



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

March 22, 2019

TO: ALL OFFERORS

FROM: Ninna Vaughn  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL  
CONTRACT NO. GSS19713-HEALTH\_FIT  
Health & Fitness Assessment**

**ADDENDUM #1**

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Invitation to Bid.

Information regarding the current contract is available online at:  
[http://contracts.delaware.gov/contracts\\_detail.asp?i=2391](http://contracts.delaware.gov/contracts_detail.asp?i=2391)

**Q1. Are you looking for an assessment tool to be used in the field or for an office?**

Services being requested can be at the provider's location or onsite at an agency facility within each county.

- New Castle County
- Kent County
- Sussex County

**Q2. Where (page #, section #) in the solicitation are the openings?**

Key RFP dates/milestones can be found on page 4 section B.

**Q3. Which vendor, if any, is performing the current assessments?**

Information regarding the current contract, GSS14713-HEALTH\_FIT can be found at this link:  
[http://contracts.delaware.gov/contracts\\_detail.asp?i=2391](http://contracts.delaware.gov/contracts_detail.asp?i=2391)

**Q4. How many employees will need to be assessed at any given time?  
How many employees are assessed during one year?**

During the month of March, all approximately 730 sworn members have the option to either weigh-in at their respective troop location or have a body fat analysis conducted by the vendor. A schedule is assigned for the entire month outlining the dates and time that the vendor will be available at each designated location. Employees are required to sign up for a specific date, time and location if they want a body fat analysis conducted.

During the month of September, all approximately 730 sworn members have the option to either weigh-in at their respective troop location or have a body fat analysis conducted by the vendor. A schedule is assigned for the entire month outlining the dates and time that the vendor will be available at each designated location. Employees are required to sign up for a specific date, time and location if they want a body fat analysis conducted.

New employees will be tested just prior to an academy start date.

Once a year, traditionally between the months of September-December, all approximately 730 sworn members will be required to have a health assessment conducted. A schedule is assigned for the entire month outlining the dates and time that the vendor will be available at each designated location. Employees are required to sign up for a specific date, time and location.

**Q5. Are their specific department forms required for each assessments or are the vendor's assessment forms acceptable?**

We currently utilize the vendor's form. However, if needed we can create a specific form for our agency.

**Q6. Are the Health and Fitness assessments only for new hires?**

Once a year, traditionally between the months of September-December, all approximately 730 sworn members will be required to have a health assessment conducted. A schedule is assigned for the entire period outlining the dates and time that the vendor will be available at each designated location. Employees are required to sign up for a specific date, time and location.

**Q7. How many times are the assessments conducted for an individual? Are they conducted on annual basis or just done pre-employment with except for the body composition and body fat analysis tests?**

New employees will be tested just prior to an academy start date. In addition, once a year, traditionally between the months of September-December, all approximately 730 sworn members will be required to have a health assessment conducted. A schedule is assigned for the entire month outlining the dates and time that the vendor will be available at each designated location. Employees are required to sign up for a specific date, time and location.

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**Q8. Are assessments required for employees returning from absence due to workers compensation and/or short term disability?**

Only if individuals missed the assessment or body fat test during the normally scheduled period would an employee be required to attend outside of the traditional window. This is not a medical fitness for duty assessment to clear an employee for full duty. We have a contracted medical provider for those screenings.

**Q9. Can you provide more specifics regarding education and research such as the type of information to be included in the update (page 59 Section E.6.)? Is this based on their fitness assessment or another event subsequent to the assessment?**

The expectation would be that the staff member would be able to provide accurate and sound advice to the employee in regards to physical fitness training and nutrition. For example: If an employee needs to improve their upper body strength, the staff member should be able to provide an appropriate fitness regimen designed to help improve the employee's upper body strength.

All other terms and conditions remain the same.



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**

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