



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: December 20, 2017

HSS-17-052

AmeriCorps Request for Applications 2018-2019

for

Delaware Department of Health and Social Services

Date Due: January 12, 2018

By 11:00 AM Local Time

ADDENDUM # 1 Questions and Answers

Responses to questions received by the deadline of December 8, 2017 and asked at the Pre Bid meeting, December 15, 2017.

PLEASE NOTE:

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

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Procurement Administrator

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Social Services Administrator

ADDENDUM #1- QUESTIONS AND ANSWERS FOR
HSS-17-052- AmeriCorps Request for Applications 2018-2019

The following questions were received via email:

Q1. Is there a format or template for this transmittal letter that should be used?

Section I

Paragraph II

Page 1

Text: Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm's interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal. (Applicant exceptions must also be recorded on Attachment 3).

- A1. No. There is no format or template, however a brief summary should be included as described in Section 1, Paragraph II, Page 1.

Q2. Can you clarify whether you meant one (1) or two (2) paper copies of the proposal?

Section 4, B, 2

Paragraph I

Page 5

Text: Each proposal must be submitted with one (2) paper copies and three (3) electronic copy on CD or DVD media disk, or USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses.

- A2. The above text is incorrect; an addendum will follow with corrections. Two paper copies to the proposal are required. One must be identified as the original.
Follow instructions on page 40:
Vendors shall provide proposal packages in the following formats:
1. Two (2) paper copies of the vendor proposal paperwork. One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures.

Q3. Should the Readiness Self-Assessment and the letter of intent be submitted under separate cover?

Section: Appendix A

Paragraph I, # 10 & 11

Page 40

Text: Each vendor solicitation response should contain at a minimum the following information:

10. One (1) completed and signed Letter of Intent.

11. One (1) completed and signed copy of the Readiness Self-Assessment form.

- A3. The Readiness Self-Assessment and the letter of intent should not be submitted under separate cover. Both of these documents should be submitted with bid package.

The following questions were asked at the pre bid meeting:

Q4. Is hand delivery of RFP response allowed?

Section 4, B, 2

Paragraph I

Page 6

Text: All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than **11:00 AM (Local Time) on January 12, 2018**. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand...

A4. Yes. The proposal may be hand delivered.

Q5. In the Appendix D, Readiness Self-Assessment, Administrative competencies, page 46 , 3rd question regarding previously managed federal, state or foundation grants requires grant numbers to be attached if you answer "YES". Where do the grant numbers get attached?

A5. Attach them to the back of the Readiness Self-Assessment form and reference the question number. Also, cite the attachment on the table of contents.

Q6. What should the table of contents consist of, and where does it belong on the transmittal letter?

A6. Table of contents can be in the body of the transmittal letter, and it should list all attachments in the order they appear in the packet.

Q7. The Notice of Funding Opportunity (NOFO) responses are due on 1/12/18, but notification of RFP award/eligibility to apply is on 1/19/17, after eGrants application is complete?

A7. Both must be completed. If vendor is not awarded through the RFP process, the eGrants application will be considered ineligible.

Q8. When is the eGrants full proposal due?

A8. The eGrants full proposal is due January 12th by 5:00 pm.

Q9. Doe the communication restriction apply to questions regarding the NOFO?

A9. Yes, the communication restrictions do apply to this NOFO.

Q10. For continuation grants, can a budget increase be requested, since there is an increase in the amount of the minimum living allowance?

A10. This answer is a correction to the verbal answer given at the pre bid meeting.

The following statement was added to the 2018 Notice of Funding Opportunity (NOFO) Frequently Asked Questions on December 15. "Competitive continuation applicants cannot request expansions in CNCS funds, but can amend their non-CNCS share of the budget to cover the increase."

Q11. If I make an error in eGrants, who should I contact?

A11. Contact the eGrants Help Desk at 1-800-942-2677 or https://questions.nationalservice.gov/app/ask_eg

Q12. Is Healthy Futures the CNCS focus area for Opioid Epidemic related programs?

A12. Yes.