



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: July 1, 2015

HSS 15 012

**ALCOHOL AND OTHER DRUG PREVENTION
SERVICES FOR ADULTS**

FOR
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: July 15, 2015
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF
THE ABOVE MENTIONED BID. Addendum #1 Pre-bid
Meeting Q&A and Proposed Time Table Adjustment

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**ALCOHOL AND OTHER DRUG PREVENTION
SERVICES FOR ADULTS
HSS-15-012**

Page 1, Proposed Schedule of events is hereby updated to read:

The proposed schedule of events subject to the RFP is outlined below:

Deadline for Receipt of Proposals	Date: 07/22/2015 at 11:00 AM (Local Time)
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Estimated Notification of Award	Date: 08/24/2015
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ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

**ALCOHOL AND OTHER DRUG PREVENTION
SERVICES FOR ADULTS
HSS-15-012
REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES
PRE-BID MEETING
QUESTIONS & ANSWERS**

1) Evaluation: Are you looking for specific internal/external evaluation?

The applicant must provide how they will evaluate the effectiveness of the program by showing the progress within the parameters of the grant period. Ongoing monitoring of the program is essential to ensure the desired outcomes are achieved and quality of the service is being provided. Applicant will be required to complete both process and program evaluations.

2) Is there an evaluation team like the University of Delaware? Would it be the responsibility of the applicant to get those services?

There is currently no formal evaluation agreement between DSAMH and an evaluation contractor. The evaluation of services will be determined before the contract is executed.

3) Target Population – Can we write for a specific population?

The applicant is required to provide abroad array of effective evidence based primary prevention services for adults, as well as being developmentally appropriate and culturally competent.

4) Are we allowed to add seniors and if so, would that allow us to increase our budget? Is there a max budget for these services?

The applicant is required to budget their program. Only the applicant is able to determine what is the appropriate allocation of funds to run an effective and quality program. The budget shall capture the requirements of the successful vendor in meeting the service requirements of the program to all at risk adults. A formal needs assessment that would support the addition of the population (Seniors) would need to be completed. The budget shall reflect the proposed operational costs of providing the proposed services.

5) What is the difference between this and the SPF-PFS RFP?

The Strategic Prevention Framework (Assessment, Capacity Building, Planning, Implementation and Evaluation is the model we are using to design programs, not funding related.)

6) **Does this RFP focus on specific substances like SPF-SIG and PFS?**

This application is not connected with SPF and the applicant should carefully review the requirements stated in the RFP.

7) **Can we select which geographic area we want to serve?**

RFP HSS-15-012 is intended to provide services on a state and/or local level. The applicant must provide the location of site where the services will be offered.

8) **Do we have to focus on a specific drug or drugs?**

The applicant is required to provide a broad array of effective evidence-based primary prevention services for adults in the areas of alcohol and other drugs. The services shall focus on preventing and reducing the abuse of; alcohol, marijuana, prescription opiates and heroin among high-risk populations in the State of Delaware.

9) **Is it correct that we can select our geographic area or areas?**

Please see question #7 for the response to this question.

10) **What is the contract period?**

The contract period for RFP HSS-15-012 is (3) three years with (2) two optional extensions for a period of one (1) year for each extension.

11) **Is there a budget already set?**

The applicant is required to determine what would be an appropriate allocation of funds (budget) to run an effective and competent program; the State is seeking quality services.

12) **Will there be a list of agencies that are here today?**

The list of agencies that attended the Pre Bid meeting is listed on the State's Website under Bids.Delaware.gov

13) According to Page 45: Scope of Services:

- a. **Can the three years of Prevention Services be a part of the primary services provided in AOD services?**

For RFP HSS-15-012, applicants must design their primary prevention programs and interventions in accordance with the theoretical foundations and constructs of; CSAP (Center for Substance Abuse Prevention,) SAPT (Substance Abuse Prevention Training) BG (Block Grant) Prevention Strategies (information dissemination, prevention education, alternative activities, environmental and community based process, problem identification and referral) and the Institute of Medicine (IOM) categories, which include: Universal, Selective and Indicated targeted adults.

- b. **What is the total yearly budget for the project?**

The applicant is required to determine what their yearly budget shall be in order to run an effective and competent program. The proposed annual operating budget is to capture the requirements of the successful vendor in meeting the service requirement of the program.

- c. **Are there any start-up funds available? If yes, how much?**

RFP HSS-15-012 proposes and operates on a cost reimbursement basis and the provider is required to submit invoices on a monthly basis in a timely manner (every 10th of the month) along with submission of performance and outcome measures of programs, practices and policies, evaluation effectiveness, and identify strategy changes, if necessary.