



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: January 13, 2019

HSS 19 017

**FAMILY HEALTH EPIDEMIOLOGY, RESEARCH AND EVALUATION SERVICES
FOR
DIVISION OF PUBLIC HEALTH**

Date Due: February 19, 2019
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

Responses to questions received by the deadline of December 26, 2018
and those asked at the Pre-bid meeting January 8, 2019.

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RFP HSS 19 017

FAMILY HEALTH EPIDEMIOLOGY, RESEARCH AND EVALUATION SERVICES

	QUESTION	ANSWER
1.	The RFP states an overhead rate of 10% is there any chance this will change?	We will consider up to 12%, however, it can be incorporated into the hourly rate.
2.	Can a prospective contractor participate in the pre-bid meeting by conference call?	No.
3.	Can proposals be submitted by e-mail attachment to Mawuna Gardesey?	No. All proposals must be sent to the Procurement Unit of DHSS as stipulated in the RFP. Page 8, Section IV.B.2.
4.	Can you accept bids via FedEx?	Yes, Be sure to include Name and HSS# on the box/envelope for identification.
5.	Is there any format for budget/cost submission, do you have any other guidance?	You need to be able to provide an accurate depiction of what costs are involved in your proposal. We ask at a minimum that you specify the rate for the required 4.0 FTEs. Include the person, position, hourly rate, number of hours you will bill for them and total cost.
6.	Are you prescribing a specific contract type? (i.e. fixed price paid by deliverable, or hourly rate paid by the hour)	We are not prescribing a specific contract type at this time. The proposal needs to be clear and understandable relative to its costs and services proposed. Final contract type will be determined during contract negotiations.
7.	Do you foresee identifying those programs upfront at the beginning of the year? Could that fluctuate a lot? 1-3 or smaller projects?	As projects are proposed, it will run through the DPH Family Health Systems program, we will connect the particular program with the contractor so you have the full details. Typically, at the beginning of the year we have an idea of what those programs will look like. In terms of actually dealing with the details of what a particular project will entail, we will then put you in contact with the program directly.
8.	Do you have a sense of how much time would be involved with onsite/face to face meetings vs.	It depends on the project the contractor is working on. There are stakeholders that we work with that hold

	remote work?	quarterly meetings. If there is a need to have someone physically there to present data, we will request the contractor's presence. Most times, we will take the reports the contractor has presented and make it available to those stakeholders. Because of the nature of what the contractor is, doing it is transmitted electronically. The need for face-to-face meetings may happen, but you can assume that to be minimal.
9.	How do requests for research and evaluation come about? Generated from programs, or broader agency?	The initial request will be coming directly from the program to our office. We will then funnel the request to the contractor and from there the contractor will deal directly with the program.
10.	Is there currently a contract in place?	Yes, multiple vendors at this time. John Snow, Inc., and Excelsior Consultants.
11.	At what point will contract renewals be determined?	Contracts Typically start July 1 st . We usually start preparing the contract about 90 days before the start date. We generally know about 90 days before the end of the contract if we will intend to renew or not.
12.	Can you give the contract totals of the current contracts to get an idea of what size and scope of work we are discussing?	John Snow, Inc. - \$831,818.87 Excelsior Consultants, LLC. - \$1,562,810.00 **There is no guaranteed business, the numbers can fluctuate year to year based on funding and project needs**
13.	Is the flexibility of adding FTE amounts based on higher than expected workload a possibility?	That would be a matter of negotiation during the contract period. At this point, the requirement of 4.0 FTEs is in place, if at some point, the volume gets to a point that is beyond the FTE requirements and we agree on that, this would be a new opportunity to negotiate.
14.	Is there information on scoring?	Page 16, Section IV.C.2 lists the evaluation criteria. Keep them in mind when preparing your bid.