



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: 7/08/20

HSS-20-003

HOME & COMMUNITY BASED SERVICES
FOR INDIVIDUALS WITH INTELLECTUAL & DEVELOPMENTAL DISABILITIES

for

Division of Developmental Disabilities Services

Date Due: August 5, 2020
By 11:00 am Local Time

ADDENDUM #1
Q&A

PLEASE NOTE:

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

Kimberly Jones
Procurement Administrator

Kamin Giglio
Social Service Chief Administrator

Questions and Answers

RFP Question 1

1. If a proposing licensed Personal Assistant Service Agency (PASA) has submitted an application to Division of Developmental Disabilities Services for certification as a qualified provider, but has not yet received a provider qualification letter or provider number be considered for award/ offered a contract under this procurement, pending DDDS certification? **Answer: All proposals to this Request for Proposal (RFP) must contain all minimum mandatory submission requirements outlined in Appendix A, page 47 of this RFP to be evaluated and scored by the RFP Evaluation Committee. One of those requirements is the submission of the Qualified Provider letter issued by the Division of Developmental Disabilities Services (DDDS.)**

RFP Question 2

2. If a proposing licensed Home Health agency has submitted an application to Division of Developmental Disabilities Services for certification as a qualified provider, but has not yet received a provider qualification letter or provider number be considered for award/ offered a contract under this procurement, pending DDDS certification? **Answer: All proposals to this RFP must contain all minimum mandatory submission requirements outlined in Appendix A, page 47 of this RFP to be evaluated and scored by the RFP Evaluation Committee. One of those requirements is the submission of the Qualified Provider letter issued by DDDS.**

RFP Question 3

3. Will the Department of Health and Social Services (DHSS) accept proof of DDDS application submission for certification as a qualified provider to meet General Evaluation Requirement B., 1 listed on page 4 of RFP #HSS-20-003? **Answer: The General Evaluation Requirement B. 1 requires submission of Proof of Licensure for any Home and Community Based Service (HCBS) the Vendor wishes to propose to provide, as described in Appendix B-Home and Community Based Service Descriptions. Not all Home and Community Based Services require licensure. Licensure, certification, etc. required for specific services are delineated for each applicable service in Appendix B on pages 48-76 of the RFP. All services may only be provided after qualified provider status is obtained**



through the DDDS Provider Authorization Committee. The Provider Authorization Committee will review and approve any required criteria for each service a potential provider Vendor applies to become qualified to provide. The DDDS Provider Authorization Committee process and the provider qualifications can be found at <https://dhss.delaware.gov/dhss/ddds/cps.html>. DDDS application submission would not meet this requirement.

RFP Question 4

4. How many Intellectual Disability/Developmental Disability (ID/DD) participants are currently receiving Respite Care services in FY20? **Answer: 128**

RFP Question 5

5. How many ID/DD participants are currently receiving Personal Care Services in FY20? **Answer: 34**

RFP Question 6

6. For FY20, what was the total budget dollar spend for Respite Care services? **Answer: The combined individual budget for HCBS waiver participants for Respite and/or Personal Care services is \$2,700 per person per fiscal year.**

RFP Question 7

7. What is the planned total budget dollar spend for Respite Care services in FY21? **Answer: The combined individual budget for HCBS waiver participants for Respite and/or Personal Care services is \$2,700 per person per fiscal year.**



RFP Question 8

8. For FY20, what was the total budget dollar spend for Personal Care Services? **Answer: The combined individual budget for HCBS waiver participants for Respite and/or Personal Care services is \$2,700 per person per fiscal year.**

RFP Question 9

9. What is the planned total budget dollar spend for Personal Care services in FY21? **Answer: The combined individual budget for HCBS waiver participants for Respite and/or Personal Care services is \$2,700 per person per fiscal year.**

