



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: 03/13/2018

HSS-18-006

**TECHNICAL ASSISTANCE TO PRODUCE AN EFFECTIVE SUBSTANCE ABUSE TREATMENT SYSTEM
FOR
DIVISION OF SUBSTANCE ABUSE AND MENTAL HEALTH**

Date Due: 4/2/2017 By 11:00A.M. Local Time

ADDENDUM # 3

PLEASE NOTE:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE MENTIONED RFP AND SO DOES ATTACHMENT #10- SUBCONTRACTOR INFORMATION FORM, WHICH IS POSTED SEPARATELY.

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REQUEST FOR PROPOSAL # HSS-18-006
TECHNICAL ASSISTANCE TO PRODUCE AN EFFECTIVE SUBSTANCE ABUSE TREATMENT SYSTEM
Addendum #3

Questions and Answers

1. Section Overview, Paragraph 1, Page 1, “Deadline for Questions Date: **03/05/2018.**”
Question: Since Addendum #2 was released the afternoon of March 5, will the State answer questions that were submitted by the original February 12 due date on the original version of the RFP?
Response: No, the revision nullifies any need to post questions from the original RFP.

2. Section B.18, Paragraph 1, Page 11, “Pursuant to 29 Del. C. § 6986, the State of Delaware may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the State of Delaware.”
Question: Does the State intend to award a contract to more than one Prime Vendor for services included in this RFP?
Response: No.

3. Section Appendix D, Paragraph 1, Page 60, “The Professional Service Agreement template can be found at the following link: Professional Services Agreement.”
Question: Appendix D contains a link to a different contract agreement than what is contained in the RFP in the Section labeled “Contract Terms and Conditions” on pages 16-31. What contract terms/agreement applies to the Technical Assistance vendor and can the State reconcile why two different sets of contract terms were included in this RFP? Does the Professional Service Agreement included in Appendix D supersede/replace the Contract Terms and Conditions contained on pages 16-31 of the RFP?
Response: The Professional Service Agreement is the contract boilerplate that the Awarded contractor would sign. Vendor must abide by all terms and conditions listed in the Professional Services Agreement **and** in the RFP.

4. Section B.2, Paragraph 1, Page 5, “Please provide a separate electronic pricing file from the rest of the RFP proposal responses.”
Question: Please confirm the number of separate electronic pricing file copies required and if each one should be on a separate CD, DVD or USB drive.
Response: This solicitation requests 3 electronic files. Each electronic file must contain a Technical Proposal, which describes the program requirements, **and** a Business Proposal, which contains a pricing file

5. Section B.2, Paragraph 1, Page 5, “Please provide a separate electronic pricing file from the rest of the RFP proposal responses.”
Question: Are any paper copies of the pricing file are required and if so, how many?
Bidders should submit six (6) hard copy business proposals and three (3) separate electronic copy business proposals.

6. Section C, Contract Terms and Conditions, Paragraph t, Page 25, “Subcontractors, if any, shall be clearly identified in the Vendor’s proposal by completing Attachment 6, and are subject the approval and acceptance of the Department of Health and Social Services, Division of Substance Abuse and Mental Health.”
Question: Attachment 6 is a monthly usage report and is not required to be submitted with the response. Can the State please clarify if there is a different Attachment or Form to use for identifying subcontractors?
Response: Yes, please see Attachment 10 attached to be included in an addendum. Subcontractors are to be identified on Attachment 10, which is now a separately posted document.

