



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: July 24, 2018

HSS 18 013

**IMMUNIZATION DATA ENTRY AT PROVIDER OFFICES
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 18 013

IMMUNIZATION DATA ENTRY AT PROVIDER OFFICES

Question and Answers

1. Is the vendor responsible for reporting or correcting discrepancies found by the provider prior to the site visit as identified in Scope of Services, Item 1c?
Answer: Yes, any discrepancies discovered during the time of providing the service for the provider should be entered into the Immunization Information System, known as DeIVAX.
2. In Scope of Services, Item 1b, the requirement is listed as 120 provider site visits in the initial contract period. Could you please clarify if this is 120 individual providers or 120 practices that are or multi-provider practices?
Answer: 120 individual providers/practices.
3. Are vendors allowed to perform the data entry services remotely instead of performing data entry on site?
Answer: Data entry should be performed on site.
4. Is it a possibility to have these immunization records scanned with the data uploaded in your system?
Answer: No, there is no functionality in our system to absorb scanned records.
5. Can outside companies from Outside the USA apply for this RFP?
Answer: Yes.
6. Do we need to come over there for meeting?
Answer: The pre-bid meeting was optional, and other meetings can be held via Skype or WebEx.
7. Can we perform the tasks related to the RFP outside the USA?
Answer: No, tasks must be performed at the clinic site, where review of hard copy medical records may need to be performed.
8. Can we submit the proposals via e-mail?
Answer: No. Section IV.B. of the RFP describes submission requirements. Proposals must be submitted with 2 paper copies and 6 electronic copies on CD or DVD media disk and must be delivered no later than 11:00am (local time) on August 17, 2018.
9. Will we be given access to Providers EMR for remote access?
Answer: No.

10. Do we know how many patients will need to be updated per practice?
Answer: No, the amount will fluctuate from practice to practice.
11. Should employees who will perform the visit be paid hourly?
Answer: That is one way to propose a solution for this RFP, and we are open to consideration of other possible solutions.
12. Will provider data for patients be only in their EMR?
Answer: No, studies suggest that not all data for patients are in their EMR, some research in paper records may need to occur.
13. Do you know which location sites need the service?
Answer: Yes, up to date status is in DeIVAX, but provider sites need to agree to this service.
14. Can Travel to the provider sites be included in the budget?
Answer: Yes, Travel costs can be included in the proposed budget.
15. How many providers can be expected to be updated during the project?
Answer: Annually, 50 to 100 practices could be fully updated, depending on the amount of records that need to be entered.
16. Is there an award amount range for this project?
Answer: Available funding should be between \$100,000.00 and \$120,000.00.
17. Can you confirm that no subcontractors are permitted for this RFP?
Answer: No subcontractors are permitted for this RFP.
18. Do you want the budget submitted separately or as part of the Technical Proposal?
Answer: As part of the Technical Proposal.