



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: June 24^h 2015

HSS-15-031

Background Check Center Maintenance

for

Division of Long Term Care Residence Protection

Date Due: July 6th , 2015
By 11:00 am Local Time

ADDENDUM # 2 – Q&A

PLEASE NOTE:

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

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**Questions for the State of Delaware RFP Number HSS-15-031
Submitted by Yale New Haven Health System
June 15, 2015**

1. Section Number: Entire RFP

Paragraph Number:

Page Number:

Text: The RFP does not provide a budget format or other parameters regarding the level of detail to use. Is there a format and level of specificity that Delaware would prefer we use?

A proposed fixed annual cost for base services must be provided as well as a blended hourly rate for all work on PCRs that are estimated to require over 40 hours of work for completion.

2. Section Number: IV B RFP Submissions and Appendix A

Paragraph Number: 2

Page Number: 5 and Page 39

Text: Page 3 of the RFP calls for 3 hard copies and one electronic copy of the proposal. Page 39 calls for 6 hard copies and one electronic copy. How many hard copies are required, including one marked "Original" and containing original signatures?

See corrected version of RFP on RFP website.

3. Section Number: IV B RFP submissions and Appendix A

Paragraph Number: 2

Page Number: 5 and Page 39

Text: Page 5 of the RFP, Section B, RFP Submissions, Item 2, indicates that a "separate electronic pricing file from the rest of the RFP proposal responses" is required.

a. Page 39 indicates this pricing file must be separate from "all other files on the electronic copy." Please confirm that this means the pricing file can be loaded onto the same CD as the other proposal responses but must be a separate file document.

See corrected version of RFP on RFP website

b. Is a hard copy of the pricing file (Budget) required as part of the submission?

See corrected version of RFP on RFP website.

c. If so, how many hard copies are required and how are they to be packaged and marked?

See corrected version of RFP on RFP website.

4. Section Number: IV B RFP Submissions

Paragraph Number: 9

Page Number: 6

Text: Page 6 states that "The State of Delaware discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner." Please provide an indication of an acceptable number of pages for the RFP narrative as separate from the pricing file.

10 to 20 pages including qualifications of proposed personnel who would provide services.

5. Section Number: IV B RFP submissions
Paragraph Number: 7
Page Number: 6

Text: Page 6 mentions there will be a public log of vendors who made a submission. Where and when will that log be posted?

See corrected version of RFP on RFP website.

6. Section Number: IV D Contract Terms and Conditions
Paragraph Number: 2
Page Number: 14

Text: Page 14 indicates that the contract is for 3 years with two optional one-year extensions, for a total of 5 years. Should we prepare a 3-year budget and two separate one-year optional year budgets, or can we provide one 5-year budget that identifies the costs for each budget year?

One 5-year budget that identifies the fixed cost and blended hourly rate figures for each budget year is desired.

7. Section Number: IV D Contract Terms and Conditions
Paragraph Number: 6 General Contract Terms, sub-section f, Insurance
Page Number: 18

Text: Page 18 #f3 states that the "vendor must carry (a) and at least one of (b), (c), or (d) above...." There are no a, b, c or d items above. Please confirm these four items are the a, b, c and d items listed in the contract boilerplate on page 42 of the RFP.

That is correct.

8. Section Number: IV F Attachments
Paragraph Number: Appendices
Page Number: 26

Text: Page 26 lists Attachments 1-13. Attachments 11-13 are not included in the RFP packet we accessed. Can you provide Attachments 11, 12 and 13?

That has been corrected; they are now listed on the RFP website as an amendment.

9. Section Number: IV F Attachments
Paragraph Number: Appendix B
Page 41, Appendix B, Scope of Work/Technical Requirements,

Text: Appendix B is blank in our copy of the RFP. Can you provide the Scope of Work/Technical Requirements for this RFP?

That has been corrected; they are now posted on the RFP website as Appendix B.

10. Section Number: IV F Attachments

Paragraph Number: Appendix B DHSS Contract Boilerplate, Paragraph 2

Page Number: 42

Text: The standard contract boilerplate on page 42 says "The Contract shall commence September 1, and terminate on August 31, 2018...." Are these the dates for *this* contract? Please confirm the start and end dates of the project.

Yes

11.

- Section number: II. Scope of Services
 - Paragraph number: 4
 - Page number: 2
 - Text of passage being questioned: resolve PCRs estimated at 40 hours or less as part of the fixed price of the contract, those PCRs estimated at over 40 hours will be invoiced at the current rate.
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- On average, what is the estimated number of PCR's through a 12 month period?
Estimate 24 PCRs in a 12 month period.
 - How does the Governance Process work to determine scope of work and estimation?
We would be looking for vendor to provide an estimate, in advance of starting work, on the number of hours of work for each PCR. In the event the estimated hours is questioned, DHSS would ask vendor for an explanation to justify the basis for their estimate.
 - On average, how many are deemed less than 40 hours?
We would estimate 22 or 23 PCRs in a 12 month period that totaled less than 40 hours.
 - On average, how many are deemed greater than 40 hours?
We would estimate 1 or 2 PCRs in a 12 month period that totaled more than 40 hours

12.

- Section number: II. Scope of Services
 - Paragraph number: 1
 - Page number: 2
 - Text of passage being questioned:
This system is housed on a Microsoft SQL Server 2008R2 Enterprise Edition that is located on-site at the Department of Health and Social Service's Holloway Campus
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- What programming language is the Division's background check system written in?
C# ASP / .Net
 - What is the current version of the programming language?
.Net Framework 4.0
 - What source control system is the source code stored in?
Iterative copies of Source Code stored on network drives.

13.

- Section number: II. Scope of Services
- Paragraph number: 1

- Page number: 1
- Text of passage being questioned:
Automated integration with state registries and state and federal law enforcement databases. An on-going rap-back system.
- How is communication between the Registries, State, Federal, and rap back data sources handled and managed? (software language, middle tier, workflow engine, etc.?)
C# Visual Studio .Net web services using SOAP.

14.

- Section number: II. Scope of Services
- Paragraph number: 1
- Page number: 1
- Text of passage being questioned:
A communication and management infrastructure
- What platform is the communication based off of? (Software language, Middle Tier components, Stored Procedures, etc.)
- Is communication managed within the infrastructure via Web Services? If so, via WCF SOAP, WCF RESTful, etc.?

The term “communication and management infrastructure” was intended to convey the concept that Long Term Care facilities use the application to *communicate* with external data sources (through web services) and DLTCRP staff (who manually enter determinations), and to *manage* the processing of applicants for employment through the multiple steps required within the application (entry of applicant demographic data, registry checking, fingerprinting through Delaware State Bureau of Investigation, entry of pre-employment drug test results, etc.).