



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: October 28, 2009

HSS 10 042

**FAMILY SUPPORT INITIATIVE FOR CHILDREN AND YOUTH
WITH SPECIAL NEEDS**

FOR

DIVISION OF PUBLIC HEALTH

Date Due: NOVEMBER 24, 2009
11:15 AM

ADDENDUM # 1

Please Note:

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

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

Alisa Olshefsky (302) 744-5474

**FAMILY SUPPORT INITIATIVE FOR CHILDREN AND YOUTH WITH
SPECIAL NEEDS
HSS 10 042**

**Questions Received by October 26, 2009
and at the October 28, 2009 Pre-Bid Meeting**

Question 1: What types of subcontractors are allowed?

Answer 1: There is no stipulation about the type of contractor. If a subcontractor is going to be used, this needs to be specified in the proposal with identification of the proposed subcontractor, the services(s) to be provided, and its qualifications to provide such services(s).

Subcontractors will be held to the same requirements as the primary contractor. The contract with the primary contractor will bind sub- or co-contractors to the primary contractor by the terms, specifications, and standards of the RFP.

Question 2: Are there any prohibitions against utilizing a second organization to assist with administration?

Answer 2: No, they would be considered a subcontractor.

Question 3: Is there an incentive for exceeding project goals?

Answer 3: No.

Question 4: Is there a capped dollar amount for the project? How much money has been allocated for this project for the initial 24 month contract period?

Answer 4: Bidders are to submit a budget that reflects the operating costs of performing the services outlined in the RFP. There is an estimated ceiling of \$200,000.

Question 5: It is clear this project will require the work of many partners and the agency awarded the contract will serve as the lead agency for a collaboration. With the short lead time to develop the proposal, how much detail needs to be included regarding what specific partners that will be involved and their roles in the project? And – Are Letters of Intent required from proposed partners?

Answer 5: Bidders should submit the proposal with the appropriate amount of detail that will allow the reviewers to assess their experience and ability to provide the services outlined in the scope of work. Letters of intent from specific partners are not required. However, bidders may choose to include such letters as a means to demonstrate past/current experience in building and sustaining partnerships.

Question 6: The RFP indicates that “DPH intends to contract with a qualified community-based organization to provide for the establishment of an umbrella organization or convening organization, among Delaware entities that serve children, youth and young adults with special health care needs.

Can you please provide parameters by which community-based organizations are defined for the purpose of this project? Must the entity already provide direct services to CYSHCN?

Answer 6: The proposal’s scoring will be substantially weighted to the qualifications of the vendor. These qualifications include:

- Demonstrated experience in family advocacy and/or parent education. Experience in multiple aspects of children with special health care needs systems issues is desired.
- Experience working with diverse populations.
- Experience in partnerships that achieve results.
- Experience in capacity-building and strategic planning.

Question 7: Would a local organization with a strong history of convening stakeholders/agencies for consensus building and strategic planning be qualified even if they do not provide direct services to CYSHCN?

Answer 7: Direct service provision to CYSHCN is not required, but may be considered as part of the organizations overall qualifications.

Question 8: Must the entity be a non-profit organization?

Answer 8: No.

Question 9: Is there a page limit for the RFP?

Answer 9: No.

Question 10: Are there any considerations regarding a subcontractor's track record with State of Delaware contracts?

Answer 10: Subcontractors will be held to the same standards as the primary contractor. As stated in the RFP, the state reserves the right to check references.

Question 11: What are the prospects for continued funding? What is the funding source(s)?

Answer 11: The current source of funds for this contract is federal Maternal & Child Health Block Grant funds. This grant program is over 25 years old and it is anticipated that the program will continue for the foreseeable future. All contracts are subject to the limitations on funding specified in the RFP and boilerplate contract.

Question 12: Is collaboration between agencies encouraged? Can two or more partners submit a proposal?

Answer 12: Yes that is up to the agencies (bidders) involved. However, a primary bidder must be identified and will be held responsible for what the sub-contractor does or fails to do.