



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: February 11, 2016

HSS-16-002

Personal Care Services

for

Division of Services for Aging & Adults with Physical Disabilities

Date Due: **April 5, 2016**
By **11:00AM Local Time**

ADDENDUM # 1 – Questions & Answers

PLEASE NOTE:

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

Personal Care Services – HSS-16-002
Questions & Answers

1. In Section B, number 17, page 8, regarding multiple awards, Please indicate the number and company names of the current DSAAPD contracted providers for Personal Care Services?

This information would need to be requested by the individual provider using the following Freedom of Information Act (FOIA) request web link - http://dhss.delaware.gov/main/mailforms/dhss_foiaform.aspx

2. In an effort to properly prepare a realistic proposal and budget workbook, please provide the following information regarding FY16 (Oct 2015-Sept 2016) budgeted or planned dollars and units:

a. What was the total dollars and total units budgeted or planned for Personal Care services for FY2016?

\$5.7M - The same amount is planned for the 2017 contract year.

b. What is the split between funding source (Title III and SSBG) for the total Personal Care dollar budget for FY16?

Title III funding = \$4M

SSBG funding = \$1.7M

c. What are the total contract dollars and units (hours) for each contracted provider identified in question 1 above?

Agency	SSBG	Title III-B	Amt of Contract	Unit Cost T3B/T3E	PI/Unit	Unit Cost SSBG	# of Units Title III	# of Units SSBG
Agency 1	\$394,439	\$1,044,608	\$1,439,047	\$22.50	\$0.19	\$22.69	46,427	17,384
Agency 2	\$292,056	\$515,738	\$807,794	\$25.60	\$0.28	\$25.88	20,146	11,285
Agency 3	\$112,750	\$257,822	\$370,572	\$21.84	\$0.16	\$22.00	11,805	5,124
Agency 4	\$178,048	\$572,760	\$750,808	\$20.32	\$0.11	\$20.43	28,187	8,715
Agency 5	\$28,366	\$53,114	\$81,480	\$25.31	\$0.36	\$25.67	2,099	1,105
Agency 6	\$137,831	\$232,991	\$370,822	\$25.64	\$0.41	\$26.05	9,087	5,291
Agency 7	\$129,986	\$567,346	\$697,332	\$25.63	\$0.12	\$25.75	22,136	5,048
Agency 8	\$227,289	\$328,288	\$555,577	\$21.04	\$0.18	\$21.23	15,603	10,706
Agency 9	\$121,711	\$345,591	\$467,302	\$23.18	\$0.28	\$23.46	14,909	5,188
Agency 10	\$77,502	\$79,397	\$156,899	\$23.49	\$0.16	\$23.65	3,380	3,277

d. What are the current DSAAPD Reimbursement Rates for each contracted provider after the required match and if applicable Program income for each funding source SSBG and OAA/Title III?

See table above

3. Section 3 of the Budget Instructions items 3.4 and 3.8 require that the budget proposal include individual names and their salaries. Will DSAAPD allow this information to be declared CONFIDENTIAL under Section B: RFP Submissions, Number 11, on Page 5?

Yes

4. Section B, number 12 b, page 6 regarding Sub-contracting, If the vendor would like to propose Personal Care services delivered two ways 1) from a Home Health Agency and 2) from a PASA Agency under a combined proposal using the Subcontracting option, How would DSAAPD like the two service rates to be presented?
- As a summary item outlining the dollars and units split by service provider (Home Health Agency and PASA Agency) as estimated based on utilization between the two service agencies?
 - OR by submitting 2 budgets one supporting the rate/cost of the services delivered by the Home Health Agency and a separate budget supporting the rate/cost of the services delivered by the PASA Agency?

Please utilize Option B - submitting 2 budgets one supporting the rate/cost of the services delivered by the Home Health Agency and a separate budget supporting the rate/cost of the services delivered by the PASA Agency?

5. Section 3 of the Budget Instructions item 3.13 Line 62 Column F defines "Indirect Costs" for this program's budget. It goes on to indicate that an agency have a federally approved indirect cost rate for this item in the budget. It is our understanding that only Non-For-Profit entities submit and receive this "federally approved indirect cost rate." In the case of for-profit corporations, where should "Indirect Costs" be indicated on the budget?

Whether your business is a Non-Profit agency or a Commercial organization, either will utilize the same section of the Budget Workbook for Indirect Costs.

6. Section B number 12 c, page 6 regarding multiple proposals says "A Primary vendor may not participate in more than one proposal of any form." Does that mean that DSAAPD will not allow two separate companies with a common Parent company to submit and/or be awarded simultaneous contract funding from separate proposals from each company it owns?

Direction from the DHSS Procurement office is for agencies that have multiple companies/licensures must submit one (1) bid and within the bid provide the separate scope of services for the separate companies/licensures to include separate Technical Proposal documentation (i.e. Corporate Qualifications, Work Plan, Project Staffing and Budget Workbooks)

7. Please provide and outline of how DSAAPD prefers the Proposal response be ordered.
- Should the transmittal letter be included in the Corporate Qualifications?
No, the Transmittal Letter should be a stand-alone document.
 - Should the Required Forms and Named Attachments 2,3,4,5,9,11 and 12 be in a separate section?
That is not necessary; as it is the choice of the bidder.
 - Should this Required Forms section of attachments be before Corporate Qualifications or placed at the end of the proposal like attachments.
Either sequence is acceptable.

8. IV/D/7/f/2/page 15- "The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. "- Does this passage mean that all successful bidders must provide worker's compensation insurance for not only their employees but any subcontract workers they use for the provision of services under the Personal Care contract; even if they are a PASA agency that does not employ their workers, but only subcontracts for Direct Care Workers?
The bidding provider would need to provide adequate insurance, or verifies that the subcontracted agency has met the stated insurance requirements.

9. IV/F/Attachments 1 – 13/page 22- “The following attachments and appendixes shall be considered part of the solicitation:...” & pages 26 – 38 (attachment forms)- Will these forms be provided in a fillable Microsoft Word/Excel format to bidders along with the Budget workbook?
[No.](#)
10. IV/B/11/all paragraphs/page 5: Confidentiality of Documents- Does this mean that no company information is considered to be confidential other than “trade secrets”, “intellectual property” or the like?
[That is correct.](#)