



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: 04/09/2018

**HSS-18-008
PROJECT COORDINATION SERVICES
for
DIVISION OF SUBSTANCE ABUSE AND MENTAL HEALTH**

Date Due: 4/23/2017 By 11:00A.M. Local Time

ADDENDUM # 1

- Questions and Answers
- Change in Electronic Submission Requirements
 - **PLEASE NOTE:** All electronic copies must be submitted on CD and DVD media disks only. USB memory sticks will not be accepted.

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

Kimberly Jones
Procurement Administrator

Dominique Puleio
RFP COORDINATOR

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
PROJECT COORDINATION SERVICES
ISSUED BY DEPARTMENT OF HEALTH AND SOCIAL SERVICES, DIVISION OF SUBSTANCE ABUSE
AND MENTAL HEALTH
CONTRACT NUMBER HSS-18-008**

Questions and Answers

1. Q: The requirements state that the contractor must have at least 2 years of experience as a planner OR at least 2 years of experience in grants management. Our company has been in business for 20 years and has done event coordination for very large training events for hundreds of people, even though we are not a “meeting planning” company. We have also done work that was funded by grants, have a grant-writer on staff, and have written statements of work for our clients as a basis to be awarded a grant. Would those qualifications meet your requirements?
- A. It is fine if the organizational staff has the minimum 2 years of experience: however they must have experience which meets the requirements in the scope of services. If you are submitting this on behalf of your organization, resume(s) will be required as a part of your proposal.

Planner functions include, but are not limited to:

- Analyze and assess data, problems, and issues and their impact on programs, plans or the current environment.
- Define and evaluate alternative uses of resources, viable options/approaches and anticipated costs and benefits, consequences and outcomes using present and projected information.
- Develop recommended course of action for public and private decisions in formal plans and policies including policy statements, budget allocations, regulations and/or legislation to affect and facilitate change and reach objectives.
- Formulate plans and policies to meet the social, economic, and physical needs of communities.
- Develop, promote and market strategies for the implementation of plans, policies and programs.
- Build consensus with community leaders, customers, advocates, and other affected parties via negotiations, mediation and facilitation.
- Involve and educate special interest groups, customers, and public officials via variety of forums, e.g., seminars, workshops, conferences, newsletters, assessments, and analytical reports.
- Coordinate planning activities and policies across state, regional, county and local levels; integrate with other entities outside the state.
- Provide technical assistance, training and education for understanding and managing change.
- Design and manage the planning process.
- Systematically evaluate the impact of plan implementation and incorporate findings with the ongoing planning process.
- **Refer back to page 48 for the specific planning functions as they relate to this RFP’s Scope of work**

2. Page number : 5

Proposals: To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with five (5) paper copies and four (4) 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.

Q. What is meant by the last statement in this paragraph?

A. Applicants must submit a separate electronic file of their proposed costs on CD or DVD media disk. Please note: USB memory drives and flash drives will not be accepted.

3. Page Number: 46

Tobacco Use Prevention-Synar –DSAMH works in conjunction with other State agencies to report on program requirements related to the Synar Amendment of July, 1992. This amendment aims at decreasing youth access to tobacco.

Q. Is the Synar Program being considered as part of Prevention? Or a separate program?

A. Synar is considered part of the Prevention services continuum

4. Page Number: 42

Pricing as identified in the solicitation (Appendix B-Cost Proposal).

Q. Is this referring to the “Fiscal Requirements” in Appendix B? there is no “Cost Proposal” section, or description other than the Fiscal Requirements in Appendix B.

A. Yes. For the purposes of a Request for Proposal (RFP) only, a cost proposal shall be submitted with all other requested items as identified within the RFP and this Scope of Services. The Contractor(s) must submit as part of the work plan/RFP contractor response how the ACA Safe Harbor Fee is charged (by frequency, including by invoice, by hour, etc).

5. Page Number: 49.

The contractor(s) will submit financial data as requested in Appendix C-Fiscal Requirements and Contract Budget (to be discussed during contract negotiation). For the purposes of a Request for Proposal (RFP) only, a cost proposal will be submitted with all other requested items as identified with the RFP (business proposal) and this scope of services.

Q. To clarify, DSAMH is only asking for a “cost proposal” to be submitted with the business proposal, correct?

A. Yes. For the purposes of a Request for Proposal (RFP) only, a cost proposal shall be submitted with all other requested items as identified within the RFP and this Scope of Services. The Contractor(s) must submit as part of the work plan/RFP contractor response how the ACA Safe Harbor Fee is charged (by frequency, including by invoice, by hour, etc).

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Change in RFP Electronic Copies Submission

Page 5: RFP Submissions- Section 2. Proposals is now corrected to read:

Each proposal must be submitted with two (2) paper copies and three (3) electronic copies on CD or DVD media disk only.

Page 42- Appendix A- Proposal Package Formats, Item 2 is now corrected to read:

2. Four (4) electronic copies of the vendor proposal saved to CD or DVD media disk. Copy of electronic price file shall be a separate file from all other files on the electronic copy. (If Agency has requested multiple electronic copies, each electronic copy must be on a separate computer disk or media).