



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE October 28, 2014

HSS 14 030
Adult Substance Use Disorder Transitional Housing
FOR
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: November 13, 2014
11:00AM

ADDENDUM # 2

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF
THE ABOVE MENTIONED BID. PRE-BID Meeting Q&A

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STATE OF DELAWARE

RFP HSS-14-030
Adult Substance Use Disorder Transitional Housing

1. **Cost reimbursement:** Is there any type of startup funding?

DSAMH will negotiate any required startup funding with the selected vendor.

2. JCAHO & CARF-should that be in the RFP?

No, this does not apply as this is not a treatment program.

However, we may need to change the following reference:

A physically safe environment that meets all Life Safety Code requirements Regular fire and other disaster drills, require by the terms of the contract, as well as by the requirements of external accrediting bodies including JCAHO and CARF, if applicable will be conducted and documented.

3. **Age of participants:** Does this include anyone under the age of 18?

No.

4. **PG 26, 2nd bullet: Pre-screen requirement**-what is a service letter?

Information for service letters may be obtained: <http://dia.delawareworks.com/labor-law/special-employment-practices.php> which takes you to the Delaware Department of Labor's website on Special Employment practices.

5. PF 30: Can you provide clarity on full year and partial year budget submission requirements?

The applicant should submit budgets based on the partial year for FY 15 inclusive of any required startup costs and a full year's operating budget for FY 16.

6. **PG 30 under Business Proposal Requirements:** Can you clarify line two regarding line item budget & proposed operational costs?

The sample line item budget to be submitted as part of this RFP is to reflect the proposed operational costs of providing these services and will not be the basis of reimbursement in the awarded contract.

The final budget for the startup and operation of the program will be contingent upon successful negotiations with the selected vendor.

7. **Business Proposal Requirements:** Please explain the following Statement (Page 30) and other financial requirements and procedures (e.g., 3 “technology cost” categories and specifically what will be provided by state and what will be required by the vendor)?

The final budget for the startup and operation of the program will be contingent upon successful negotiations with the selected vendor. For the purpose of responding to the RFP, all anticipated costs associated with the implementation/operation of the program must be shown.

8. Is there any flexibility around pre-training prior to the date of hire?

The expectation is that staff will be trained or supervised in order to carry out their job responsibilities. If training is to occur shortly after date of hire, the contractor must assure there is close supervision until the training is completed.

9. How intensive are the post discharge services expected to be?

It is expected that the discharge services be carefully planned for and be individualized based on the specific needs of the client. This would include all services necessary to facility the recovery process.

10. **Building structure-location challenge:** Does the Division have any concerns about a provider securing two buildings and splitting the beds between the two?

This could be presented; however the cost of staffing and maintaining two facilities may make this contractually untenable.

11. Are there any requirements for a psychiatrist, physician, nurse-PRN, full-time or contractor?

No, this is not a treatment program.

12. Do they need to be on-call?

No, but there is an expectation that emergency medical care can be arranged 24 hours a day 7 days a week.

13. What is the expected length of stay for the projected program?

The expected length of stay is up to four weeks.

14. How much funding is available for startup?

DSAMH will provide startup funds as negotiated with the successful vendor.

15. Is DSAMH recommending a staff to individual ratio?

Staffing must be provided to sufficiently and adequately service 16 residents (male and female) at one time.

16. Do the 16 beds have to be in 1 location?

Yes

17. The proposed contract notes cost reimbursement; but is there a contract cap?

The budget developed during negotiations and included in the awarded contract will be considered final.