



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: August 10, 2018

HSS 18 021

**BREASTFEEDING PEER COUNSELOR PROGRAM  
FOR  
DIVISION OF PUBLIC HEALTH**

Date Due: September 11, 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 August 2, 2018 and  
those discussed at the pre-bid meeting August 9, 2018.

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**RFP HSS 18 021**

**BREASTFEEDING PEER COUNSELOR PROGRAM**

**Question and Answers**

**Q1:** Under the scope of services it states that awards will be made based on “volume of services” or “number of clients.” Please define, quantified or give ranges for the “volume of services” and the “number of clients” which will be used to determine the amount of award to each successful vendor? For example, will 1 – 3 services provided equal \$10,000 in award? Will 250 – 500 clients equals \$25,000 in award?

**A1:** No specific dollar amount will be assigned per client or volume of services. Contracts will be awarded based on the vendors impact on the at risk population WIC serves.

**Q2:** Will attachments identified in the RFP be converted to fillable forms so to avoid having bidders manually complete the forms?

**A2:** Yes, they can be found on the RFP website where the original RFP was located.

**Q3:** In the Criteria Weight – Deliverable #8, does not appear to benefit a successful vendor. That is, if a successful vendor responds positively to Deliverable #8 and successfully executes its requirements, then the vendor will lose a peer counselor and there may not be a funded WIC Program Coordinator’s position available. Please clarify the benefit to the vendor for successfully completing the IBCLC exam.

**A3:** Once the peer counselor becomes a professional lactation consultant, they are no longer a peer and cannot fill the position of a peer counselor under this contract. However, should funding be available, the scope of the contract could be increased to include the International Board Certified Lactation Consultant (IBCLC).

**Q4:** Is there a required Format and Order of the Bidder’s Response expected? For example:

- A. Bidder’s Signature Form
- B. Title Page
- C. Table of Contents
- D. Confidential Information
- E. Qualifications and Experience, Etc....

**A4:** There is no required order for the Bidder’s Response as long as the information is presented in a clear manner and includes all requirements as stated in the RFP.

**Q5:** Does the state have a specific database(s) already in existence to capture the data?

**A5:** The state has an excel spreadsheet to capture required data which will be provided at inception of the contract.

**Q6:** What is the total value of funding dedicated to this program? Is there an award amount range that DE DPH would consider sharing for this work effort?

**A6:** The total value of the program funding is \$400,000. The total value of the funding will be shared among the contracted providers awarded.

**Q7:** Please provide further instructions or guidance for the pricing submission. Such as: Is there a specific format that should be used to submit the budget/proposed costs?

**A7:** There is no specific format for submitting your proposed cost. Ensure that your proposal includes all deliverables.

**Q8:** Is the expectation that a Peer Counselor is available 24 hours a day/7 days a week? Or just that some of their hours will be performed after normal business hours of 8a – 5p?

**A8:** The Peer Counselor(s) should be available some days outside of normal business hours (i.e. Monday, Wednesday, Friday 11am – 7pm and Tuesday & Thursday 8:00am – 4:30pm).

**Q9:** Can a contractor include the cost of space in the budget to provide the service?

**A9:** Yes, a contractor can include the cost of a space into the budget up to 12% of the cost.

**Q10:** What is the expected # of mandatory WIC conferences/workshops per contract year?

**A10:** There will be a maximum of 7 WIC affiliated staff meetings, conferences and workshops per year. Some of these meetings are accessible via conference calls.

**Q11:** Does WIC provide the protocol for referring? Or is the expectation that each contractor define the protocol for referral?

**A11:** Each contractor will provide his or her own protocols for referrals.

**Q12:** Does DE DPH have a database to enter all patient contact or is the contractor expected to provide the documentation tool/reporting mechanism?

**A12:** Yes, this tool will be provided in the form of an excel spreadsheet to collect required information.

**Q13:** Are the logs maintained in a system or paper based? (Daily Activity Log, Client Contact Log, Inventory Log)?

**A13:** The logs will be maintained in a system provided by the contractor. The logs will be provided in a fillable form and submitted weekly.

**Q14:** Is that data being documented in a WIC provided database, or is the contractor expected to utilize their own reporting tool/database?

**A14:** The database will be provided and maintained by the contractor. The excel spreadsheets and fillable logs will be provided.

**Q15:** Does WIC provide a secure transfer site to send the PHI (birthdates) or should the contractor include a secure transfer mechanism in the proposal?

**A15:** No. Secure data transfer cost should be part of your proposed budget.

**Q16:** Is the system provided by WIC or is the contractor expected to provide the documentation system as part of the proposal?

**A16:** WIC will only provide the documentation forms. All systems must be secure and maintained by the contracted provider.

**Q17:** If estimated contract start date is 11/1/2018, would year 1 of proposal & budget be for 11/1/2018 – 10/31/2019? Or 11/1/2018 – 6/30/2019?

**A17:** The estimated contract start date will begin 11/1/2018 – 10/31/2019.

**Q18:** In regards to pumps and other accessories for the breastfeeding mother, are those applicable in this contract.

**A18:** The contractor is responsible for purchasing all breastfeeding aids. The WIC Program only uses Medela products. So even if your agency or hospital doesn't use Medela Products you would have to secure them from Medela. You can add the cost into the contract. Medela will make the WIC rate available since you would be a WIC contractor.

**Q19:** You mentioned IBCLC and if they possess an IBCLC then they are no longer a peer. What are the rules around Certified Lactation Counselors (CLC)? If they went for the CLC would they still be considered a Peer?

**A19:** We don't have those because the USDA only says Peer Counselor or IBCLC. Yes they would still be considered a Peer.

**Q20:** Does a WIC Peer Counselor have to be WIC eligible the whole time they are employed?

**A20:** No. They would have had to be WIC eligible at one time in their life. For example, they could have been married with children with limited income. However they still cannot be a professional. You could use this as a second job, must be a female and have at least 4 months breastfeeding experience.

**Q21:** There was a brief description about the private space, are there further requirements for the private space? Could be a breastfeeding pod?

**A21:** As long as it's not a bathroom; it could be a conference room, office, or kitchen as long as you can close the door for privacy and post an *in-use sign*. It cannot have a window without a covering. The mother should have complete privacy. When asked about cubicles - response: There are different variations/types of cubicles with doors that do not close completely. The specific unit must be viewed to give a proper response.

**Q22:** In some states, RFPs have a template for budget, is that possible to have?

**A22:** No.

**Q23:** Will a Budget Narrative be required in the vendor submission?

**A23:** Yes, a Budget Narrative is required.

**Q24:** For the patients that were seen, do they need to be currently receiving WIC in order to be eligible for Peer Counseling?

**A24:** The RFP is to increase the number of WIC enrolled mothers. If they are not eligible to be enrolled in WIC, even though they were previously, if they are a grandmother, no that will not count. It's all about increasing the enrollment.

**Q25:** Services such as groups are applicable for this, for example, a breastfeeding group is eligible for this.

**A25:** Yes.