAHO certified so we would need something in writing that states that contracted staff would be provided some type of general orientation. Will orientation be provided for the contracted staff?

A3. Anyone being brought on to work for DPH in their facilities will be scheduled for DPH Orientation. Anyone being hired to provide mass vaccinations during a clinic of some kind will be provided Just-In-Time Training on site.

Q4. Under **II. Scope of Services** on page 7 of the RFP, it states that, *"The selected contractor(s) shall provide Registered Nurses (RN) and/or Medical Doctors (MD) who are*

*licensed to practice in the State of Delaware, and/or Pharmacists certified in the State of Delaware to vaccinate, for staffing vaccination sites throughout the State of Delaware.”*  
In addition, will the Department of Health also allow vendors to staff Licensed Practical Nurses (LPNs) to provide vaccinations at onsite clinics?

A4. Pricing may be provided for LPN's, but there are no plans to allow LPN's to staff vaccination sites at this time.

Q5. Under **II. Scope of Services** on page 7 of the RFP, it states that *“The Selected Contractor(s) shall assure provided staff are able to enter data into spreadsheets or rosters for each patient for whom a vaccination has been administered.”*

This bidder wishes the Division of Health to clarify whether this data has to be entered into spreadsheets onsite at each immunization clinic, or whether it can be keyed after the clinic? Will the Division of Health accept hard copies at the clinic, and spreadsheets post clinic?

A5. The data to be collected, whether in spreadsheet format or list format, will be accepted by the Division in hard copy or electronic. Yes, the data can be collected at the site and entered into spreadsheets afterward for ease of transmission, as long as it is transmitted to the Division daily

Q6. Under **II. Scope of Services** on page 7 it states that *“The Selected Contractor(s) shall report patient data collected to DPH on a daily basis. (electronically or hard copy.)”*

This bidder requests clarification of what specific identifying information the Delaware Division of Public Health requests reported on a daily basis?

A6. This will be patient data such as name, birth date, gender, first or second shot, etc. that identifies the patient, and clinic info such as location, date, administered by, number of shots administered, inventory levels, etc., so that tracking of vaccinations can be maintained. This list is not all inclusive as CDC reporting requirements are subject to change.

Q7. On page 8, under **Additional Requirements**, it states that, *“Bidders may address providing staff to assist with the management of the vaccination site in their proposal.”*

This bidder asks for clarification. Can this include providing clerical workers at the site, account management at the site, and/or clinical oversight at the site?

- A7. Yes, it may include all of those above. Description of the need for each of these positions is desirable.
- Q8. Regarding vaccine and supplies, does the Department of Health anticipate delivering H1N1 and all necessary clinic supplies on an agreed-upon schedule to the vendor? Or will the vaccine and supplies be delivered on an as-needed basis?
- A8. It will more than likely be on an agreed upon schedule, based on the schedule of receipt of the vaccine from the CDC, and the sites to which the supplies will be delivered.
- Q9. On page 15, **V. Budget** asks vendors to, “[...] submit a line item budget describing how funds will be utilized. Budget should include an amount per hour along with an estimation of time per activity. [...] Applicants shall also describe any factors that may have an impact on the cost and should suggest a payment schedule contingent upon completion of the various tasks.” Previously on pages 7-8, the RFP states that, “bidders shall submit their proposal in one or both of the following pricing structures: a. As a per-vaccination price and bidders should identify any minimum requirements by 4-hour and 8-hour shift, per staff person. b. As an hourly rate for each category of staff (Registered Nurse, Medical Doctor, Pharmacist.)”

The pricing schedule and budget requirements seem inconsistent with each other. Can vendors provide just their pricing proposal based on requirements on pages 7-8, or does the Department of Health require the budget as well?

- A9. The vendor should submit their pricing proposal based on the requirements on page 7-8. The budget should be submitted for additional clarification purposes, such as those addressed in question 4 above. A description of additional costs that may be incurred as a result of the management of the vaccination site, or any other related expenses such as entering data into spreadsheets can be included in the budget.
- Q10. Can the Delaware Department of Health anticipate specific clinic dates and times for its program, as well as locations, and provide them to participating vendors of this RFP process?

A10. Specific dates and times for clinics are not available at this time. The Federal Government has not determined for sure whether or not a mass vaccination campaign will be conducted at all. Funding of this contract is based on that decision and may not occur.

Q11. RE: Appendix B: Certification Sheet, Page 13 Intro, RFP top of page 13 reads: "The following must be completed by the vendor: as consideration for the award and execution by the Department of Health and Social Services of this contract, the (company name) hereby grants, conveys, sells, assigns, and transfers to the State of Delaware all of its rights, title and interest in and to all known or unknown causes of action it presently has or may now hereafter acquire under the antitrust laws of the United States and Delaware, relating the particular goods or services purchased or acquired by the Delaware health and social services department, pursuant to this contract."

Question: Can this clause be struck from the RFP? The vendor cannot grant, convey, sell, assign and transfer our rights in the healthcare staffing services we provide. Can you please clarify what you mean by this clause if you cannot strike from the RFP?

A11. This refers to the Bidders Signature form, Appendix A of this RFP. No, this clause can not be stricken. Anti-trust claims can only be raised by the "victim". In the case of material purchased under the contract, the vendor is not the victim as the State paid for and received the product. To be able to raise the claim, the State needs the vendor to assign the claims. The assignment is only for those items purchased under the contract. In addition, the State Attorney General is responsible for bringing claims under State law. The assignment keeps the authority within the control of the State.

Q12. RE: Appendix B: Certification Sheet, Page 15, Item 3b, Item reads: " The State will have exclusive ownership of all products of this contract unless mutually agreed to in writing at the time a bonding contract is executed."

Question: Can this clause be struck from the RFP? If not, can you provide in writing at this time that the State will NOT have exclusive ownership of all products of this contract?

A12. This refers to the Certification sheet, Appendix B of this RFP. No, this clause can not be stricken. The State cannot agree to this prospectively, if there is something specific, it could be considered depending on what the vendor is referring to.

Q13. RE: Appendix E, Contract Boilerplate, Item 11, Page 20, Contract reads: "The Contractor shall be entitled to receive reasonable compensation as determined by the Department in its sole discretion for any satisfactory work completed on such documents and other materials

that are usable to the Department. Whether such work is satisfactory and usable is determined by the Department in its sole discretion."

Question: We must pay our healthcare professionals for ALL hours worked, regardless of whether the performance was deemed unsatisfactory by the supervisors employed by the contracting facility or agency. Will the Department agree to pay the vendor for ALL hours worked by their independent contractor healthcare professionals?

A13. This refers to a clause in the sample contract, Appendix E of this RFP. No, this clause can not be stricken.

Q14. In the category of staff it lists the following: Registered Nurse, Medical Director, Pharmacist.

Will other Health Care Professionals who have been properly trained, ie. LPN's, EMT's, Medical Assistants with proper supervision, be authorized to administer the Vaccine?

A14. Pricing may be provided for LPN's , EMT's and Medical Assistants, but there are no plans to allow these positions to staff vaccination sites at this time.