



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: January 20, 2011

HSS-11-015

Provision of Alcohol and Other Drug Prevention Prevention Services

for

Division of Substance Abuse & Mental Health

Date Due: February 25, 2011
By 12:00 PM Local Time

ADDENDUM # 1- Questions and Answers

PLEASE NOTE:

**THE ATTACHED SHEETS HEREBY BECOME A
PART OF THE ABOVE MENTIONED RFP.**

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RFP HSS-11-015

QUESTIONS

1. Q: There is a discrepancy in prices quoted expiration date. Pg. 26 cites 3/31/12. Pg. 26 cites two (2) years from proposal date. Which one is correct?

A: Prices remain fixed for two (2) years from proposal date.

2. Q: Is there a funding cap?

A: No.

3. Q: How many strategies must be used and what domain?

A: There is no specific number of required strategies or domains. However, it is recommended to make proposal as comprehensive as possible utilizing strategies and structure given within the RFP.

4. Q: Does using only one (1) strategy take away from proposal?

A: No, it is recommended that the applicant's delivery of ATOD Prevention Service be comprehensive and implemented with fidelity. The applicant will need to decide.

5. A: Is this a performance based contract?

Q: Initially this will be a cost reimbursement contract. DSAMH will work with the successful bidder(s) to develop a performance based payment structure and outcome measures. Once finalized, the remaining term of the contract and/or renewal periods will be performance based.

6. Q: Will there be just one (1) organization for the entire state?

A: Not necessarily. Outline in proposal what intended target area is.

7. Q: This is an adult prevention RFP. Why is information for youth included?

A: This is only an informational resource.

8. Q: This is not a treatment RFP. However, can some treatment modalities be used that would be beneficial?

A: Please refer to the Institute of Medicine (IOM) which has developed a prevention program classification system that is helpful to identify specific target populations.

Page 19 **Indicated** referenced.

Alternative activities must be prevention services. Not receiving treatment services, not diagnosed, not a service incorporated in an individuals treatment plan. Please refer to site: <http://prevention.samhsa.gov/>

9. Q: Can the focus be more than one (1) area?

A: Yes, the applicant needs to specify the target demographic area that they plan to implement ATOD Prevention Services.

10. Q: Is the \$400,000 total for all areas?

A: Yes, that is the maximum annual funding allocation.

11. Q: Submitting invoices in a timely manner to DSAMH will be used as a reference?

A: If an organization currently has or has had a contract with DSAMH, their invoice submission record will be used as a resource to see if they are billing in a timely manner. Pg. 29

12. Q: What documentation is needed about the building?

A: The location and owner of the facility where services are to be provided must be included in proposal. Pg. 37

13. Q: Experienced staff. What if experienced staff is no longer with the agency?

A: Submit resumes or job descriptions of staff. Provide as much detail as possible.

14. Q: \$400,000 per year. Additional budget included?

A: No, the \$400,000 is the annual funding allocation. Additional funds will be used to cover the partial year budgets that are being requested.

15. Q: Two separate budgets needed?

A: Yes, two separate budgets and narratives needed.

1) 4/1/11 – 6/30/11

2) 7/1/11 – 6/30/12

16. Q: Can a bidding organization write the proposal internally or should a certified technical writer be retained?

A: The method of developing a proposal is left to the bidder's discretion. As stated on Page 26 of the RFP, all costs for proposal preparation will be borne by the bidder. These costs can not be built into the awarded contract budget.

17. Q: How is the targeted population directed/referred to the services that will be provided?

A: In the RFP on Pg. 11 under C. Target Population is explained and defined.

If supporting assessment data is needed for target population please visit:

www.udel.edu/delawaredata.

18. Q: Are bidders required to supply a floor plan for the entire building, or just for those rooms utilized by the program? (RFP Pg. 36, 37)

A: The applicant needs to follow the instructions on Pg. 36, 37. The owner of the facility needs to be aware of the type of Prevention Service being provided in the facility.

19. Q: Are food purchases permitted? (There is a section listed with this type of expense on the budget sheet under client costs) (RFP pg. 39)

A: NO. SAPT BG Prevention Grant Funds are NOT to be used for Food or Groceries. This line in the FY Budget Request sheet in the RFP Pg. 39 should be removed.

20. Q: What needs to be included in program and process evaluations? (RFP Pg. 19 under Evaluation)

A: In program and process evaluations it is recommended that a pre and post test be done in the Prevention Program that you are implementing. Ongoing evaluation of the program process is required to know if the program is working. Please refer to Website Sources on Pg. 20.

21. Q: What are you looking for in terms of organizational capacity/readiness assessment. Do you recommend a particular assessment tool? (RFP Pg. 16)

A: Please refer to Pg. 20 for Website Sources. DSAMH does not recommend any particular assessment tool.

22. Q: What is the preferred format for the Strategic Plan? (RFP pg. 13, 16)

A: The preferred format for the Strategic Plan is the Strategic Prevention Framework Model Pg. 13 through Pg. 20.

23. Q: Do you need both a process and an evaluation logic model? Can they be combined or must they be separate?

A: The process logic model and the evaluation logic model can be provided as it is deemed appropriate to the program your agency is proposing to implement.

24. Q: Is the mandatory training on confidentiality and client info provided by DSAMH? (RFP Pg. 36)

A: DSAMH periodically provides trainings through out the calendar year.

25. Q: Can you please clarify what you mean by how are benefits paid? (RFP Pg. 35)

A. Applicant should provide specific details regarding the benefits received and how they are provided (Does the organization provide for these benefits? Do employees contribute?). This information enables the RFP Review Committee to compare the Other Employment Costs, and fringe benefits that are outlined in the budget proposal.

26. Q: Do coverage areas (i.e., City of Wilmington, New Castle, Kent and Sussex Counties) need to be identified in greater detail? (Such as by zip code or census tract)

A: The coverage areas need to be identified by County and City of Wilmington also by zip code. Census tract can be used as well.