



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: July 29th, 2015

HSS 15-026

National Core Indicators – Aging & Disabilities Program

for

Division of Services for Aging & Adults with Physical Disabilities

Date Due: September 17, 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. These are the current QUESTIONS AND ANSWERS . We will post and update to this document on August 12th 2015.

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Procurement Administrator

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National Core Indicators – Aging & Disabilities Program – RFP HSS-15-026
Questions & Answers

1. Where is the background information for DSAAPD clients currently held? (i.e. Is background information currently accessible on an on-line database?)

The background information is held in several locations because some of it is related to Medicaid clients administered by DMMA, some are non-Medicaid clients administered by DSAAPD, and some receive services solely administered by contracted agencies. Therefore, we will be responsible for collecting what background information we have available, in report form, and provide to the awarded vendor for entry into the survey. Any background information we do not have will be collected by the awarded vendor during administration of the survey.

The background information is not accessible through an online database for vendor use.

2. Has the Division identified a maximum budget for the effort and if so, can that be shared? The projected available funding would be \$50,000 - \$75,000.

3. Under Section: #2 Proposal Selection Criteria, Paragraph “Work Plan #4”, page 10, “4 Time frames to accomplish Work Plan”:

Is there a desired time frame to accomplish the work plan or key components of the work plan? The project and related data entry must be completed by May 31, 2016.

4. Under Section: #2 Proposal Selection Criteria, Paragraph “Work Plan #4”, page 10, “4 Time frames to accomplish Work Plan”:

What is the program year for this effort? Is it a calendar year, state fiscal year, or other?

The proposed contract time period for this effort would have a start date of December 1, 2015 and an end date of May 31, 2016.

5. Under Section # Appendix B Service Specifications, Section 7, Paragraph 7.1, “DSAAPD will provide some background information for a sample pool of roughly 700 participants of older adults and individuals with physical disabilities accessing publicly-funded services”:

Does the background information for the sample pool include data regarding the participant’s primary language?

The Division cannot confirm to how comprehensive the data will be at this time, but generally speaking, it is predicted that the information (primary language) to be limited.

6. Should the vendor include costing for travel between residences, office space, and supplies, or will a secure, PHI- and HIPAA-compliant location with equipment and supplies be provided for interviews and data entry?

The vendor will incorporate all costs of administering the survey, including travel, into the per-survey cost (budget). The state will provide work space, if needed, to obtain the background information on the 700 participants.

7. Per the RFP, “DSAAPD will provide some background information for a sample pool of roughly 700 participants of older adults and individuals with physical disabilities accessing publicly-funded services.”

Is 700 the current total population from which the survey pool is drawn? If not, what is the total population?

The 700 is a sample pool, as stated in the RFP. The total population is the Aging & Disabilities population receiving Long Term Services & Supports (LTSS) through DMMA (Medicaid) and DSAAPD.

8. Per the instruction; "Contractor will provide data to HSRI for analysis using the Online Data Entry System (ODESA)"

Will the vendor need connectivity to ODESA, and will there be a licensing fee?

The ODESA database will be accessible online; access is provided by NASUAD and all requirements will be discussed during in-person training by NASUAD after contract is awarded. There is not a licensing fee.

9. What is the county-by-county breakdown of the potential survey population?

Unknown at this time; NASUAD technical assistance will be providing guidance on arriving at appropriate samples, however it is expected that the sample will be representative of the population of each county in the state.

10. Per the RFP; "The provider will conduct the NCI-AD survey instrument only with those persons deemed eligible."

Would the vendor be determining eligibility for the survey, or would the State agency?

The list of 700 sample pool names provided by the state will be eligible; DSAAPD and DMMA will be determining eligibility. The qualifier here is to prevent survey of someone other than from the list provided.

11. Per the direction; "must provide services under the direction of a supervisor."

Does the supervisor need to attend the face-to-face meetings, or just be leveraged from the vendor location?

The supervisor does not need to attend the face-to-face meetings.

12. Even though out-of-state (OOS) clients are prohibited from the survey, are there any OOS clients to watch for in the database to ensure they are not included?

The list of 700 eligible clients (sample pool) will be preliminarily screened to have addresses in DE. However, it is possible someone could have moved without our knowledge. If that happens, the person in question would no longer be eligible as a survey participant.

13. What pre-survey information will DSAAPD be able to supply the vendor, and in what format (e.g., Excel spreadsheet, Access database)?

At this time, we believe the background information will be furnished in Excel spreadsheet format. The exact fields from the Background Information portion of the survey that will be included in that information is still being determined, but likely will not be the answers to all questions in the Background Information. Basic information will be available such as name, contact information and other demographic information. The state does not routinely store all the answers to the Background Information in all areas that client information is stored in.

14. Do you know which waiver programs will be included? [Diamond State Health Plan Plus, formerly the E&D Waiver](#)

15. Could we get more information about sample list preparation? For example, will there be one list in a standardized format or multiple lists in varying formats depending on the data source? [I believe this was answered in a previous question.](#)

16. How will the Pre-Survey and Background Information be collected? [DSAAPD will provide as much Pre-Survey and background Information as possible to the awarded vendor in report form. The vendor will enter the data into the survey system. Any unanswered background questions will be completed at the interview.](#)

17. Can we get more information about the DSAAPD quality assurance initiatives? [DSAAPD QC initiatives may include: talking to surveyors, making random follow up calls to clients, reviewing the data uploaded by the vendor to ODESA, or other measures.](#)
18. Will the survey be administered in English only or other languages as well? [Per the Service Specifications: The provider must have the capacity, either internally or through established networks, to communicate with non-English-speaking consumers.](#)
19. Do you have current information on the guardianship status of potential participants in the state? Do you have the contact information for legal guardians? [We will provide whatever information we have.](#)
20. Is there an IRB process associated with this project? [No.](#)
21. Does the vendor need to procure the location for interviewer training or will you provide a location at no additional cost? [The DSAAPD will be providing the location for training.](#)
22. When are you looking to begin data collection? [Data collection will begin after training. Training will be scheduled approximately 2-3 weeks prior to when we want the surveying to begin. Contract period starts Dec. 1st, so we would want to schedule training as soon after that as possible.](#)