

RFP CYF 18-02
ADDENDUM #1

TO: ALL POTENTIAL BIDDERS

FROM: Ryan Bolles
DSCYF – Procurement Administrator

DATE: June 12, 2018

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF18-02 SSA/SSI Benefit Recovery Process Development Services

<u>RFP Section #</u>	<u>Page</u>	<u>Paragraph</u>	<u>Question</u>
Scope of Services I. The Screening Application Process D. Case Reviews. 2.	4	Cases should be reviewed for medical and psychological report expiration dates. It is expected that the contractor would be responsible for requesting new exams be completed. The case worker would only be involved in possibly getting the child to the appointment. The State has an approved list of vendors that provide medical and psychological report services for other programs, but not necessarily for SSA/SSI eligibility purposes. This would be an area that would be discussed and negotiated with the successful bidder.	<p>Is this review for all cases within DCSYF or only those with active applications? All active cases and any cases that the SSA requested be reviewed.</p> <p>Will the state pay for these exams or is it expected to be paid for by the contractor? The state has been paying for these exams.</p>

Scope of Services II. Administrative C. On Site Office Management	5		Will there be space provided for contractor staff in a DSCYF building or other location? Yes, as stated on pg 4 B.4.: “Contractor will have access to onsite Department space in order to review confidential client information without it leaving Department custody. However, there will be times when the contractor must travel to off-site DD and SSA offices as part of the contract.”
Scope of Services II. Administrative C. On Site Office Management 2.	5	Contractor will manage and maintain files in a locked file cabinet, which will be provided by DSCYF and which will remain the property of DSCYF.	Will the use of electronic files be allowed or must the contractor use only paper files? Files can be electronic
			What is the average monthly number of children in state custody? Approximately 800
			How many SSI applications are filed on a monthly basis by the current contractor? Approx. 1-3/month –Title XVI
			How many SSA – auxiliary benefit applications are filed on a monthly basis by the current contractor? Title II – 2, after reviewing children’s cases that come into care
			How many SSI/SSA change of payee applications are made in an average month? Approx. 1-12/month
			How many SSI reconsideration appeals were filed last fiscal year? 2
			For how many children in the State of Delaware’s custody is the Department currently receiving SSI/SSA funds as representative payee? Approx. 150

			How many SSI hearing appeals were filed last fiscal year? 0
			What has been the annual amount paid to the current contractor in the last two years? \$97,116/yr.
			What is the current fee structure? Monthly rate, not affected by number of applications processed
			Is a Transmittal Letter allowed and if so, where would you like it to be placed in the proposal? A Transmittal Letter is option. If you include one please place it behind the Bidder Fact Sheet at the top of the proposal.
			Would the State like the Compensation and Method of Payment to be a part of the Narrative Response or should it be its own document? The proposed Compensation and Method can be included as part of the Narrative Response. Please make it clear where the review panel members can find it.
			How many Full Time Employees are currently assigned to this project by the current Contractor? One staff person

All other terms and conditions remain the same.

If you have any questions, please contact H. Ryan Bolles at herbert.bolles@state.de.us or 302-633-2701