



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: January 6, 2011

HSS 11 020

**DEVELOPING AND SUSTAINING A STATEWIDE  
PROFESSIONAL DEVELOPMENT PARTNERSHIP TO  
PROMOTE HEALTHY OUTCOMES AND REDUCE SEXUAL  
RISK BEHAVIORS AMONG ADOLESCENTS IN DELAWARE**

FOR

DIVISION OF PUBLIC HEALTH

Date Due: February 17, 2010  
11:00 AM

ADDENDUM # 1

QUESTIONS AND ANSWERS –

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

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Division of Public Health

## **RFP No. HSS 11 020**

### **Developing and Sustaining a statewide professional Development Partnership to Promote Healthy Outcomes and Reduce Sexual Risk Behaviors among Adolescents in Delaware**

#### **Questions and Responses**

**Question 1:** Is the initial contract period of 18 months meant to build in extra time for program setup?

**Response:** No, the 18 month time frame is a result of the cycle for funding of the project from the federal government. Bidders will need to prepare two budgets, the first budget to reflect the period of April 1, 2011 – September 30, 2011. The second budget will cover the timeframe from October 1, 2011 - September 30, 2012.

**Question 2:** Under Scope of Services page 9, #9 – “Establish a system to reimburse school districts for providing substitutes”. Is this meant to replace the state Department of Education burden of paying for substitutes for professional development and for all teachers all years or to supplement the existing system?

**Response:** No, the reimbursement is to cover the cost of substitute teachers required to cover classes when the regular teacher is in training for the PREP program only.

**Question 3:** Under item #16 – “Provide mini-grants for community organizations where community service providers have been trained to cover the costs to train youth.” Question – If we train an educator from boys & girls club to implement Making Proud Choices and they already have the resources to implement, then are we still offering mini-grants for implementation? Or only offering mini-grants to organizations that need their costs covered to implement?

**Response:** The mini-grants should be offered to cover initial equipment, room rentals, training manuals, refreshments; incentives for the student if they are needed Cost will vary per site and by the organization.

**Question 4:** Is there any state rate for substitute teachers?

**Response:** Substitute teacher salaries vary significantly depending on a variety of circumstances such as type of degree, and school district you teach in. The specific rate will need to be negotiated by the successful vendor and the Department of Education.

**Question 5:** When you say tie into state sexual plans should we show linkages between our proposal and the State Adolescent Health Plan?

**Response:** The successful bidder will be expected to collaborate and build linkages with the Division of Public Health, Teenage Pregnancy Prevention Board, the Delaware Healthy Mothers and Infant Consortium and other groups to address prevention activities across the state.

In addition, the Delaware Health and Social Services, Division of Public Health completed a draft version of the State Adolescent Sexual Health Plan. This plan was recently reviewed by a variety of both private and public organizations from across the state and though still in draft form is, attached to this document to assist you in preparing your response.

**Question 6:** The plan calls for statewide vs. smaller areas of involvement. Is your intention to cover the entire State with this program?

**Response:** Yes, the intention of this RFP is to provide and replicate the “Making Proud Choices” and “Be Proud! Be Responsible!”, evidenced-based health education programs, targeting adolescents both in school and community-based settings across the State.

The RFP also refers to targeted sites of the state that include Census County Divisions with correspondingly high rates of social and economic risks, teen birth rates and STD and HIV/AIDS infection rates such as in the City of Wilmington, Bridgeville/Greenwood, Seaford, Selbyville/Frankford, Milford North/south, lower Christiana, New Castle and Millsboro and the successful bidder would need to show how they will address these targeted sites.

**Question 7:** How do we as contractors get trained on the “Be Proud! Be Responsible!” and “Making Proud Choices” programs?

**Response:** Training can be provided by:

1. ETR Associates, Tel: (831) 438-4060 or by e-mail at. [www.ETR.org](http://www.ETR.org)
2. Select Media Inc Tel: (800) 707 6334 or by e-mail at, [www.Selectmedia.org](http://www.Selectmedia.org)

The information provided above is not an endorsement of any one program over another. The companies provided are strictly examples of organizations that provide the training required for this RFP.

**Question 8:** Pertaining to item #20 under Scope of Services, what are the presentations we are required to present based on?

**Response:** DPH expects the vendor to work with the University of Delaware, Center for Drug and Alcohol Studies to get demographic information on Delaware

adolescents and tie the data into what areas of the state they are reporting on for training.

