



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: November 21, 2006

PSC#724

EVALUATION OF DELAWARE'S CANCER PREVENTION AND
CONTROL PROGRAM

FOR

DIVISION OF PUBLIC HEALTH

Date Due: DECEMBER 19,2006 11:00 AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART
OF THE ABOVE MENTIONED BID.

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Questions and answers from PSCO 724 RFP (Evaluation of Delaware's Comprehensive Cancer Prevention and Control Program) Pre-bid meeting held on 11/21/06

1. The evaluation establishes outcome evaluation measures for all components of the program from activities of DCC (Delaware Cancer Consortium), DCTP (Delaware Cancer Treatment Program), CRC (Colorectal cancer) program, Tobacco prevention and control, cancer care coordination, environmental risk reduction, disparities elimination, public education, SFL (Screening for Life), and Delaware Cancer Registry. Is it the intent of the RFP that one proposal address all of these evaluation components?

Some programs which operate above and beyond the scope of the DCC such as SFL, tobacco and the DE cancer registry have program components that are not included in the logic models included in the plan. The aspects of these programs that we intend to evaluate are specific to the interaction and/or impact of the activities on accomplishing the goals of the DCC.

A proposal should address how the vendor intends to accomplish the process and outcome evaluation measurement outlined in the logic models. The models are intended to limit, or frame, the scope of the program evaluation.

2. What type of organization do you anticipate applying for this RFP?

Potential applicants include: organized research units, evaluators in academic settings, private companies dedicated to program evaluation and research and private consultants with experience in evaluation.

3. Does the proposal need to address each outcome?

The proposal must address the methodology the contractor proposes to use to measure each of the short-term outcomes identified in the logic models.

4. Would the state grant access to already existent data sets to the grantee. Specifically,

- BRFSS data
Yes
- Cancer registry data
The contractor and request data via a query and the data and or data file will be provided
- Participant forms
Program data will be available either in raw form or access to a database will be supplied. The Colorectal Cancer Nurse Navigation program has a database that will be accessible to the contractor.
- Medicare or Medicaid claims data
The contractor will need to submit their own protocol to CMS or DMMA (state Medicaid) if they wish to access these data.

5. Will DPH provide dedicated staff or resources to assist the vendor with agency information and data requests?

The contractor will be assigned a DPH liaison/contract manager. This person will provide information and field data requests as appropriate. No on-going staff support or other resources will be provided.

6. What data and reports can be provided to assist in the analyses?

See data sources identified in question 3.

7. Will the vendor be responsible for securing and scrubbing all data?

Any data the contractor possesses must be properly secured and kept in accordance with HIPAA regulations. If the contractor generates data, he/she would be responsible for cleaning (scrubbing) said data.

8. Will DPH provide resources to support logistics for hosting focus groups and interviews and if yes, what resources can be made available?

DPH can provide a facility in which to conduct the interviews. No additional resources including food, stipends, incentives, AV equipment, etc. will be provided.

9. Are there minimum expectations for stakeholder focus groups and interviews for qualitative analyses?

No. The contractor should propose what is necessary to fulfill the requirements of the evaluation.

10. Is the expectation that the vendor will implement all evaluation elements within the one year evaluation timeframe?

Yes

11. Were other consulting firms involved in the development of the plan?

Yes. DPH contracted with Fox Chase Cancer Center, who subcontracted with Susan Myers from Health Equity Associates, to assist with background research, editing and compilation of the report. All outcome measures and logic models were developed by DPH.

12. What type of payment schedule is anticipated?

Submission of a monthly invoice along with monthly progress update.

13. Please clarify the objective and goals of “on-site” monitoring for this service?

DPH staff may with or without notice conduct an audit of the records pertaining to this contract. If the contractor is located outside the state the records must be made available either hard copy or via electronic files.

14. Per RFP “all aspects of the awarded bidders contractual obligations, projects, literature, books, manuals, and any other relevant materials and work will automatically become the property of the state”. Will the state make exceptions for confidential and/or proprietary information, materials, or processes owned, created or developed by the award bidder prior to the award of the contract?

Yes, if the information, materials or processes are identified in the proposal and before the contract is executed.

15. In the event of termination of the contract, the state has the sole discretion of determining when any work is satisfactory or usable by the state. If the work is deemed “satisfactory and usable by the state” will consideration be given to payment of a reasonable fee for services/materials up to date of termination?

Yes. In the event a contract is terminated the contractor will be paid for services rendered within the scope of the contract.

16. What is the term of the contract?

The contract is for 12 months. The RFP allows for a two year extension, however, the scope of the evaluation in the plan is expected to be completed in twelve months.

17. What type of insurance would the successful need to have, in addition to the Comprehensive General Liability insurance, given the nature of the services?

Professional Liability

18. What funds are to be used to fund this contract?

State funds.

19. Please provide links to the Delaware Code for the references in paragraph D.2. and D.3. of the sample contract.

The following are website links to the page in the Delaware Code that contains the referenced section. You may have to scroll down to find the specific paragraph/section.

Paragraph D.2. Title 29, Section 5805(d) -

<http://www.delcode.state.de.us/title29/c058/sc01/index.htm#TopOfPage>

Paragraph D.3. Title 19, Section 708 -

<http://www.delcode.state.de.us/title19/c007/sc01/index.htm#TopOfPage>

Paragraph D.3. Title 11 Section 8563 and 8564 -

<http://www.delcode.state.de.us/title11/c085/sc05/index.htm#TopOfPage>

20. What is the fee charged for the State of Delaware paying contractor by credit card?

The fee depends on the agreement the contractor has with whoever they use to accept payment by credit card. It could be directly with Visa or Mastercard or it could be through a third party. The average fee percentage is approximately 2%.