

March 25/2026

TO: ALL OFFERORS

FROM: Emily Brown
Management Analyst II

SUBJECT: ADDENDUM 1 – Questions and Answers
HSS-26-044 - Operation of High Need Elementary School-Based Health Centers in DE

ADDENDUM #1 – Questions and Answers

THE ATTACHED ADDEDNUM HEREBY BECOMES A PART OF THE ABOVE SOLICITATION.

All other terms and conditions remain the same.

If you have any questions, please contact me at INSERT PHONE NUMBER AND EMAIL ADDRESS.

1. Definition of "New"

Vendor, Mar 18, 2026 4:08 PM EDT, Not Public - Pending

The RFP states "...to establish and operate two new high-needs elementary [SBHCs]." Does that mean schools with existing SBHCs that are not currently contracted with and funded by DPH, so those SBHCs would be "new" to DPH? OR, does it mean schools that do not have an existing SBHC at all, so the SBHC would be "new" to the school?

Program Response: Any elementary school listed on the DOE website that is designated as "high-needs" is eligible. This includes schools that may already have an existing SBHC and are currently contracted with or funded by DPH, as well as schools that do not yet have an SBHC in place.

2. Eligible Schools to Apply For

Vendor, Mar 18, 2026 4:12 PM EDT, Not Public - Pending

Can we submit proposals for ANY of the elementary schools listed on the DOE website that is linked in the RFP?

Program Response: Yes, any elementary on the DOE website listed as High Needs

3. Indirect Costs

Vendor, Mar 18, 2026 4:14 PM EDT, Not Public - Pending

Are indirect costs allowable on the budget? If so, at what rate? And if so, there is no designated space on the Budget Worksheet for indirect costs, so where should they be listed?

Program Response: 11% Attached is a template reflecting indirect cost.

4. Budget Worksheet

Vendor, Mar 18, 2026 4:19 PM EDT, Not Public - Pending

Page 58, #17 states "Submit an all funds budget (including state, federal, third party, and in-kind resources)". The Budget Worksheet does not include a designated space to list any funding sources. Should we add a section for revenue to the Budget Worksheet? Or can we use a different budget format, such as the format on the DE Thrives website?

Program Response: Attached is a Budget worksheet – “HSS-26-044 – AppE-Budget Workbook.docx” under Supporting Documentation.

5. School Awareness

Vendor, Mar 18, 2026 4:22 PM EDT, Not Public - Pending

Are all elementary schools listed on the linked DOE webpage of high needs school aware that this RFP has been issued and agreeable to the establishment of an SBHC in their school?

Program Response: Vendors are required, per the RFP requirements, to provide letters from school administration confirming their agreement with the proposal and support for the SBHC initiative. Vendors must also communicate directly with the respective districts and schools.

6. Job Descriptions/Resumes

Vendor, Mar 18, 2026 4:25 PM EDT, Not Public - Pending

Page 57, #3 states "Provide a comprehensive operational plan that includes: staffing structure and qualifications..." Do you want job descriptions for each proposed position at the SBHC and resumes if the personnel are known at this time?

Program Response: Yes.

7. DPH Support

Vendor, Mar 18, 2026 4:32 PM EDT, Not Public - Pending

Please explain the difference between "Base Formula Funding" and "One-Time Funding". If we currently operate an SBHC at one of the high needs elementary schools, are we eligible for base formula funding AND one-time funding? Under what circumstances would a vendor be awarded base formula funding, one-time funding or both?

Program Response: The awarded vendor will receive Base Formula Funding for the duration of the contract, contingent upon satisfactory performance and the continued availability of funds.

8. Existing DPH SBHC

Vendor, Mar 18, 2026 4:35 PM EDT, Not Public - Pending

If we currently operate a high needs elementary SBHC under contract with DPH, are other vendors able to submit a proposal for that school?

Program Response: . Yes, vendors may submit a proposal for any elementary school that the DOE has, at any time, designated as 'High Needs.

9. SBHC renewal

Vendor, Mar 19, 2026 10:18 AM EDT, Not Public - Pending

Is this RFP to renew Frederick Douglass SBHC from the original award in FY23?

Program response: Vendors should submit proposals for any high-needs elementary school where they intend to continue operating or establish an SBHC.

10. Eligible Schools

Vendor, Mar 19, 2026 10:18 AM EDT, Not Public - Pending

Frederick Douglass is not included in the list of High Needs Schools; does this mean Frederick Douglass is losing state funding?

Program Response: A vendor may submit a proposal for any elementary school that has ever been designated as High Needs by the DOE.

11. Middle Schools

Vendor, Mar 19, 2026 10:19 AM EDT, Not Public - Pending

There are Middle Schools listed as eligible schools, does this apply to them?

Program Response: No, just elementary schools.

12. School List

Vendor, Mar 19, 2026 10:19 AM EDT, Not Public - Pending

Is the Bancroft School now Maurice Pritchett, Sr. Academy?

Program Response: Yes.

13. School Qualification

Vendor, Mar 19, 2026 10:20 AM EDT, Not Public - Pending

Do Bancroft (Maurice Pritchett Academy) and The Bayard School qualify as they are 1st – 8th buildings?

Program Response: Yes.

14. Funding via other mechanisms

Vendor, Mar 19, 2026 10:20 AM EDT, Not Public - Pending

If a site is losing funding, will it be considered new under Rural funding?

Program Response: RHTP is only for new SBHC's, not existing sites.

15. Lack of Kent and Sussex Schools

Vendor, Mar 19, 2026 10:21 AM EDT, Not Public - Pending

We saw the criteria used to determine the schools deemed high needs, how are there so few in Kent and Sussex counties?

Program Response: DOE determines what schools are deemed high needs.

16. Business References

Vendor, Mar 19, 2026 1:33 PM EDT, Not Public - Pending

Can Business References be state employees? Or public school district employees?

Program Response: As noted in Attachment 6, "Please do not list any State [of Delaware] Employee(s) as a business Reference."