

May 13, 2026

TO: ALL OFFERORS

FROM: Adeyeye Awope
Management Analyst III

SUBJECT: ADDENDUM #1 Questions and Answers for HSS 26-077 – Substance Use Disorder
Project Support

ADDENDUM #1

THE ATTACHED SHEETS HEREBY BECOME APART OF THE ABOVE-MENTIONED SOLICITATION.

All other terms and conditions remain the same.

If you have any questions, please contact me at Adeyeye.Awope@delaware.gov

1. Insurance

Is the Department open to negotiations on insurance requirements?

Insurance requirements may be adjusted in alignment with the Scope of Work and the Division's operational needs. All proposed modifications to insurance requirements are subject to review and approval by the Deputy Attorney General and the Insurance Coverage Office.

Bidders are advised that submitted insurance coverage will be evaluated against the specific Scope of Work and the Division's requirements and may be deemed insufficient or rejected if it does not adequately meet those standards.

2. Out-of-state

Are firms outside of Delaware eligible to apply (particularly for the grant evaluation portion)?

The awarded vendor does NOT have to be domiciled in Delaware unless noted on the RFP requirements.

The awarded vendor is required to have a Delaware Business License.

3. Start date

What is the anticipated contract start date following the estimated July 13, 2026 award notification?

Contracts are anticipated to start upon the new federal grant year (August/ September).

4. Engagement

To what extent is in-person engagement (vs. virtual) required for Grant Evaluation vendor?

Majority of the work can be done remote but must have flexibility to meet in person if requested.

5. Budget

What is the identified budget for this project?

Budgets will vary based upon grant award and funding availability. The estimated total award is \$350,000.00 annually.

6. Budget

Is there a not-to-exceed amount for each project track, or is the budget set globally across all awarded tracks?

Budgets will vary based upon grant award and funding availability. The estimated total award is \$350,000.00 annually.

7. Rate

In the budget workbook, is a fully loaded hourly rate acceptable in lieu of personnel, fringe, and overhead broken out separately?

Yes, but upon audit vendors may be required to submit supporting documentation to justify these costs.

8. Incentives

Are incentives for primary data collection (e.g., focus group participants in the Grant Evaluation track) allowed, and if so, is there a cap on the allowable amount per participant?

Yes, more details will be provided upon award and as applicable.

9. Tools

What existing data collection tools are already in place for DSAMH's SUD grant evaluation activities, and will the awarded vendor be responsible for designing new instruments?

There are some standardized collection tools, and they may vary upon funding source. Evaluation strategies include qualitative and quantitative data collection based on programmatic goals. New instruments may be requested to be developed based on need and funding requirements.

10. Interaction

Does DSAMH expect the Grant Evaluation vendor to interact directly with funded grantees/subrecipients to communicate evaluation requirements or data collection needs?

Yes.

11. Incumbent

Is the Grant Evaluation work currently being performed by an existing vendor?

Yes.

12. Incumbent

If so, will transition support from the incumbent to the new vendor be expected, and over what timeframe?

A transition may be required and timeframe determined at time of awarded contract.

13. Access

Will the Grant Evaluation awarded vendor have access to prior evaluation reports, data sets, and project tracking materials developed under previous contracts to ensure continuity?

Yes.

14. Data access

Will the Grant Evaluation contractor have access to case-level data, or only aggregate datasets?

Yes.

15. Grants

Which specific federal grants are currently in scope for evaluation support — for example, SAMHSA State Opioid Response (SOR), CDC overdose prevention grants, or others?

This RFP includes three projects annually and is funded by federal grants awarded to DSAMH. Federal partners include but are not limited to CDC, SAMHSA, HRSA.

16. Submittal

Will the Grant Evaluation vendor be expected to directly access and submit data via federal reporting portals (e.g., SPARS), or will DSAMH staff retain portal access with the vendor providing data and narrative support?

Yes, DSAMH staff will retain portal access and vendors may be requested to access and submit data via federal portals.

17. Activities

Does DSAMH desire any evaluation activities or reports outside of the required funder reporting cycles (e.g., cross-grant evaluation reports that demonstrate activity across DSAMH's funding portfolio, in-depth outcomes evaluation)?

Yes, may be requested in the future.

18. Budget

Is there a budget set for each of the projects?

Budgets will vary based upon grant award and funding availability. The estimated total award is \$350,000.00 annually.

19. APR

Can you share what is required for the APR?

