



*Delaware Health
And Social Services*

**DIVISION OF PUBLIC HEALTH
PROCUREMENT**

**REQUEST FOR PROPOSAL HSS-28-01, HFAC FY 2028 HEALTH PROGRAM & SERVICES
FOR
DIVISION OF PUBLIC HEALTH**

September 3, 2026

TO: ALL OFFERORS
FROM: DIVISION OF PUBLIC HEALTH, BUREAU OF CONTRACTS AND GRANTS
DHSS_DPH_CONTRACTS@DELAWARE.GOV
SUBJECT: ADDENDUM #1 TO REQUEST FOR PROPOSAL HSS-28-001, HFAC FY 2028 HEALTH PROGRAM & SERVICES

The attached sheets hereby become a part of the above-mentioned solicitation. All other terms and conditions remain the same.

If you have any questions, please contact me at DHSS_DPH_Contracts@Delaware.gov.

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REQUEST FOR PROPOSAL HSS-28-01, HFAC FY 2028 HEALTH PROGRAM & SERVICES

QUESTIONS & ANSWERS

Date: 9/2/26

1. Eligibility of For-Profit Organizations

Vendor, Aug 11, 2026 9:09 AM EDT, Not Public – Pending

The RFP states that the Division seeks proposals from private organizations. Please confirm whether a for-profit limited liability company (LLC) is eligible to apply directly as a prime applicant for funding under HSS-28-001

Answer: For-profit organizations are eligible to apply as a primary vendor under this solicitation. This RFP is open to private organizations; eligibility is not limited to nonprofit entities.

2. IRS Determination Letter Requirement

Vendor, Aug 11, 2026 9:10 AM EDT, Not Public - Pending

Appendix B requires applicants to submit an IRS determination letter. If for-profit organizations are eligible to apply, please clarify what documentation a for-profit LLC should submit in lieu of an IRS determination letter when such a letter is not applicable to the organization

Answer: A current business license may be submitted in lieu of an IRS determination letter.

3. Board of Directors Requirement

Vendor, Aug 11, 2026 9:11 AM EDT, Not Public - Pending

Appendix B requires applicants to submit a current board of directors list. If an eligible LLC does not maintain a board of directors, may the organization instead provide a list of its owners, members, managers, or other governing officials?

Answer: The board of directors' requirement was included in error and will be removed by addendum. A list of board members is not required.

4. Certified Audit or Equivalent Financial Statements

Vendor, Aug 11, 2026 9:12 AM EDT, Not Public - Pending

Appendix B requires organizations to provide an annual certified audit or equivalent financial statements and identifies the most recent certified audit or IRS Form 990 as an attachment.

Please clarify what constitutes acceptable equivalent financial statements for an eligible organization that is not required to obtain an annual certified audit or file IRS Form 990

Answer: A certified audit and equivalent financial statements are not required, and this requirement will be removed by addendum. Applicants that have not previously done business with the state of Delaware when entering into a contract must submit a W-9.

5. Clarification on Multiple Proposals for Primary Vendors Historically Carrying Two Separate Contracts

Vendor, Aug 12, 2026 1:13 PM EDT, Not Public - Pending

Historically, our organization, the Delaware Breast Cancer Coalition, has served as the Primary Vendor for two separate contracts: one for Women's Mobile Health Screening and Delaware Breast Cancer Coalition Outreach. Under the updated RFP process, our understanding is that a Primary Vendor may not submit multiple proposals. Could you please clarify whether our organization should:

1. Combine both Outreach and Women's Mobile Health Screening into a single, combined proposal under the Delaware Breast Cancer Coalition
2. Submit two separate proposals designating distinct program or legal entities as the Primary Vendors (e.g., Delaware Breast Cancer Coalition and Delaware Breast Cancer Coalition Women's Mobile Health Screening)?

Answer: Section Multiple Proposals, Section IV.B.12.c of RFP HSS-28-001 provides that "a primary vendor may not participate in more than one proposal in any form." Accordingly, an organization serving as primary vendor may submit only one proposal under this solicitation. The proposal should describe each program component.

