



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: June 12, 2012

HSS 12 022

HIV CORE & SUPPORT SERVICES

FOR

DIVISION OF PUBLIC HEALTH

Date Due: July 13, 2012
11:00 AM

ADDENDUM # 1

Please Note:

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

Responses to questions addressed at the pre-bid meeting on June
12, 2012 are attached.

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REQUEST FOR PROPOSAL NO. HSS 12 022

HIV CORE & SUPPORT SERVICES

PRE-BID MEETING JUNE 12, 2012 QUESTIONS AND ANSWERS

1. Some of the project goals listed on page 7 focuses on the provision of clinical services, which goes beyond the nature of the activities listed in Section II (Scope of Services) on pages 8 and 9. How should applicant organizations address that inconsistency?

Answer: It should be addressed in the areas of medical case management, education, and counseling services. The services in this RFP go hand and hand with services in the Treatment contracts to ensure clients are receiving the appropriate services.

2. The bulleted items on page 13 appear to describe activities associated with Delaware's community planning group, the HIV Planning Council. However, the facilitation of the Planning Council is not one of the services described in Section II (Scope of Services). How should applicant organizations address that gap as part of their proposals?

Answer: Do not respond to part of the RFP, it should not have been included. This refers to the bullet that says – “Describe any efforts in recruiting, training, and supporting community planning group members and methods used to obtain input from outside group membership.”

3. Page 13, Section III, Item B: The RFP states that the use of subcontractors is permitted for this project. If the applicant organization will be working with one or more nonprofit agencies as subcontractors, is it sufficient to specify those agencies and their organizational qualifications as part of the proposal? Or is it necessary to identify specific persons working at those agencies and to describe their individual qualifications?

Answer: Just providing the subcontractor agency name and the agency qualifications is enough.

4. Page 19, Section V: Since the RFP calls for the creation of a three-year budget, should the applicant organization also create a work plan that covers a three-year period (Page 18, Section IV, Item G)? Does the Review Panel for the RFP have any preference for the formatting of the work plan (narrative, charts, tables, etc.)

Answer: Yes, the applicant should submit a work plan that covers the 3 year period. The panel does not have any preference for the formatting of the work plan.

5. Page 8, Section II: One of the services listed in the Scope of Services is to “assure that clients have a choice of agencies for their outpatient core and support services”. Several of the services included in the RFP can easily be provided by one organization providing the service statewide, which reduces administrative redundancies and costs and allows more dollars to go into direct client service. Are there specific services for which “client choice” is essential? Are there other services for which a single, statewide provider would be allowed?

Answer: Case Management is currently the service the program has a client choice for.

6. Does the state of Delaware have any privacy protections in place that would impact the use of a statewide electronic health record system?

Answer: Yes. This is the link to DTI standards document for system architecture for data security. This is available outside the network.

<http://state.extranet.dti.state.de.us/documents/SystemArchitectureStandard.pdf>

7. What is the total budget of the project?

Answer: Last year budget was just under \$1.3 Million.

8. How is the money going to be divided up between target populations and activities?

Answer: Funds are divided up by program services listed on pages 8, 9, and 10 such as case management, housing, education, mental health counseling, nutritional counseling, transportation, health insurance continuation, emergency financial assistance, training education, as well as staffing and business expenses and that should be in conjunctions with client needs.

9. Proposals are now to be submitted on CD, should the proposal be submitted as one large file or multiple files broken out for each of the required parts of the proposal?

Answer: It can be submitted in either one large file or multiple files. We suggest that you include a Microsoft Office Word version and a PDF version of each file in case we can't read one we can read the other.