



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: June 14, 2019

HSS 19 043

**YOUTH TOBACCO PREVENTION ENGAGEMENT  
FOR  
DIVISION OF PUBLIC HEALTH**

Date Due: June 25, 2019  
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 May 7, 2019.

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## **Youth Tobacco Prevention Engagement**

**HSS 19 043**

### **Questions and Answers**

**Q1: On page 9 of the RFP, under Electronic Copies, the document states that the proposal must be provided on a CD or DVD. Is a USB drive also acceptable?**

A1: No, only a CD or DVD is acceptable.

**Q2: How much is the award?**

A2: The budget for this project has been about \$400,000 for each contract year (12 months). Please keep in mind that for this upcoming contract period it will only be 10 months (September 1, 2019- June 30, 2020) so the budget should reflect a shortened time period.

**Q3: Who is the current vendor?**

A3: American Lung Association

**Q4: How many awards?**

A4: Only one award, but there is a possibility for multiple awards if warranted.

**Q5: Is collaboration mandatory?**

A5: While collaboration is not mandatory, one of the criteria that the vendor will be evaluated on includes demonstration of ability to collaborate with agencies, groups or individuals.

**Q6: How is it evaluated?**

A6: We have various ways of evaluating. The current vendor subcontracts with an evaluator; the Tobacco Prevention and Control Program has a program evaluator and also conducts the Youth Tobacco Survey. It is a comprehensive evaluation.

**Q7: Is the intent to stay with the same name/program?**

A7: We are open to different approaches as long as the scope of services are addressed.

**Q8: Is there a specific budget form that needs to be submitted?**

A8: No, you can use your own budget format.

**Q9: How do you address the Safe Harbor Fee?**

A9: Section V.8.c, Page 22 of the RFP addresses ACA Safe Harbor. It requires the Vendor to identify the Additional Fee it charges its employees to obtain health coverage from the Vendor. It requires that both the additional fee and how the fee is applied is to be identified. This can be done in the budget submitted with the proposal. If it is not applicable, please indicate that as well.