



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: March 6, 2015

HSS-15-011

Caregiver Resource Center(s)

for

Division of Services for Aging & Adults with Physical Disabilities

Date Due: June 3, 2015

By 11:00 am Local Time

ADDENDUM # 1 – Questions & Answers

**PLEASE NOTE:**

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

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Kieran Mohammed  
Procurement Administrator

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Franklin Jones  
Division Contact

Caregiver Resource Center(s) – HSS-15-011  
Questions & Answers

1. Will there be a vendor list of those attending the bidders conference made available on the RFP website?  
Yes, the attendance sheet of the pre-bid meeting attendees will be posted on the bid website as this addendum (addendum #1) shortly after the pre-bid meeting.
2. Please provide the allocated budget for the Caregiver Resource Center (CRC) project.  
The proposed budget for the 2016 contract is \$174,000.00.
3. What is the limit of funds available to Sussex County for Caregiver Resource Centers for the FY16 contract?  
There will be a total of \$174,000.00 dedicated statewide to the CRC program in 2016. Funding per county would be determined by the total number of bids received per county and the by recommendation of the Request for Proposal Technical Review Committee.
4. Are there any changes to the budget forms for FY16?  
There are no changes planned for the 2016 contract year.
5. Is the match requirement the same as in prior years?  
Yes.
6. Are there any new program requirements for FY16?  
The Service Specifications (Appendix H within the RFP) details the program requirements and have been revised for this RFP.
7. How many current statewide CRC providers are there?  
Currently, there are no statewide providers; however there are five (5) current Caregiver Resource Centers. The breakdown per county is as such: New Castle County - 3, Kent County – 1, Sussex County – 1.
8. Do you anticipate keeping the same number of statewide providers for this program in FY16?  
The Division of Service for Aging & Adults with Physical Disabilities (DSAAPD) Technical Evaluation team will provide recommendations to the number of winning bidders of which whom to negotiate. The goal of the Division through this RFP is to provide statewide access to potential program participants, of which securing multiple locations is a major benefit.
9. Is the program automatically updated every fiscal year?  
DSAAPD expects to continue this service in future years. Levels of funding can vary from year to year, but it is expected that this service will continue in future years.
10. Who will be completing the assessments?  
Assessments are completed by the CRC Coordinators.
11. Does the Center need to be handicapped accessible?  
Preference will be given to site locations that meet or exceed ADA requirements for accessibility within their RFP bid Work Plans.
12. Of the \$174,000.00 planned for the service, is any considered “Administration cost for the Division?  
No, the entire \$174K will be contracted out to providers for the 2016 contract year.

13. The Service Specification state that the CRC's will provide clients with "Direct Access".  
The Division needs the Work Plans to show that they are a "conduit" to our Division Aging & Disabilities Resource Center (ADRC) and are knowledgeable of how a program participant can access services.
14. There is a Caregiver Task Force meeting in the coming months. Will that information from that session be used in the decision process of this bid?  
No, the Caregiver Task Force meetings will not impact our decision on this RFP.
15. Does the Procurement office offer "fillable forms" for the various Appendix forms?  
The Department Procurement office needs "live" signatures on forms, thus the use of fillable forms has not been a standard practice. If the Procurement Department creates fillable forms in the near future, they will add as an Addendum to this RFP on the MyMarketplace.Delaware.gov website for bidders to utilize.
16. The 2015 service specifications documented fifteen (15) hours and the new service specifications document a minimum of twenty (20) hours per week.  
Yes, this is a change for the 2016 contract year.
17. Is the Division favorable to bids that document "collaborations & partnerships" with the bid Work Plan?  
Yes, the Division is looking for Work Plans within this bid, that offer the most resources and access for program participants in the effort to access services.