



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: April 2, 2007

PSC#743

DEVELOPMENT AND IMPLEMENTATION OF A SOUTHWESTERN SUSSEX
COUNTY PILOT COMMUNITY HEALTH PROMOTION PROJECT USING THE
PLANNED APPROACH TO COMMUNITY HEALTH (PATCH) PROCESS

FOR

DIVISION OF PUBLIC HEALTH

Date Due: MAY 2, 2007
11:00 AM

ADDENDUM # 2

Please Note:

**Questions and Answers from the Pre-bid meeting on
April 2, 2007.**

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**RFP PSC 743 Questions and Answers
Pre-bid Meeting April 2, 2007**

- Q1:** The request for proposal (RFP) defines the service area from Greenwood to Delmar and west. On P. 25 under Scope of Services it says contractor will conduct the Planned Approach to Community Health (PATCH) process “with an intended community in southwestern Sussex”. Does that mean only one community (i.e., Laurel) will be chosen from the service area?
- A1:** The RFP provides the geographic boundaries from which vendors will identify the community. Vendors can define the community as broadly or as narrowly as they deem appropriate. Therefore, using the example above, the service area might be a community within Laurel, encompass all of Laurel, or include Laurel and a portion of Seaford. In addition to the geographic parameters, the bidder should further describe the demographics of the community and any other relevant factors related to the health promotion priority.
- Q2:** The RFP states this will be a three year project – is the \$150,000 available for one year only or for all three years.
- A2:** The Division plans to budget \$150,000.00 for the PATCH project annually for three years. Because Year One is a start up year and will be funded for 11 months, bidders are asked to submit a reasonable budget with realistic expectations outlined.
- Q3:** The RFP asks for plans to hire a full time PATCH coordinator from the intended community. Is this person in addition to any staff currently employed by the potential contractor?
- A3:** Yes. The successful bidder must hire a PATCH Coordinator from the intended community.
- Q4:** The RFP states that a potential contractor should prepare a three-year timeline for addressing the PATCH phases. Do all phases need to be addressed in each year or can the phases be spread over the three-year period?
- A4:** Bidders should describe all phases that will be accomplished annually. Depending upon the scope of health promotion interventions, some activities might move from mobilizing through evaluation in Year One while another intervention might require three years to complete the PATCH phases.
- Q5:** The CDC PATCH publication that is available on the web is 400+ pages. Can a hard copy of the publication be obtained from CDC?

A5: Because there is no indication on CDC's website that print copies can be ordered, DPH concludes that CDC does not make available paper copies of the PATCH documents.