6. State Certified Versus Federal Certified

Vendor, Aug 12, 2026 1:15 PM EDT, Not Public - Pending

Clarification on definitions of State Certified versus Federal Certified under Vendor Form (App C)

Answer: Federal certified or self-identified diverse vendor status refers to a business declaring or officially proving that it is at least 51% owned, operated, and controlled by individuals from an underrepresented group. There is a distinct difference between self-identification (self-certification) and formal government or third-party certification: Self-Identification / Self-Certification Definition: A business owner formally registers or checks a box on a database (like SAM.gov for Small Disadvantaged Business or Small Business status) stating their business meets diversity criteria. Verification: There is no independent, third-party audit or document review beforehand. Risk: Misrepresenting status on federal procurement forms is a federal crime investigated by agency inspectors general. Usage: Mostly used for internal corporate tier-

2 reporting, general market research, or specific federal categories that permit self-representation. Formal Federal / Third-Party Certification Definition: An official designation granted after a rigorous review of legal documents, tax returns, and ownership structures by an authorized body. Issuing Bodies: Programs like the U.S. Small Business Administration (SBA) handle official federal programs (such as 8(a), WOSB, or SDVOSB). Non-profits like WBENC or NMSDC issue corporate equivalents. Usage: Required for federal set-aside contracts and preferred or mandated by most major corporate supply chain diversity programs.

7. Transmittal Letter

Vendor, Aug 18, 2026 1:48 PM EDT, Not Public - Pending

Where do you find the transmittal letter to sign and upload?

Thank you,

Nicole Pickles

Transmittal Letter/Cover letter refers to the same thing.

Please refer to pages 2 and 27 for Transmittal Letter of the RFP, and page 1 for Cover Letter in Appendix B.

8. Transmittal Letter to sign

Vendor, Aug 20, 2026 11:26 AM EDT, Not Public - Pending

Looking for the transmittal letter to sign and upload, where do we find that?

As noted in question above, the Transmittal Letter/Cover letter covers your intent to submit a bid for this RFP and should contain relevant information about how you can meet the requirements and a brief summary of your organization, along with the requirements noted.

9. Evaluation Criteria Returning Organization

Vendor, Aug 24, 2026 4:56 PM EDT, Not Public - Pending

Regarding the Criteria Weight in the quotations below, as a prior health fund tobacco grant awardee, are we considered a returning organization, and should we include prior-year results?

Criteria: "Statement of Need (II.A of proposal)-Delaware-specific evidence of the health need and the service gap the program fills; for returning organizations, include prior-year results."

Answer: Yes. An organization that received a Delaware Health Fund award in a prior year is a returning organization and should include prior year results in the Statement of Need. First-

time applicants are not required to address prior Health Fund performance and are not disadvantaged by its absence.

10. Indirect cost

Vendor, Aug 26, 2026 5:19 PM EDT, Not Public - Pending

Are indirect costs allowable, and is there an applicable cap?

Answer: Indirect costs are allowable under this solicitation and may not exceed 10% of total direct costs.

11. Electronic Signatures

Vendor, Aug 26, 2026 5:20 PM EDT, Not Public - Pending

Are electronic signatures acceptable for all required forms and attachments?

Yes, electronic signatures are allowed in the attachment forms.

If you sign manually, please print out the forms and sign, then upload as a separate file under the Proposal/Executive Summary slot in Euna (Bonfire).

12. Type of Programs Eligible for Funding

Vendor, Aug 27, 2026 12:28 PM EDT, Not Public - Pending

What types of programs or services is the Delaware Health Fund looking to fund through this RFP?

Answer: The Health Fund supports programs and services for Delaware citizens that advance one or more of the purposes set forth in 16 Del. C. § 137(d). The full text of those purposes is provided with the RFP. Applicants should identify the purpose(s) their program serves in the proposal.

13. Youth-Focused Prevention Programs

Vendor, Aug 27, 2026 12:29 PM EDT, Not Public - Pending

Are youth-focused prevention programs eligible for funding?

Answer: Eligibility is determined by whether the proposed program advances one or more purposes on 16 Del. C. § 137(d). Applicants should describe the program and identify the

applicable purpose(s) in the proposal. All proposals are evaluated against the criteria published in the RFP.

14. Youth Tobacco and Nicotine Prevention

Vendor, Aug 27, 2026 12:29 PM EDT, Not Public - Pending

Would a program focused on tobacco and nicotine prevention for youth, including education about vaping and secondhand smoke, be eligible?

Answer: Eligibility is determined by whether the proposed program advances one or more purposes in 16 Del. C. § 137(d). Applicants should describe the program and identify the applicable purpose(s) in the proposal. All proposals are evaluated against the criteria published in the RFP.

