



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: October 16th 2013

HSS 13 063

Southern Delaware Paternity Outreach and Education Program

FOR

Division of Child Support Enforcement

Date Due: November 8th, 2013
11:00AM

ADDENDUM # 1

Please Note:

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

Kieran Mohammed
PROCUREMENT ADMINISTRATOR
(302)255-9291

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302-395-6500

Meeting Summary

Pre-Bid Meeting Summary - HSS-13-063 – Southern Delaware Paternity Outreach and Education Program

10/04/2013, 11:30 am – 12:30 pm

HHC/Main Bldg. R. 301, 1901 N. Dupont Hwy., New Castle, DE 19720

Facilitator: Kieran Mohammed, DHSS/Procurement

Attendees:

Nichole Moxley, DHSS/DCSE

Kieran Mohammed, DHSS/Procurement

Terri Nickel Matson, Center for the Support of Families

Shekeyla Thompson, Pressley Ridge

Cha-Tanya Lankford, Pressley Ridge

Dayspring Consulting Group

Discussion/Questions

Various questions regarding *RFP HSS-13-063 – Southern Delaware Paternity Outreach and Education Program* were posed and discussed. The questions consisted of:

	Questions	Vendor/ Pre-Bid
1	What is the genesis of this RFP? Defer to the RFP background	Kevin Richardson
2	Given the criticality of the project goals, what percentage increase is the DCSE hoping to achieve? Deferred for later response	Kevin Richardson
3	What percentage of residents in Sussex and Kent have used the VAP process? DCSE can provide general information based on hospital data	Kevin Richardson
4	Based upon the project scope and level of effort, are there any budgetary constraints the contractor will to adhere to and/or the DCSE does not want to exceed? Yes	Kevin Richardson
5	Will contractor have access to DCSE internal resource materials and/or DCSE contact such as laws and procedures referenced under Scope of Services item (2)? Resources – Yes; Laws are public information	Kevin Richardson
6	Is there a particular ethnicity the DCSE would like to see using the VAP process? No	Kevin Richardson
7	Given the amount of research to vet and validate the data collection, does the contractor have any flexibility with the 90-day full implementation? No	Kevin Richardson
8	How many hospitals are located within the two counties? Public information	Center for the Support of

		Families
9	Please provide the number of unwed births in Kent and Sussex counties for the past three (3) years and the paternity establishment rate in each county, if available. Public information	Center for the Support of Families
10	Please confirm that outreach and education should be provided to birthing hospitals in the two counties as one of the target audiences. If so, can training, outreach or other educational materials used for the birthing hospitals in the past two years be provided? Yes, minimal materials	Center for the Support of Families
11	Is the current paternity liaison operating only in New Castle County, or is the liaison also conducting outreach and education in Kent and Sussex counties? New Castle County only	Center for the Support of Families
12	Please discuss the hierarchy of the Paternity Outreach/Education program in relationship to the paternity establishment function. Does the State envision interaction between the vendor and the DCSE workers in Kent and Sussex counties? No	Center for the Support of Families
13	Will the New Castle county paternity liaison be responsible for managing and/or coordinating with the Kent and Sussex outreach/education activities? No	Center for the Support of Families
14	Develop paternity outreach education materials states that “Traditional advertising (radio, print, newspaper, billboards, and public service announcements) and digital advertising (Google Ad Words, Facebook are media options.” Is it DCSE’s intent that the bidders include both a plan for conducting traditional and digital advertising and pricing to develop the advertising content/materials and execute the advertising, or to include a plan only which DCSE will then execute? Deferred for later response	Center for the Support of Families
15	“Brochures, flyers, fact sheets...should be developed as part of the outreach effort”. Will the County print these materials or is it expected that the vendor will incur the printing costs? Vendor will incur printing costs	Center for the Support of Families
16	“Establish a schedule to visit the target audiences...”. Is there a minimum number/frequency of visits expected for each target audience? No	Center for the Support of Families
17	Section II. (6)-Requirements, I. states that a draft Outreach Education Plan should be included in the proposal. Is it sufficient to include an outline of the Outreach Education Plan, as a complete draft Plan is the first deliverable listed in section (7)-Deliverables? Deferred for later response	Center for the Support of Families
18	Section II.G outlines the Staffing Requirements. Does the County have a minimum number of staff it envisions is necessary to complete all of the tasks required? No	Center for the Support of Families
19	Section III.F Contractor Monitoring/Evaluation states “the contractor may be monitored/evaluated on-site on a regular basis”; however, the RFP does not require an office in either of the counties. Our corporate office is	Center for the Support of Families

	approximately 2-3 hours away. Will the State conduct on-site visits to an office 2-3 hours away, or is the expectation that an office be located on-site in one of the counties? Or is the expectation that only outreach presentations/meetings will be monitored? At DCSE discretion	
20	Section V. Budget states that the line item budget submitted should mirror Appendices A & B. Is it DCSE's intent that Appendix B-Budget Worksheet be submitted together with Appendix A-Budget Summary Sheet, both in the same format as in the appendices, or is it sufficient to submit the Budget Summary Sheet only? Both	Center for the Support of Families
21	What are the criteria for the ad-hoc reports? Criteria for reporting will be determined by the selected vendor and the DCSE.	Pre-Bid Meeting
22	What is the schedule for the New Castle Paternity Liaison? Deferred for later response	Pre-Bid Meeting
23	How is the performance of the New Castle County Paternity Liaison measured? Performance is not measured at this time; can be correlated to VAP completion volume.	Pre-Bid Meeting
24	What is the maximum budget? Budget will be discussed with the selected vendor only.	Pre-Bid Meeting
25	Is "Confidential Data Submissions" subject to Freedom of Information Act (FOIA) requests? Confidential data submissions are subject to FOIA disclosure if Procurement deems the information is not corporate confidential.	Pre-Bid Meeting
26	Does the current Paternity Liaison work with sub-contractors? No	Pre-Bid Meeting
27	Clarify availability of funds and contact term – Two(2) year contract with possible renewal for two (2) additional years or (1) additional year? Deferred for later response	Pre-Bid Meeting