



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: June 14, 2016

HSS 16 007

SUSTAINING THE STATEWIDE SEXUALITY EDUCATION TRAINING INSTITUTE (SETI) TO
PROMOTE RISK-REDUCTION BEHAVIORS AMONG ADOLESCENTS IN DELAWARE
FOR
DIVISION OF PUBLIC HEALTH

Date Due: July 21, 2016
11:00AM

ADDENDUM # 1

Please Note:

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

Recap of responses to questions asked at the pre-bid meeting June 14,
2016.

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Recap of Pre Bid Meeting for
Request for Proposal HSS 16 007
Sustaining the Statewide Sexuality Education Institute (SETI) to Promote
Risk-Reduction Behaviors among Adolescents in Delaware
Questions and Answers
June 14, 2016

Kieran Mohammed, Purchasing Services Administrator, Delaware Health and Social Services Procurement, reviewed the submission and compliance related aspects of the Request for Proposal, HSS 16 007 (RFP).

Question following to Kieran: Comparing the RFP HSS 16 007 with the previous 2011 RFP, the potential bidder noticed that a bidder signature form was not included in materials to submit to DHSS.

Question: Does the response to the RFP have to include title, table of content and signature pages

Answer: Whatever the attachments ask you for in the RFP, that is what you submit to DHSS – go by whatever the guidance in the RFP outlines. And there is a Bidders Signature Form included as Attachment 11 of this RFP.

Gloria James, Bureau of Adolescent & Reproductive Health, Bureau Chief, DPH gave an overview of the Personal Responsibility Education Program (PREP). This program is under the Family and Youth Services Bureau (FYSB) which is a part of the Administration of Children Youth and Their Families. Planned Parenthood of Delaware has been the contractor for the past few years with the grant period ending on September 30, 2016 (Grant year runs 10/1 – 9/30). Instead of continuing through the grant cycle and adding 5 years, FYSB decided that we would have to re-apply for these monies, thus, an RFP is necessary.

Under Planned Parenthood of DE, the Sexuality Education Training Institute (SETI) was created. Planned Parenthood staff from SETI were certified to teach two programs: “Making Proud Choices” which targets Middle School students and “Be Proud! Be Responsible!” which targets High School students. Once middle/high school teachers or community volunteers are trained on the curricula, they can present the programs at schools or in the community where there are high-risk populations.

There is one difference that was not in the original proposal under the Adult Preparation Subjects – a component of PREP. Of the Adult Preparation Subjects, two of the six categories are being taught. In year 2, 2018, DPH wants the awarded contractor to include financial literacy (i.e., budgeting to set up a home, and financial considerations related to pregnancy).

Question/Answer

Question #1: Is the Financial Literacy initiative aimed towards teaching adults to teach the kids about financial literacy and is it aimed toward youth?

Answer: Yes, the financial literacy piece is targeted to teach adults who can teach adolescents about budgets, living expenses, etc.

Question #2: With reference to the RFP, page 18, Criteria Weight table, should all of those items listed be answered in the narrative, minus the attachments?

Answer: Yes.

Question #3: With reference to the RFP, page 8, part B (General Evaluation Requirements) should this information also be included in the criteria listed on page 18?

Answer: Yes, they should be a reflection of each other, noting the General Evaluation Requirements should be more detailed out in the criteria on page 18.

Question #4: With reference to the RFP, page 18, Criteria Weight table, should the responses be structured to follow the subject order of the table.

Answer: Bidders should submit their response in a way that lends to their strengths, as long as they include the criteria.

Question # 5: Even though the format doesn't require a title page and table of contents, would it be welcome?

Answer: Yes, it is general best practice when one responds to a proposal.

Question #6: Is there a page limit?

Answer: No.

Question #7: Since the contractor must purchase the curricula/training materials, is there a way to get an actual cost for those materials or what the actual cost is?

Answer: Referenced the RFP and the 2 programs (Making Proud Choices and Be Proud Be Responsible) where it talks about the number of adolescents that should be enrolled in the programs. Therefore, using those targeted numbers, bidders should look in internet under ETR (Education Training Resource) in their website in order to research the cost. It was verified that no other additional materials need to be purchased, aside from incentives, snacks, etc.

Question #8: Regarding the reimbursement to school districts, for providing substitute teachers, is that in addition to the reimbursed amount, meaning funds that can be accessed through DPH via what is indicated as the budget in the RFP or are those monies in addition to what is in the RFP?

Answer: Reimbursement for teacher substitutes are included in the award mentioned in the RFP.
