

April 27, 2027

TO: ALL OFFERORS
FROM: KAITLYN ARTHUR
PUBLIC HEALTH ADMINISTRATOR I • OSEC
SUBJECT: ADDENDUM TO HSS-26-075 - CAREER PATHWAY PROGRAMS FOR
CLINICAL SUPPORT ROLES

ADDENDUM #1 – QUESTIONS & 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 Kaitlyn.Arthur@delaware.gov.

1. Dementia-Specific Proposal

Apr 01, 2026 2:45 PM EDT

Are there any funding guidelines (min/max threshold) to consider for a dementia-specific proposal?

The RFP does not establish minimum or maximum funding thresholds for individual proposals, including dementia-specific proposals or proposals addressing other high-need clinical areas. As stated in the RFP, the State anticipates issuing several awards and recognizes that funded projects may look very different from one another.

2. Award Period

Apr 01, 2026 2:46 PM EDT

The RFA states potential announcement of awards for July 8th - can we anticipate (if funded) an August 1st start date, and would the period of performance be for one year or up to 5 years?

The estimated notification of award is July 8, 2026; The contract start date will depend on the completion of contract negotiations and required State approvals.

Regarding the period of performance, Vendors should describe their proposed project timeline and indicate whether they are seeking funding for one-year, multiple years, or the full award period as part of their proposals. As stated in Section II.A (Award Period), the initial contract term runs through September 30, 2027. Contracts may be extended, contingent on the availability of federal funds and satisfactory performance, for up to four one-year extensions, with a maximum end date of September 30, 2031.

3. Vendor questions

Apr 08, 2026 9:59 AM EDT

The University of Delaware is a large university with 10 large colleges or schools.

Can each College/School within the University submit a separate proposal as the prime vendor?

If a College/School is the prime vendor on a proposal, can a faculty member in that same College/School serve as a subcontractor on another proposal where a healthcare partner institution is the prime vendor?

For the purposes of this RFP, the “Vendor” is the organizational unit that identifies itself in the proposal. Therefore, different colleges, schools, departments, or centers within a University will be considered separate vendors, and each may submit a separate proposal as a primary vendor.

Regarding the second question, this arrangement is permissible if the faculty member is identified in such a way that makes them distinct from the College/School submitting a proposal as a prime vendor.

As stated in Section IV.B.12 (Multiple Proposals), a primary vendor may not participate in more than one proposal in any form.

Subcontracting vendors may participate in multiple proposals as subcontractors.

4. Short-term Career Training Categorization

Apr 08, 2026 2:50 PM EDT

Are payments for workforce training programs such as short-term career and technical training, pre-apprenticeships, and industry-recognized certification programs delivered by training providers are considered ‘tuition’?

The Permissible Uses of Funds in Appendix B, Section D provide several categories under which workforce training program costs may be budgeted, depending on the nature of the proposed activity. For example, costs associated with training program design and instructional materials may fall under Category 1 (Program Design, Curriculum, and Accreditation). Direct financial support to individuals enrolled in clinical workforce training programs may be budgeted under Category 8 (Education Awards). Apprenticeship stipends and career exposure activities may fall under Category 10 (Workforce Pipeline and K–12 Career Exposure).

Vendors should categorize their proposed costs using the Permissible Use categories in Appendix B, Section D, and provide a clear explanation in their budget narrative.

5. Career and Technical Workforce Training Commitment

Apr 08, 2026 2:52 PM EDT

Are short-term career and technical workforce development training services delivered by training providers treated as distinct from tuition-based academic programs and therefore not subject to the 5-year in-state employment or residency commitment?

All individuals who receive direct financial support must commit to practicing in a rural area of Delaware for a minimum of five years. However, the RFP also states that upstream workforce pipeline activities such as career exploration courses, mentoring, apprenticeship stipends, and health career clubs, are generally not subject to the five-year commitment.

