



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: June 7, 2016

HSS 16 024

TRAINING MEDICAL PROVIDERS TO UTILIZE IMMUNIZATION INFORMATION SYSTEM (IIS)
FOR
DIVISION OF PUBLIC HEALTH

Date Due: July 6, 2016
11:00AM

ADDENDUM # 1

Please Note:

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

Responses to questions received and addressed at the pre-bid meeting
June 7, 2016.

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**TRAINING MEDICAL PROVIDERS TO UTILIZE IMMUNIZATION
INFORMATION SYSTEM (IIS)**
RFP #HSS 16 013
June 7, 2016

Q1: How many VFC sites are expected to require training?

A: As many as possible within the contracted time. Currently there are 193 VFC Providers.

Q2: Since the title of the RFP is "Training Medical Providers to Utilize IIS," can you confirm that it would be appropriate to train designated office staff responsible for immunization oversight within the practice, and not necessarily the medical provider?

A: Yes, it would be appropriate to train designated office staff.

Q3: What is the anticipated amount of the contract?

A: There is a budgeted amount of \$119,000, but the amount may be adjusted to perform the service proposed by the vendor.

Q4: Does this mean as a part of the training curriculum or contact with the provider via survey or some other mode some period of time after training is completed?

A: Yes, some aspect of the contract will include the level of education the provider has absorbed.

Q5: When will the oral presentations/demonstrations take place?

A: If needed, oral presentations to the Evaluation Team will be given at a time agreed to by the Evaluation team and the selected vendors prior to the selection of the successful vendor.

Q6: Would it be possible for the State to provide the RFP in Word format to enable efficient and accurate completion of the required forms?

A: No

Q7: Would doctors be trained to use the system?

A: Usually the office staff would be trained, as VFC coordinators are already assigned in the office. Doctors could also be trained if they want to.

Q8: What types of training can be used?

A: The program has found live Webinars are the most popular, with Site Visits following next. (3 types: Webinars, Live Group Trainings, and Face-to-face at provider sites)

Q9: Is the purpose to train the providers on its use, or to ensure that they can use the reports fully?

A: The expectation is that providers will be educated to produce reports as needed.

Q10: Do you see splitting the Bid between vendors?

A: No, the expectation is one vendor will perform all functions.

Q11: Is there a preferred type of training, i.e, webinar, in person, group)? If so, what would the percentage be for each?

A: No, the expectation is to provide the type of training that meets the provider's practice needs

Q12: This RFP is for just training, correct?

A: Yes, just training.