



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE MAY 29, 2007

PSC#756

A PILOT FOR TWO TEEN PREGNANCY/STD/HIV PREVENTION  
MODELS

FOR

DIVISION OF PUBLIC HEALTH

Date Due: JULY 10, 2007  
11:00 AM

ADDENDUM # 1

Please Note:

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

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Request for Proposal  
PSC#756  
Pre-Bid Meeting  
May 29, 2007, 10:00 a.m.

- I. Overview of bid submission process –Sandra Skelley, DMS, Procurement Administrator
  - The bid opens on July 10, 2007 at 11:00 a.m.; all proposals must be received at the Herman Holloway Campus, Main Administration Building, Room 259 by that time. Any proposal received after 11:00am am July 10, 2007 will not be accepted.
  
2. Overview of important specifics of proposal - Gloria James, DPH, MCH
  - Be Proud, Be responsible and Making Proud Choices are based on best practice models recognized by the Center for Disease Control and Prevention as “Programs that work for the prevention of pregnancy, STD’s and HIV that target a specific risk behaviors, incorporate the social learning theory, personalize risk information, address social and media influences and adolescent behaviors, reinforce norms against unprotected sex and provide practice in communication skills to help with refusal and negotiation
  - Both programs target minority populations and use a variety of interactive instructional strategies that address adolescent sexual risk taking.
  - Project Goals:
    - To deliver Be Proud, Be Responsible and Making Proud Choices Curricula with fidelity.
    - To increase adolescent knowledge of high risk behaviors leading to unintended pregnancies and sexually transmitted diseases.
    - To demonstrate how information will be presented in a personalized culturally appropriate manner using elements of social learning theory.
    - Address social and media influences that pressure teens into having sex.
    - Reinforce norms against unprotected sex.
    - Provide practice in communication skills to help with refusal and negotiation.
  
3. Vendor Questions
  - What is the time frame for this contract?

Funds are available for the selected vendor(s) to provide health educational services in the area of teenage pregnancy, std and HIV prevention for up to ten (10) months for the first year with contract renewal for three (3) one

(1) year renewal periods provided funding is available. Using the ten-month timeframe:

Be Proud, Be Responsible Timelines

Award Contract by 9/24

Hire Coordinator by 10/24

Hire Master Trainer, Hire 2 instructors, begin to recruit

Participants for first session

Train-the-trainer sessions completed on or before 11/19

Three completed programs on or before 6/28

Making Proud Choices

Award Contract by 9/24

Hire Coordinator by 10/24

Hire Master Trainer, Hire 2 instructors, begin to recruit

Participants for first session

Train-the-trainer sessions completed on or before 11/19

First Program (8 hours, either 4 two-hour or 8 one-hour sessions) on or before 2/29

Feb. (if program is completed by January) or March (if program is completed in February) monthly meeting

April or May monthly meeting

May or June three-month evaluation

- Are subcontractors permitted with this contract and must they be licensed?

Yes, subcontractors are permitted and yes they must be licensed or qualify for non-profit 501C-3 tax exempt status.

- What are the fees associated with the procurement credit card?

This has not yet been determined. If applicable, fees generated by payment via credit card will be discussed during contract negotiation with the selected vendor(s).

- Are the fees associated with the procurement credit card an allowable cost under this contract?

No, the fees (if applicable) are considered part of the cost for doing business.

- Is it a requirement of this contract that vendors must use the procurement credit card?

No, the vendor must accept full payment by procurement credit card, conventional check, or electronic means at the state's option.

- Is it necessary to have a Delaware Business license before the start of services?

Yes you will be required to have a Delaware Business license **unless** your organization can present a non-profit 501C-3 tax exempt form. Vendors will also need to submit a W – 9 form and proof of insurance as described in the RFP.

- How many bidder references are required?

The names and phone numbers of at least three (3) organizations/agencies for whom the vendor carried out a similar project must be included. Bidders will also list all contracts awarded to it or its predecessor firm(s) by the State of Delaware during the last three (3) years, by State Department, Division, Contact Person (with Address/phone number) period of performance and amount.

- Are vendors required to provide blank copies of the contract boiler-plate when they submit their bids?

No, vendors are not required to submit blank copies of the boiler-plate contract when they submit their bids

- Are vendors allowed to apply for one (1) or both of the proposals?