Whether a particular short-term training activity is considered “upstream” pipeline work or direct financial support for clinical workforce training will depend on the nature and scope of the program as described in the proposal. Vendors should clearly describe their proposed activities so the State can evaluate applicability of the service commitment requirement.

6. Prime and Sub Proposals

Apr 08, 2026 2:54 PM EDT

Please clarify the ‘prime vendor on only one proposal’ rule: if a company is prime on one proposal, may we also serve as a subcontractor on other proposals?

No. This is not permissible. As stated in Section IV.B.12 (Multiple Proposals), a primary vendor may not participate in more than one proposal in any form. Accordingly, a vendor that serves as the primary vendor on one proposal may not serve as a subcontractor on other proposals. Subcontracting vendors may participate in multiple proposals as subcontractors

For the purposes of this RFP, the “Vendor” is the organizational unit that identifies itself in the proposal. During its review, the State will verify that no entity identified as a subcontractor on one proposal is the same entity identified as the prime vendor on another proposal. Vendors should ensure that their participation across proposals is clearly identified and consistent with this requirement.

7. Support Software Subscriptions

Apr 08, 2026 2:55 PM EDT

If a proposal includes SaaS tools (LMS, case management, data tracking), do the subscription-license clauses apply (no subscription costs during implementation; utilization limits)? How should vendors budget/charge licenses used during program buildout?

The subscription-license provisions in Section V.C.2 are standard State of Delaware contract language and are included in this RFP as part of the general terms and conditions. That said, the State recognizes that the nature of awards under this RFP are primarily grant-funded training

programs rather than technology procurements. Vendors proposing the use of SaaS tools should budget those costs under the appropriate Permissible Use category (e.g., Category 7 Technology and Innovative Training Delivery) and provide a clear justification in their budget narrative. Any specific questions about the application of contract terms to a vendor's proposed use of technology tools may be addressed during contract negotiations.

8. Salary Cap Clarification

Apr 08, 2026 2:59 PM EDT

Does the salary cap apply to base salary only or total compensation (salary + fringe/benefits + bonuses/incentives)? Does it include indirect/overhead applied to salary or only the direct pay rate?

Is the salary cap applied per individual (person-specific) or per role/position line? If an individual is only partially funded by RHTP, can the prorated charged amount meet the cap requirement or is their total annual salary considered even if not completely dedicated to the work?

Will the salary cap remain fixed through 2031 or adjust annually (e.g., COLA)?

The salary rate limitation referenced in Appendix B, Section D (Categories 2 and 9) is based on the 2025 federal appropriations act. The limitation has been updated to \$228,000 for 2026 and will continue to be adjusted by the Centers for Medicare and Medicaid Services. As a general principle, the salary rate limitation applies to an individual's annual base salary rate charged to the RHTP award. Fringe benefits, indirect costs, and overhead are typically not included in the cap. The cap applies on a per-individual basis; if an individual is only partially funded by the RHTP, the cap applies to the individual's full annual salary rate, and the amount charged to the award should reflect the proportionate level of effort. Vendors should budget based on the current rate limitation of \$228,000 and note any assumptions regarding future adjustments in their budget narrative.

9. Multi Domain Support Contract Management

Apr 08, 2026 3:01 PM EDT

If a vendor addresses multiple Domains in one proposal, will DHCC issue one contract with multiple scopes, or separate contract?

The State anticipates issuing a single contract for each awarded proposal, regardless of the number of Domains addressed. The contract scope of work will reflect the full scope of the vendor's awarded proposal.

10. Planning Grant

Apr 08, 2026 3:02 PM EDT

For a one-year planning grant (e.g., new certification pathway), what are the minimum required deliverables and acceptable outcomes if the program is not launched within the planning year?

The RFP does not prescribe specific deliverables for planning-only proposals. Vendors proposing a planning grant should clearly describe their proposed deliverables, timeline, and expected outcomes in their Technical Proposal and Work Plan. As a reminder, all proposals, including planning grants, must include Categories 14 (Data Collection and Outcome Reporting) and 15 (Sustainability Planning), and must comply with the reporting requirements in Appendix B, Section E, including monthly progress reports.

