



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: March 23, 2018

HSS 18 011

MANAGEMENT AND SUPPORT FOR THE DELAWARE CANCER REGISTRY

FOR

DIVISION OF PUBLIC HEALTH

Date Due: April 16, 2018
11:00AM

ADDENDUM # 1

Please Note:

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

Responses to questions received by the due date of March 15, 2018.

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RFP HSS 18 011

MANAGEMENT AND SUPPORT FOR THE DELAWARE CANCER REGISTRY

Questions Received by the Due Date of March 15, 2018

1. I understand ICF Macro, Inc. was the incumbent vendor for this project. May I know the contract value awarded to ICF Macro and the contract expiry date?

Answer: Most recent completed contract year 7/1/2016 – 6/30/2017 contract total for that year = \$365,645.71, current contract expires 6/30/2018

2. Has a budget been allocated for this project?

Answer: Yes. Please note, however, the State reserves the right to terminate any contractual agreement upon twenty (20) calendar days written notice in the event the state determines that state or federal funds are no longer available to continue said contractual agreement.

3. Will the state provide office space to the consultant? If so, where will the consultant be housed?

Answer: Yes, work space will be available to the consultant. That space is located at the following address.
540 S. DuPont Hwy
Thomas Collins Building – 2nd Floor, Suite 11
Dover, DE 19901

4. Have these services been provided by a consultant in the past? If so, let us know the number of Full Time Employees (FTEs), Period of Performance (PoP), and overall cost of the contract.

Answer: Yes, 3 FTE's, most recent completed contract year 7/1/2016 – 6/30/2017 contract total for that year = \$365,645.71

5. Is there an existing contract in place?

Answer: Yes, see answer to question #1.

6. Do firms need to be incorporate in Delaware to be eligible to submit proposals?

Answer: No, firms do not need to be incorporated in Delaware to submit proposals.

7. Do firms need to have a physical presence in Delaware to be eligible to submit proposals?

Answer: No.

8. Section II. C. 2. f.
Paragraph 7
Page 7

Referenced text: "Receive/submit quarterly interstate data exchanges, processing data provided by other states, and sending cases identified as belonging to other states to those states."

Question: NPCR Program Standards specify a semi-annual interstate data exchange schedule. Is it a requirement of this contract to exchange data quarterly with all interstate partners?

Answer: Yes

9. Section II. C. 2. aa.
Paragraph 2
Page 10

Referenced text: "Evaluate the feasibility of performing relative survival analyses; conduct any determined to be necessary/desirable"

Question: Regarding survival analyses, is it a requirement of the contract to work collaboratively with DPH on this task, or to be solely responsible for completing this task? If the offeror is only required to support DPH, can Delaware clarify what type of support would be needed for the survival analyses (data management, epidemiological support)?

Answer: Contractor will be required to work collaboratively with DPH to support analyses, including but not limited to preparing Delaware Cancer Registry files as requested by DPH staff conducting the analysis

10. Section VII, Attachments
All paragraphs
Page 37, 38

Referenced text: "Attachments 2, 3, 4, 5, 10, 11, and 12 must be included in your proposal. Attachment 6 must be included in your proposal if subcontractors will be involved."

Question: Would it be possible for Delaware to provide the attachments that must be submitted with the proposal in Word or other editable format to help vendors complete them accurately?

Answer: No, we are not able to provide these documents in Word or other editable format.

11. Appendix A, Mandatory Minimum Submission Requirements
List item numbers 2-13;
Page 53
List item numbers 1 and 2
Page 54

Referenced text: “The remaining vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall include pricing. Vendors are encouraged to review the Evaluation criteria identified to see how the proposals will be scored and verify that the response has sufficient documentation to support each criteria listed.”

Question: Does Delaware prefer offerors to submit their proposal responses in a single volume containing the offeror’s approach to meeting the contract requirements as well as the offeror’s pricing and completed forms, or should offerors provide separate volumes for the technical and pricing information?

Answer: Delaware prefers bidders to submit their proposals in a single tabulated volume that contains the bidder’s response and all requested information and documents.

12. Section V.4.c, Contract Terms and Conditions, General Information
Paragraph c
Page 23

Referenced text: “The selected vendor or vendors will be expected to enter negotiations with the State of Delaware, which will result in a formal contract between parties. Procurement will be in accordance with subsequent contracted agreement. This RFP and the selected vendor’s response to this RFP will be incorporated as part of any formal contract.”

Question: Can Delaware clarify what type of contract will be negotiated following notice of award (e.g., fixed price or time and materials [T&M])?

Answer: A fixed price contract