



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: May 23, 2016

HSS 16 012

**COMMUNITY HEALTH WORKER DEVELOPMENT PLAN  
FOR  
DIVISION OF PUBLIC HEALTH**

Date Due: June 21, 2016  
11:00AM

ADDENDUM # 1

Please Note:

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

Responses to questions received by the deadline of May 19, 2016.

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Kieran Mohammed  
PROCUREMENT ADMINISTRATOR  
**(302) 255-9291**

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William Ingram  
(302) 744-4706

## Community Health Worker Development Plan

### Questions & Answers

RFP #HSS-16 012

Due June 21, 2016

Q1: Appendix "D" is blank and I am interested in its contents

*A1: Appendix D is a power point presentation. It can be viewed and printed by clicking on the link titled Appendix D at [www.bids.delaware.gov](http://www.bids.delaware.gov) where the RFP is posted. Appendix E also has its own link.*

Q2: Section II. C. Scope of Services, page 8, first full paragraph below the bullets: "Funding of this RFP will be up to \$126,000 over the course of the project period". Question: What is the actual project period?

*A2: It is anticipated the project will begin on or around August 22, 2016. The services in the RFP should be completed by June 30, 2017, which is the end date for the fiscal year for the State of Delaware.*

Q3. Section II. C. Scope of Services, page 8, same paragraph; "Renewal of funding for subsequent work will be based the availability of funds." Question: Would this be new money or any remaining funds from the original \$126,000?

*A3: If additional funds become available, this would likely be in addition to the original \$126,000.*

Q4: Section IV. D. Contract Terms & Conditions, 7. General Contract Terms, f. Insurance # 2, page 24, "The vendor shall maintain such insurance as will protect against claims under the Worker's Compensation Act and from any other claims of damage for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of the State of Delaware".

Question: Neither XXX or I have employees, would we have to have worker's compensation insurance? If we have a successful bid, XXX would be a contractor for XXX, and our agreement would also include a statement that XXX is an independent contractor and not an employee of either the State of Delaware or XXX.

*A4: A sole proprietorship or a partnership with no employees is not required to have Worker's Compensation insurance. However, the vendor shall maintain such insurance as will protect against claims under the Worker's Compensation Act, if applicable, and from any other claims of damage for personal injury, including death, which may arise from operations under this contract.*

Q5: Section number: III. Required Information, Paragraph number: A. Minimum Requirements, Page number: 8; Text of passage being questioned: Vendor shall provide responses to the Request for Proposal (RFP) scope of work and clearly identify capabilities as presented in the General Evaluation Requirements below.

Can the State please confirm that Bidders may add a section to their proposal describing their staffing plan?

*A5: Bidders may add a section to their proposal describing their staffing plan.*

Q6: Section number: IV. Professional Services RFP Administrative Information; Paragraph number: C. RFP Evaluation Process, 5. Oral Presentations; Page number: 19

Text of passage being questioned: After initial scoring and a determination that vendor(s) are qualified to perform the required services, selected vendors may be invited to make oral presentations to the Evaluation Team. All vendor(s) selected will be given an opportunity to present to the Evaluation Team.

The selected vendors will have their presentations scored or ranked based on their ability to successfully meet the needs of the contract requirements, successfully demonstrate their product and/or service, and respond to questions about the solution capabilities.

The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components. All of the vendor's costs associated with participation in oral discussions and system demonstrations conducted for the State of Delaware are the vendor's responsibility.

Question: How will scoring on the oral presentation impact the overall evaluation of the Bidder?

*A6: As stated in the RFP, after initial scoring and a determination that vendor(s) are qualified to perform the required services, selected vendors may be invited to make oral presentation(s) to*

*the Evaluation Team. If the vendor(s) are invited to make oral presentation(s) the evaluation team members will base their scores on both the written proposal and the oral presentation. If oral presentations are requested, more detailed information regarding how the presentation will impact the overall evaluation will be provided.*

Q7: Section: Appendix A Minimum Mandatory Submission Requirements; Paragraph number: 3. Page number: 50; Text of passage being questioned: Pricing as identified in the solicitation.

Question: The RFP does not prescribe how Bidders are to present their pricing information. Can the State please explain how, and where, Bidders are expected to present their pricing information?

*A7: Bidders are encouraged to submit a line item budget that does not exceed the \$126,000. The RFP does not prescribe how and where; it is up to the discretion of the bidder.*

Q8: Section IV. F. Attachments, Attachment 5, Business References, page 38; first line after the bullets: "Please do not use any State Employees as a business reference. If you have held a State Contract within the last 5 years, please provide a separate list of the contract(s).

Question: XXX had numerous contracts with state agencies, including XXX and XXX, between 1997- 2007, may we use these as references for the purpose of this bid? Also, may we use former State Employees as references?

*A8: Bidders may not use individuals who are currently state employees as business references. Bidders may use as business references former state employees. Bidders may include former contracts with state agencies to demonstrate experience (see III. B. General Requirements on page 8), as long as the contracts are prior to the required 5 year period for inclusion of contracts with the state of Delaware (See Business References, Attachment 5, page 38).*