7. General Question: The State has provided the RFP as a PDF version.
Question: Is it possible for the State to provide/reissue a Word version of the RFP?
Response: No.
8. Section Appendix B, Paragraph "Funding", and Page 46, "An estimate of \$400,000 will be allocated to this SOW (based off a 13-18 month budget)
Question: Is \$400,000 the maximum allowable budget for this work?
Response: No.
9. Section Appendix B, Paragraph "Funding", Page 46, "An estimate of \$400,000 will be allocated to this SOW (based off a 13-18 month budget)."
Question: In other parts of Appendix C there are references to "annual budget", but page 46 references a 13-18 month budget. Can the State please elaborate on the available funding and the initial contract period of this engagement?
Response: We expect that the base contract will be around 12-13 months. The projection of 13-18 months was provided at the pre-bid meeting because those time frames aligned with various grants' end dates that the Division was considering for funding the project. Bidders should submit a budget workbook based on one year. Final budget terms will be negotiated upon award.
10. Section Appendix B, Paragraph "Funding", Page 47, "Type of payment is dependent upon submitted business proposal and will be negotiated upon notification of award."
Question: Are vendors allowed to propose a budget that is based on hourly rates for professional services rendered in relation to the scope of work?
Response: Yes.
11. Section Appendix B, Paragraph "Funding", Page 47, "Type of payment is dependent upon submitted business proposal and will be negotiated upon notification of award."
Question: Are vendors allowed to propose a budget that is a total fixed fee for the initial contract period to be invoiced in equal monthly installments?
Response: Yes.
12. Section Appendix B, Paragraph "Activity Schedule/Timeline", Page 49, "Awarded Contractor under HSS-18-006, for technical assistance are not subject to all requirements as described below."
Question: Can the State please elaborate on how the procurement/award of RFP HSS 18 002 could impact the timeline/requirements of Technical Assistance provided via RFP HSS 18 006? For example, is it possible that delays associated with the OUD-COE RFP HSS 18 002 could push-back/impact the activity schedule of Technical Assistance?
Response: We do not expect any delays.
13. Section Appendix B, Page 52 "Awarded contractor must submit monthly and final reporting requirements provided from DSAMH. These requirements include, but are not limited to: quality improvement processes, number of clients served, and successful referrals. Templates for all reports will be provided by DSAMH at a later time."
Question: Please clarify is this type of reporting requirements are applicable to the professional services included in this RFP (e.g., # of clients served or successful referrals does not seem applicable to this Technical Assistance work). Will DSAMH work with the selected Vendor to develop reporting requirements applicable to this scope of work within the available budget?
Response: Yes, the Division will work with the awarded contractor regarding the development of reporting requirements with the understanding the Division has final say on reporting requirement decisions.
14. Section Appendix B, Paragraph "Service Period", Page 52 "Service period is one contract year. Service period will be determined upon contract negotiation year with two (2) optional extensions for a period of one (1) year for each extension."

Question: Please clarify what the term of the initial contract year is: one year consisting of 12-months or could the first contract period be possibly up to 18 months as this can impact pricing/resource levels.

Response: We expect that the base contract will be around 12-13 months. The projection of 13-18 months was provided at the pre-bid meeting because those time frames aligned with various grants' end dates that the Division was considering for funding the project. Bidders should submit a budget workbook based on one year. Final budget terms will be negotiated upon award.

15. Section Appendix C, Paragraph "Budget/Cost Data", Page 54, "The budget to be submitted as part of this RFP is to reflect the proposed operational costs of providing these services and will not be the basis of reimbursement in the awarded contract."

Question: If the Technical Assistance vendor is not to be reimbursed on the basis of proposed operational costs in Appendix C, will the final price be negotiated commensurate with the agreed-upon scope of work?

Response: Yes.

16. Section Appendix C, Paragraph "Budget/Cost Data", Page 54, "The budget to be submitted as part of this RFP is to reflect the proposed operational costs of providing these services and will not be the basis of reimbursement in the awarded contract."

Question: If the Technical Assistance vendor is not to be reimbursed on the basis of proposed costs in Appendix C, how will the 20 points for Financial Feasibility and Cost Effectiveness in the "Criteria Weight" from page 13 be awarded/judged for the Technical Assistance services in this RFP?

Response: This section will be judged on all documents requested under Appendix C.

17. Section Overview, Page 2,

Question: What is the estimated project start date?

Response: End of April (pending contract negotiations)

18. Section Appendix B, Page 46 "An estimate of \$400,000 will be allocated to this SOW (based off a 13-18 month budget)."

Question: Can the State please clarify whether the estimated budget is per year (i.e., base and option)?

Response: Per Year

19. Section Appendix B, Page 46 "An estimate of \$400,000 will be allocated to this SOW (based off a 13-18 month budget)."

Question: Can the State please clarify the length of the base year and two option years, in months?

