



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: June 28, 2017

HSS 17032

Drop Out Prevention

for

Division of Social Services

Date Due: August 1, 2017

By: 11AM Local Time

ADDENDUM # 1
Questions and Answers

PLEASE NOTE:

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

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Procurement Administrator

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Question 1:	<p>Section IV, Part B, Item 23, Paragraph 1, Page 15 “Provide at least three (3) business references consisting of current or previous customers of similar scope and value using Attachment 5.”</p> <ul style="list-style-type: none"> • What is the definition of customer? • All of our customers are in the Delaware Public School system. May we use school principals or superintendents as references? • May we use business partners as references? • May we use former students as references?
Answer 1:	<ul style="list-style-type: none"> • Customers are defined as people you provider services to or for • No you cannot use state employees as references • Yes, you may use business partners • Yes you may use former students from your program.
Question 2:	<p>Attachment V, Page 40 “List a minimum of three business references, including the following information: Business Name and Mailing address....Type of work performed...STATE OF DELAWARE PERSONNEL MAY NOT BE USED AS REFERENCES.”</p> <ul style="list-style-type: none"> • All of our customers are in the Delaware Public School system. May we use school principals or superintendents as references? • May we use business partners as references? • May we use former students as references?
Answer 2:	<ul style="list-style-type: none"> • No you cannot use any state employees as references • Yes, you may use business partners • Yes, you may use former students.
Question 3:	<p>Section IV, Part C, Item 2, Page 17, Criteria Weight Chart “Familiarity and experience creating and running similar projects....case management services for parents reenrolled in the program. – 20 points.”</p> <ul style="list-style-type: none"> • Please clarify the reference to the parent being reenrolled since this is a middle school dropout prevention program?
Answer 3:	<p>To clarify we are asking for the selected vendor to provide services to the student and additionally to the parent in these area:</p> <ul style="list-style-type: none"> • Toxic Stress • Financial Literacy counseling • How to apply for college for your children • Parenting classes with a focus on pre-teens • How to be an advocate for your child’s education • Development of social capital • Soft/life skills • Resume development for parents • Counseling • Mentoring/advocacy <p>Parent involvement can help with the success of the student. You must address issues in the family to truly help prevent drop-out of the student. DSS is creating a program that will provide a two-generation approach to service delivery; to work with the child as well as the parent.</p>
Question 4:	<p>Section IV, Part C, Item 2, Page 18, Criteria Weight Chart “ACA Safe Harbor Additional Fee * - 10 points.”</p> <p>How is this information relevant to this proposal for private employers? Please provide clarification on the need for the ACA Safe Harbor Fee.</p>
Answer 4:	<p>In the event the State and/or its agencies are determined to be a Common-law Employer of temporary or contracted staff, as defined by the Affordable 2 are Act (“ACA”), the State will utilize the “Common-law Employer Safe Harbor Exception” under the ACA to transfer health benefit insurance requirements to the staffing company. The Common-law Employer Safe Harbor Exception can be attained when the State and/or its agencies are charged and pay for an “Additional Fee” with respect to the employees electing to obtain health coverage from the Vendor.</p>

	The Common-law Employer Safe Harbor Exception under the ACA requires that an Additional Fee must be charged to those employees who obtain health coverage from the Vendor.
Question 5:	Section IV, Part D, Item 8c, Page 22 “ACA Safe Harbor” How is this information relevant to this proposal for private employers? Please provide clarification on the need for the ACA Safe Harbor Fee.
Answer 5:	See Answer 4
Question 6:	Section IV, Part C, Item 2, Pages 17 and 18 “Criteria Weight Chart” If some of the Criteria are not applicable, how will the Weights be readjusted?
Answer 6:	All of the items apply to the criteria. You must answer all of the questions, and address the scope of services in your answers.
Question 7:	Section IV, Part D, Item 8l, Page 25 “Warranty – The Vendor will provide a warranty that the deliverables provided ...will function as designed...” Please clarify how this is applicable to the RFP for a middle school drop-out prevention program?
Answer 7:	Your deliverables will be the curriculum, payment points and services agreed upon. You must guarantee that those services are being completed and the curriculum is being utilized as agreed upon in the contract. Example if your agency billed the state for 540 student contacts then those contacts must have been completed.
Question 8:	Will provider be able to bill submit billing for student if they are actively involved in case management with an outside agency?
Answer 8:	Yes, involvement in outside case management has nothing to do with these services. I am not really sure how the selected vendor would have that information.
Question 9:	Can students from multiple middle schools attend? Will the program reimburse transportation to and from home?
Answer 9:	No, the program must be for the specific school it is housed in. The current vendor is a class within the school day at the participating schools. So only students enrolled in the specific school can be a part of the program. This program is during the school day so transportation is provided by the school district.
Question 10:	Will the program pay for on startup/preplanning activities (staff training, development of materials with DSS)
Answer 10:	No, DSS operates under performance based contracted so the start-up cost are integrated with the payment points.
Question 11:	Can the provider have multiple schools?
Answer 11:	Yes
Question 12:	Will DSS assign a middle school for the program? Does the provider have to find the location?
Answer 12:	No, DSS does not assign middle schools for this program. The selected vendor must be able to establish relationships with the school districts and integrate within their systems. Yes you must find the locations on your own.
Question 13:	Who is the current vendor? What % of outcomes have been met for past 3 years

