



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: August 9th 2013

HSS 13 024

Quarterly Cost Allocation Processing

FOR

Division of Management Services

Date Due: August 29th, 2013
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART
OF THE ABOVE MENTIONED BID. Questions and
Answers.

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Controller
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Questions and Answers for HSS-13-024

1. Page 11 of the RFP states that applications will only be accepted by *individual* applicants. Page 10 of the RFP references interested parties and vendors as potential bidders. Please clarify whether “individual” applicants can include firms.
 - a. Yes – includes firms and individuals.
 2. Page 10 requests that proposals must be submitted in resume format. Please confirm that submissions can follow the outline on page 10 under **Section III. Format and Content of Response**.
 - a. Yes – it can follow the outline in Section III.
 3. What is meant by salary on page 11?
 - a. Hourly rates must be included in the cost proposal.
 4. Should price be included with the response or under separate cover?
 - a. Prices should be included with the response.
 5. What is the first quarter that the vendor will be asked to process the CAP?
 - a. That is dependent on the effective date established for the new cost allocation plan. Tentatively that is the quarter ending 3/31/14.
 6. Please confirm the Division(s) within DHSS for which the CAP preparation efforts are responsible.
 - a. All DHSS divisions contained in the PCAP: Administration, Medicaid and Medical Assistance, Office of Chief Medical Examiner, Public Health, Substance Abuse and Mental Health, Social Services, Visually Impaired, Long Term Resident Protection, Child Support Enforcement, Developmental Disability Services, State Service Centers, Aging and Adults with Physical Disabilities.
- Page 1: Project Scope and Goals**
7. What is the effective date of the last approved CAP Amendment?
 - a. January 1, 2012
 8. Are there any outstanding CAP Amendments and if so, what are the requested effective dates of these last Amendments?
 - a. Yes – regarding the random moment times study with an effective date of January 1, 2011.
 9. Are changes to the cost allocation plan changes for each of the Departments submitted as one Amendment?
 - a. They are submitted as changes occur which may result in the submission of multiple amendments for single or multiple divisions within DHSS. DHSS is the department which is comprised of multiple divisions.
 10. Is an Agency Indirect Cost Rate Proposal prepared for any programs?
 - a. Yes.

11. Current Vendor and Contract Amount

Is the State using a vendor to provide the requested services or parts of the requested services, and if so, what is the annual amount of this contract and the services provided?

- a. No vendor is providing the requested services. See page 5 of RFP for requested services.

12. Forms Provided in Microsoft Word

Could the forms be posted to the procurement website in Word format?

- a. Forms should be printed and signed with a “live” signature. Digital or electronic submissions of these forms are not permitted. The forms can be printed from the PDF format as posted

13. What Divisions does the project cover? Does it cover the Division of Aging and Physical Disabilities?

- a. All divisions in DHSS including the Division of Aging and Physical Disabilities.