



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: December 14, 2017

HSS-17-051

Congregate & Home Delivered Nutrition

for

Division of Services for Aging & Adults with Physical Disabilities

Date Due: **March 2, 2018**
By **11:00 AM Local Time**

ADDENDUM # 1 – Questions & Answers

PLEASE NOTE:

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

Franklin Jones
Public Health Program Treatment Administrator

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Purchasing Services Administrator

Congregate & Home Delivered Nutrition – HSS-17-051
Questions & Answers

1. Are there any changes to how the budget worksheet or invoice worksheets for this contract will calculate compared to the FY18 budget and invoice worksheets?
[No, the budget & invoice workbook will be the same as utilized in 2018.](#)
2. Page 35 with regard to the proposal packages: Do the 2 paper copies need to be in separate binders or is one binder suitable as long as both paper copies are appropriately labeled as original and copy?
[Each copy must be separately secured. A binder is not necessary for the original.](#)
3. Page 27: This form does not have to be included in the proposal as a blank if the provider is submitting a proposal, correct?
[Correct.](#)
4. Page 11/Program Staffing/Job descriptions: Do the number of hours assigned by position have to be included on the job description by position if the information is listed on the program staffing summary by position?
[Yes, the information is requested in both locations within the bid.](#)
5. May a provider submit rates based on a sliding scale of meals awarded to the provider? Fixed costs are spread over the contract value; the more meals (higher the contract value) awarded to a provider, the lower the fixed costs per meal. If this is allowed, how should this sliding scale be presented in the proposal?
[DSAAPD requests that bids are not submitted on a sliding scale. The DSAAPD provided Budget Workbooks details the approved Meal Rates and bidders should submit their best competitive meal rate for the meal in question. That said, providers will be given the opportunity to submit a revised budget if necessary prior to the execution of the October 1, 2018 contract.](#)
6. Page 12/ Please explain “supplier diversity plan”, the State’s meaning of “diverse sub-contractors”, and “written inclusion plan”.
[Diverse suppliers/contractors is defined as: minority \(MBE\), woman \(WBE\), veteran owned business \(VOBE\), or service disabled veteran owned business \(SDVOBE\). For more information, please see Page 26 of the RFP.](#)
[A supplier diversity plan is defined as the bidder’s action plan to welcome **all** suppliers.](#)
[A written inclusion plan is defined as the bidder’s plan to include diverse populations. For more information please see \[DHSS Policy Memorandum 70\]\(#\)](#)
7. Page 12 – Supplier Diversity Plan and Written Inclusion Plan – where (what section) is this to be placed in the RFP packet?
[Placement in proposal is not specified.](#)

8. Does the provider need to include a copy of the RFP informational documents (such as the service specs, boiler plate, appendices) in the proposal?
No.
9. Page 10/Criteria/Corporate Qualifications: Is there no longer a requirement to include the previous 3 years of state awarded contracts in this proposal?
No, there is not a requirement to include information to past state awarded contracts within the Corporate Qualifications section.
10. Are FY18 Providers limited to the current FY18 funding levels for FY19 proposals? If not, how much projected funding is available for each county for FY19?
Funding slated for the FY19 Contract Year will be \$6.0 Million (M) statewide. Of that planned \$6M, approximately 28% will be dedicated for the Congregate Nutrition service and 72% dedicated to the Home Delivered Nutrition service.
The projected percentages per county are as such:
New Castle – 36.9%
Kent – 31.0%
Sussex – 32.1%
11. Sec 3, A, page 2, #1 – Specifically what / whose licenses are you requiring?
- a. Business licenses and professional licenses (Nutritionist) of management?
State of Delaware Business license or proof of 501C status
Delaware Licensed Dietitian.
- b. Are these licenses to be placed in this section or Sec 3B, pg 2, #3 under project staffing?
No. Bidders are not required to submit their Delaware Business license or proof of 501c status with their bids. The awarded vendor must submit a Delaware Business license or proof of 501c status prior to execution of a state contract per Section 8.4 (page 16 of the RFP).
Please note, the Program Staffing section of the bid submission, must address how the vendor is currently, or will be meeting the Staffing Requirements section of the program Services Specifications (Section 7.39, 7.40, & 7.41 of the Congregate Nutrition & Section 7.42, 7.43, & 7.44 of the Home Delivered Nutrition service). Assurances to these requirements should be in the form of staff Job Descriptions, resumes, completed training certificates, or planned training/hiring prior to the start of the October 1, 2018 proposed contract start date.
12. Do attachments 7 and 8 (page 33 and 34) only pertain to bidders with a subcontractor?
Attachment 7 is the required Monthly Reporting template for **all** awarded vendors. Attachment 8 pertains to bidders with subcontractors only.
13. Are providing Medical Foods still an option or mandatory both in the Congregate and Home-Delivered meal programs? Listed under Approved Meal Unit Types 2.1.1

Medical Foods are optional, however DSAAPD appreciates a bidder's effort in serving Medical Food meals for high risk populations, thus offering Medical Foods is a benefit for the service's target population.

14. Are textured meals required per Congregate 2.1.3 and Home Delivered service 2.1.4?

Modified & Therapeutic Meals (which includes textured modifications) are optional, however DSAAPD appreciates a bidder's effort in serving Modified & Therapeutic meals for high risk populations, thus offering Modified & Therapeutic meals is a benefit for the service's target population.

15. Define Back Ground check that is required for staff and volunteers for both Congregate and Home-Delivered.

This means that any and all background checks instituted in the bidder's company hiring policy are required.

16. Are volunteers required to be trained in dealing with choking and coronary events if paid staff in each center is trained in dealing with these issues?

No, there is no requirement of training for volunteers for a choking/CPR type of event.

17. Is Attachment 7 a requirement?

Attachment 7 is a requirement for awarded vendors, however currently DSAAPD handles the completion of that form on a monthly basis.

18. Is Attachment 8 only needed if the bidder utilizes a sub-contractor?

Yes.

19. What is the preferred method of delivery for bids?

The method of delivery is at the bidder's discretion; however bids received AFTER 11:00 am on March 2, 2018 cannot be considered. DSAAPD recommends that bidders submit a bid prior to March 2, 2018 to avoid any mishaps.