



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: December 6, 2018

HSS-19-003

Community Living Services

for

Division of Services for Aging & Adults with Physical Disabilities

Date Due: **February 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.

Community Living Services - HSS-19-003  
Questions & Answers

1. Does DSAAPD anticipate a single statewide vendor or is there opportunity for multiple vendors to operate within a certain geography (e.g. will vendor be selected by county)?

Currently, there is one (1) statewide vendor for the Community Living service. That said, depending on the bid response for RFP HSS-19-003, DSAAPD could chose to select multiple vendors, statewide or otherwise, to provide Community Living services. It is not a requirement to provide statewide service, thus DSAAPD encourages potential providers to bid for the service area that the provider is capable of serving.

2. Is this a new service or a continuation of an existing service?

The Community Living service is an existing service.

3. Has an allocation of funds been established or has an estimate of available funds been determined?

For the July 1, 2019 – June 30, 2020 contract time period, the funding will be approximately \$175,000.00

4. What is the expected referral flow? Any information on census would be greatly appreciated including but not limited to:

1. The anticipated number of people served.

Currently, there are 59 active participants for the Community Living service. Future referrals are based on allocating the service units to fully utilize the annual program funding.

2. % of individuals requiring transportation with adaptive equipment.

100% of the active participant's utilize the program's transportation component.

40% of the active participants require adaptive equipment.

3. Expected duration of service visits.

Program participants average about 15 hours per month with each visit approximately 3-4 hours in length.

5. How are contractor's paid?

Per Section 3.0 of the Community Living Service Specifications, payment for Community Living services is calculated per one (1) hour of direct service. Per Section 3.2 and 3.4, prohibited costs within the service unit are noted. Providers will invoice DSAAPD on a monthly basis for all service units provided within the calendar month in question.

6. Do you need original signatures on all of the bids?

No, we only need an original signature on the original copy (marked original) of the RFP bid.

7. How many current clients are over 60 years of age?

Currently, there are 23 persons on the program that are over 60 years of age.

8. Are all the current Community Living participants physically disabled, or are some only elderly?  
Currently, there are 36 persons on the program that have an indication of a physical disability.
9. Can a provider submit multiple service units?  
Yes. Providers can submit multiple rates, utilizing multiple budget worksheets.
10. Can vehicle-leasing expenses be included/reimbursed in the service unit rate?  
Yes
11. On page 22 of the bid, it speaks to a drug-testing requirement.  
That requirement applies to Public Works contracts, which this service is not a public works service.
12. Are background checks required for staff?  
Currently, the program service specifications do not require background checks of provider staff.
13. Can you explain the Service Unit rate?  
The service unit rate should reflect the compensation of all operating costs for the time spent to perform the program participants allocated trip time. Please realize that per section 3.4 of Appendix B, there are some prohibited costs identified.