<p>Answer 13:</p>	<p>Jobs for Delaware graduates is the current vendor. Below are the payment points in the contract and JDG has reached all of them in the last three years.</p> <p><u>TARGET/PAYMENT POINTS</u></p> <p>JDG will have seven target points. Each point is student focused.</p> <ol style="list-style-type: none"> 1. Summer Outreach Number of students: minimum 540 <ol style="list-style-type: none"> a. During July and August 2016, The JDG middle School Specialist will contact 2015-2016 students. b. The JDG Middle School Specialist will discuss with the student and/or parent/guardian what enrichment activity they were involved during the summer months: summer school, volunteer work, community service etc. Suggestions of linking the student to a new activity may also be discussed. Other topics related to the student's educational and personal goals and/or removal of barriers to success may also be discussed. 2. A verification form will be completed in the JDG e-NDMS system by the JDG middle school and is available upon request. The JDG Middle School Specialist will specify the date the contact was made, include a brief summary of the conversation, and document the enrichment activity. 3. Enrollment 100% of students will be enrolled <ol style="list-style-type: none"> a. Students enrolled in the JDG Middle School class b. A class roster will document the names and grades of the students. It will be maintained in the JDG e-NDMS system and available upon request. 4. Experiential Learning Activities 240 students will complete <ol style="list-style-type: none"> a. Students will participate in a variety of experiential learning activities to reinforce learnings from the JDG class. These activities will be open to all schools with JDG Middle School Programs. Topics may include leadership, high school transition, financial literacy, teamwork, job fairs or college/career tours. This year, JDG has partnered with Delaware Technical Community College to offer college/career events in Kent and New Castle Counties. We are also working with other partners to further expand this aspect of the program. b. A list of participating students will document completion of the event. This documentation will be provided by the JDG Specialist and recorded in our e-NMDS database. c. Some activities, such as high school, college, and career tours, will be provided and scheduled at the school level. A list of students participating in the tours will document completion of the event. This documentation will be provided by the JDG Specialist and recorded in our e-NDMS system. d. Outside contractors and guest speakers may be used for these events. 5. Student Profile 100% of students will have a completed profile <ol style="list-style-type: none"> a. A student profile will be completed on each student in the JDG Middle School class through the e-NDMS system b. An electronic version of this profile will be accessible at any time. 6. Student Plan 100% of students will have a completed plan <ol style="list-style-type: none"> a. A student plan will be completed with each student. b. These plans will be developed by the Specialist and the student. c. The plan will consist of at least two goals for improvement selecting from the areas of leadership, behavior, academics, or any other area relevant to the barriers of success that the student may have. d. A copy of the plan will be signed by the Specialist and student. e. A copy of the plan will be maintained by JDG and available upon request. 7. Community Service Number of students: 80% of all students <ol style="list-style-type: none"> a. According to the goals of the JDG Middle School program, it is expected that each student will complete a minimum of two (2) hours of community service. b. The JDG Specialist will document the hours performed for each student. c. The documentation will be maintained in the JDG e-NDMS system and available upon request. 8. Completion of Class Number of students: 75% of all students <ol style="list-style-type: none"> a. A course grade of C or better is defined as completion. <p>Please note: DSS is not looking to recreate this model. This should not be a guide to establish your payment points and goals.</p>
<p>Question 14:</p>	<p>What is the current budget? Vendor awarded amount for the year?</p>
<p>Answer 14:</p>	<p>\$1,130,000 was last year budget. The new contract will not exceed last year's budget and the payment points will be different.</p>

