



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: 05/04/2020

**HSS-20-023**

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES  
Replacing, Repairing Heaters and Conserving Energy Grant

for

The Department of Health and Social Services  
The Division of State Service Centers

Date Due: 06/05/2020

By 11:00 AM Local Time

ADDENDUM 2

- Questions and Answers related to the RFP

**PLEASE NOTE:**

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

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Kimberly Jones  
Purchasing Services Administrator

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Kimberly Snowden  
Social Services Administrator

### **RGGI Proposal Questions**

1. The Scope of Work (SOW) makes reference to an annual Work Plan, in which the Vendor should identify “how the agency will serve all eligible households that meet criteria for Crisis Assistance within existing and available funding.” How many households were determined as eligible by Office of Family Support Services (FSS) in the 2018-2019 year? What is the existing and available funding level of the program? How do program funds available break down between Assurance 16 and RGGI?
  - a. Annual funding amounts are determined on an annual basis, both Assurance 16 and Regional Greenhouse Gas Initiative (RGGI), the total amounts are unknown at this time. Last year 400+ homes benefitted from RGGI spending and included Healthy Home repairs.
  
2. The SOW also mentions “The Vendor shall develop individual case plans for all program participants containing measurable objectives with an ultimate goal of self-sufficiency. Objectives may include, but not limited to, counseling, access to government benefits, employment, education, daycare, parenting skills and permanent housing.” That sounds like a different sort of work than that of replacing or repairing heaters and implementing heater conservation measures. Could you tell us more about the role a vendor should play in services outside, and the overall desired relationship between the vendor and the Office of Family Support Services?
  - a. These services are not considered “outside services”. Vendors are required to assess homes for relevant services in terms of health and energy efficiency.
  
3. Specifically, in the words “FSS will determine the urgency of any household need and then refer households to the selected vendor(s) for assessment, intervention and evaluation of all services,” and “Describe how organization will provide a professional assessment of the needs of each household referred from FSS,” we are reading ‘assessment’ as referring to a home assessment of whether repair or replacement is appropriate for the heater, in addition examining the home’s energy saving potential. Is this a correct read, or is this a different sort of assessment?
  - a. This is correct.
  
4. The budget guidelines mention RGGI Healthy Homes programming and the Healthy Homes Rating System, and funding Healthy Homes Assessments. Is the Healthy Homes Rating System a preferred or the required tool for home assessment?
  - a. Yes
  
5. Will it be possible in the future to schedule a call with you, as there was no pre-bid meeting?
  - a. An opportunity was provided to submit any and all questions related to this RFP as outlined in the RFP announcement on the State’s bid page. According to the State RFP rules, the calls regarding this RFP are not allowed during the RFP process.
  
6. We've skimmed the Request for Proposal (RFP) and it’s unclear what we would actually be doing. Is there any additional information you could share about the specific deliverables; beyond that we'd be "administering the grant"?
  - a. All of the requirements for this program are outlined in the RFP. Please read through the entire RFP to understand the requirements.