



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: March 8, 2012

HSS 12 016

MULTIDISCIPLINARY ASSESSMENTS FOR CHILD DEVELOPMENT WATCH CLINIC

FOR

DIVISION OF PUBLIC HEALTH

Date Due: April 19, 2012  
11:00AM

ADDENDUM # 1

Please Note:

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

Responses to questions addressed at the pre-bid meeting on March 8,  
2012 are attached.

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**RFP HSS 12016 MULTIDISCIPLINARY ASSESSMENTS FOR CHILD  
DEVELOPMENT WATCH CLINIC**

**Pre-bid Meeting Questions**

**March 8, 2012**

1. Can we partially staff the clinic (ex. provide an Occupational Therapist)  
**Answer:** No, the clinic runs most efficiently with one vendor who can provide the multiple levels of staffing required for consistency.
  
2. Would CDW be open to agencies or vendors offering just one portion of the service like OTPT or speech to fulfill any of those needs or are you looking more for an organization to come in and manage the entire program like Christiana Care does?  
**Answer:** From the standpoint of efficiency it would be best to have one organization.
  
3. How many positions are you currently looking to fill?  
**Answer:** It's not a matter of filling positions really. There are a number of different professionals from various discipline specialties that staff the clinics along with DPH personnel. However, they are not all there on the same days at the same times.
  
4. What is done at clinic? Are evaluations completed?  
**Answer:** The clinic provides developmental evaluations as needed on an annual basis. In addition, there is the opportunity for clients to see a neonatologist; neurologist; geneticist and /or developmental pediatrician. Medical visits are meant to be consultative.
  
5. Is this only for evaluations or for services beyond evaluations?  
**Answer:** Evaluations are a key point. CDW has a program called the Watch Program in conjunction with babies born at Christiana Hospital that specifically come over to CDW to be followed by the neo-natologist but also to receive developmental evaluations because they don't necessarily qualify for active services within the program. So there are a lot of telecom evaluations going on and the service coordinators in our program will bring a lot of their clients through for medical evaluations; developmental pediatricians for autism for example to see the neurologist or geneticist. It's not to the extent that you would find if you were to go to a physician's office to be evaluated but it's enough of an evaluation to see what the child's needs are and perhaps make some suggestions or recommendations.
  
6. What is the budget for this RFP?  
**Answer:** This contract is state funded. The contract covers the cost of the therapy staff and physicians are currently contracted directly through Christiana Care. Clients (Medicaid) are billed annually at the Medicaid fee for service rate no matter which services they receive.

7. How long has the current vendor been providing services?  
**Answer:** Since the beginning of the Child Development Watch Program-1993
8. How many evaluations were completed in 2011?  
**Answer:** Approximately 39-40 clients per month. Not all children are evaluated each visit as they see the physician specialists as well.
9. How many evaluations are expected in 2012?  
**Answer:** Approximately the same number as in 2011.
10. Where are the evaluations held?  
**Answer:** They are conducted at the Riverside Medical Arts Pavilion in Wilmington and occasionally at the University Plaza office in Newark.
11. How much documentation is required and is a sample report able to be furnished?  
**Answer:** Included with these questions and answers is a report that is part of the IFSP form. The report is discipline specific. The pages labeled "report" are the ones which would be completed by a provider. Only their specific discipline needs to be completed.
12. Is the RFP requiring a full time staff be available or will these evaluations be scheduled on a case by case basis?  
**Answer:** Children are scheduled for evaluations .
13. Who is the current vendor?  
**Answer:** Christiana Care
14. Is the payment by evaluation or for full time staffing of the program?  
**Answer:** Clients are billed annually for evaluations/visits.