Response: We expect that the base contract will be around 12-13 months. The projection of 13-18 months was provided at the pre-bid meeting because those time frames aligned with various grants' end dates that the Division was considering for funding the project. Bidders should submit a budget workbook based on one year. Final budget terms will be negotiated upon award.

20. Section B, Page 7 "The State of Delaware discourages overly lengthy and costly proposals."

Question: Can the State provide any additional guidance related to page length restrictions?

Response: There are no page length restrictions

21. Section C, Page 13, "Bidders must circle yes or no to the following questions and include the answers in their response."

Question: On p. 31, Attachment 8, Office of Supplier Diversity application, is not designated as required. Can you confirm Attachment 8 is not required and if the three checklist questions on p. 14 should be completed?

Response: Attachment 8 is not a mandatory submission requirement however, the questions on page 13 must be answered.

22. Section Appendix B, Service Functions, Page 46 “Utilize the Delaware vision and blueprint for treatment (in progress) to develop a plan for implementation”
Question: Is there a timeline or roll out plan for the vision and blueprint? When will it be publicly available?
Response: Awarded contractor will be advised of system redesign upon award.
23. Section Appendix B, Service Functions, Page 46 “Support the implementation of an SUD treatment navigation system”
Question: Has the State determined its redesign for the SUD Tx navigation system?
Response: The Division continues to work on this redesign.
24. Section Appendix B, Service Functions, Page 46 “Incorporate certified peer recovery support specialists into the system to enhance and maintain treatment engagement”
Question: Will the peer specialists be covered by the State, the COE, or is the assumed to fall under the TA RFP?
Response: The Peer Specialists service will be awarded under HSS-18-002.
25. Section Appendix B, Service Functions, Page 46 “Manage a learning collaborative among COEs and incorporate other SUD Tx Partners”
Question: How many providers/partners do you anticipate participating in the Opioid Use Disorder – Centers for Excellence and requiring technical assistance under this RFP?
Response: Under HSS-18-002 we anticipate awarding three centers of excellence and one contractor for Peer Support Specialist Services. The partners to be associated with the Centers of Excellence vary.
26. Section Appendix B, Service Functions, Page 46 “Provide technical assistance and support to implement a redesigned delivery system”
Question: Is the SUD redesign going to occur under the COE’s contract?
Response: Yes
27. Section Appendix B, Service Functions, Page 46 “Provide technical assistance and support to implement a redesigned delivery system”
Question: Has the state defined the topic areas for which they’re interested in systems improvement?
Response: The entire system requires redesign.
28. Section Appendix B, Service Functions, Page 46 “Improve the coordination of care through clinical information systems and data sharing;”
Question: What kind of clinical information and data sharing systems are being contemplated or developed under the Centers for Excellence contract?
Response: The awarded contractors under HSS-18-002 will have their own electronic health records.
29. Section Appendix B, Page 47 “The work plan shall outline...and resources to conduct OUD-COE operations”
Question: What is meant by “conduct OUD-COE operations”?
Response: This question does not apply to the revised RFP HSS-18-006.
30. Appendix B/C; Organizational Capacity, page 54 “Organization must provide a copy of the last independent A-133 audit, if it is required to conduct A-133 audit according to the federal requirements”
Question: Are RFP respondents required to submit their most recent audit as part of their response?
Response: Under the Revised RFP in Appendix C. Yes
31. Appendix B/Scope of Services, Page 49 & 3 - References Minimum Eligibility Requirements, “Vendor must describe the location(s) of the site(s) where they will offer the services under this SOW.”
Question: Does the vendor need to be located in Delaware?
Response: No. However, they must acquire a State of Delaware Business License.

This question does not apply to the revised RFP HSS-18-006.

32. Appendix B, Work Plan/ Eligibility, Page 49 “Vendor shall participate in meetings, Learning Network Activities”

Question: Is the Learning Network the same as the previously mentioned learning collaborative?

Response: Yes

33. **DISCLAIMER: This question does not apply to the revised RFP HSS-18-006.**

Appendix B; 3.2 second table, page 53 “ Beginning of Phase 2”

Question: Table describes COE responsibilities in Phase II. Should the response to the TA Vendor RFP also include a discussion of Phase II?

Response: This question does not pertain to the revised RFP.