



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: December 18, 2012

HSS 12 034

PROVISION OF PRESCRIPTION DRUGS TO CLIENTS, PSYCHOLOGICAL
COUNSELING, MEDICAL ASSESSMENT AND CARE SERVICES TO HIV/AIDS
CLIENTS

FOR

DIVISION OF PUBLIC HEALTH

Date Due: January 8, 2013
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
December 4, 2012 are attached.

Kieran Mohammed
PROCUREMENT ADMINISTRATOR
(302) 255-9291

William Ingram
(302) 744-4706

**PROVISION OF PRESCRIPTION DRUGS TO CLIENTS,
PSYCHOLOGICAL COUNSELING, MEDICAL ASSESSMENT
AND CARE SERVICES TO HIV/AIDS CLIENTS**

RFP HSS 12034

Pre-bid Meeting Questions

December 4, 2012

Question Number	RFP Section Reference	RFP Page Number	Question
1.	Section I.B.	8	<p>Project Goals on Page 8 indicates “increasing access to primary health care and increasing utilization to the underserved by establishing clinical services in “faith based organizations” - is utilization of a faith based organization a requirement of this proposal since the applicants cannot utilize subcontractors (page 14)</p> <p>Answer: No, and do not respond to this part of the RFP in your proposals.</p>
2.	Section I.B.	8	<p>Project Goals on Page 8 indicate “Making HIV clients in the city of Wilmington aware of specific programs that deal with social marketing and needle exchange so that the disease incidence rates in Wilmington can be reduced” - the scope of services focuses on the provision of comprehensive medical care in Kent and Sussex County. Please clarify.</p> <p>Answer: This is not a goal and do not respond to this part of the RFP in your proposal.</p>
3.	Section III.B.	14	<p>The proposal states on page 14 that the use of subcontractors is not permitted. However, on page 18 it states “if subcontractors are to be used, the proposal shall also contain similar information regarding the subcontractor” Please clarify.</p> <p>Answer: Subcontractors will not be permitted. Consider this notification that the statement on page 18, mentioned above, is to be disregarded.</p>
4.	General	N/A	<p>At the current time, the Kent Clinic is located at the Delaware Home for the Chronically Ill and the Georgetown Clinic is located on the Stockley Campus. The current contractor for this project (Christiana Care Health Services Inc HIV Program) is not responsible for the cost of the facilities such as rent, electricity, heat, other utilities, communications, postage, insurance, repairs, and janitorial services. Will this</p>

Question Number	RFP Section Reference	RFP Page Number	Question
			<p>collaboration continue to be the structure of this project? Please address.</p> <p>Answer: Yes, the vendor will not be responsible for those expenses mentioned above.</p>
5.	Appendix B	30	<p>Appendix A Budget Summary Sheet includes 12% indirect Expenses. Page 14 of the application states "Indirect expenses are not included in the budget of this contract" Please clarify.</p> <p>Answer: Indirect expenses will not be included in the contract resulting from this RFP. The 12 percent in the RFP Appendix A Budget Summary is part of a standard format for budgets that is included in all RFP's. We are being more specific in this RFP to say that indirect expenses are not to be included.</p>
6.	Section V.	20	<p>On page 20 it states the "vendor will submit a line item budget for each contract year". Is this for 3 years or 5 years?</p> <p>Answer: It is for 5 years, please submit a five year budget.</p>
7.	Appendix H	56	<p>Please explain the information to be provided in the Monthly Usage Report Appendix H. The form included refers to School Districts, Name of School, Units of Measure, Environmentally Preferred Product or Service, Additional Discount Granted, Contract Proposal Price Rate...how do these items apply to the statement of work for this proposal?</p> <p>Answer: The form is designed to try to be a universal use for both services and products. The first 2 columns also say "Agency" name and "Division" name besides School District and name of School so that refers to the state agency the vendor has a contract with resulting from this RFP, Division of Public Health. Most of the other columns would not be directly applicable for a service based contract except Item Description, Contract Proposal Price/Rate, and Total Spend.</p>
8.	General	N/A	<p>The RFP mentions services related to the dispensing and reimbursement for drugs under ADAP. I wanted to know if the RFP just refers to patients on full ADAP with no other means of prescription insurance or does it also include patients who are currently serviced by the Ryan White Copay Assistance program?</p> <p>Answer: This contract is only for full ADAP clients.</p>

Question Number	RFP Section Reference	RFP Page Number	Question
9.	General	N/A	What is the Federal limit on a salary? Answer: Limit is \$179,700
10.	General	N/A	Cost of living increase allowed? Answer: Cost of living increase is not allowed by Federal guidelines.