



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: December 4, 2012

HSS 12 048

HOUSING MANAGEMENT SERVICES

FOR

DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: December 21, 2012  
11:00AM

ADDENDUM # 2

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART  
OF THE ABOVE MENTIONED BID. Pre-bid meeting  
Additional questions and answers.

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REQUEST FOR PROPOSAL NO. HSS-12-048  
Housing Management Services  
Pre-Bid Meeting Additional Questions and Answers  
November 13, 2012

1. If there are agencies who are already have the capacity? I do not like duplicating services.
  - A. **DSAMH does not currently have an independent housing management contract - the management of these housing units is currently combined with direct client service programs and DSAMH wants to separate those services to ensure that housing needs are met independently.**
  
2. A separate contract will be issued to another agency for clinical management. The duties of both agencies are not detailed enough to mitigate risk to the client and financial risk to the agency. If a client is actively psychotic and not taking medication the landlord will hold the Housing contractor responsible.
  - A. **It is DSAMH's intent to jointly develop contractual responsibilities for the housing management company and the clinical services provider involved in this project.**
  
3. The contract is unclear on property damages and unpaid rent by tenant the ability of the contractor to build in allowances for both.
  - A. **The RFP requesting the proposal contain an estimate on a budget amount for property damages and the anticipated operating expenses of the housing management company to operate the program. Funds for rent will be a separate item in the contract and we will establish the guidelines/requirements for the calculation and collection of rent by the tenant. The housing management company will not have any financial risk for damages or unpaid tenant rent with documentation of due diligence in complying with the requirements.**