



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: August 27, 2019

HSS 19 056

**IMPLEMENTATION OF SELF-MANAGEMENT PROGRAMS TO REDUCE CHRONIC DISEASE  
BURDEN**

for

DIVISION OF PUBLIC HEALTH

Date Due:       October 1, 2019  
                      By 11:00 AM

ADDENDUM # 2

PLEASE NOTE:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE  
MENTIONED BID

Responses to Questions received by the deadline of August 13,  
2019 and asked at the Pre-bid meeting August 20, 2019.

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Terrell Copeland  
Purchasing Services Coordinator

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William Ingram

**IMPLEMENTATION OF SELF-MANAGEMENT PROGRAMS TO REDUCE CHRONIC  
DISEASE BURDEN**

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Questions and Answers

**Section number- II – Scope of Services; C –Scope of Services, Self-management  
Programs Coordination and implementation**

**Paragraph number - 2**

**Page number - 5**

- 1. Paragraph 2 discusses the scheduling of SMP workshops. In past SMP offerings, there were a limited number of workshops allowed per year per program licensure purchase. For this contract, will there continue to be a limit on the number of workshops offered that the bidder needs to take into consideration for budget estimations?**

Answer - Although there is a limit on the programs being offered per the current license, we are permitted to request an increase in the number of programs being implemented. With that in mind, the bidder should submit the number of each of the programs to be implemented that they feel they are able to accomplish.

**Section number – II – Scope of Services; C –Scope of Services, Self-management  
Programs Coordination and implementation**

**Paragraph number - 5**

**Page number - 5**

- 2. Are the two annual education/training meetings indicated in paragraph 5 the Annual Holiday Appreciation Dinner and the SMP Lay leader Update Meeting as have been offered in past contracts?**

Answer - Yes, they are. However, the education/training meetings indicated do not need to be a Holiday Appreciation Dinner and a SMP Lay Leader Update Meeting. It just has to be two meetings per year, one in which we want to make sure the lay leaders have an opportunity to be recognized for the great work that they are doing and another in which lay leaders are provided education on anything that is going on in the program that they might need additional education on or have questions about. There should be two meetings a year to accomplish the above goals.

- 3. Are marketing items (such as pens, fans, chip clips) an allowable expense for use at outreach events?**

Answer - Yes, they are, but that is something that requires advanced approval by the program. So, if it is something that the vendor sees that would be an opportunity to increase participation or have the table look inviting to have people come over, it just requires approval in advance before there are any purchases made.

4. **Additional question: If we put something in the budget, we would still need to ask for approval?**

Answer: If this is something, you are looking to put into your bid as something that you think will further enhance the program I would add it to the budget with reference to the benefit of allocating budget to these items. If it is not added in the budget up front and for example there is a time within the contract period that you think participation is low or maybe people aren't visiting tables, you would then speak to the program coordinator indicating that these types of items are being requested to attract visitors and the final decision to purchase the items requires approval after the dialogue takes place stating the need. If you think it is something that you feel would be beneficial to include in the bid to enhance the program, then definitely do that.

5. **Should indirect costs be limited to a certain amount of the bidder's proposed budget? And if so, at what percentage (i.e. previous contracts have been 12%)?**

Answer - Yes, the limit on indirect costs still stands at 12%.

6. **In previous SMP offerings, a budget line item for food allocation was included for workshop celebrations, and lay leader trainings. Will these be allowable expenses?**

Answer – The answer is the same as for marketing items. It has been something that has have done in the past, but we are looking for innovative ways to improve program operations therefore, if the bidder thinks that food will be beneficial as a celebration lunch item at the end, definitely include that. However, as this contract moves forward the program may look at trying to implement other ideas that would be beneficial to the participants outside of offering food that might further enhance and sustain their change in behavior.

7. **Additional question: Meals such as for leadership meetings and things like that?**

Answer: Yes, include that.

8. **Are program workbooks and resources considered an allowable expense?**

Answer - Yes, they are.

**Section number –V- Contract Terms and Conditions, 4 – General Information  
Paragraph number - a  
Page number - 20**

9. **The contract term is 1 year up to 4 optional (1 year) extensions. Should the submitted budget include year 1 only or for all five years?**

Answer - The submitted budget should include all five years, but broken down by year.

- 10. Should year 1 timeframe be 7 months to complete the 5- month contract extension- 12/1/2019 – 6/30/2020? This will align the following 4 years budgets to run July 1<sup>st</sup> – June 30<sup>th</sup>.**

Answer - Yes, that is correct as well. So the first year would be, 12/1/2019-6/30/2020 and then the subsequent years would be July 1 through June 30.

### **General Questions**

- 11. When you were talking about us doing the full implementation of the program. Will you still have staffing at your office? Will it be the same as it is now, are you going to cut back and plan on us taking more on?**

Answer: We plan to have the current staff that we have right now. We have the Program Coordinator and the Administrative Staff Person supporting the Program Coordinator. That is not to say that those people will not move on if the right opportunity comes along but from our standpoint, the same staff that is currently with the program will still be with the program.

- 12. We had talked about shirts for volunteers going out into the community. Would that be an allowable expense?**

Answer: If you think that, it would be beneficial, for the lay leaders to wear them so that they are identifiable in the public or at events, I would include that and if you are chosen this is something that can be discussed during contract negotiations.

- 13. Is there anything different from years before that someone could have been overlooked or you would like to emphasize?**

Answer - The only major change is that the program no longer has a full time internal position serving as the Volunteer Coordinator in our office. Therefore, that is something that is in this RFP as a very high need for the success of our program to ensure that our lay leaders are fully engaged and educated on what is required as they deliver the programs. Once they complete lay leader training, they will be able to go out and successfully secure a site, maximize participation and ensure that the people who need to attend these programs are the people who are attending these programs. It is important that someone is able to take on this role.

- 14. Is the intent to kind of replace the full time position of Volunteer Coordinator with this new contract?**

Answer: Yes, the contract should have a full time person dedicated to the Volunteer Coordinator role. Additionally, anything or any position that you feel you need to successfully support the implementation of this program should be put in your bid.

**15. As far as the marketing programs what is the intent for the marketing in the future? Is the intent to continue running the Healthy Delaware Campaign marketing programs?**

Answer: We would love to be able to continue them on our side, with funding; we don't know how much more we will be able to. Which brings me back to a previous question regarding things that may have been overlooked when reviewing the RFP by the bidder. The marketing of the programs to the community is a new component included in this RFP. Whether it be a partnership with a vendor to create or re-run a previous campaign or putting flyers in print publications, advertising on social media, radio, etc. The bidder should include how they plan to promote and recruit participants into the programs to ensure maximum class participation of those who truly will benefit from the program(s) he or she is attending.