



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: August 5, 2015

HSS 15 038

**REPRESENTATIVE PAYEE SERVICES FOR ADULTS**

FOR  
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: August 19, 2015  
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF  
THE ABOVE MENTIONED BID. Addendum #1 Questions &  
Answers

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STATE OF DELAWARE

**RFP HSS-15-038  
REPRESENTATIVE PAYEE FOR ADULTS  
PRE-BID QUESTIONS & ANSWERS**

- 1) There appears to be a discrepancy between Page 1 and Payee? What is the proposal due date?

The correct Due Date is Wednesday, August 19, 2015 at 11:00AM as listed on page 1 of the RFP

- 2) You mentioned Reloadable debit card but the link to the website states that the clients should not have access to the funds?

We were interested in reloadable debit cards ONLY for personal use/spending allowances – for clients who expressed interest in this option instead of weekly checks or cash.

- 3) Are you looking for a Lump Sum Fee or a reimbursement per person?

A cost reimbursement payment structure for the operation of the program and to develop performance based payment incentives.

- 4) Would that cost also cover fees from the bank?

Yes, all costs would be reimbursed

- 5) Do you have an idea of the client breakout per County?

It is unknown at this time.

- 6) Is it a requirement that client be in a program to use this service?

Clients receiving services through DSAMH or its contracted community providers would be eligible for this service.

- 7) Are you looking for a provider who is already providing case management services?

We are looking for a provider who can meet the eligibility requirements.

- 8) You stated that it would be optimal that we have a vendor in each County. How would you like us to submit, by County or Statewide?

Proposals should indicate whether services are being proposed Statewide or in specific counties.

9) Do you have addresses to the CMHC?

- 1906 Maryland Avenue, Wilmington DE
- 805 River Road, Dover DE
- 546 S Bedford Street, Georgetown DE

10) Page 3 of the RFP states an organization representative payee is an organization that provides some case Management. Are you saying can this be a stand-alone service?

Yes, this can be a stand-alone service.

11) Are there any location requirements other than DHSS's preference that the service occur in the county where individuals are served?

No

12) What are the qualifications necessary to bid on the Representative Payee for Adults?

Please refer to the RFP