



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: August 7, 2014

HSS 14 037

EARLY CHILDHOOD EDUCATION SERVICES

FOR

DIVISION OF PUBLIC HEALTH

Date Due: September 4, 2014
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 July 24, 2014 are attached.

Kieran Mohammed
PROCUREMENT ADMINISTRATOR
(302) 255-9291

William Ingram
(302) 744-4706

Early Childhood Education Services
Questions & Answers
RFP: HSS 14 037
July 24, 2014

Q1. Is there a job description for a service coordinator available?

A. yes, one can be provided from the Child Development Watch policy manual. (see attached)

Q2. What are the requirements for the registered nurse?

A. The registered nurse must possess a bachelor's degree in nursing and preferably have public health; maternal child and/or community nursing experience.

Q3. Does CDW provide forms/tools for evaluations?

A. Yes

Q4. How many positions will be needed to support the services? (It appears that the grant will be supported by a Project Manager, Service Coordinator, Early Education Educator and a Nurse.

A. We currently are working with 6 early childhood educators who are all functioning as service coordinators for families of children with developmental delays. Some of them perform developmental assessments as well. Two of them carry supervisory duties and report to the company supervisor.

Q5. Or will the Registered Nurse serve as the Service Coordinator for the project?

A. The RN coordinates the services for premature infants; medically involved children

Q6. Will the nurse be assigned to Northern Health Services office site? If so will the nurse be supervised and housed at the office site.

A. The nurse and ECEs will be working out of the Chopin office in Northern Health Services. They are housed there and supervised on site by one of the other contractors who oversee their work.

Q7. The Registered Nurse/Service Coordinator will work with families of Infants/children with medical concerns such as Prematurity, Genetic/Chromosomal disorder etc.

A. Yes, the RN provides consultation to non- medical staff and service coordinates infants/toddlers with a history of prematurity; genetic syndromes; illnesses which render children medically fragile.

Q8. How will the staff receive the referral?

A. Referrals come through Public Health central intake and are assigned to service coordinators at a triage meeting held twice a week.

Q9. Should the vendor have an existing contract as an early intervention provider?

A. Early intervention experience is preferred but need not be an exclusive service.

Q10. Are these the qualifications for the nurse or the project manager?

A. The individuals in an educator position should have the minimum of a bachelor's degree in early childhood. The supervisor should have a master's degree with some knowledge of developmental assessment. The RN should have a minimum of a bachelor's degree in nursing.

Q11. What about caseloads, how many per person?

A. There can be as many as 50 but depending on the season it could average between 25 and 30.