



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: November 13, 2017

HSS 17 044

**RYAN WHITE HIV CASE MANAGEMENT SERVICES  
FOR  
DIVISION OF PUBLIC HEALTH**

Date Due: December 20, 2017  
11:00AM

ADDENDUM # 1

Please Note:

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

Responses to questions received by the deadline of October 24, 2017  
and Pre-bid meeting on November 6, 2017.

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## RFP HSS 17 044

### RYAN WHITE HIV CASE MANAGEMENT SERVICES

#### Questions and Answers

1. I'm writing to find out how Delaware's Ryan White program assists their patients with processing health insurance enrollments during and after Open Enrollment? Delaware currently has two RFPs out (RFP HSS 17 044 and RFP HSS 17 041), and I'm basically trying to find out how we should submit our proposal. As a prime vendor, subcontractor, or sub recipient?

Answer - It is your choice to determine which RFP to submit a bid application. As the RFP issuing agency, it is not our place to advise you on manner in which you should submit your bid

2. Approximately how many placements for personnel are you expecting? I'm seeking that information more specifically, as I am trying to put together information on the staffing qualifications, and we have a significant amount of staff that could be of assistance. The question itself indicates that you need the professional background of all staff identified, but I'm not sure how many people you would be seeking. For instance, if you were seeking a staff of 5, I'd probably round up my top 10 candidates for this program, and keep them warm. Is there at least a ballpark?

Answer - There are a total of 939 clients being case managed by Community Case Managers. Max Case load is 50 clients per case manager. This is a statewide program.

3. Is it possible for more than one service provider to be selected for this bid application

Answer - Yes it is possible for more than one service provider to be selected.

4. Do you have to apply for the entire state (all three counties) or can you apply for only two counties or one county?

Answer - You can apply for all three counties or two counties or one county to provide service.

5. Even though you can't subcontract do you still need to assure the clients have a choice for service

Answer - Yes, you still need to offer the client(s) choice of service provider.