RFP Question 10

10. For FY20, what percent of Respite Care services are provided by PASA Agencies? **Answer: 00.97% 1/103**

RFP Question 11

11. For FY20, what percent of Respite Care services are provided by Home Health Agencies? **Answer: 0%**

RFP Question 12

12. For FY20, what percent of Personal Care services are provided by PASA Agencies? **Answer: 0%**



RFP Question 13

13. For FY20, what percent of Personal Care services are provided by Home Health Agencies? **Answer: 0%**

RFP Question 14

14. Please provide a list of the agencies that hold active DDDS contracts for Respite Care services. **Answer: DDDS contracted provider agencies may be found on the DDDS website <https://dhss.delaware.gov/dhss/ddds/authproviders.html>**

RFP Question 15

15. Please provide a list of the agencies that hold active DDDS contracts for Personal Care services. **Answer: DDDS contracted provider agencies may be found on the DDDS website <https://dhss.delaware.gov/dhss/ddds/authproviders.html>**

RFP Question 16 Home & Community Based Services

Hello, I have a few questions about the RFP Contract #HSS 20-003. Thank you in advance for your assistance. Please see the questions below. 1). When is the deadline for submission for this RFP? I noticed a date of August 5 and I also noticed a date for December 31. May you please clarify the difference in the aforementioned submission dates? 2). On page 2 of the RFP it states that vendors must submit Appendix C (supplemental questionnaire template). In contrast, page 47 states that Vendors must submit Appendix B (supplemental questionnaire). The bonfire portal indicates that Appendix B and C are both requested. Please clarify what should be submitted for Appendix B and C. 3). What is the process for obtaining a qualified provider letter from DDDS (indicated on page 16)? 4). On page 42, it indicates that State of Delaware personnel are prohibited from being used as a reference. What if there are no current or previous out of state references, would a state of Delaware reference be sufficient?

Answers:

- 1.) This is an open and continuous RFP. DDDS will accept applications through August 5, 2020, unless specifically noted in a subsequent addendum. **Responses to this particular RFP release must be received no later than August 5, 2020, at 11:00 AM ET.** Subsequent RFP releases will allow for responses to be submitted through future identified dates.
- 2.) Vendors must submit Appendix C-Supplemental Questionnaire. Appendix A-Mandatory Submission Requirements, 11., mislabels the Supplemental Questionnaire as Appendix B. This is an error. The Supplemental Questionnaire is attached to the RFP as Appendix C. Appendix B- Home and Community Based Service Descriptions is provided to Vendors as a reference for specific service requirements, it is not required to be submitted by potential Vendors.
- 3.) The Division of Developmental Disabilities Services (DDDS) seeks to provide a robust network of qualified providers to deliver Home and Community Based supports and services. DDDS accepts applications on an open and continuous basis as required by Medicaid regulations. Information on how to become authorized to provide HCBS services can be found at <https://dhss.delaware.gov/dhss/ddds/cps.html>. Once a service provider has completed the application process and has been determined by DDDS to meet the qualification standards for one or more services, the DDDS Provider Authorization Committee issues a signed and dated letter to the provider indicating which services the provider is qualified to provide. A copy of that signed and dated letter must be submitted in any proposal to this Open and Continuous RFP as “Proof of qualified provider status from DDDS.” Only services that a provider has been qualified to provide by the Provider Authorization Committee should be included in the Supplemental Questionnaire found in Appendix C, Part II, page 77 of this RFP. If the signed and dated letter a provider has previously received from DDDS does not indicate which services the provider has been qualified to provide, the provider must request an updated letter from DDDS. Replacement and/or updated copies of qualified provider letters can be obtained by contacting the Administrative Assistant to the Provider Authorization Committee at 302-744-9600.
- 4.) DDDS suggests listing business references that can appropriately attest to a provider’s ability to provide HCB services. References from families of service recipients and/or individual service recipients are not preferred. Appropriate references should be able to offer information about the provider’s qualifications, experience, reputation, attributes and/or financial stability. Insurance agents/carriers, contractors, landlords, etc. may all be appropriate references.