**Question 9:** Please clarify the difference between item #7 and item #12 under Scope of Services?

**Response:** Item #7 which states, "Create assessment instruments for pre-and post- training events, refers to the successful bidder's responsibility to create a pre- and post-test. The pre- and post-test should include components in the following areas:

- Knowledge of subject matter
- Cognitive skills that will allow adolescents to examine their beliefs (this includes assessing whether settings for training sessions allow students to feel comfortable with their responses) personal risk and consequences.
- Interpersonal/ intrapersonal skills
- Negotiating skills

Item #12 which states, "Conduct pre-and post-test assessment surveys prior to each professional training event", refers to pre-and post-test assessment surveys that will be developed to determine the knowledge, skill and comfort level of instructors to implement the curriculum with fidelity.

**Question 10:** Is there an estimate number of teachers that will need to be trained?

**Response:** The target is to train 25 health teachers in middle schools on "Making Proud Choices", 25 high school health teachers on "Be Proud! Be Responsible!" and 2 community volunteers in Making Proud Choices and 2 community volunteers in "Be Proud! Be Responsible!". All training is to be accomplished before September 1, 2011.

**Question 11:** Will the state determine the reporting format and is there any web-based reporting?

**Response:** Yes, the State will determine the reporting format for this program and will discuss those requirements as well as any web-based reporting requirements with the successful bidder during contract negotiations.

**Question 12:** Are we required to provide a headquarters in each county since the program is statewide?

**Response:** No, you are not required to have a headquarters in each county.

**Question 13:** Since the budget covers 18 months how would you like it prepared over the whole term or one portion for 12 months and another budget for the remaining six months.

**Response:** Bidders will need to prepare two budgets, the first budget for reflect the period of April 1, 2011 – September 30, 2011. The second budget will cover the timeframe from October 1, 2011 - September 30, 2012.

**Question 14:** Are the classes for the teachers voluntary and how will teachers be selected?

**Response:** The selected bidder will need to coordinate the delivery of services to teachers with the Department of Education. The point of contact person for the Department of Education for this project is John Ray, (302) 735 4192, e-mail [John.Ray@state.de.us](mailto:John.Ray@state.de.us)

**Question 15:** From the information provided, am I to understand that the contractor will talk to school districts to set up meetings and trainings?

**Response:** After the contract is awarded the vendor and DPH will meet with curriculum development workgroup of the Department of Education along with the education associate of school health programs for Delaware. The point of contact person for the Department of Education for this project is John Ray, (302) 735-4192, e-mail [John.Ray@state.de.us](mailto:John.Ray@state.de.us)

**Question 16:** Is there a negotiated rate with the trainers that will be providing training to the contractors?

**Response:** No, there is no negotiated rate with the trainers that will be providing training to the contractors. This rate will need to be negotiated between the successful bidder and whomever they choose to provide the training.

**Question 17:** Will the training provided to the students require the contractor to obtain parental permission? If so, how will this permission be obtained?

**Response:** In speaking with John Ray from the Department of Education on this issue parental permission for students to participate in this program will be negotiated between the successful bidder and the Department of Education. If you need to speak with Mr. Ray his contact information is: John Ray, (302) 735-4192, e-mail [John.Ray@state.de.us](mailto:John.Ray@state.de.us)

**Question 18:** Please clarify the difference between item #8 and item #16 under Scope of Services? For example, when you use the word “Trained” in Item # 8 is that the number of people who will participate in the program? Then in Item #16 you mention service providers, so is that the number of educators trained?

**Response:** Item # 8 refers to the number of participants trained which can be determined by:

1. The number of participants = all adult trainings whether teachers from schools or volunteers in the community.
2. Technical assistance= types and number applicable during the month that the training institute provided.
3. Number of youth trained in the curriculum= including the number of students by school and by community sites that were trained.
4. Completed pre-and post-test= this is the number of pre and post tests that students and community youth have completed.
5. The number of pre-and post-tests completed by teachers of community instructor.

Item #16 mini grants = provide funding for mini grants for community sites that have already been trained on the curriculum but need funding for room rentals. Incentives refreshments and one time equipment cost. Trained in this context refers to the number of individuals who received the training who will deliver the curriculum with fidelity at various sites.

**Question 19:** Will the training institute be responsible for providing training beyond “Making Proud Choices” and “Be Proud! Be Responsible!”?

**Response:** The University of Delaware has received approval through DHSS, Division of Public Health, Human Subject Review Board to evaluate the “Wise Guys” program, if the evaluation meets the rigors of the federal government guidelines for evidenced based adolescent health education health curricula it may be added to the list of training that will provided by the training institute.

Bidders do not need to address the inclusion of this training in their proposal. Should the “Wise Guys” program be certified as compliant in the future, and a decision made to introduce the training, its inclusion would be a subject of negotiation between the State and the awarded vendor(s).