



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: February 1, 2017

CONTRACT NO. HSS-17-010
Family Visitation Center Operations

for

Delaware Department of Health & Social Services

Date Due: March 2, 2017
By 11:00 AM Local Time

ADDENDUM # 2 Pre-Bid meeting Questions & Answers

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

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

Annette Opalczynski
Terrell Copeland
Purchasing Services Coordinators

Monnica May

Questions and Answers

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
Family Visitation Center Operations ISSUED BY
The Department of Health & Social Services Division of State Service Centers
RFP NUMBER HSS-17-010**

1. We haven't had a Family Visitation program. However, we have had decades of manage visitation for foster families. So does that put in the bumper? **All interested parties must submit a proposal clearly outlining their organization's experience and ability to meet RFP requirements.**
2. Are for-profit organizations, such as ourselves, ineligible to apply? **For-profit organizations are not eligible to apply. The RFP identifies applicant eligibility as any non-profit or faith based entity. Vendors who do not fall in the previously mentioned category are not eligible to bid.**
3. Can you explain exactly what you are looking for there in separate electronic file? **Each proposal must be submitted with 5 paper copies and 3 electronic copies on CD or DVD media disk. Business proposal must be clearly identified and or separated by tab or divider in the paper copy and separate file attachment in the electronic copy.**
4. In the fiscal folder, it needs marked. But on the CD, can you explain it again? **Business proposal must be clearly identified and or separated by tab or divider in the paper copy and separate file attachment in the electronic copy.**
5. Would you accept a thumb drive? **No**
6. Are new agencies required to have the 3 year family visitation experience? **All applicant organizations must have at least 3 years' experience operating family visitation services and centers.**
7. Do we need to have three CDs with two folders? **Yes, each CD should have at least a technical proposal file and a business proposal file.**
8. Beyond a safety and observation model, would you be open to additional and coaching teaching opportunities or are they purely observation? **These funds are intended to assist agencies as they conduct on site individual supervision; on site group supervision; and monitored exchange at the proposed family visitation center(s).**
9. Do we have to use the security services that are already provided? **Yes, the awarded applicant (s) will use the security officer services provided by the State of Delaware and shall not include this as part of your business proposal.**
10. Would the amount of money awarded to applicants be the same if contract is extended or renewed each known year? **Yes. Contract funding is subject to availability of state and federal funds.**
11. Are there other providers at this time? **Yes**
12. Would those providers listed anywhere? **No**

13. Do you have a census on how many current providers? **There are currently two providers.**
14. On one year contract renewable for four years each year, my question is during the renewal periods, is it a true renewal or is it competitive? It's not a competitive process at that point. **All awarded applicants will be eligible for contract renewal based on vendor performance and availability of funds.**
15. Can budgets be adjusted after an award? **No.**
16. Under the technical section on page 9, it talks about letters of support, so does that mean we will be getting a letter of support? **Under the requirements of the RFP, all applicants are required to submit 3 business letters of reference other than State of Delaware contacts.**
17. Is that in an addition to the business reference attachment 5 on page 36? **Please see question 16.**
18. Are there any additional funds to attend required meetings and training? **There will be no additional funds given for training opportunities. All required meetings are held within the state. Please see Family Visitation budget instructions for more detail.**
19. The amount of funding that is available is comparative or same level as current funding? **Yes.**
20. One of the requirements is to submit resumes for staff, are seeking all resumes including part time staff or just leadership resumes? **Resumes should be submitted for all known staff. If staff are unknown, please submit job descriptions.**
21. Is it possible that this award maybe given to more than one applicant? **Yes**
22. Included description of partial funding? **The applicant should identify geographical area to be served and the business proposal should support the applicant's technical proposal. Budgets will be negotiated with the awarded applicants.**
23. Do you have focus where you are looking? **No.**
24. If we have been asked to expand time at one of our sites, would that be put in the budget? **Yes, your budget should adequately affect required staffing patterns to provide required services.**
25. Can a for-profit organization apply for this RFP if the organization exceeds the minimum requirements to apply for this type of service? **No**

Following this Q&A, any and all contact is restricted to the following procurement personnel:

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