



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: January 27, 2014

HSS 13 058

LICENSED CLINICAL SOCIAL WORKER  
OR  
LICENSED MENTAL HEALTH PROFESSIONAL

FOR

DIVISION OF PUBLIC HEALTH

Date Due: March 10, 2014  
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE MENTIONED BID.  
Responses to questions discussed at the pre-bid meeting on January 27, 2014 are  
attached.

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PROCUREMENT ADMINISTRATOR  
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Licensed Clinical Social Worker Or Licensed Mental Health Professional  
Questions & Answers  
RFP: HSS 13 058  
January 27, 2014

DHSS Herman M. Holloway Sr. Campus, Procurement Branch, Main Administration Building,  
First Floor Conference Room #198, 1901 N DuPont Hwy, New Castle, DE 19720

1. **QUESTION:** The solicitation states that scope of work will take place at Evaluation Sites in Kent and Sussex counties and in client homes, daycares and other community settings throughout Kent and Sussex counties. Can you provide a list of the locations?  
**ANSWER:** The list of locations could be anywhere in Kent or Sussex Counties – we visit clients in their homes in literally every town in both counties. We go where the client is as well as their daycare.
2. **QUESTION:** Will the state LCSW and LMHP be working at state locations or is the vendor required to have offices/office space?  
**ANSWER:** The LCSW/LMHP will have a cubicle at our office in Milford, DE as a home base.
3. **QUESTION:** What is the estimated number of work hours per week and does the State anticipate using only one FTE for the position?  
**ANSWER:** 37.5 hours per week. There will be one FTE for the position.
4. **QUESTION:** How many Child Development Watch program participants?  
**ANSWER:** There are currently 469 families.
5. **QUESTION:** Does the State provide office space, equipment and supplies?  
**ANSWER:** Yes, however the State does not permit contractors to drive the Fleet vehicles.
6. **QUESTION:** Are there state guidelines for providing assessments? For instance, how long does the LCSW/LMHP have to make an assessment once a child has been identified by the Child Development Watch?  
**ANSWER:** Two business days to make contact with the family to arrange the first meeting.
7. **QUESTION:** Does the state have training objectives for the professional development of the staff?  
**ANSWER:** No
8. **QUESTION:** On page 3, and again on page 14, of the solicitation, it states that the bidder is to list all contracts with the State of Delaware for the past 3 years, and that failure to do so may be cause for rejection of an offer. If a bidder has no previous contracts with the State of Delaware, will this exclude them from bidding on this opportunity?  
**ANSWER:** Not having any prior State of Delaware contracts does not exclude, you can just state no other contracts.

9. **QUESTION:** What is the estimated level of effort for this contract? I don't see anything that indicates the number of hours to work, number of cases, etc. Is the expectation that this will be filled by one full-time person, or are multiple positions expected?  
**ANSWER:** The level of effort is for one full time person. The cases that are carried could vary any month from a handful to 30+ or higher depending on the need. Some cases/consults are just for one or a few visits and other cases are more in depth and on-going.
10. **QUESTION:** How should mileage be computed?  
**ANSWER:** Mileage should be included in the hourly rate.
11. **QUESTION:** Is this a new position?  
**ANSWER:** No, this is a required request for proposal on an existing contract.
12. **QUESTION:** Is the billing structure a fee for service or reimbursement process?  
**ANSWER:** It is a fee for service.
13. **QUESTION:** Is the current contract vendor rate posted anywhere?  
**ANSWER:** No.