



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: October 16, 2016

HSS 16 019

SOBER LIVING RESIDENCES

FOR
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: October 26, 2016
11:00AM

ADDENDUM # 1

Please Note:

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

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STATE OF DELAWARE

Questions and Answers:

Please accept our apologies for the delay in submitting the questions and answers.

1. The third paragraph of page 2 states: Delaware Health and Social Services, Division of Substance Abuse and Mental Health (DSAMH) is seeking proposals from one or more qualified health and social services agencies to operate Sober Living Residences throughout the State of Delaware.

Question: From this may we assume that you are seeking more than one house – based on gender, geography or other proposed factors?

We are seeking proposals for 10 beds at this time. We do not have a preference on gender or geography. We will utilize successful responses to this RFP to immediately procure the 10 beds and to establish a provider pool for additional beds should funding become available.

2. The first paragraph of the **Business Proposal Requirements** on page 44 states: “The successful vendor(s) will be paid on a cost reimbursement basis utilizing the final negotiated operating budget which will be included in the contract..”

However the third paragraph on **Program Capacity and Funding** page 45 of the RFP reads “DSAMH will provide funding on a fee for service basis after the program start up.”

Question: Will you clarify the payment for the start up and the program operation?

Limited start-up funds for furnishings may be negotiated. Once the program is open, the reimbursement will be made on a per diem basis as outlined on page 44 of the RFP.

3. The first paragraph of **Scope of Work and Technical Requirements – Basic Program Design** (page 46) states “The residents will be adult women who meet the need for services

However the first line of **Target Population** on page 4 states “The target population for the Sober Living Houses will be adults, age 18 and older, who are residents of Delaware” possibly indicating single sex residences for men or women. In addition, the first point of **Scope of Work and Technical Requirements – Housing** on page 49 states “Recovery residences shall be single sex residences”.

Question: Are you looking for single sex male and/or female houses or just female residences?

Proposals may be submitted for either single sex male or female houses

4. Question: As a Start up, I do not have three years of financial experience. What information will be acceptable in lieu of the three years financial experience to demonstrate corporate capability?

Documentation of length of time in business and other financial information to validate your capability of operating this type of program.

5. **Consistent with NARR standards, provision of 24-hour, 7 day a week staffing in addition to on-call supervision. The program will require one (1) compensated employee position if Level II and a Facility Manager and Certified staff or case managers for Level III. The position will include a detailed job description that includes the role and function of the compensated employee. A schedule of staff for 24 hours will need to be provided.**

Question: As a program that does not yet have a paid employee, will it be acceptable for me to submit the job posting that will include the minimum qualifications, knowledge, skills and abilities, along with the job description and a schedule of staff for 24 hours?

Yes, that will be sufficient

6. **Paragraph 10 Employment**

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2. Number and percentage of such employees who are bona fide legal residents of Delaware.

Question: If the job posting gives preference to Delaware residents, will that satisfy the criteria for bona fide legal residents of Delaware?

This is a report to determine how many employees will be employed to work on this project and to determine how many of those will be legal residents of Delaware.

If Sub contractors are to be used

Question: Under this RFP is it permissible for the House Manager to be a sub-contractor?

No, The House Manager should not be a sub-contractor for this project.