



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: August 6, 2013

HSS 13 033

IMMUNIZATION SITE EVALUATIONS

FOR

DIVISION OF PUBLIC HEALTH

Date Due: September 23, 2013
11:00AM

ADDENDUM # 2

Please Note:

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

Responses to questions discussed at the pre-bid meeting on August 6,
2013 are attached.

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Immunization Site Evaluations

Questions & Answers

RFP: HSS 13 033

August 6, 2013

DHSS Herman M. Holloway Sr. Campus, Procurement Branch, Main Administration Building, First Floor Conference Room #198, 1901 N DuPont Hwy, New Castle, DE 19720

- Q1: Does Delaware have a specific timeframe for when site visits must occur during the year in order to meet CDC reporting guidelines?
A1: The contract is for the entire calendar year. Visits must be complete by December 31, 2014.
- Q2: As new providers join the VFC program or if the CDC increases the current 50% number of site visits requirement will the number of visits the contractor is required to conduct increase?
A2: A site visit list is produced prior to the start of the year based on providers receiving a site visit every other year. Initial site visits are conducted by DPH staff for newly enrolled providers. DPH staff also conduct annual site visits within the school based wellness centers and the DPH clinics. If CDC requirement changed, the Division would know in advance of the start of the contract for that year.
- Q3: There is no specific budget amount listed in the RFP, what is Delaware's anticipated yearly budget amount for this work?
A3: The budget fluctuates, but for this bid is based on the amount of funds required to perform evaluations.
- Q4: Would you accept a fully-loaded hourly rate that includes salaries, benefits, indirect costs, etc., in lieu of providing the detail specified in Appendix A?
A4: As long as the budget is clearly specified, we would accept an hourly rate as part of your proposal.
- Q5: Addenda 1 and 2 as posted on the website appear to be same Addendum 1 document (correction to pre-bid meeting date). Is there a different Addendum 2?
A5: No, the posting of the correction to the pre-bid meeting date as Addendum #1 and as Addendum #2 was a mistake.
- Q6: Can a vendor submit more than one proposal?
A6: No
- Q7: What is the name of the registry (IIS)?
A7: DelVAX

- Q8: Is subcontracting permitted?
A8: As stated in Section III.B. of the RFP, yes, with Division approval.
- Q9: Was the pre-bid meeting mandatory?
A9: No
- Q10: Are the current reviewers and DPH field staff using tablets to conduct site visits?
A10: No. They use the paper form and laptops.
- Q11: Is the Division currently using a chart-based method or IIS-based method to conduct reviews?
A11: This is the first year that the Division has used an IIS-based method and chart-based method. CDC will begin to transition into an IIS-based method. The contractor will have access to the IIS in order to retrieve information needed to conduct the site visits.
- Q12: Can all enrolled providers be visited in one year?
A12: No. Providers are to receive a site visit on an every other year basis unless there are special circumstances that require a visit the following year.
- Q13: How many providers are there total for Delaware's VFC program?
A13: Delaware has 215 enrolled providers. DPH field staff conduct site visits at the school based wellness centers and DPH clinics. The 100 visits conducted annually at private providers and Federally Qualified Health Centers accounts for approximately 55% of the enrolled providers.
- Q14: Is CoCASA used for documenting site visits?
A14: Yes.
- Q15: Who will be responsible for follow up from site visits?
A15: The Division will be responsible for conducting follow up from the site visits.
- Q16: What is the timeframe for each site visit?
A16: About one day, maybe 2 depending on how big the practice is and whether or not an AFIX was conducted.
- Q17: Who does the scheduling of the site visit?
A17: The contractor does but DPH provides the list of providers with contact information.
- Q18: Are budget and technical portions of the proposal submitted as one document?
A18: Yes.
- Q19: Is the project funded?
A19: Yes.

Q20: Who is the current vendor?

A20: Texas Medical Foundation (TMF).

Q21: How long have these services been contracted out?

A21: Since 2008.