



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: September 18, 2013

HSS-13-043
FIDUCIARY & ADMINISTRATIVE SUPPORT SERVICES FOR
PEER/CONSUMER RUN PROGRAMS
FOR
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: October 7, 2013
12:00PM

ADDENDUM # 2

Please Note:

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

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REQUEST FOR PROPOSAL NO.: HSS-13-043
FIDUCIARY AND ADMINISTRATIVE SUPPORT SERVICES FOR
PEER/CONSUMER-RUN PROGRAMS
PRE-BID MEETING QUESTION AND ANSWERS

Q1. Does the support that is being sought include executive coaching?

Yes, as stated in the RFP

Q2. Will the center's program needs change over time?

Yes, we anticipate that each of the peer run programs "administration" may change over time. Some may, in the future, become fully self-sufficient and no longer require Fiduciary or Administrative Support Services from the ASO. We also anticipate having additional requests for "new" peer run programs implemented in the future, as funding permits. And there are no real limits on Peer Run Program expansion other than the limitations of DSAMH funding, each year. Just for non state entities what this means is that DSAMH will ask for funding, based on previous year outcomes and identified needs, every fall. This request goes to the Governor's Office and the Office of Management and Budget. Those requests are generally only funded if the program can show positive outcomes. One would be a reduction in inpatient hospitalization for members of these programs. There are a number of other important outcomes that the bidder should be able to list and track.

For the purposes of the RFP response, please base your response on the 6 existing peer run programs as though they were in the initial start-up phase and want to become fully independent 501(c) 3 organizations. These programs include:

- Rick Van Story Drop In Center (DIC)**
- Hopes and Dreams (DIC)**
- Open Door (DIC)**
- ACE Center (DIC)**
- Creative Vision Factory (Outsider Arts Program)**
- DE Consumer Recovery Coalition (Statewide Grassroots Advocacy Network)**

Q3. Are we free to contact the organization in order to tailor the proposal for each?

This is not permitted. In order to ensure a fair and competitive bidding environment, communication regarding this RFP must be restricted to the state staff identified in the RFP.

We have extended the proposal submission date and added an additional question and answer period. Please submit any questions directly related to the operational needs of the peer run programs to Ceasar McClain at dsamhbusinessoperations@state.de.us by 4:30 pm on September 24, 2013. DSAMH will coordinate the collection of the responses by the peer run programs and publish the answers.

Q4. Are we able to contact the agencies directly so that we can get a better understanding of what their needs are?

Please see the response to Q3.

Q5. Must each of the 6 different policies be negotiated?

As discussed at the pre-bid meeting, the required Administrative Support Services will include the development and implementation of policies/procedures for the peer programs. We are interested only in meeting the needs of these programs and the programs may be similar but the level and type of Administrative Support will be tailored specifically to each program. We are requesting RFP responses allow for the development of all policies and procedures for the 6 existing peer run programs as though they were in the initial start-up phase. Additional (or decreased) services required will be covered in contract negotiations.

Q6. Must the vendor assist with developing policies?

The selected vendor will be required to meet the operational needs of the peer run programs.

Q7. Will information be sent to the bidders or will it be posted on the website?

**The current staffing in the programs:
Creative Vision Factory: 1.5 FTE's
Dover Hopes and Dreams: 1 FTE
Seaford ACE program: 1 FTE
DCRC: 2 FTE's**

**RVRC: have budget on my desk – will fill in tomorrow
Open Door Drop-in – need to get from NAMI budget**

As stated in the RFP, these programs have approx. \$1m in expenditures (inclusive of staffing identified above) in total. Your staffing complement (accounts payable, for example) should be based on that volume of transactions.

- Q8. Will the state consider bids from a peer/consumer who may not be financially able to start a new ASO? What I mean is that I have an extensive business background with ability to put a large organization together but due to my past, health issues have undermined my finances. Will the state consider advancing funds to develop this ASO? I have many in the peer community and others who would support my efforts with written recommendations.

At this time, we are unable to pursue this option because the state cannot provide funding advances under our regulations. State law requires that the services be performed before payment is made. To meet the unique needs of each of the peer run programs as they develop, we need an established independent organization to provide these services on behalf of DSAMH.

- Q9. The RFP mentions the 6 non-profits to be funded have budgets totaling \$ 975,000. Will the state release copies of their individual budgets?

These budgets have the staffing as identified in Q7. For purposes of responding to the RFP, please base your staffing/program design based on the approximate \$1M in expenditures (inclusive of staffing). The awarded vendor will be assisting with the development of budget requests for the programs. The current contract budgets for these programs are estimated due to this RFP.

- Q10. Does the state want bids based on both ASO budget and 6 other non-profits costs combined or does the state want ASO budget alone? Please clarify?

The business proposal should contain costs for the operation of the ASO only. All current funding for the operation of the current Peer Run Programs will be added to the ASO total budget. Currently that is just under \$ one million dollars. In addition to the operational budget for the ASO operations, the resulting contract will have a separate budget section for each of the peer programs. Those budgets will reflect current funding.