11. Fiscal Year Funding Management

Apr 08, 2026 3:02 PM EDT

How should vendors handle carryover across budget periods given the statement that funding may be spent through the end of the following federal fiscal year? Are no-cost extensions or re-budgeting across years allowed?

Funding beyond the initial term is contingent on the continued availability of federal funds and satisfactory Contractor performance, as assessed annually by the Department of Health and Social Services and the Delaware Health Care Commission. Vendors should present their proposed budget by year using the Project Cost Template (Appendix E), which is organized by the initial contract term and optional extension years. Questions regarding carryover of unspent funds, no-cost extensions, or re-budgeting across years will be addressed through the contracting process and are subject to both State and federal requirements.

12. Award Ceilings / Maximum Vendors

Apr 08, 2026 3:04 PM EDT

Is there a maximum award amount (ceiling) per proposal and/or per year and/or Domain? If multiple awards are planned, what is the total funding pool and the anticipated range of award sizes?

The RFP does not establish a maximum or minimum award amount per proposal, per year, or per Domain.

13. Clarification of Communities

Apr 08, 2026 3:05 PM EDT

What are the eligible ‘underserved communities served by FQHCs’? Is there a defined list of eligible FQHCs and service areas in Delaware for this solicitation?

For the purposes of this solicitation, all FQHCs in Delaware are considered “rural” by the Centers for Medicare and Medicaid Services as it relates to eligible RHTP funding. Proposals should demonstrate how their programs will serve rural communities in Kent and Sussex Counties and/or other underserved communities served by FQHCs in Delaware.

14. Can you clarify the 10% administrative cost cap referenced on page 52 of the RFP around the program administration and staffing? How is that administrative cost defined?

The 10% administrative cost cap referenced in Appendix B, Section D, category 9 (Program Administration and Staffing) is based on CMS rules for RHTP funds. The cap applies to indirect costs and general administrative costs that are not directly tied to the oversight or administration of the training program.

15. Does the 10% administrative cost cap include indirect costs only or does it also apply to someone who will administer, manage, or oversee a program?

If a person or entity is overseeing or administering the proposed training program, the associated costs directly support the program and would not count towards the 10% cap.

16. For capital renovations, it's clear that you can't build something new, but you can renovate.

Is the 20% cap on capital expenditure on the total proposed cost across the full project period (e.g., five years) or is it 20% of each year?

Based on CMS rules for the RHTP, no more than 20% of costs in any budget period may be for capital expenditures, including renovations and major equipment purchases or upgrades. This 20% cap applies to the initial contract term (through September 30, 2027) and every subsequent optional

extension year, independently. Vendors should plan their facility and major equipment budgets accordingly.

17. Our institution is domiciled in Maryland but frequently provides health training in Delaware. Are out-of-state institutions eligible to apply for this RFP.

Out-of-state institutions are eligible to apply. There is no requirement that a vendor be domiciled in Delaware or hold a Delaware Business License at the time of proposal submission. Only awardees are required to furnish proof of State of Delaware Business Licensures or initiate the application process prior to execution of award (see Section III.A.1).

That said, vendors should be aware that demonstrating how a proposed training program serves rural communities in Delaware may be especially important for out-of-state applicants. Alignment with RFP Goals and Requirements and Integration with Existing State Initiatives are both scored components of the evaluation.

Proposals should clearly describe how the program will operate in and benefit Delaware's rural and underserved communities, and how the vendor will coordinate with existing Delaware workforce and healthcare initiatives.

18. Is there a specific credential you are looking for participants to obtain through these training programs?

The RFP does not prescribe specific credentials. Appendix B, Section C (Eligible Professions and Clinical Focus Areas) identifies a broad range of eligible professions and roles, and the list is not exhaustive.

19. Would a stackable pipeline approach, starting with a certificate program and advancing towards a bachelor's or master's degree, be an appropriate model?

