



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: July 24, 2014

HSS 14 017

DISASTER PREPAREDNESS FOR VULNERABLE POPULATIONS PROGRAM

FOR

DIVISION OF PUBLIC HEALTH

Date Due: September 3, 2014
11:00AM

ADDENDUM # 1

Please Note:

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

Responses to questions addressed at the pre-bid meeting on
July 23, 2014 are attached.

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RFP HSS 14 017
DISASTER PREPAREDNESS FOR VULNERABLE POPULATIONS PROGRAM
Pre-bid Meeting Questions
July 23, 2014

Q1. This RFP is very similar to a solicitation that was released in February 2014 (RFP No. HSS 14 013: Disaster Preparedness for Vulnerable Populations Program for Delaware Health and Social Services). Why is this and/or under what conditions is this requirement being re-released?

A1. No submissions to the last proposal were accepted. This RFP is a completely new and different proposal.

Q2. Was RFP No. HSS 14 013: Disaster Preparedness for Vulnerable Populations Program for Delaware Health and Social Services (released February 2014) awarded? If so, what vendor or independent consult was selected?

A2. The proposals that were submitted were not accepted (no vendor).

Q3. Does the government seek a vendor (e.g. company, firm, etc.) or independent consultant(s) to provide these services?

A3. Proposals are accepted from companies and/or firms only and not independent consultant(s).

Q4. Page 9, Section II Scope of Services, states that a Vulnerable Populations Coordinator and Vulnerable Populations Assistant Coordinator are to be provided by the vendor. What is the difference in qualifications for these two positions?

A4. The Vulnerable Populations Coordinator will perform more project management and the Vulnerable Populations Assistant Coordinator will perform more administrative tasks. Detailed job descriptions are included in the RFP.

Q5. Is the government's expectation that the selected vendor will have to provide two full time (40 hours per week) onsite consultants for this effort?

A5. There are no set hours per week so long as the deliverables are met for each project. Onsite work is expected though along with some pre-approved travel if needed.

Q6. Will the government provide reimbursement to the vendor for the required job training sources listed on page 12?

A6. Current trainings are offered free of charge. Some training may require travel costs which will have to be pre-approved and will be reimbursed by DPH / EMS/PS if allowed.

Q7. What is the 'not to exceed budget' for this RFP award?

A7. The first contract will be for a period of six months at \$33,984 for the remainder of the 2015 fiscal year (Jan. 1 – June 30). (Fiscal years run July 1 – June 30).

Q8. What type of contract will be awarded (e.g. Firm Fixed Price [FFP] or Time and Materials [T&M])?

A8. Firm Fixed Price [FFP]

Q9. Are the Vulnerable Populations Coordinator and Vulnerable Populations Assistant Coordinator consultants funded at \$67,968 per position?

A9. No, \$67,968 is the total amount for the entire program for one year.

Q10. Can a responding vendor provide an alternate scope and approach to achieve the projects goals as stated in Section B, page 8?

A10. They can so long as it meets the goals stated. Just note that if it does not the proposal may be scored lower.

Q11. On page 13, "Length of Contract", it lists the contract term is for one year but an earlier question mentioned a six month period for the initial contract. Please clarify.

A11. The initial period will need to fall within our fiscal year parameters (July 1- June 30). Due to the delay in approval for a vendor on the previous RFP the contract will begin mid-year (December 1, 2014 or January 1, 2015) and will end on June 30, 2015. If accepted, further renewal of the contract will be according to fiscal year date parameters (1 – 3 years).

Q12. The contract states that no sub-contractors are allowed. Would I need to hire more employees for this project? How would we submit a proposal if I partner with another company / firm?

A12. You can use current employees or hire new employees for this project. You are allowed to submit a proposal when you have a partner / firm only if you form an entity that represents your partnering and submit your proposal as that entity.

Q13. What information are you looking for that wasn't present in the previous submissions?

A13. There are specific criteria listed in the RFP (VII. Selection Process, A. Proposal Evaluation Criteria) that must be scored. It is important to follow these scoring guidelines to achieve a successful proposal score. (ex. - proposals must include specific detailed budgets, deliverables, process to be used to evaluate success of the program, etc.)