



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: September 10, 2015

HSS 15 044

RESPITE SERVICES FOR ADULTS

FOR
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: October 5, 2015
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF
THE ABOVE MENTIONED BID. Revised Proposal requirements
& Pre-Bid Questions & Answers

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STATE OF DELAWARE

RESPITE SERVICES FOR ADULTS

The following sections of the RFP is deleted in its entirety and replaced as follows:

Page 17, Proposals, paragraph 1 is hereby updated to read:

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with **5 paper copies** and 3 electronic copies on CD or DVD media disk. Please provide a separate electronic pricing file from the rest of the RFP proposal responses.

Page 50, Appendix A, “Vendors shall provide proposal packages,.....” is hereby updated to read:

1. **Five (5) paper copies** of the vendor proposal paperwork. One (1) paper copy must be an original copy, marked “ORIGINAL” on the cover, and contain original signatures.
2. Three (3) electronic copies of the vendor proposal saved to CD media disk. Copy of electronic price file shall be a separate file from all other files on the electronic copy. (If Agency has requested multiple electronic copies, each electronic copy must be on a separate computer disk or media).

RFP HSS-15-044
Respite Services for Adults

Pre-Bid Questions & Answers

1. Section number: Reimbursement, Paragraph number 6, Page number 53
Text of passage being questioned: “Per diems are the same reimbursement as Community-based Residential Supports (Tiers 1-4) for that facility or for the Nursing Facility under Medicaid.” What are the rates?

Bill Code:	Billing Rate and Unit:
S5150: Unskilled Respite, not Hospice, 15 minutes.	Home Health Agency: \$6.58 per 15 minutes. Personal Assistance Agency: \$5.85 per 15 minutes.
T2033: Residential care, NOS, waiver, per diem, Tier 1.	Respite in Supervised Apartment Tier 1, per diem: Tier 1 (non-ACT): \$74.02.
T2033 TF: Residential care, NOS, waiver, per diem, Tier 2. TF = Intermediate level of care. T2033 TF UJ: UJ = Services provided at night.	Respite in Supervised Apartment Tier 2, per diem: Tier 2 Day (non-ACT): \$53.23. Tier 2 Night: \$40.76.
T2033 TG: Residential care, NOS, waiver, per diem, Tier 3. TG = Complex/high-tech level of care.	Respite in Group Home Tier 3, per diem: Tier 3: up to 5 residents in a Group Home: \$328.53. Tier 3: 6–8 residents in a Group Home: \$328.36. Tier 3: 9–10 residents in a Group Home: \$262.69. Room and Board (non-Medicaid funds): up to 5 residents: \$39.00. Room and Board (non-Medicaid funds): 6–10 residents: \$33.00.
T2033 HK: Residential care, NOS, waiver, per diem, Tier 4. HK = Specialized mental health program for high-risk populations.	Respite in Group Home Tier 4, per diem: Tier 4: up to 5 residents in a Group Home: \$399.28. Tier 4: 6–8 residents in a Group Home: \$328.36. Tier 4: 9–10 residents in a Group Home: \$262.69. Room and Board (non-Medicaid funds): \$39.00. Room and Board (non-Medicaid funds): 6–10 residents: \$33.00.

2. Section number Appendix A, Paragraph number 1 number 2, Page number 51
Text of passage being questioned: “Three (3) electronic copies of the vendor proposal saved to CD media disk” Will you accept USB instead of CD media disk?

No, not at this time, all electronic files must be submitted on CD.

3. Section number Appendix A, Paragraph number 1 Section 2, Page number 51
Text of passage being questioned: “Pricing as identified in the solicitation” Do you have a specific pricing form/template that we should use?

Yes, a Budget Template will be posted to the www.bids.delaware.gov website.

4. Section number Business Proposal Requirements, Paragraph number 1, Page 52
Text of passage being questioned: “The business proposal and all budget information must be presented separate from the Technical proposal” Where in the ordering of information would you like the business proposal and budget? (it is not listed in the required order section on page 14.)

The Business proposal should follow the Technical proposal. Applicants should use tabs to clearly identify the two parts of the proposal.

5. Has this program be in place or is this a new procurement? If existing, what was the total funding for FY14 on this contract? This is a new program.

6. What is the anticipated number of units (15-minute unit) per contract year?
As this is a new program, we do not yet know what the demand will be and “respite placement” will be based on client choice of service location whenever possible. It is the intent of this RFP to obtain a variety of options (in their home, in an established program, in another community location) to allow the client adequate choices. We are unable to project the number of clients who may need respite services or the number of “options” that will be available to them which would equate to an anticipated number of units per vendor per contract year.

7. The RFP requests that Business Proposals and all budget information be submitted separately from the Technical Proposal. Do 10 paper copies of each need to be submitted (10 copies of the Technical and 10 copies of the Business)?

Applicants may submit the Business Proposal with the Technical Proposal bound together as one. Applicants bound proposal must clearly identify the Technical proposal section & the business proposal section. Also please be advised the RFP is being amended to read five paper copies.

8. Does the service limitation of 14 days refer to 14 calendar days per client for respite services?

It is 14 days of either 1) 14 per diems or 2) 12 hours per day – or a combination of these based on medical necessity.

9. Are startup funds available?

Yes, based on negotiated startup budgets.

10. The incorrect deadline is listed on the Non-Collusion Statement form. Should this form be signed as-is or is an updated form necessary?

The correct deadline is 10/5/15. The form should be updated as necessary.