



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: June 5, 2018

HSS -18-018

DENTAL SERVICES TO INCLUDE SEDATION DENTISTRY

for

DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES

Date Due: June 11, 2018

By 11:00 AM Local Time

ADDENDUM # 1
Question and Answers

PLEASE NOTE:

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

Kimberly Jones
Procurement Administrator

Nicole F. Johnson
Social Service Chief Administrator

**Division of Developmental Disabilities Services
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Section Number:	N/A	
Paragraph Number:		
Page Number:	N/A	
Question:	Are bidders supposed to hand write information onto the Appendix B form? Can document be shared to allow typed responses?	
Answer:	If a bidder prefers to type responses, document attached will facilitate.	

Section Number:	N/A	
Paragraph Number:		
Page Number:	N/A	
Question:	When will bidders be scheduled to make a presentation?	
Answer:	Bidders are not expected to make a presentation therefore no scheduled appointments will be made.	

Section Number:	Part II, Section B, Point #7, Sub-point i	
Paragraph Number:		
Page Number:	6	
Question:	When preparing a pricing file, can the bidder request reimbursement for indirect charges?	
Answer:	As this is an open and continuous RFP, a pricing file is not required. All dental service vendors must agree to accept payment from the DIVISION using the Delaware Medicaid State Plan Dental Fee Schedule. Therefore, indirect costs will not be considered for reimbursement.	

Section Number:	Part IV, Section B, Point #2	
Paragraph Number:		
Page Number:	13	
Question:	Can the RFP packet have to be mailed/postmarked by Monday 6/11, as opposed to received by Monday, 6/11?	
Answer:	Postmarked package dates will not be considered. The RFP packet must be logged in, at the designate location before the 11:00 am deadline on Monday, June 11.	

Section Number:	Part IV, Section B, Point #2	
Paragraph Number:		
Page Number:	13	

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Question:	Should bid proposals be sent to Division of Developmental Disabilities? Also, can proposals be hand delivered?
Answer:	Proposals should be mailed to Kimberly Jones, Purchasing Services Administrator, Department of Health & Social Services, Procurement Branch, Main Administration Building, Sullivan Street, 2 nd Floor, Room #257, 1901 North DuPont Highway, Herman Holloway Campus, New Castle DE 19720. Do not send to Division of Developmental Disabilities Services. Proposals can be hand delivered but must be received before 11:00 am EST on Monday June 11, 2018.

Section Number:	Attachment 3 & 4	
Paragraph Number:		
Page Number:	Pages 39 and 40	
Question:	It appears as if bidders are merely supposed to check the box on Attachment 3 & 4, is this correct?	
Answer:	With regard to Attachment #3, if the bidder has reviewed the RFP and does not contest scope of work specifications, terms or conditions than the appropriate response is to place a check mark. If the bidder feels they can't agree to the published RFP as presented they may propose an alternative by completing the form. Alternatives proposed will be properly vetted by the RFP evaluation team who will be tasked with rendering an acceptance or non-acceptance decision. With regard to Attachment #4, if the bidder's package does not contain confidential or proprietary information then the appropriate response is to place a check mark. If the bidder's proposal contains confidential or proprietary data that it does not want disseminated, the bidder should identify those sections in the space provided.	
Section Number:	Attachment 3 & 4	
Paragraph Number:		
Page Number:	45	
Question:	Do bidders have to complete an Office of Supplier Diversity Application?	
Answer:	The Office of Supplier Diversity certifies businesses as a diverse supplier. For more information please visit their website: https://gss.omb.delaware.gov/osd/index.shtml As stated in the RFP, "Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision."	

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Section Number:	Attachment 10	
Paragraph Number:		
Page Number:	46	
Question:	When preparing the bid package, do bidders have to make a copy of the entire RFP?	
Answer:	<p>No, bidders do not have to make a full copy of the RFP.</p> <p>A complete bidder packet should be comprised of:</p> <ol style="list-style-type: none"> 1) Transmittal Letter 2) One signed & notarized copy of Attachment 2 3) Attachment 3 – RFP Exception Form 4) Attachment 4 - Confidentiality 5) Attachment 5 – References 6) Attachment 6 – if applicable –Sub-Contractors 7) Attachment 9 - Optional – Office of Supplier Diversity Application 8) DE Business License 9) Certificate(s) of Insurance 10) Business Organization Chart 11) Dental Professional Licenses 12) Appendix B <p>Bidders should make (5) copies of the bidder packet. Bidders should save all documents listed above onto (3) electronic copies via CD or DVD media disk.</p>	

Section Number:	Appendix B	
Paragraph Number:		
Page Number:	48	
Text of Passage:	"Does your office use conscientious sedation?"	
Question:	Should the question read: Does your office use conscious sedation?	
Answer:	Yes. This was a typing error.	