

April 28, 2027

TO: ALL OFFERORS

FROM: Maurica Sampson
Management Analyst III

SUBJECT: ADDENDUM 1 – Questions and Answers
HSS-26-068 - Cancer Program Evaluator

Addendum 1 – Questions and Answers

All other terms and conditions remain the same.

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

If you have any questions, please contact me at maurica.sampson@delaware.gov.

Addendum 1 – Questions and Answers

HSS-26-068 - Cancer Program Evaluator

Public Q&A

1. Scope of Services

Apr 13, 2026 2:14 PM EDT

Are the required evaluation documents a-c and e (Comprehensive Cancer Control Program and NBCCEDP Reports, Evaluation Performance and Measurement Plan, Performance Measure into CDC's AMP system) to be completed by the evaluator annually?

These reports are finalized annually with opportunity for amendment/update throughout the year. The program evaluator will enter evaluation performance and measurement plan information, including performance measures, into the designated CDC platform. Final submission of the reports will be completed by DPH program staff.

2. Scope of Services

Apr 13, 2026 2:15 PM EDT

Does the contract include Year 4 Evaluation Reports and Year 5 Evaluation Performance Measurement Plans of cooperative agreement DP22-2202?

The contract for fiscal year 2027 will include all reports due to the CDC after November 1, 2026.

3. Cancer Leadership Team

Apr 13, 2026 2:16 PM EDT

Is there an established cancer leadership team consisting of the administrators for the Comprehensive Cancer Control Program, the Screening for Life Program, and the Delaware Cancer Registry?

The current leadership team consists of the Cancer Prevention and Control Bureau Chief, Comprehensive Cancer Control Program Administrator, and a Cancer Program Coordinator.

4. Subcontractors

Apr 13, 2026 2:17 PM EDT

Are subcontractors allowable? The RFP states that the use of subcontractors must be clearly explained in the proposal and also states that they are not permitted for this project.

Item III Special Terms and Conditions, Line B, states that subcontractors will not be permitted for this project.

5. Travel Costs

Apr 13, 2026 2:18 PM EDT

Our understanding is that the evaluator(s) should be prepared to attend 4-5 in person meetings annually. Does the evaluation budget need to cover the cost of all travel for in-person meetings and visits to counties?

Under Scope of Services, it is stated that travel or conference attendance costs will not be reimbursed under this contract.

6. Local Preference

Apr 13, 2026 2:18 PM EDT

Is there a preference for local vendors, such as those located in the Mid-Atlantic or Northeast regions?

There is no preferred vendor for this project. All vendors are expected to have knowledge of Delaware laws, rules, and regulations and ability to travel to all three counties as needed. This may include meetings scheduled with short notice.

7. Budget

Apr 13, 2026 2:19 PM EDT

Is there a budget for the evaluation work?

The budget will be determined by the CDC when the fiscal year 2027 grant award is received.

8. Subcontracting Clarification

Apr 13, 2026 2:32 PM EDT

Please confirm whether subcontractors are permitted for this procurement.

The RFP appears to contain conflicting instructions regarding subcontracting. The RFP, item 13, p13, states "This contract allows subcontracting assignments," but goes on to state, "The use of subcontractors will not be permitted for this project."

Appendix A, item 9 states that "Subcontracting is NOT ALLOWED for this RFP," and Section IV.B.13 states that "The use of subcontractors will not be permitted for this project." However, Sections IV.B.12 and IV.B.13 also reference approved subcontractors, required disclosure of subcontractors in the proposal, and Attachment 7 Subcontractor Form "if applicable."

Subcontractors are not permitted for this project.

9. Use of Individual Consultants

Apr 13, 2026 2:32 PM EDT

If subcontractors are not permitted, may the prime propose the use of individual consultants or subject matter experts (1099) who are not employees of the prime vendor?

Consistency in program evaluation is necessary to meet grant obligations. The CDC directive is to have one program evaluator for each grant program. Deviation from one program evaluator per program will require permission from CDC project officers.

10. Consultant vs Subcontractor Status

Apr 13, 2026 2:33 PM EDT

If consultants are allowed, please clarify whether the State would treat such consultants as subcontractors for purposes of this solicitation.

Yes, the state would treat consultants as subcontractors for the purposes of this RFP if they have a separate 1099 or are not direct employees of the vendor.

11. Pricing Structure Clarification

Apr 13, 2026 2:33 PM EDT

Appendix F appears to request pricing by project phase/program component, while Section V.G.14 states that any resulting contract will require a payment schedule based on defined and measurable milestones. Please confirm whether the State is seeking a firm-fixed price by phase/component only, or whether offerors should also propose a more detailed milestone/payment schedule for individual deliverables within each phase/component.

Vendors should submit a payment schedule based on the scope of work defined in the RFP to include a payment schedule for the individual deliverables. If the vendor cannot propose a payment schedule, then a firm-fixed price by component may be submitted.

12. IRS Pub 1075 Applicability

Apr 13, 2026 2:33 PM EDT

Section V.G.35 references IRS Publication 1075 safeguards “if applicable.” Based on the scope of work, we do not see an express indication that the work will involve Federal Tax Information. Please confirm whether any work under this contract will involve access to, storage of, or transmission of Federal Tax Information subject to IRS Publication 1075.

There is no federal tax information accessed, stored, or transmitted as part of this contract.

13. Page Limits & Formatting Standards

Apr 13, 2026 2:33 PM EDT

Please confirm whether there is any page limit for the proposal narrative or for the overall submission. If a page limit applies, please confirm what materials are included or excluded, such as the transmittal letter, required forms, business references, Appendix E workplan, and Appendix F pricing. Please confirm whether there are any required formatting standards for the proposal narrative, such as minimum font size, font type, line spacing, and page margins.

There is no page limit.

14. Access to Prior Work Plans/Feedback

Apr 13, 2026 2:34 PM EDT

Will the contractor have access to previous NCCCP and NBCCEDP work plans and CDC feedback on reported performance measures?

Yes, the contractor will have access to previous NCCCP and NBCCEDP work plans to include CDC feedback on performance measures.

15. Estimated Funding Amount

Apr 13, 2026 2:34 PM EDT

To support realistic pricing, would the State please provide either: (1) an anticipated budget range or funding ceiling for this effort, or (2) if a dollar value cannot be provided, the estimated level of effort expected over the contract term?

The budget will be determined by the CDC in the fiscal year 2027 grant award. Level of effort in project hours over the previous four fiscal years has ranged between 435 hours and 538 hours. hours.

16. Number of Success Stories Required

Apr 13, 2026 2:34 PM EDT

The RFP references "Success Stories" as required evaluation documents and states that the contractor will provide consultation for, and may draft, success stories, but it does not specify the anticipated number over the contract term. Please confirm the expected number and frequency of success stories to be supported annually, and whether this differs by program component.

It is anticipated that the CDC will require up to four success stories in fiscal year 2027.

17. Preferred Survey Distribution Mode

Apr 13, 2026 2:34 PM EDT

The RFP states that the contractor may assist in creating and distributing surveys to clients, participating health care providers, and other stakeholders, but does not identify a preferred survey distribution method. Please confirm whether the State has a preferred mode of survey distribution, such as email, web-based survey link, phone, mail, or mixed-mode administration.

The state does not have a preferred mode of survey distribution and does not maintain a survey platform currently. All surveys must be reviewed and approved by the DPH Office of Communications before distribution, including the secure survey platform.