



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: February 16, 2012

HSS 12 004

MEDICAL RESERVE CORPS UNIT

FOR

DIVISION OF PUBLIC HEALTH

Date Due: March 26, 2012  
11:00AM

ADDENDUM # 2

Please Note:

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

Responses to questions addressed at the pre-bid meeting on February  
16, 2012 are attached.

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## **RFP HSS 12004 Pre-bid Meeting Questions February 16, 2012**

1. Section III.A. Length of contract and Page 5, Availability of Funds section

Please note that the Number of possible renewal periods for contracts resulting from this RFP has been changed from 2 additional years to three additional years.

2. What professions/others are the MRC "volunteers" and approximately how many in New Castle as well as statewide?

Answer: Please see table 1 for the breakdown of volunteers by profession and county.

3. Is there a set level and requirement for volunteer workers compensation & liability? (page 10 Emergency Response paragraph C. And page 11, Public Outreach, paragraph E.)

Answer: There is no set level and requirement. Please include this in your budget using your best judgment. Title 10, section 8133 provides liability protection for volunteers who are volunteering for a 501c3 organization. Workers compensation is **not** mandatory. If you are able to provide it, please place it in your budget. However, bids will not be excluded if they cannot provide workers compensation.

4. Who pays for the background checks? (page 11, Volunteer Management/SERDE, paragraph C.)

Answer: Please build your budget including the cost of background checks. Bidder will cover the cost of needed background checks. The Provider shall perform background checks on new volunteers and any volunteers performing services during an emergency. Purchasing monthly access to an online background check program is sufficient to meet this requirement.

5. Is a business license required for a nonprofit?

Answer: The RFP requires that a statement be provided by the bidder that the bidder has or will certify they will secure a Delaware Business license prior to the initiation of the project. Non-profit organizations are not required to have a business license. However, proof of that non-profit status will be requested. A letter from the IRS, commonly called the 501(3)c letter, will satisfy this requirement.

6. Page 3 – can we be exempt or narrowly defined when responding to the request for a “list of all contracts awarded to it or its predecessor firm(s) by the State of Delaware: during the last three years” UD is awarded state contracts weekly – this is a difficult to provide a list of ALL contracts from the state to UD. Any exceptions?

Answer: Organizations with multiple divisions or departments that have previously contracted with the State need only to list those contracts affiliated with the division or department of that organization responding to this RFP, for the time period requested.

7. Can a unit coordinator be hired with these funds?

Answer: Yes. Indirect costs cannot exceed 12% of the total personnel costs. A unit coordinator can be less than one full time employee, and one person could serve as the unit coordinator for more than one unit.

8. Who can we contact with reference to questions on workers comp?

Answer: Please contact the Delaware Department of Health and Social Services Procurement Office (302) 255-9290.

9. Can we submit statewide bids?

Answer: Yes. However, if a bidder wishes to also bid on one or more counties, the information relating to each county, such as the budget, FTEs staff duties, etc, is to be included in the one proposal submitted per bidder. It would be submitted as an option. For example, if a bidder wanted to bid on all three counties individually and also statewide, then one proposal should be submitted with a separate budget (and other information) for each county and a separate budget (and information) for the statewide services.

10. Can one person be the unit coordinator for each county unit?

Answer: Yes. However, one proposal should be submitted with a separate budget, for each county being bid on, showing the FTE for each county unit.

11. Is the bidder responsible for providing training?

Answer: No. The bidder will be responsible for hosting training, but others can deliver the training. DPH can provide contacts to those who provide the necessary training. The bidder is responsible for finding trainings suitable for their unit unless DPH mandates a specific training be held.

12. Will we receive assistance on SERVDE?

Answer: Yes. DPH can train staff to use the SERVDE system.

13. Please clarify the comment on a 24/7 contact person.

Answer: DPH will require a 24/7 contact in case of an emergency so that volunteers can be contacted as needed. Whether or not the contact is used will depend on the nature and size of an emergency.

14. What do you foresee as the time commitment of the unit coordinator? How many FTEs per county?

Answer: .5 FTE is sufficient for each unit.

15. What is the maximum indirect rate percentage?

Answer: 12%

16. What relationship will the unit coordinator have with the DPH/State MRC Coordinator?

Answer: The unit coordinator will work closely with the State MRC Coordinator. DPH, at times, will identify training needs, which will be communicated to the unit coordinator through the State MRC Coordinator. The unit coordinator will have some flexibility in determining training needs of their units; however, all trainings must be approved by the State MRC Coordinator to ensure that the subject matter is in line with the Medical Reserve Corps mission.

17. Why did DPH put this out to bid? What loopholes or gaps? Are there areas that Non-profits can provide this service that the state cannot?

Answer: DPH cannot protect liability in non-emergency situations. Those who volunteer for non-profit organizations are protected in non-emergency situations.

18. Do any current volunteers have background checks?

Answer: Volunteers may have background checks through their employers. However, DPH has not been performing background checks.

19. Is it possible to modify the coordinator position after 1 year?

Answer: Yes.

**Table 1**

<b>Discipline</b>	<b>Kent</b>	<b>New Castle</b>	<b>Sussex</b>
Administrative Assistant	5	5	1
Behavioral Health Professional, Unlicensed	0	3	0
Cardiovascular Technologist / Technician	0	1	0
Certified Nursing Assistant	2	2	0
Chef	0	1	0
Chiropractor	0	1	2
Clergy, All Other	0	2	0
Clerk, General	0	2	0
Clinical Nurse Specialist	1	2	0
Communication Equipment Mechanic, Installer or Repairer	0	1	0
Computer Systems Administrator	0	0	2
Counselor, Mental Health	2	6	1
Database Administrator	1	0	0
Dental Assistant	1	0	0
Dental Hygienist	0	1	0
Dentist	3	4	0
EMT-Basic	1	1	1
EMT-Paramedic	0	2	2
Engineer, Mechanical	0	1	0
Fitness Trainer	0	0	1
Food Preparation Worker	2	0	0
Health Educator	1	0	1
Interpreter	1	0	1
Law Enforcement	0	0	1
Licensed Practical Nurse	9	8	7
Management	2	3	1
Mechanic	0	0	2
Medical Assistant	3	1	3

<b>Discipline</b>	<b>Kent</b>	<b>New Castle</b>	<b>Sussex</b>
Nurse Practitioner	3	8	0
Occupational Therapist	0	2	0
Occupational Therapist Assistant	0	1	0
Optometrist	1	1	1
Other	48	83	33
Personnel Recruiter	0	1	0
Pharmacist	13	24	16
Pharmacy Technician	1	2	1
Physical Therapist	0	2	0
Physical Therapist Assistant	0	0	1
Physician	6	21	7
Physician Assistant	0	2	0
Psychologist	0	1	0
Public Relations Specialist	1	1	0
Radiation Technologist/Technician	0	0	1
Receptionist	0	0	1
Registered Nurse	30	72	28
Respiratory Therapist	1	1	4
Social and Community Service Manager	1	1	1
Social and Human Service Assistant	1	2	0
Social Scientist or Related Worker, All Other	0	2	0
Social Worker	2	4	3
Social Worker, Clinical	1	0	1
Teacher	1	1	2
Telecommunications Equipment Installer or Repairer, Line	0	1	0
Truck Driver, Heavy	0	1	0
Veterinary Assistant	0	1	0
Veterinary Technician	0	0	1
<b>Total</b>	<b>144</b>	<b>282</b>	<b>127</b>