



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: September 19, 2014

HSS 14 041

NURSE FAMILY PARTNERSHIP

FOR

DIVISION OF PUBLIC HEALTH

Date Due: October 14, 2014
11:00AM

ADDENDUM # 1

Please Note:

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

Responses to questions received by the due date of September 16, 2014
are attached.

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RFP HSS 14 041
NURSE FAMILY PARTNERSHIP
Questions Received by the Due Date of September 16, 2014

1. Question - Page 6, Section 1 (Introduction): Is this a new procurement or a re-bid of the services listed in Table 1?

Answer - This is a new procurement.

2. Question - Page 6, Section 1 (Introduction): Is this an expansion of the NFP services that currently exist?

Answer -Yes.

3. Question - Page 9, Section 2A (Scope of Services-Target Zones): There are 9 zones identified but no estimates of the number of families expected to be served. Page 10, Section 2B indicates that any provider will have at least 3 FNP teams operational. Page 11 says that providers must have a plan for identifying and recruiting participants.

- Is it expected that each zone will have at least 3 teams?

Answer - No, at least 3 teams are expected statewide, specifically targeting high risk zone(s).

- Is it expected that each zone have 1 team, so there will be 3 sets of 3 teams to cover the 9 zones?

Answer - No, some zones are so close in proximity that one team could cover 2 or more/multiple zones.

- Is it expected that one provider serve all zones?

Answer - No.

- Is it expected that one team serve more than one zone?

Answer - It is possible for one team to serve more than one zone.

- Is it expected that a provider determines how many teams are appropriate per zone based on an individual analysis of the needs of the area and assuming they can recruit a certain number of participants to sustain the teams?

Answer - Yes.

- Could you share the results of your comprehensive needs assessment referenced on page 8 (Section 2, Scope of Services)?

Answer - Yes.

- What are typical methods of identifying and recruiting participants?

Answer - Referrals are received from multiple sources including healthcare providers, health ambassadors (or community health workers), federally qualified health centers, central intake (HMG 2-1-1), other home visiting programs and schools.

- Will DPH want to review all potential clients to identify highest need based on DHSS/DPH concerns?

Answer - No, DPH will not be reviewing every referral received. DPH will want to review and approve the referral process.

- Will DHSS/DPH make referrals?

Answer - DPH's home visiting program, Smart Start, will refer when necessary but DPH will not be the major source of referrals.

- Can referrals be received from other DE state systems if families meet the criteria described on page 7?

Answer - Yes, if they qualify for NFP.

4. Page 10, Section II (Methodology): Is a team of six nurses anticipated for each zone?

Answer - No.

5. Page 19, Section V (Budget): What sort of payment/billing schedule does DPH typical use? Such as: fee-for-service; cost reimbursable/program funded; per diem rate, etc.

Answer - We typically use a monthly reimbursement structure. The billing and reporting requirements will be outlined in the contract in negotiation with the selected vendor.

6. Page 23, Section VI (Proposed Timetable): Please clarify when the State expects home visits to begin. 15% of the scoring is based on ability to recruit and train; therefore, it appears there is deferred start date for service delivery.

Answer - Home Visits should begin as soon as possible, once the contract is fully executed, but DPH will expect a well thought out work plan for fully operationalizing the program expansion and recognizes the time it takes to recruit and train nurses.

7. Page 28, Budget Summary Sheet: Does the State have any technology platforms, i.e. documentation, analytics, it currently utilizes that the awarded contractor would be required to license/access in order to complete the scope of deliverables noted or should the respondent's budget reflect the cost(s) of such systems?

Answer - The budget should include costs that the program may incur using the NFP model. This may include using the ETO data system.

8. Page 46, Sample Contract: "This Contract may be terminated in whole or in part by the Department for its convenience" Will the Department pay for the reasonable costs incurred by Contractor for an orderly close-out of the contract if the Department terminates for convenience?

Answer – If that means pay for work that has already been completed or in progress at the time of the termination, Yes. If that means will the Department pay for additional work after the point of termination, No.

9. How many nurses are serving the current contract?

Answer - 8.5

10. What is the annual contract value of the current contract?

Answer - The federally funded NFP contract is a total of \$1,011,455.00.

11. Who is the incumbent contractor?

Answer - Children and Families First