Requirements for Annual Progress Reports (APR) vary by grant, additional details will be provided upon awarded contract.

20. Grants and activities

Which activities or grant(s) will be included, and evaluated, under the grant evaluation project?

Evaluation projects will vary by grant, activities can include but are not limited to substance use prevention, community response, risk mitigation, and other related activities.

21. Surveys and Focus Groups

The RFP says the project includes collecting survey and focus group data. What is the scope and volume of data anticipated?

As part of program evaluation surveys and focus groups may be requested to meet reporting requirements or show impact of programs. At this time DSAMH is unable to provide the scope and volume of data anticipated.

22. Proposal formatting

Are there any page limits or formatting requirements for each proposal or for proposal sections?

No

23. Participant compensation

Is there an expectation that survey and focus group participants be compensated for their participation?

There is no expectation that survey and focus group participants must be compensated, but compensation for participation in such activities may be allowable depending on the funding source and budget.

24. Non-Collusion Statement

Is notarization required for the Appendix C Non-Collusion Statement?

Non-Collusion Statement is NOT required to be notarized.

25. Confidentiality

May the offeror upload a redacted proposal together with the legal counsel letter?

Please upload the unredacted copy along with your proposal.

If a FOIA request is made for this RFP, your “redacted” version will be used in our response.

26. Sub-Contracting

Is it possible to use subcontractors not listed within the RFP response if needed later?

If you use a subcontractor, please submit Attachment 7 so that the State know who will be working for you on this Solicitation.

27. Multiple Awards

Is the preference to award only one vendor if feasible?

There will likely be multiple awardees on this grant.

28. Scope Phasing

Is the Scope of Work expected to be completed in the first year or phased?

The total project is for five years with an annual scope of work and deliverables.

29. Focus Areas

Should there be three or four focus areas?

There are three focus areas included in this RFP. Applications can include any or all of the focus areas depending on ability to provide deliverables.

30. Staff Qualifications

What are the minimum staff qualifications for curriculum development?

Must be subject matter experts in the area of which they are developing curriculum.

31. Grant Evaluation

Does DSAMH have current grants for vendor support?

Yes

32. Evaluation Requirements

Are there grantor-defined evaluation requirements?

Yes, these are defined by the grant funding source which will be provided upon award.

33. APR Definition

Please define APR.

Annual Progress Report.

34. Budget Upload

Where should the Budget Workbook be uploaded?

Please upload with your Proposal/Executive Summary since you can upload multiple files in that on slot.

35. Budget Guidance

Is there anticipated budget or expected hours?

Budgets will vary based upon grant award and funding availability. The estimated total award is \$350,000.00 annually.

36. General

Is there a current contractor for this work?

Yes

37. Grants List

Can DSAMH provide a list of specific grants and years?

List of specific grants and years will be provided upon award and dependent upon scope. Federal partners include but are not limited to CDC, SAMHSA, HRSA.

38. Deliverables

Are OD2A-S deliverables included?

Yes

39. Projects Volume

Estimated number of grants/projects annually?

This RFP includes is funded by federal grants awarded to DSAMH. Federal partners include but are not limited to CDC, SAMHSA, HRSA.

40. High-effort Deliverables

List of upcoming high-effort deliverables?

Deliverables will be discussed upon award and will vary based on timeline of the grant and contract execution.

41. Data Submission

Will vendor have direct portal access?

Yes, DSAMH staff will retain portal access and vendors may be requested to access and submit data via federal portals.

42. Evaluation Framework

Is a cross-grant or grant-specific framework desired?

Yes, and may be requested upon award.

43. Funding Source

Will vendors be assigned projects or be in a pool?

Vendors will be contracted for specific projects/grants. Vendors may be asked to support part of a project with another vendor.

44. Scope Responsibility

Is evaluator responsible for evaluating all activities?

The evaluator is responsible for evaluating projects as assigned.

45. Funding Source Detail

Who are the funders?

Federal grants awarded to DSAMH, some federal partners include but are not limited to CDC, SAMHSA, HRSA.

46. Response Format

Preferred format and size for response?

Each submission is capped at 1gb for each requested information slot

47. Oral Presentation

If a presentation is requested, the option to present virtually will be available.

48. Budget Template

Can Appendix E be modified?

Yes, save and rename file. Again, changes make it hard for evaluators to compare apples to apples!

49. Preference

Is there preference for Delaware-based vendors?

No.