



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: JUNE 4, 2013

**HSS-13-027
STRATEGIC PREVENTION FRAMEWORK – STATE INCENTIVE GRANT
(SPF-SIG)
COMMUNITY EVALUATION TEAM (CET)**

**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**

**Kieran Mohammed
PROCUREMENT ADMINISTRATOR
(302)255-9291**

**Cesar McClain
(302) 255-9417**

REQUEST FOR PROPOSAL NO. HSS-13-027
STRATEGIC PREVENTION FRAMEWORK – STATE INCENTIVE GRANT (SPF-
SIG)
COMMUNITY EVALUATION TEAM (CET)
Pre-Bid Meeting Questions and Answer

Q1. Should all contracts with the State be listed?

Yes, all contracts should be listed

Q2. Business proposal and technical proposals are to be separated, are the same number of copies required?

Yes, each copy of your response must include both a business proposal and a technical proposal.

Q3. Page 12, Section 2 and Page 17, number 6: “Community Data Coordinators” are discussed in this RFP (e.g., train community data coordinators). Are the Community Data Coordinators currently in place with the funded SPF-SIG contractors? Is this a role included in their contracts or is it an anticipated future role?

Currently, the CET contractors have community data coordinators assigned to each contractor. Additionally, the contractors have trained (with the help of the Evaluation team) youth and adults to collect community data. This has been a one-time event.

Q4. Page 15, Section C, 4th Bullet Point: Both CET and SEOW Contract call for a policy summit. We are assuming these are separate policy summits. Is this correct?

The policy summits should be separate activities. If it is the same contractor, discussions can be initiated to determine if two Policy Summits are the most effective approach.

Q5. Page 15, Section C: The RFP states that a primary task is to “assist community contractors with the preparation of the annual evaluation reports SPI Profile: process, results, and data gaps.” Can you clarify what is meant by “EPI Profile”?

EPI Epidemiological Profile, include all of the information: process, results, data gaps

Q6. Page 17, Section E, Point 9E: It says “coalitions.” Do you mean coalitions, contractors, or both?

It's both.

Q7. Page 17, Section E, Point 10A: What is meant by “Prevention Resource Centers”? Do they currently exist?

The resource centers do not currently exist

Q8. Page 17, Section E, Point 10F: Should “communities” be “contractors”?

The report comes from the contractor and is included in their required monthly narrative, but the information is from the communities/coalitions

Q9. Page 17, Section E, Point 10G: Does the “Partnership Collaboration Survey” currently exist?

The current evaluation contractor was to develop such an instrument

Q10. In regard to the State Information Technology Requirements (pp. 20-22) (also HSS-13-020),

a) Do you anticipate any client identified data to be collected by the Community Contractors that will require heightened security?

No

- b) Do you anticipate any of the data collected by Community Contractors to fall under HIPAA regulations?

No

Q12. Page 23 (also HSS-13-020): Do criminal background checks need to be completed by all staff?

Please refer to the contract boiler plate attached as appendix F of the RFP. This will be negotiated with the successful applicant as it relates to requirements outside of DSAMH.

Q13. If a criminal background check by the SBI was completed within the past month with the Delaware Department of Correction, is that sufficient?

This will be negotiated with the successful applicant

Q14. The University of Delaware requires criminal background checks for all employees and graduate students. Are these sufficient for DSAMH or is an official SBI clearance required?

This will be negotiated with the successful applicant

Q15. Must the criminal background checks be done prior to the proposal being submitted?

This will be negotiated with the successful applicant

Q16. In checking with the SBI office to start the criminal background check, they stated that there is a specific form that needs to be completed, which was different than the 'FBI Applicant Information Form' listed in the RFP. Is there a form that is specific to DSAMH requirements (similar to a form needed to work in a nursing home or preschool)? If not, would you clarify with SBI what form needs to be completed by employees who may be working under this contract?

This will be negotiated with the successful applicant