Yes. A stackable or pipeline approach, where participants begin with a certificate and progress towards a bachelor's or master's degree, is consistent with the goals of the RFP.

20. This RFP includes multiple domains. Can an organization be a primary vendor in one Domain and a subcontractor on another? The Collaborative nature of this work makes it difficult to participate if you can only be a primary on one proposal.

As stated in Appendix B, Section A (How this RFP is Organized), Vendors may submit a proposal that addresses more than one Domain within a single proposal. The State expects that proposals will span multiple Domains. Vendors should not be concerned about which Domain(s) they select and should instead focus on putting together comprehensive proposals that fully describe their proposed programs and include all necessary partners.

Please note that Domains are simply an organizing structure that will allow the evaluation committee to review similar proposal components against one another; there is no quota or set number of awards allocated to any particular Domain.

As stated in Section IV.B.12 (Multiple Proposals), a primary vendor may not participate in more than one proposal in any form. As described in the responses to Questions 3 and 6 above, for the purposes of this RFP, the “Vendor” is the organizational unit that identifies itself in the proposal. If a vendor is identified as the prime on one proposal, that same vendor should not appear on any other proposal, as the primary vendor or a subcontractor. During its review, the State will verify that no entity identified as a subcontractor on one proposal is the same entity identified as the prime vendor on another proposal.

Coordination among prospective partners is important. Vendors who intend to collaborate across multiple proposals will need to agree on who will serve as the prime vendor on each proposal. The following examples illustrate how this may work in practice:

Example 1 (permissible): Hospital A submits a proposal as the prime vendor for a new nursing training program (Domain 2), listing University B’s College of Nursing as a subcontractor to provide the academic curriculum. Separately, University B’s College of Health Sciences submits its own proposal as the prime vendor for a community health worker career pathway program (Domain 3), listing Clinical Partner X as a subcontractor.

- Because the College of Nursing and the College of Health Sciences are identified as different organizational units within University B, both proposals are permissible.

Example 3 (permissible): Hospital A submits a single proposal as the prime vendor addressing both Domain 1 (expansion of its existing training programs) and Domain 2 (development of a new dental hygienist program), with University B’s School of Dentistry as a subcontractor providing the academic training component. Separately, University B submits its own proposal to build new training programs (Domain 2)

- This is permissible and encouraged. A single proposal may address multiple Domains and include both clinical and academic partners. University B as the “parent organization” submitting one proposal is also distinguished from University B’s School of Dentistry, which is serving as a subcontractor on another proposal.

Example 2 (not permissible): Hospital A submits a proposal as the prime vendor for a new nursing training program (Domain 2), listing University B’s College of Nursing as a subcontractor. Separately, University B’s College of Nursing submits its own proposal as the prime vendor, listing a different clinical partner as a subcontractor.

This arrangement would **not be permissible** because University B’s College of Nursing appears as a prime on one proposal and a subcontractor on another.

21. Are vendors required to submit two types of budgets? One organized by Permissible Use categories and one with detailed line items? Can you provide more clarity on exactly what is expected?

Vendors should submit their cost proposal using the Project Cost Template provided in Appendix E, which is organized by Permissible Use categories. The total cost proposed for the initial contract term (and for each optional extension year, if applicable) should be divided across the various Permissible

Use categories so that the total budget for each term appears in Row 26 of the template. A separate line-item budget document is not required for this RFP, but the selected vendor(s) will be required to provide a detailed line item budget during contract negotiations.

In addition, vendors must submit a budget narrative (up to 5 pages) explaining each cost, its purpose, and its necessity, as described in Appendix B, Section F.7.

22.If an agency is creating a fellowship program for individuals who have already graduated but want more intensive clinical training experiences, is the award they are receiving considered an education award under category 8? Would fellows be subject to the five-year service commitment?