15. Parent and Caregiver Education

Vendor, Aug 27, 2026 12:29 PM EDT, Not Public - Pending

Can programs include education for parents and caregivers, such as tobacco prevention, reducing children's exposure to secondhand smoke, and cancer prevention and early detection?

Answer: Eligibility is determined by whether the proposed program advances one or more purposes in 16 Del. C. § 137(d). Applicants should describe the program and identify the applicable purpose(s) in the proposal. All proposals are evaluated against the criteria published in the RFP.

16. Preventive Health Partnerships

Vendor, Aug 27, 2026 12:30 PM EDT, Not Public - Pending

Would partnerships with organizations that provide cancer screenings or other preventive health services be an eligible program activity?

Answer: Eligibility is determined by whether the proposed program advances one or more purposes in 16 Del. C. § 137(d). Applicants should describe the program and identify the applicable purpose(s) in the proposal. All proposals are evaluated against the criteria published in the RFP.

17. Required Certifications – HSS28001– FYHFAC–SOW–AppB

Vendor, Aug 28, 2026 2:12 PM EDT, Not Public - Pending

Within the HSS28001-FY28HFAC-SOW-AppB, the “Certifications and Attachments” section states that applicants are required to provide:

"signed certifications (accuracy, debarment, conflict-of-interest disclosure, agreement to outcome reporting); IRS determination letter; current board of directors list; most recent certified audit or IRS Form 990; and a completed W-9"

We are looking for clarifications on the signed certifications referenced above. We do not see a certification form, template, or additional instructions for the accuracy, debarment, conflict-of-interest disclosure, or agreement-to-outcome reporting certifications.

Should applicants create and submit their own separate signed certifications addressing each of these requirements, specifically (accuracy, debarment, conflict-of-interest disclosure, agreement to outcome reporting), or are these certification documents that applicants are expected to obtain from another source or complete through a separate formal process? If so, could you please advise where applicants can obtain these certifications?

Answer: This was included in the RFP in error; an addendum will be processed to remove it.

18. Business References– Attachment 6

Vendor, Aug 28, 2026 2:27 PM EDT, Not Public - Pending

Our organization is a nonprofit organization, and our primary “customers” are the clients and patients we serve through our programs and services. Given the nature of our organization and the services we provide, could you please clarify what would be considered an acceptable business reference for this section?

Would references from other nonprofit organizations of similar scope, size, and organizational structure that have worked with our organization be considered adequate? Additionally, would business or community partners with whom we have an established working relationship be acceptable references, provided they can speak to the scope and value of the work performed?

Vendors may provide references. Failure to provide references will not negatively affect the evaluation of the proposal.

We want to ensure that the references provided on Attachment 6 appropriately meet the intent of the requirement, as our organization does not have traditional “customers” in the same manner as a for-profit business.

References should be individuals or organizations that can speak to the vendor’s experience, capabilities, and performance. Please note that the State of Delaware does not accept references from current State of Delaware employees using a @delaware.gov email address.

19. Project Cost App F

Vendor, Aug 28, 2026 2:30 PM EDT, Not Public - Pending

Our organization is seeking clarification regarding how best to complete the Activities and Deliverables portions of the Project Cost Template. Could additional guidance or information be provided regarding the level of detail and information expected within these sections?

If allowed, could a completed sample Project Cost Template be provided for reference to help applicants better understand how the Activities and Deliverables should be presented in relation to this project cost budget template and outline?

Answer: The Project Cost Template should be completed as an estimated budget for the proposed program. A complete sample is not available. The level of detail is at the applicant's discretion; applicants should provide sufficient detail to support the amounts requested.

20. HSS28001-FY28HFAC -Template Agreement -AppD.docx

Vendor, Aug 28, 2026 2:33 PM EDT, Not Public - Pending

Could you please clarify the purpose of the Template Agreement? Our understanding is that this is provided as a template for use if and when contract negotiations take place. Therefore, we want to confirm that the Template Agreement does not need to be completed or included as part of this submission. Could you please confirm that our understanding is correct?

If a bidder is selected for contract award, the documents included in Appendix D- Templates, including the Professional Service Agreement, Business Associate Agreement and DTI Terms and Conditions, will serve as the basis for contract execution and any necessary negotiations. These documents reflect the State's standard terms and conditions. Any proposed changes should be limited to those that are necessary to address specific contractual requirements or circumstances.