



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: September 24, 2013

HSS 13 055

NURSING SERVICES (BSN)

FOR

DIVISION OF PUBLIC HEALTH

Date Due: October 29, 2013
 11:30AM

ADDENDUM # 1

Please Note:

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

Responses to questions discussed at the pre-bid meeting on September
24, 2013 are attached.

Kieran Mohammed
PROCUREMENT ADMINISTRATOR
(302) 255-9291

William Ingram
(302) 744-4706

Nursing Services (BSN)

Questions & Answers

RFP: HSS 13 055

September 24, 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

1. Please confirm who the current contractors are?

Answer: Child Development Consultants

2. Please confirm the number of positions?

Answer: One

3. Please confirm if traveling nurses could be used to fill positions over the year as well as for the option years or whether you are looking for a candidate for the duration of the year?

Answer: Child Development Watch South is looking for one candidate for the duration of the year as the worker will be case managing cases and it is usually a 4 -6 week training process at our agency.

4. Does the BSN have to be licensed in Delaware or will any state license be sufficient?

Answer: The BSN must be licensed in DE.

5. Who will the Nurse report to?

Answer: The Nurse will report to Child Development Watch South's Nursing Supervisor on staff.

6. What oversight or supervision/tools does the contracting agency provide?

Answer: Child Development Watch South will provide all supervision, training and tools necessary. The contracting agency is only responsible for contract management and invoice submission twice a month.

7. How many budget years are required in bid?

Answer: The first year.

8. How many case managers do you have in Kent and Sussex Counties?

Answer: We currently have twenty case managers.

9. What will the caseload be?

Answer: This Nurse will case manage thirty medically fragile clients between birth and 3 years of age.

10. What is the total census?

Answer: Currently the Child Development Watch South caseload is approximately 519.

11. Will this Nurse be expected to cover all areas of Kent and Sussex Counties?

Answer: Yes.

12. How will mileage be accounted for?

Answer: Typically the mileage is incorporated into the hourly rate. Child Development Watch does not reimburse for mileage.

13. About how much mileage per year can be expected?

Answer: That will vary depending on the locations of the client's homes and clinics. It should be well noted that Kent and Sussex Counties are rural areas and Sussex County is a very large county.

14. Will the Nurse work as a member of a team?

Answer: The Nurse will work as a member of the Child Development Watch South multi-disciplinary team that consists of a developmental pediatrician, developmental nurses, early childhood educators and a Speech Language Pathologist in addition to independent agencies that will provide on-going therapies.

15. Will night and weekend hours be required?

Answer: The Child Development Watch South agency makes every effort to operate only during the hours of 8:00 AM to 4:30 PM from Monday through Friday; however, there may be isolated cases in which families may require some flexibility and evening hours may be necessary. These situations are very rare.

16. Is Child Development Watch South based out of Milford, Delaware?

Answer: Yes; however, we have several clinic locations throughout Kent and Sussex Counties. We currently operate clinics in Milford, Dover, Georgetown and Seaford. In addition, the staff members are required to perform home visits.

17. Are fringe benefits required?

Answer: No, we do not require our contractors to provide fringe benefits nor do we provide fringe benefits. It should be noted that indirect costs are to be kept at a maximum of 12% of the contract amount.

18. Will on-site training be provided?

Answer: One of the current Child Development Watch South nurses will provide approximately 4 – 6 weeks of training and observation.

19. How will leave be considered?

Answer: The State of Delaware holiday schedule will be followed and vacation hours will be calculated at the time of contract negotiation. Child Development Watch does not pay contractors for holidays or vacations.

20. Is this an hourly position that will be billed hourly?

Answer: It is a 37.5 hour per week position that will be billed hourly.

21. Will there be potential overtime?

Answer: No. The contract will be written for a number of hours agreed upon at contract negotiation and we must strictly adhere to those hours.

22. Is it possible to amend at a later time if an increase is needed in compensation?

Answer: This position is funded with federal grant funds and a certain amount of funding will be allocated. That will need to be addressed with the Division of Public Health if the issue arises. All bidders are required to submit their final bid at the time of their initial bid submission.