



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: September 17, 2013

HSS-13-044

PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS
FOR
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: October 3, 2013
12:00PM

ADDENDUM # 2

Please Note:

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

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REQUEST FOR PROPOSAL NO.: HSS-13-044
PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS
PATH PROGRAM
PRE-BID MEETING QUESTION AND ANSWERS

Q1. Do the bidders have to provide 5 years worth of projected budgets?

As stated on page 29 of the RFP, the proposal is to contain a sample line item operating budget to capture the operational costs of performing the proposed services for one year. The Budget template is attached and requires a detailed budget narrative that includes all assumptions made with respect to the pricing of services.

Q2. Is there a physical location already established?

The response should contain the proposed location of service delivery.

Q3. Must the services be in a specific county?

The bidder has to identify the geographic areas included in their proposal.

Q4. Is there a current provider for PATH services?

Yes- Connections CSP Inc.

Q5. Are there any restrictions on the administrative expenses above the 4% federal limitations?

DSAMH requires that indirect expenses be “actual” or a maximum of “12% of direct program costs”, whichever is less. Federal funds may only cover 4% of these costs. DSAMH will utilize general funds for the remainder (This is included in the total \$400,000 available for this project annually).

Q6. Does Peers need to be certified Peers?

If they are not certified before hire they should be eligible to participate in the training and get certification.

Q7. Is there a Mental Health Licensing Requirement?

Not at this time.

Q8. Can we use a New Jersey reference for similar services for this proposal?

Yes

Q9. Is there an approximate amount per county that would be allocated for the \$400,000?

No, the \$400,000 is the total funding available for statewide services. If multiple bidders are selected for award, the allocation will be distributed based on service delivery assumptions.

Q10. Are these revenue generated services?

No, the awarded vendor may not bill another payer for these services.

Q11. Can you define in-reach?

In-reach is a form of outreach that specifically describes PATH contacts that occurred/originated from a client walking into an established PATH program site. This differs from aggressive outreach where PATH staff actually goes into the community to engage potentially homeless individuals where they dwell.

Q12. Who can we contact to get general information about the programs and services?

Communication with state employees is restricted during the bidding process – and the timeline for submission of questions has passed.

Q13. Is the winning bidder expected to take over current staff?

It is up to the awarded vendor as to whether or not to interview and hire current PATH employees.

Q14. Does Page 18 refer to FFS Cost per unit?

The awarded vendor will be paid on a cost reimbursement basis combined with performance based payments.

Q15. Are there staffing requirements, must half of the staff be peers?

The RFP states that up to 50% of the staff must be Peers – it is up to the bidder to determine what the % of staff will be Peers.

Q16. Who can out of state bidder meet with to discuss general questions?

There was a question and answer period during the pre-bid meeting and written questions were accepted through 9/6. Unfortunately, we are unable to accept additional questions at this time.

The Proposal Due date has been pushed back to 12:00p.m., Thursday, October 3, 2013 to allow time for the review of the above Questions & Answers.