Based on CMS guidance for the RHTP, the 5-year rural service commitment applies to any direct financial support paid to an individual to receive something of value such as a new degree, certificate, or job opportunity. Salaries or stipends paid directly to fellows or residents during training are considered individual awards and are subject to the 5-year rural service commitment.

23.Will the answers discussed during the pre-bid meeting be included in the official written responses posted on April 29th?

Yes. All questions submitted in writing and all questions raised during the pre-bid meeting will receive official written responses on April 29th.

24. Do a vendor need to be registered as a business in Delaware before applying, or can registration occur after award?

A Delaware Business License is not required to apply. Only awardees are required to furnish proof of State of Delaware Business Licensure or initiate the application process prior to execution of an award, as stated in Section III.A.1.

25.We have an existing dementia-specific training program that does not currently operate in Delaware. Should we apply under Domain 1, 2, or 4?

Domain(s) selection should reflect the nature of the proposed program as it relates to Delaware. If the program currently exists outside of Delaware and the proposal involves bringing that program to Delaware for the first time, Domain 2 (Development of New Training Programs) would generally be the most appropriate choice, as the program would be new to the state. Domain 1 is intended for programs already operating in Delaware that seek to expand their capacity or reach. Domain 3 is for workforce pipeline and career pathway development programs. Domain 4 is for proposals that do not fit neatly within Domains 1-3.

Vendors are also not limited to a single Domain for each proposal; a single proposal may address more than one Domain. If the proposed program has elements that span multiple Domains (for example, expanding an existing program while also developing a new one), vendors should select all applicable domains.

As described in the response to Question 20, Domains are an organizing structure for evaluation purposes; there is no quota or set number of awards allocated to any particular Domain. Vendors should not be concerned about which Domain(s) they select and should instead focus on putting together a comprehensive proposal.

26. Are vendors required to have a Delaware address to apply.

You do not need to be domiciled or hold a Delaware business license to apply. Only awardees are required to furnish proof of Delaware Business Licensure or initiate the application process prior to execution of an award.

27.If a vendor selects a domain in their proposal but it is not necessarily the best fit for the program, is it possible to switch the domains after submission?

No. Vendors will not have the opportunity to switch domains after submission.

Please note that Domains are simply an organizing structure that will allow the evaluation committee to review similar proposal components against one another; there is no quota or set number of awards allocated to any particular Domain.

Vendors should select the Domain or Domains that best fit their proposed program at the time of submission.

28. If the educational institution A is a prime vendor on a Domain 2 proposal and asks healthcare institution B to be a subcontractor on the proposal, can healthcare institution B also submit as a prime vendor under a different domain?

As stated in the responses to Questions 3, 6 and 20, a primary vendor may not participate in more than one proposal in any form – regardless of the Domain(s) in that proposal.

As described in the responses to Questions 3 and 6 above, for the purposes of this RFP, the “Vendor” is the organizational unit that identifies itself in the proposal. If a vendor is identified as the prime on one proposal, that same vendor should not appear on any other proposal, as the primary vendor or a subcontractor. During its review, the State will verify that no entity identified as a subcontractor on one proposal is the same entity identified as the prime vendor on another proposal.

29. Should we submit the transmittal letter, executive summary, and other proposal elements as one file or as separate file attachments in Euna Procurement (Bonfire)?

Vendors may submit either a single consolidated file or multiple separate files. Please ensure that all required information is uploaded.

30.The Cost Proposal Template in Appendix E is in Excel and does not allow for signatures. Is it acceptable to submit unsigned?

Please use Appendix C (Excel format) to submit the cost proposal. It does not need to be signed. If you wish to include a signed version, please include a PDF version with your Proposal/Executive Summary.

**31. Do preceptor incentives or salaries count towards the 10% administrative cost cap?
Can you clarify the scope of the administrative cap?**

As described in the responses to Questions 14 and 15, the 10% administrative cost cap applies to indirect costs or any general administrative costs that is not directly tied to the oversight or administration of the training program.

Given that a preceptor would be directly involved in the training program's administration, their salary would not count towards the 10% administrative cost cap.