



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: April 18, 2013

HSS 13 009

**FAMILY HEALTH EPIDEMIOLOGY, RESEARCH AND
EVALUATION SERVICES
FOR
DIVISION OF PUBLIC HEALTH**

Date Due: May 10, 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 April
18, 2013, are attached.

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Request for Proposal No. HSS 13-009
Family Health Epidemiology, Research and Evaluation Services
Responses to Questions Addressed at the Pre-bid Meeting on April 18, 2013

1. Question - Page 8, II. Scope of Services. Will each of the 7 areas listed in the Scope of Services be evaluated separately, or will this section be evaluated as a whole? In other words, should the applicant include all information that applies to a specific question in each question, or may capacity described in one of the 7 areas be referenced as capacity in another area?

Answer - The section will be evaluated as whole. We would recommend addressing each of the seven areas mentioned in the RFP in your discussion of how you intend to meet the scope of services.

2. Question - Page 8, II. 7 - Does substantial expertise and experience in maternal and child health meet the requirement of an experienced epidemiologist as one of the 4.0 FTEs?

Answer - Expertise in Maternal and Child Health Epidemiology is preferred. See also page 9 regarding experience in Family Health Epidemiology.

3. Question - Page 10, III. B – Is it necessary to receive approval of a subcontractor from the DE DPH before the RFP response is submitted?

Answer - No, it is not necessary, but if a subcontractor is known we would encourage the bidder to include this information in their RFP response.

4. Question - Page Limit – Is there a maximum page limit? If so, does the page limit include resumes and/or attachments?

Answer - No, there is no page limit.

5. Question - Will DPH and its current vendor(s) make available data dictionaries and access to data entry/aggregation appliances (or portals) for all Family Health programs well in advance of the RFP due date so that we can assess the current protocols and propose methods for improving efficacy and efficiency of data collection/ aggregation/reporting?

Answer - No.

6. Question - Please provide a .pdf version of three recent reports created by the incumbent vendor(s).

Answer - We will electronically provide three reports in *.pdf format (approved releases) by the incumbent vendor that are indicative of the needs of several different areas of the MCH program. These will be posted on the state's procurement website (bids.delaware.gov) along with the answers to these questions.

7. Question - We contemplate using a blend of employee and contractors to achieve the goal of 4.0 FTEs – is this permitted?

Answer - Yes.

8. Question - We contemplate using a blend of set prices for deliverables and hourly wages; is this permitted?

Answer - Since the deliverables are not known at this time, we are requesting a budget based on a complement of 4.0 FTEs. Specifics of the budget can be negotiated during the contract negotiation phase and adjusted as specific needs arise.

9. Question - Do all subcontractors need to be identified at time of bid? Since not all deliverables will be known at time of bid submission, we would like to be able to reserve some portion of FTE to be determined at time of bid award so that we may tailor staffing to final deliverables.

Answer - No, it is not necessary, but if a subcontractor is known we would encourage the bidder to include this information.

10. Question - RFP Section V. Budget, Page Number 15 states; "No more than 10% of the budget should go toward administrative or indirect costs." RFP Appendix A, Budget Summary Sheet and RFP Appendix B: Budget Worksheet page 3, Category Indirect Costs, states; Indirect Costs (no more than 12 %). What is the indirect cost rate allowance?

Answer - The indirect cost rate cap for this contract is no more than 10%.

11. Question - RFP Appendix A, Budget Summary Sheet, Category Indirect Costs. Question: Does the 12% Indirect Cost Rate allowance apply to total cost? If not, please clarify what costs are applicable to this rate.

Answer – As stated in question #10, the indirect cost rate is 10% for this contract, not 12% and it does apply to total cost.

12. Question - RFP Appendix G, Monthly Usage Report, Section Contract Proposal Price/Rate. What is the intention of this report? How best should we complete this?

Answer - This is a required report that is submitted to the State Office of Management and Budget (OMB). The process for completion of this report and the format of the report will be covered at the time of contract negotiations.

13. Question - Regarding the scope of services language “maintaining and improving existing methods” - Will this contract required us to build a database or refine a website as opposed to writing a report on data that we might manipulate?

Answer - The work would tend to involve data manipulation, data cleaning and data linking of existing data sets.

14. Question - Are company audits or financial records required as part of this proposal?

Answer - Financial and/or audit records are not required as part of this proposal.

15. Question - Should the budget be prepared for one year or five years?

Answer - The budget should be prepared for one year.

16. Question - Regarding Scope of Services – Does the analysis and preparation of reports, as well as the provision of technical expertise refer to the examples provided or will there be ad-hoc projects as well?

Answer - The bidder should prepare for the likelihood of ad-hoc projects in addition to the items/areas discussed in the scope of services.

17. Question - Is it possible to submit materials in *.pdf format instead of on compact disk (CD)?

Answer - As specified in the RFP, proposals must be submitted on compact disk, with the exception of those documents that must be submitted in hardcopy (see page 16 of the RFP, “General Instructions for Submission of Proposals”).

18. Question - Will the responses to the questions include the names of bidders?

Answer - No, the responses to the questions will not include the names of bidders. However, the names of those who attended the pre-bid meeting will be published and the names of bidders replying to the RFP will be published to the state's procurement website after the May 10, 2013 Bid Opening.

19. Question - The addresses listed on Page 2 and Page 16 appear to differ slightly, which one should be used?

Answer - Both addresses are effectively the same and either one will work. Be sure to include Room 257 in the address.

20. Question - Regarding "experienced epidemiologist" (Item 7, Scope of Services). Does this individual have to have a Masters in Epidemiology or Ph.D., or can this experience be demonstrated through the resume/CV?

Answer - One's expertise, or level of competency, in epidemiology will be evaluated through both experience and education. There is no required "type of degree." This experience can be demonstrated through the inclusion of resumes/CV's in the proposal.

21. Question - Can you clarify what was mentioned regarding "expertise in maternal and child health" and how it may differ from experience in epidemiology?

Answer - We recognize that experience in epidemiology is not necessarily synonymous with expertise in maternal and child health. We would point out that on page 8, we state we would prefer an experienced epidemiologist with expertise in maternal and child health. We would also point out that on page 9, we state that we will evaluate CVs/biosketches based on several criteria including experience, academic training, research support and publications.

22. Question - What projects would be likely to occur in the first year from the list included in the RFP?

Answer - The bidder could reasonably expect analysis of PRAMS survey data, vital statistics, and home visiting encounter/utilization data to be included as priority items in the first year of the contract.

23. Question - Could you elaborate on what you mentioned previously (question number 8 above) regarding set prices and hourly wages?

Answer - For purposes of this proposal, since the specific workload is unknown at this time, we would like to see proposals build a budget focused on at least 4.0 FTEs and follow the prescribe budget format noted in Appendices A and B. Specifics regarding how services will be invoiced and what items will be “billable” can be flushed out in contract negotiations, or as specific projects necessitate.

24. Question - If something changes regarding a planned subcontractor, what are the implications?

Answer - The relationship with the subcontractor is between the vendor and the subcontractor. The state will hold the vendor accountable for the contract requirements.

25. Question - Can indirect costs include project management?

Answer - Yes, it can, but you need to specify this – the state wants to see what it is paying for.

26. Question - Is software allowed?

Answer - For purposes of the proposal, we are not allowing technology costs. After the contract has been executed, if a specific need for software arises, it may be considered.