

**State of Delaware**

**RFP for Professional Services:  
Office of Value-Based Health Care Delivery  
Contract No. DOI 19002- HEALTH\_CARE**

**Potential Bidder Question/Response Matrix**

<b>Question Number</b>	<b>Section Number</b>	<b>Paragraph Number</b>	<b>Page Number</b>	<b>Text of Passage being questioned</b>	<b>Question</b>	<b>Department's response</b>
1.	II.A.1	1	4	"Possess or have staff dedicated to the Office that have extensive experience in the health care research sciences, health economics, public health innovation, public health administration and related field(s);"	Does this require one individual FTE with all of these competencies, or can multiple members of the project team bring expertise in the competencies listed?	Bidders should respond to this question according to the capabilities of their staff. The Department is not going to dictate staffing levels. Staffing levels should be appropriate to accomplish the goals of the RFP.

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2.	II.A.5	1	5	"The successful Vendor may maintain a primary office at a location of its choice, but must be available for consultation in person and by other means as reasonable requested by the Department;"	For purposes of developing a travel budget, is there an estimated number of annual in-person meetings that will be required?	No. Note that the Department understands the remote working space and has teleconferencing capabilities.
3.	II	B.6.	5	References from at least 3 prior clients/employers.	Does the state have a timeframe within which the Vendor has performed the services for the selected references, i.e. within the last three years, five years?	No.
4.	III.B.2	1	7	"Each Proposal must be submitted with FOUR (4) paper copies and one (1) electronic copy on CD or DVD media disk, or USB memory drive."	Please clarify: Appendix A at the top of page 43 reads as follows: "Three (3) paper copies of Vendor proposal paperwork."	Each Proposal must be submitted with FOUR (4) paper copies and one (1) electronic copy on CD or DVD media disk, or USB memory drive.

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5.	III.B.2	1	7	"Please provide a separate electronic pricing file from the rest of the proposal responses."	Do the paper copies of the pricing proposal need to be in a separate envelope from the paper copies of the technical proposal?	Yes.
6.	III. Professional Services RFP Administrative Information	B. RFP Submissions -> 5. Proposal Expiration Date	8	"Prices quoted in the proposal shall remain fixed and binding on the bidder..."	What is the anticipated budget for this project?	Given the complexity and novelty of the project to the Department, the Department and the State are continuing to explore a budget for this project.
7.	III.D.3	2	17	"The term of the contract between the successful bidder and the Department shall be for one (1) year unless terminated according to its terms, with two (2) optional extensions for a period of one (1) additional year for each extension, by written agreement."	Can you confirm that the scope outlined in Appendix B is to be accomplished according to a proposed workplan and budget in year one, not during potential extension years?	No. The Department anticipates that the work may be completed within one year, but maintains the flexibility to extend the contract to the extent necessary.
8.	Appendix A	3	42	Pricing as identified in the proposal.	Does the state have a preferred format for the pricing proposal?	No.

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9.	Appendix B	2	44	"The successful Vendor will enter into a contract with the Department and will hold the title of Director, Office of Value-Based Health Care Delivery of the Delaware Department of Insurance."	Can the bidding Vendor hold the title of Director, Office of Value-Based Health Care Delivery or does it have to be a specific individual? If the latter, can the proposed Project Director hold this title and be supported by the project team? Would either of the above scenarios impact RFP score?	The Department prefers that a single point of contact hold the title of Director. That contact person may be supported by the project team as the bidding vendor deems appropriate. Neither of the scenarios presented in the question would impact the RFP score.

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10.	Appendix B. A	7	45	"Be responsible for planning, directing, and coordinating the policy activities of the office at the highest level of management with the assistance of the Department's executive staff and other appropriate Department staff members, and in coordination with the Primary Care Reform Collaborative."	Do these responsibilities also include regular facilitation of the Primary Care Reform Collaborative meetings?	No. The <a href="#">Primary Care Collaborative</a> is facilitated separately. See <a href="#">16 Del.C. § 9903</a> . That said, the successful vendor should keep up with the activities of the Collaborative as well as with Commissioner and DOI staff involvement on the Collaborative.

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11.	Appendix B. A	9	45	"...to establish and administer an Office of Value-Based Health Care Delivery (the Office) within the Delaware Department of Insurance."	Can you share more about the roles of any other state agencies and/or instrumentalities in this work? Has a multi-agency organizational or governance structure been defined? Is one needed?	The Primary Care Collaborative (PCC) is convened by the Delaware Health Care Commission. See <a href="#">16 Del.C. § 9904A</a> . The Office of Value Based Health Care is established in the Department pursuant to 18 Del.C. § <a href="#">334(a)</a> and <a href="#">82 Del. Laws, c. 189, § 2</a> . The Office will collaborate with the Department and the PCRC as required under 18 Del.C. § 334. See also ChooseHealthDE.com for more information regarding Delaware's " <a href="#">Road to Value-Driving change to make health care better for all of us</a> " plan. Additionally, the Department is a member of the <a href="#">National Association of Insurance Commissioners</a> , which is actively involved in the healthcare innovation space and in whose progress the Department monitors and participates.

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12.	Appendix B. A	12	45	"Providing a detailed time and cost budget for each project performed;"	Is there an estimated budget range and/or an estimated number of FTEs expected to be necessary to complete the work?	No.
13.	Appendix B. B	16	45	"Assisting and advising as necessary, the Department's drafting and submission of legislation, regulations and bulletins;"	Does this require someone who has working relationships with key stakeholders in Delaware or will it suffice to have someone with experience designing Regulations and/or advising on legislative strategy?	Working relationships with key Delaware stakeholders are not necessary. Rather, the Office is to advise the Department on the substantive aspects of proposed legislation, regulations and bulletins, if any, as they relate to the Office of Value Based Health Care Delivery.
14.	General				Is the contractor expected to establish a physical office space in Delaware?	See RFP Section II.A.5 which provides, "The successful Vendor may maintain a primary office at a location of its choice but must be available for consultation in person and by other means as reasonably requested by the Department." See <i>also</i> response to question 2 above.

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15.	General				Has funding been allocated or identified to support this work? If so, what is the budget allocation	Yes. See <i>a/so</i> response to question 6 above.
16.	General				Why is Delaware seeking a contractor to staff this office, rather than utilizing state employees?	Given the novelty of the statutory mandate and constraints on Department staffing, the Department prefers to hire outside expertise to help in establishing the Office and in carrying out the statutory mandate.