



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: July 19, 2018

HSS 18 012

**MEDICAL PROVIDER EDUCATION ON HUMAN PAPILLOMA
VIRUS (HPV) IMMUNIZATION
FOR
DIVISION OF PUBLIC HEALTH**

Date Due: August 17, 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 deadline of July 10, 2018 and
those discussed at the pre-bid meeting July 17, 2018.

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RFP HSS 18 012

MEDICAL PROVIDER EDUCATION ON HUMAN PAPILLOMA VIRUS (HPV) IMMUNIZATION

Question and Answers

1. Should the response to the scope of work be for a 9 month period? Or should it be for 9 month and three years?
Answer: Term of the 1st contract will be for nine months, with three optional extensions for a period of one year each.
2. Is there a specific format that should be used to submit a budget?
Answer: Any format is acceptable, as long it contains all of the costs of the proposal.
3. Should the budget be for 9 months only?
Answer: Budget should be for 12 months, as that duration will be the normal length of contract.
4. Is a budget justification required?
Answer: Yes, provide a justification for each budget line.
5. Is there an award amount range that DE DPH would consider sharing for this work effort?
Answer: Available funding should be between \$100,000.00 and \$120,000.00.
6. Does DE DPH have a current or baseline rate information available by site or by provider in DelVAX to share with vendor/sites/providers? Or is the vendor expected to determine current or baseline coverage rate by site/provider?
Answer: DelVAX has the capability to create baseline rate information on demand. The selected vendor will have the ability to create these reports before scheduling a visit with a provider office.
7. Would there be any requirement to use other resources, including communications materials developed by a third party?
Answer: No requirement, but it is suggested to use CDC created materials to utilize costs in other areas.
8. Can the vendor create their own training curriculum and communications material to enforce the objectives outlined in Page 4 and Page 5 of the RFP?
Answer: Material other than the CDC generated material must be approved by the Immunization Program Director during contract negotiations or during the contract term, in order to be used.
9. Would the vendor be expected to develop DelVAX training materials?
Answer: No. Vendor can use previously developed materials from the Centers for Disease Control (CDC) website on HPV <https://www.cdc.gov/hpv/>.

10. Would it be permissible for one company to be awarded both the Medical Provider Education on HPV (HSS-18-012) contract and the Immunization Data Entry at Provider Office (HSS-18-013)?

Answer: Yes

11. Would it be acceptable to use lunch stipends as part of this project?

Answer: Yes, stipends are allowable.

12. What is the approximate number of providers to be trained?

Answer: 100 to 125 providers.