



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: March 25, 2011

HSS 11 047

IMMUNIZATION SITE EVALUATIONS

FOR

DIVISION OF PUBLIC HEALTH

Date Due: April 18, 2011
2:00PM

ADDENDUM # 2: Questions and Answers

Please Note:

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

Bruce Krug
PROCUREMENT ADMINISTRATOR

William Ingram
Division of Public Health

RFP HSS 11 047
IMMUNIZATION SITE EVALUATIONS
Questions and Answers
Pre-bid Meeting March 16, 2011

RFP Page	RFP Section	Question
12	IV.D. Confidential Information	<p>Please confirm that “financial information relating to the company or organization (not the RFP pricing or budget)” is not required in the response to this RFP.</p> <p>Answer: No, it is not required.</p>
12	IV.D. Confidential Information	<p>If “financial information relating to the company or organization (not the RFP pricing or budget)” is required in the response to this RFP, please specify what information is needed from the bidder to fulfill this requirement.</p> <p>Answer: N/A</p>
12	IV.D. Confidential Information	<p>Please confirm that “Organization Charts” are not required in the response to this RFP.</p> <p>Answer: Organization charts are not required in the response.</p>
12	IV.D. Confidential Information	<p>If “Organization Charts” are required in the response to this RFP, please specify what information is needed from the bidder to fulfill this requirement.</p> <p>Answer: N/A</p>
12	IV.E. Qualifications and Experience	<p>The last paragraph in this section reads, “If subcontractors are to be used, the proposal shall also contain similar information regarding each subcontractor.” Does the state of Delaware expect subcontractors to submit their articles of incorporation and IRS certification of tax exempt status, if applicable?</p> <p>Answer: No, DPH does not expect subcontractors to submit their articles of incorporation and IRS certification of tax exempt status.</p>
13	V. Budget	<p>This section states a line item budget for each contract year is required. Please clarify if this is a fixed price contract for 100 site visits per year, or should the contractor propose a per visit cost based on 100 minimal site visits?</p> <p>Answer: DPH requests bidders to submit a per visit cost based on 100 site visits. Your response to this RFP will consist of 2 budgets.</p>

		One budget for the first initial 7-month contract and one for a 12-month contract period following the initial contract.
14	VI.A. Number of Copies Required	Please confirm that the bidder is not required to submit any “confidential or audit information related to the company” in the response to this RFP. Answer: It is not required.
14	VI.A. Number of Copies Required	If “confidential or audit information related to the company” is required in the response to this RFP, please specify what information is needed from the bidder to fulfill this requirement. Answer: N/A
22 – 38	Appendices A – F	Can Microsoft Word versions of Appendices A–F be provided to bidders for ease of completion of these forms? Answer: No, they cannot be provided in Microsoft Word format.
36 – 38	Appendix F	Appendix F is not referenced in Section IV, “Format and Content of Response.” Is it acceptable for the form provided in Appendix F (“Office of Minority and Women Business Enterprise Self-Certification Tracking Form”) to be included as an attachment to the bidder’s proposal? Answer: Yes, Appendix F is required to be included as an attachment to the bidder’s proposal.

Question	
Will DPH have the evaluation criteria, necessary paperwork and list of physicians?	
Answer: DPH recommends bidders refer to the Scope of Service guidelines for the evaluation criteria and necessary paperwork. The website where the AFIX guidelines can be accessed is also included. DPH will provide the list of providers to be evaluated. DPH requires the contractor to conduct the initial site assessment and provide initial feedback following the assessment. DPH will be responsible for providing additional follow-up, if necessary.	
Is this a new initiative or was there an incumbent?	
Answer: It is not a new initiative. There is an incumbent.	
Is it public knowledge who the incumbent is?	
Answer: Yes, it is TMF Health Quality Institute.	
Just to confirm, DPH will provide the list of providers to be evaluated for the initial assessment and DPH would be responsible for providing follow-up, if needed, based on the recommendation from initial evaluation?	
Answer: Yes, that is correct.	

Question
<p>In regards to AFIX, I did read the guidelines on the Website based on CDC. What's in place currently is a Level 2. Is that what DPH is looking to keep? That is what I am assuming.</p> <p>Answer: DPH is currently at a Level 1 and working towards Level 2.</p>
<p>When you say a hundred minimum visits, can you tell us how many were done last year?</p> <p>Answer: Approximately 125 site evaluations were done last year.</p>
<p>Would you expect an expansion on that?</p> <p>Answer: One hundred is the minimum number of site evaluations to be conducted. Funding may allow for more than one hundred site evaluations to be conducted. Any number above the minimum will be part of the contract negotiations.</p>
<p>How long does it take to complete a typical assessment of a provider? Is it provider specific?</p> <p>Answer: This depends on your experience and the experience of staff conducting the site evaluations. Review of the guidance referred to in the Scope of Service should provide ample information for calculating staffing projections.</p>
<p>Is the schedule for site evaluations set by the contractor or DPH? Who makes the decision to schedule the evaluations?</p> <p>Answer: That is up to the contractor.</p>
<p>Will the contractor contact the provider and explain who they are and let them know that they have been contracted to conduct an evaluation of their facility?</p> <p>Answer: Yes.</p>
<p>Was the contract with Texas Medical Foundation ever extended? Was there an initial RFP for a 7-month contract with the possibility of a one or two-year extension granted in 2010?</p> <p>Answer: Yes.</p>
<p>Is the person who had the contract previously bidding on this contract?</p> <p>Answer: It is unknown if the previous contractor is bidding on this RFP.</p>
<p>Is that person present today?</p> <p>Answer: Yes.</p>
<p>Can you tell us what the rate for a site evaluation was for the last contract?</p> <p>Answer: That question would have to be submitted as a Freedom of Information Act (FOIA) request. A FOIA request can be mailed to the office address where you will be sending your proposal. DPH would like to point out we receive a large number of FOIA requests. We cannot guarantee that your FOIA request will be responded to prior to the due date of the proposal.</p>

Question

Minor changes to the RFP

Page 8 Section III.A. – Change the initial contract term from 1 year to 7 months.

Page 13 Section V. – Please note the bidder should submit 2 budgets in a format that mirrors the format in Appendices A and B. One for 7 months and one for 12 months.

Page 16 Section VI. I. – The questions and answers concerning this RFP will be published on or about March 28, 2011, not March 4, 2011 as may have been stated in the RFP.