



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: January 10, 2019

HSS-19-001

Senior Community Service Employment Program

for

Division of Services for Aging & Adults with Physical Disabilities

Date Due: **March 4, 2019**

By **11:00AM Local Time**

ADDENDUM # 1 – Questions & Answers

PLEASE NOTE:

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

Senior Community Service Employment Program
HSS-19-001
Questions & Answers

1. Will the state make awards for one provider or multiple providers?
Historically, there have been multiple providers selected to perform SCSEP service. Once all bids are received for RFP HSS-19-001, Delaware will make the determination as to whether to continue with multiple bidders, or to select a statewide provider for SCSEP service.
2. If there will be multiple providers, do bidders have to bid on the entirety of the RFP or can bids be submitted by county?
Bidders may submit a bid for a single county, multiple counties, or the entire state. Delaware suggests that potential providers submit a bid that includes their desired service area. If Delaware determines to request a bidding provider to revise their designated service area, Delaware will offer those bidding agencies the opportunity to adjust their work plan during the contract negotiation process.
3. Can the state provide attachments B and C to define the scope of work?
These two (2) documents are attached to the HSS-19-001 RFP solicitation as [Appendix B](#) (SCSEP On-Job Experience Policy) and [Appendix C](#) (Programmatic Assurances)
The link to the RFP below.
http://bidcondocs.delaware.gov/HSS/HSS_19001Seniorempl_rfp.pdf
Please note:
 - Appendix B begins on Page 36 of the PDF document.
 - Appendix C begins on Page 44 of the PDF document.
4. What is the notification process for amended RFPs?
All amendments to RFP HSS-19-001 will be posted at the following link as an “Addendum”:
http://bids.delaware.gov/bids_detail.asp?i=5355&DOT=N. It is the bidders responsibility to check the website frequently for changes.
5. What name should be on the outside of the bid submission envelope?
The company name of the bidder, along with HSS-19-001
6. Is there a definitive dollar amount that will be awarded?
The designated annual amount for the July 1, 2019 – June 30, 2020 time-period is \$1,611,899.00
The breakdown of this funding is as such:

County	Funding Amount
North New Castle County	\$534,229.38
South New Castle County	\$276,325.54
Kent County	\$322,379.80
Sussex County	\$478,964.27
Total SCSEP Grant	\$1,611,899.00

Min Participant Wages & Fringe Benefit (Min PWFB)	Maximum Administration Cost (Max Admin)	Other Participant Cost (OPC)
\$421,162.77	\$48,503.34	\$64,563.27
\$217,842.81	\$25,087.49	\$33,395.24
\$254,149.95	\$22,340.23	\$45,889.62
\$377,594.21	\$50,414.78	\$50,955.28

Min PWFB – Is the acceptable minimum participant wages and fringe benefits.

Max Admin – Is the maximum administration cost that can be charged to the contract.

OPC - Is the maximum other participant cost that can be charge to the contract. This amount can exceed the denoted amount, assuming that the administration cost maximum is not fully used.

7. How many modified slots are available?

The projected breakdown is as such:

County	Authorized Slots	Modified Slots
North New Castle County	58	51
South New Castle County	30	27
Kent County	35	31
Sussex County	52	46
Total SCSEP Grant	175	155

8. The geographic breakdown of North New Castle County:

City of Wilmington, Elsmere, Claymont, Wilmington Minor, Hockessin, & the City of New Castle.

9. The geographic breakdown of South New Castle County:

Townsend, Odessa, Middletown, Bear, Newark, & St. George’s, unincorporated area of New Castle

10. Can you clarify what is a “Modified Slot”?

The modified slot allotment takes into account the higher cost of funding participant slots in Delaware that results from the difference between the federal minimum wage and Delaware minimum wage.

11. Are you requiring a minimum of On the Job Experience (OJE)?

No, OJE is not a requirement, only a tool that can be used as a program enhancement, and is strongly encouraged to be used as it is approved by U.S Department of Labor.

12. Where do referrals for this service originate?

Providers of the program are to work with the one-stop centers (America Job Center) and perform outreach to recruit the most in need participants for the program

13. Are there any target industries that you are looking to use?

Host Agencies must be non-profit, local, state & federal agencies. Providers of the program must continuously recruit host agencies that can train the most in need participants.

14. Is there a set wage for the training portion of the program?

All program participants receive the State of Delaware minimum wage with average hours from 18-22 depending on the provider funding level.

15. Is there a set wage for the On the Job Experience (OJE) portion of the program?
OJE wage is based off the negotiated wage with the potential employer and cannot be below the state minimum wage rate.
16. Is the potential provider required to have a physical location?
Providers are required to have a physical location.
17. Who covers the employee's insurance (Worker's Compensation) when the worker is training and completing their OJE?
Before a provider awards an OJE opportunity to a potential employer, the provider must perform a pre-award review to ensure that the OJE training location provides worker's compensation coverage to employees. During the contract period of the participant at the OJE or Host Agency site, the potential provider is responsible for the workers compensation, and workers compensation can be budgeted under the fringe benefit section of the participant's wages & fringe benefits (PFWB). SCSEP participants are not employees of the Host Site. SCSEP participants are considered trainees until they receive unsubsidized employment.