



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: JUNE 4, 2013

HSS-13-020

**STRATEGIC PREVENTION FRAMEWORK–STATE INCENTIVE GRANT
(SPF-SIG):
STATE EPIDEMIOLOGICAL OUTCOMES WORKGROUPS (SEOW)**

**FOR
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH**

**Date Due: June 24, 2013
11:00AM**

ADDENDUM # 1

Please Note:

**THE ATTACHED SHEETS HEREBY BECOME A PART
OF THE ABOVE MENTIONED BID. PRE BID Q&A**

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REQUEST FOR PROPOSAL NO. HSS-13-020
STRATEGIC PREVENTION FRAMEWORK – STATE INCENTIVE GRANT (SPF-
SIG)
STATE EPIDEMIOLOGICAL OUTCOMES WORKGROUPS (SEOW)
Pre-Bid Meeting Questions and Answers

Q1. Prior to this RFP, what type of resources was utilized?

The SEOW advisory group is actively utilized.

Q2. On Page 16, about collecting data, is this data specific to SPF-SIG or all encompassing?

The information is specific to SPF-SIG with any relevant additional data provided

Q3. In reference to computing requirements, will the website be State run? How will it be accessed?

No the website is not maintained by the State. It is currently maintained by the contractor and is accessed by link

Q4. Should the vendor outline their proposed idea of the website in their proposal?

Yes, the vendor should provide all of the information it deems relevant for assistance in making the best selection decision.

Q5. What is the difference in an original CD vs. a copy?

The original is labeled as an Original and the copy is labeled as a copy.

Q6. Is there any idea of the size of representation? Would the group have to physically meet at each meeting or will a conference call be acceptable?

On site meeting should occur no less than quarterly

Q7. Do the proposals have to be in one sealed box?

No, it can be in more than one sealed box, but each box must be sealed and have the proper labeling as stated in the RFP

Q8. Is anything required to be on the outside of the box?

Yes, the outer most packages must be labeled in accordance with the labeling instructions listed in the RFP.

Q9. Do you request a work sample?

It is not required. Vendor will need to provide sufficient information to help review committee make the most informed decision.

Q10. Page 3 (also related to HSS 13-13-027), the language "list all contracts awarded to..." seems to request a very complete list of all contracts, including those not relevant to these contracts. It was stated at the Bidders' Meeting that only contracts we know of relevant to the subject matter of these RFPs needs to be listed. Would you repeat that assurance in the responses and provide clarification? The RFP language "Failure to list any contract as required by this paragraph may be grounds for immediate rejection of the bid" is daunting.

Possible language: vendors must list all relevant, subject matter contracts

Q11. Page 15, Section C: The RFP states that a primary task will be to "create working committees to respond to the priorities of the SPF-SIG as stated in the State's approved plan." Can you specify the working committees as stated in the Plan? And is this the SPF-SIG approved Strategic Plan or the DPAC State Prevention Strategic Plan?

It is the SPF-SIG Strategic Plan. The current SEOW does not have specific working committees, thus, the requirement for the successful applicant to “create.....”

Q12. Page 21: It is stated that the SEOW needs to submit minutes of the Quarterly Contractor Meetings. This is also stated in the CET Contract (HSS-13-027). Can this be excluded from the SEOW Contract?

It will remain a requirement until a vendor has been selected. If redundant it will be deleted.

Q13. Page 33, 1. Scope of Services, last bullet point: the RFP states “the applicant must describe how it will assist contractors in maintaining data guided prevention prioritization and planning.” This seems to be a CET function. Would you please clarify?

From a data perspective, this is a task related to the SEOW. It is this entity that should have the data needed for contractors to guide prioritization and planning

Q14. Business proposal (also HSS-13-027): The RFP calls for a cost reimbursement contract, but the Bidders’ Meeting stated that a cost by deliverables contract was preferred. Please clarify

The line budget requested as part of the RFP response is to determine the anticipated cost associated with this project. At the time of the RFP preparation it was anticipated to develop the awarded contract on a cost reimbursement basis, but DSAMH reserves the right to award the contract with a deliverable based payment schedule