



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: September 30, 2020

HSS 20 051

ADVANCING HEALTHY LIFESTYLES: CHRONIC DISEASE, HEALTH EQUITY & COVID-19

FOR

DIVISION OF PUBLIC HEALTH

Date Due:           October 21, 2020  
                              11:00AM

ADDENDUM # 1

Please Note:

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

Responses to questions received by the due date of September 16, 2020  
and asked at the pre-bid meeting September 23, 2020.

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Kimberly Jones  
PROCUREMENT ADMINISTRATOR  
( 302 ) 255-9291

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William Ingram  
(302) 744-4706

## RFP HSS-20-051

### Advancing Healthy Lifestyles: Chronic Disease, Health Equity & COVID-19 Questions and Answers

**1. Is this a new procurement or are there existing vendors in place?**

Answer - This is a new RFP. there are no existing vendors in place to perform the deliverables in the scope of services for this RFP. There may be vendor(s) that are aligned with the facilitation of similar work for the Section and/or Division, and the selected vendor for this RFP would be expected to collaborate with any vendor(s) affiliated with similar work for the Section and/or Division to ensure coordination of efforts and expected outcomes.

**2. On p. 10, the RFP indicates that the “[s]uccessful bidder will identify opportunities that promote interventions that address physical activity and/or healthy eating in schools.” Can you please clarify what you mean by the term “opportunities?” Are these funding opportunities or programmatic opportunities in the school setting.**

Answer - Opportunities can be defined as a set of circumstances that makes it possible to do something. In the case of this RFP, opportunities mean identifying evidence-based programmatic policy, systems and environmental change strategies and interventions that will help Delawareans of all ages engage in regular physical activity, eat healthy, and make intentional lifestyle changes, lowering the risk of developing heart disease, cancer, chronic lower respiratory disease, diabetes, and other chronic diseases.

**3. On p. 13, the RFP indicates that state may select more than one vendor to support components B, C, and/or D. Can you please provide more detail how the state will make a decision about selecting more than one vendor and adjust the budgets?**

Answer - We will use the RFP Evaluation Process outlined on pages 23 to 25. All proposals shall be evaluated using the same criteria and scoring process. As noted on page 13, bidders shall submit a line item budget describing how funds will be utilized and the budget should include an amount per hour along with an estimation of time per activity.

**4. Does the state have any on-site requirements/expectations for the proposed Scope of Services (Section C)?**

Answer - The DPH PANO program is unable to provide quantifiable number of hours for implementing this work. However, there will be a broad set of public and private stakeholders engaged in the work. During the COVID-19 pandemic, deliverables can be performed virtually, however vendors are expected to deliver interventions in the best and most effective way possible and this may include some onsite meetings.

- 5. Regarding the Scope of Services and the state's contracting preferences detailed on page 13 of the RFP, will the state accept proposal submissions for one component instead of all four components?**

Answer - While our preference is to select one vendor, if a vendor bids on a specific component we will accept the proposal for review.

- 6. Regarding the budget described in the Project Overview on page 7 of the RFP, does the state have specific budgets allotted for each component of the project? Please let me know if I need to submit anything else to finalize this.**

Answer - The \$300,000 allocated is for the entire RFP scope of deliverables. The DPH PANO program will not be prescriptive on how bidders prepare specific budgets. The state prefers to contract with one vendor encompassing all required expertise for this RFP. Bidders may select all components and/or subcontract for the full complement of expertise required for this RFP. Bidders shall submit a reasonable line item budget describing how funds will be utilized and the budget should include an amount per hour along with an estimation of time per activity. The DPH PANO program's Evaluation Team reserves the right to select for contract or for negotiations a proposal other than that with the lowest costs.

- 7. Is there a page limit or required font for the proposal section "identifying how the vendor proposes to meet the contract requirements"?**

Answer - There is no page limit or required font, but we would prefer proposals are written in Arial 12-point font.

- 8. Do potential subcontractors have to be present at this Pre-bid meeting, or is it acceptable for only the primary bidder to attend?**

Answer - The primary vendor that will be submitting a proposal for this RFP is required to attend the Pre-bid meeting. Subcontractors do not have to be present at the Pre-bid meeting. Please see pages 19-20 in the RFP for reference to subcontractors.

- 9. On page 11 of the RFP where it talks about Schools and Community Capacity Building, it talks about mini-grants. If mini-grants are proposed, are they funded by the agency, or are they included in the budget of the bidder?**

Answer - The total budget for the RFP is \$300,000. Proposed mini-grant program budgets must be included in the total budget for the RFP.

- 10. For the mini-grants, would we be the facilitators of those mini-grants, actually granting the dollars and doing the administration, or would that be facilitated by DHSS?**

Answer - The selected bidder will be the facilitator of the proposed mini grant program and all associated funding. Mini-grant funding should be allocated within the total budget for the RFP which is \$300,000. The selected vendor is expected to administer the mini-grant program under

the direction of DPH-PANO to ensure successful implementation of the proposed mini-grant program process.

**11. Can you clarify that you only want evaluation planning for Components A and C?**

Answer - We anticipate that there will be a need for an evaluation plan for any policy, system, or environmental change strategy or initiative that is proposed, so we expect evaluation planning for all Components of the RFP.

**12. Can you tell us about some of the programs that PANO would be working in concert with, since this RFP is new?**

Answer - We do not want to be prescriptive with the programs that vendors will have to work with to implement the Components of this RFP. Successful bidders can be innovative in their approach and in establishing collaborations and partnerships; however, it is suggested that bidders become familiar with existing partnerships associated with initiatives listed in this RFP (e.g. Healthy Lifestyles Subcommittee). PANO collaborates with a broad network of partners associated with programs and organizations in the Health Promotion Disease Prevention (HPDP) section of the Division of Public Health (DPH). Examples may include partnerships within our Chronic Disease Bureau (CDB) such as the Comprehensive Cancer Control Program, Diabetes and Heart Disease Prevention and Control and Screening for Life programs. Partnerships may also be linked with other internal DPH sections like Maternal Child Health (MCH) focused on improving infant mortality initiatives. To be successful, we expect that there will be a need to collaborate with other Divisions and Departments throughout the state, such as the Department of Services for Children, Youth and their Families (The Delaware Children's Department) and the Department of Education (DOE). This work cuts across many sectors and there are several agencies and organizations that the successful vendor could work with to successfully fulfill the desired outcomes of this RFP.

**13. Just to confirm, if a bidder bids on just one component of the RFP, that application will not be considered incomplete?**

Answer - That is correct. The Review Team will accept applications that consist of only one Component of the RFP. Bidders must make it clear in their proposal application which Component(s) they are bidding on.