



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: September 4, 2018

HSS 18 025

Food Benefit Employment & Training Program

for

The Division of Social Services

Date Due: September 28, 2018
By 11:00 AM Local Time

ADDENDUM # 1
Questions and Answers

PLEASE NOTE:

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

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Procurement Administrator

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Questions and Answers for
HSS-18-025

1. Are bidders allowed to bid per county, on select counties? Or is the expectation that bidder responses will cover all counties?

Answer - The bidder will cover all counties.

2. What is the projected number of ABAWD and Non-ABAWD participants to be served by county?

Answer - New Castle County is approximately 935, Kent County is approximately 490, and Sussex County approximately 320. ABAWD's are approximately 80 percent of the participants. The numbers served will change based on the funding for at-risk ABAWD's.

3. What is the anticipated yearly funding allocated to supportive services under this contract?

Answer – The amount is based on previous years funding, about \$75,000.00

4. What is the estimated funding to be awarded for this contract by county?

Answer - Funding is not broken out by county; it is a performance-based contract. Amounts are listed under question 7.

5. Is the contract performance based?

Answer – Yes.

6. Is there a matching requirement of the funder?

Answer – No.

7. What is the maximum amount of funding available for this contract?

Answer - The funding amount is approximated and based on previous funding levels. Funding has ranged from \$500,000 to \$1,000,000 and this includes about \$75,000.00 for supportive services/barrier reduction.

8. Is funding awarded as a lump sum, or is funding allocated separately for each county?

Answer - Funding is dispersed based upon the bidders monthly invoices, funding is not broken out per county.

9. Can the electronic proposal be submitted on a USB rather than a CD or DVD?

Answer – No.

10. How many vendors is the State currently awarding for operation of the FB E&T contract?

Answer - Only one vendor.

11. Does the state assess clients' needs all during the eligibility screening? If so, is the vendor provided with this information?

Answer - The vendor is responsible for assessing the client's needs, job skills, and employment barriers.

12. Please elaborate on the electronic notification. Is the notification provided through the state data management system (AWW)?

Answer - Yes, the referral is generated electronically and sent to the vendor.

13. Is AWW compatible with other data management software, such as Salesforce?

Answer - No, ASSIST is accessed via the internet. For more information, see Appendix B. Scope of Services Section D. Automated Linkages.

14. How should the bidder prepare/organize the proposal since no specific questions are included within the RFP? May the bidder organize the proposal using the sections and subsections of the Scope of Work (Appendix B)? i.e. A. Population Served, B. Referral Process, C. Services

Answer - Yes, use the Scope of Work and other relevant sections of the RFP.

15. Can we propose to provide the training element of the bid only? We are not suited to provide any job placement services or social support.

Answer - No, we are looking for one bidder to offer all the client services. Bidders are allowed to have subcontractors identified in the proposal.

16. Our eLearning resources are based on a 1-year subscription model. I see in the RFP that the intended program is 30-days per participant. Would DSS be open to a resource that would give each participant access to our learning library for the course of a year or more (rather than removing it after 30 days?).

Answer - DSS is open to considering proposals with different program participation hours.

17. How is the program voluntary for ABAWDS if they only receive 3 months of Benefits and must participate to receive more than the 3 months?

Answer – The program is voluntary because there are no sanctions for non-participation. ABAWDs can choose to get benefits for 3 months and not participate or they can choose to get more than 3 months by participating. If the program was not voluntary, ABAWDs may participate for one month and be sanctioned for month 2 due to non-participation.

18. How many times can an ABAWD come back to regain eligibility by participating with the E&T vendor?

Answer – There are no limits to the amount of times an ABAWD can re-apply.

19. Is there a specific amount of time that an ABAWD must participate with the vendor in order to comply and re-gain eligibility?

Answer – The amount of time an ABAWD must participate depends on the activity the ABAWD was participating in when they stopped complying.

20. Under training, can training programs and tuition be paid for with this funding?

Answer – Training programs incorporated within your proposed program will be included in the proposed budget. Outside trainings or school tuition can be paid for based on funding availability and DSS approval. DSS does not normally reimburse for college tuition.

21. Do the training programs have to be certificate programs and at what level of certification?

Answer – Training programs do not have to be certified programs. DSS prefers programs that are either certified or training programs that are building blocks to achieve more education or better employment that will lead to employment with livable wages.

22. The full time placement rate is 70%, is there a specific livable wage required for placement?

Answer – There is no set livable wage at this point, but at minimal the wage should be enough for the client to no longer need Food Benefit assistance.

23. How are performance payments and outcomes reported?

Answer – The contract will include negotiated performance and payment points based on the service provided and outcomes achieved. The reporting requirements outlined in the RFP are different and are require by FNS quarterly and yearly.

24. Is the \$75,000 mentioned for supportive services a hard and fixed number?

Answer – No, that number is estimated based on past year supportive services funding.

25. Are the follow up requirements post job placement or post SNAP case?

Answer - Yes. The 90 day Job retention services start once employed. The yearly quarterly wage reporting is post SNAP case closure.

26. Are there restrictions on workfare placements, do they have to be in non-profit agencies?

Answer – Yes. Workfare job slots may only be located in public or private nonprofit agencies. Contractual agreements must be established between the operating agency and organizations providing jobs that include, but are not limited to, designation of the slots available and designation of responsibility for provision of benefits, if any are required, to the workfare participant. Operating agencies must not place a workfare participant in a work position that has the effect of replacing or preventing the employment of an individual not participating in the workfare program. Vacancies due to hiring freezes, terminations, or lay-offs must not be filled by workfare participants unless it can be demonstrated that the vacancies are a result of insufficient funds to sustain former staff levels. Workfare jobs must not, in any way, infringe upon the promotional opportunities that would otherwise be available to regular employees. Workfare jobs must not be related in any way to political or partisan activities. The operating agency must assure that all workfare participants experience the same working conditions that are provided to non-workfare employees similarly employed.

27. Does the vendor have to have an office in all 3 counties?

Answer – It is preferred that the vendor have offices in all three counties but it is not mandatory. It is recommended that bidders explain how they would serve clients effectively without a set office location. This can also be discussed at contract negotiations.

28. Can you explain the ACA Safe Harbor evaluation criteria?

Answer - Bidders should acknowledge their approach to - and understanding of - the ACA Safe Harbor position of the State of Delaware. The State of Delaware does not consider vendors, contractors and/or subcontractors employees of the state and/or eligible for health benefits by the State of Delaware. As documented in the RFP on Page 13. The State requires that all Vendors shall identify the Additional Fee to obtain health coverage from the Vendor and delineate the Additional Fee from all other charges and fees. The Vendor shall identify both the Additional Fee to be charged and the basis of how the fee is applied (i.e. per employee, per invoice, etc.). The State will consider the Additional Fee and prior to award reserves the right to negotiate any fees offered by the Vendor. Further, the Additional Fee shall be separately scored in the proposal to ensure that neither prices charged nor the Additional Fee charged will have a detrimental effect when selecting vendor(s) for award.