



*Delaware Health
And Social Services*

DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

Procurement

Date: November 30th 2016

HSS-16-049

Administration of ICAP Assessments

For

Division of Developmental Disabilities Services

Due Date: December 6th 2016 @ 11AM

Addendum# 2 ADDITIONAL Q&A

The following Q&A becomes part of HSS-16-049.

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RFP HSS 16-049
Administration of ICAP Assessments
Pre-Bid Meeting Questions & Answers
Revised November 17, 2016

1. What volume of ICAP Assessments should the Vendor expect?

Pursuant to RFP Part II. Scope of Work, Section B. General Requirements, 4: All ICAP assessments including: emergency (this equates to approximately 5 to 10 assessments per year), initial (this is approximately 75 to 80 assessments per year), and 5 year reassessments will be conducted on a schedule provided by the DDDS (this currently equates to 175 to 200 reassessments per year).

2. What is the Division's expectation for turnaround time for completing a single assessment?

Turnaround times are situational. That said, if DDDS requests expedited processing, a typical turnaround time is one week.

3. Will the Vendor be trained on how to use the ICAP Assessment Report Format?

No. The current ICAP Assessment Report template is proprietary to DDDS' current vendor. Vendors are expected to put forth a customized template of their own and include within their proposal.

4. Can DDDS define what type of emergent case scenarios will permit the Vendor to conduct telephone interviews as opposed to face to face interviews? For example, what if interviewee resides outside of the state of Delaware?

DDDS requests Vendors to provide pricing for both in person and telephone interviews. It is very rare for a telephone interview to be approved; however in an emergent situation or where the interviewee is not within reasonable commute, an exception may be granted by DDDS.

5. The RFP states that ICAP Assessment Reports must be published in English and Spanish. Does the Vendor need to be prepared to publish in any other language?

To date, there have been very few cases where DDDS has required an ICAP Report be published in a language other than English or Spanish.

6. Who is the existing DDDS Provider?

Arbitre Consulting, Inc.

7. If a new Vendor is selected, will access to previous evaluations be granted?

Yes.

8. How long has DDDS been using the ICAP tool?

DDDS began using the ICAP tool in Fiscal Year 2007.

9. When does the current contract expire? What is the anticipated go-live date for this scope of work?

Current contract expires December 31, 2016. Go live for this scope of work is January 1, 2017.

10. With regard to Part II, Section A, Sub-Section 3 "periodically" is written. Please provide a frame of reference. Quarterly, weekly, annually?

Vendors can expect DDDS to provide a list of needed re-assessments monthly. Vendors should anticipate at least 25-35 reassessments each month.

11. Please provide historical information regarding the volumes of face-to-face versus telephonic assessments.

Presently, all assessments are to be conducted face-to-face. During SFY16 there were two instances where telephonic assessment was permitted.

12. Please provide DDDS' defined regions along with the volume of ICAP receipts per region.

DDDS has four regions: Kent County, New Castle County East, New Castle County West, and Sussex County. 57% of requests originate from New Castle County. 28% of requests originate from Kent County. 15% of requests originate from Sussex County.

13. How many ICAP result per year are challenged?

Less than 12 annually.

14. Does the Department have specific forms for the cost proposal? If not, what format does the Department request (Cost per Assessment, flat fee, etc.) What detail would you like included?

DDDS would like Vendors to provide cost per assessment with line item detail of anticipated costs that directly correlate to the per assessment result.