



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

March 19, 2014

TO: ALL OFFERORS

FROM: KIM JONES  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL  
CONTRACT NO.:GSS14713-HEALTH\_FIT

**ADDENDUM # 1 – Questions and Answers**

- 1. Background information states that the Division of State Police has a contract for its agency to perform an average 687 physical and health assessments per year. With this new contract, how many employees will require the physical and health assessments per year? And will this new number include the original 687 Troopers, cadets and weight-control program employees?**

The State Police had an average of 687 yearly health and fitness assessments. Offerors are advised to use this number for purposes of preparing a proposal. **Note:** The State does not guarantee a fixed number of assessments. Recognizing the services in GSS14713-HEALTH\_FIT will now be available to all State entities, the State will monitor usage and asses any potential impact should activity point to assessments tracking far beyond historical numbers.
- 2. How many vendor personnel performed the Division of State Police’s 687 assessments? What are the titles of these personnel?**

Ten (10) vendor personnel performed the Division of State Police’s 687 assessments.  
Titles of these personnel were Exercise Physiologist, Cardiologist, and Administrative Support Staff.
- 3. How much physical space is allocated per county agency facilities for vendor to perform onsite services?**

The exact dimensions of the room are not available; however the current vendor utilizes a portion of the room that is provided.
- 4. How much space is allocated for vendor administrative functions relating to this contract?**

Normally a 6-8 foot table is allotted for vendor administrative functions.

**5. How is information currently conveyed to The State; manually or through an electronic medical records (EMR). If EMR, what system is currently being used?**

A paper copy of results is usually sent to the State. Pass/Fail results are sent electronically via email.

**6. Would testing include Return to work assessments for disability cases?**

No, this RFP does not require this service.

**7. Is it expected that the vendor provide all equipment such as ECG Assessment equipment?**

Yes, the vendor is expected to provide all equipment.

**8. What kind of ECG is currently being used during the Assessment? For example, 5 lead or 12 lead.**

12 Lead ECG is currently being used during the Assessment.

**9. What professionals are currently interpreting the ECG? Medical Doctors, Nurse Practitioners or Physician Assistants.**

Cardiologists are currently interpreting the ECG.

**10. Can an electronic BMI machine be used in place of skin caliper due to increased accuracy?**

No. The electronic BMI machine may not be used in place of skin caliper.

**11. It is understood that divisional stakeholders may have special requests for additional research and consulting services. Please quantify (number of hours per month) the extent of consultation on training and policy matters that will be needed and/or expected by the divisional personnel.**

1-2 hours per month of consultation on training and policy matter is expected.

**12. There is no mention of laboratory (blood) tests; what is required?**

This RFP does not require this service.

**13. There is no mention of respirator use; what is required?**

This RFP does not require this service.

**14. Is there pulmonary function testing needed?**

This RFP does not require this service.

**15. Will wellness clinics such as Flu vaccine, etc. be required?**

This RFP does not require this service.

**16. What NAICS code is required for vendor bid submission?**

A NAICS code is not required for a vendor to submit a bid.

**17. Sect I, page 1. Has a date been set for the pre-bid meeting?**

No pre-bid meeting has been established for this solicitation.

**18. Sect I, page 1. Will the pre-bid be mandatory?**

No pre-bid meeting has been established for this solicitation.

**19. Sect II, paragraph A, page 1. What firm(s) is currently performing these services for the State? If no firm is currently performing, which firm has most recently performed these services?**

Cardio-Kinetics, Inc. is the current provider of these services for the Delaware State Police.

**20. Sect II, paragraph A, page 1. How many employees are in the Weight Control Program?**

10-12 employees on average are in the Weight Control Program.

**21. Sect II, paragraph A, page 1. What percentage of the total eligible employees does the 687 average health and fitness assessments represent?**

687 represents 100% of Delaware State Police employees. Please see the answer to question #1 for more information.

**22. Sect II, paragraph A, page 1. Why are most assessments completed between September and December?**

Troopers are required to undergo multiple testing programs in the course of a year. For scheduling efficiency, the assessments addressed in this RFP are scheduled between September and December.

**23. Sect II, paragraph A, page 1. Do you foresee that same surge during those months under this new contract considering the changes in health care and other factors?**

The new contract most likely will have the same surge during the months of September through December.

**24. Sect II, paragraph B, page 2. What is the total number of eligible employees including the 'Optional Use'?**

The State Police alone had an average of 687 yearly health and fitness assessments. At this point it is unknown how many additional may choose to make use of this contract. Please see the answer to question #1 for more information.

**25. Sect II, paragraph C 2, page 2. What is the requirement for 'pre-employment examinations' that you are requesting from this RFP?**

The requirements for pre-employment examination are the same as for the incumbent.

**26. Are you requiring the selected firm to provide examinations in addition to assessments?**

The awarded vendor(s) will be required to provide assessments.

**27. Sect IV, paragraph B 2, page 8. Are you requiring only 1 copy of the separate electronic pricing file?**

Yes, only one (1) copy of the electronic pricing file is needed.

**28. Sect IV, paragraph B19, page 13. Will we be notified of any revisions or addendums to the RFP?**

Any addenda to the RFP will be posted at <http://bids.delaware.gov>

**29. Sect IV, paragraph B19, page 13. How soon prior to the due date can an addendum be issued?**

Addenda can be issued at any time. After the questions and answers addendum has been posted, the State makes every effort not to issue addenda that will substantially impact the requirements, terms, and conditions. However it is responsibility of the offeror to continually monitor <http://bids.delaware.gov> for any addenda.

**30. If any additional state agencies or departments chose to utilize this contract, will they be held to the same physical requirements or will they be customized to each agency.**

Each participating agency may identify a need to customize requirements. Should such customizations substantially differ from the stated contract requirements, it is the responsibility of the using agency to notify the contract officer prior to issuing a purchase order to the vendor.

All other terms and conditions remain.