Yes, the RFP states that vendors can apply for one or both of the proposals. Both programs follow an outlined curriculum. The Be Proud, Be Responsible program is six (6) hours, which can be provided in either two (2), three (3) hour sessions or six (6) one (1) hour sessions.

Making Proud Choices is an eight (8) hour program and can be delivered in two (2), four (4) hour sessions or eight (8), one (1) hour sessions. DPH recommends that the multi-day model be used and **NOT** an all encompassing one-day training session

- Will DPH be going through the Human Subject Review Board for clearance of this program?

The program requires the consent of the adolescent's parents to participate in the program but does not require consent from the Human Subjects Review board. The consent form should include the following information:

- Child's name
- Child's address

- Race of child = Black or African American, White, Hispanic, Other and check all that apply, age \_\_\_\_ (for Making Proud Choices = 11 – 13 years of age) for Be Proud, Be Responsible age\_\_\_\_(13 – 18 years of age and grade level
- Pre- and post-tests will be coded with ID information on the students and crossed referenced from a master list submitted by vendor (discussion will occur on the deliverables during contract negotiation with selected vendors)
- Will the State provide evaluation forms for both programs?

Yes, the state will provide the Pre and Post test to be utilized with both the programs along with the Access program for recording of that data. The state will also provide the three, six and twelve-month evaluation form information to be completed on each participant in the Making Proud Choices Program. In addition, selected vendors must report expenses using the following categories:

Categories	Initial Program				
	# of Events or Actual Hours	Price Per Session / Program	Budget	Expense	Available
Curriculum Cost					
Food					
Equipment					
Incentives (Tee shirts and pens)					
Facility/Space					
Miscellaneous					
Subtotal - Material and Miscellaneous					
Coordinator					
Instructor Fee					
Instructor Fee					
Travel Expenses (mileage up to 2,000 miles @ \$.40 per mile)					
Master Trainer Consult/Observe					
Subtotal - Delivery Expense					
Instructor					
Instructor					
Coordinator					
Master Trainer					

<b>Total - Trainers Training Cost</b>			
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- If the Making Proud Choices Program is not completed in the first year, will there be funds available to complete it?

All funds must be spent during the corresponding fiscal year(s) which end June 30<sup>th</sup> of each year. Portions of the Making Proud Choices programs (evaluation intervals and subsequent monthly meetings) may be included in the following year (example, the Making Proud Choices Program lasts for one year – if the vendor has not completed the one-year cycle, any uncompleted monthly meetings and/or evaluations should be projected in the following year).

- Are there advantages to having more than the required participants of 6 to 12 participants in each of the sessions as outlined in the RFP?

The minimum of 6 and the maximum of 20 will be accepted in each group. In addition both programs target minority populations and as such minority adolescent should make up more than 50% of the program’s participants.

- Is there a program target population State wide or is the focus on a particular section of the State?

The focus of this contract is the adolescent at-risk population of the State. Minority youth must make more than 50% of the selected population. Vendors who provide target information based on zip codes of high risk minority populations for pregnancy, stds and HIV will score higher in the ratings for this competitive bid.

- Are most people trained in the program or are they trained in training others?

Master Trainers are trained in the curriculum and train others. In addition, if the vendor provides a name for the master trainer who has also implemented the curriculum, they will increase their ratings on the bid application.

- What is the 16 hours indicated in the proposal?

That is the time required for the Master Trainer to train the Coordinator and the two (2) Instructors.

- Is the cost indicated under the Be Proud, Be Responsible program for the delivery of six (6) sessions and training of the staff?

Yes, the cost includes training of staff, six sessions, equipment and other associated costs.

- Is the Coordinator and instructor position for the Making Proud Choices Program a part time position?

All positions are part-time, however if a vendor elects to implement both programs and hire a fulltime coordinator to oversee both programs, the vendor must provide justification.

- Can you use an in-house trainer already on hand, or must you hire a part time staff?

A vendor may utilize internal staff for training provided trainer executes program after his /her regular work hours.

- How many students does the Division see being taught by this program?

The Division is not looking for a particular number. Fidelity in executing the outcome-based curriculum is the key to success with these programs and as such the vendor will be responsible for execution of the contract and program with fidelity (with 6 – 20 participants in each program).

- The Master Trainer trains the instructors. Do they have to monitor instructors as they present the sessions?

Yes, for the first initial offering of the program the reason for this is to ensure fidelity. Funding for the Master trainer includes teach backs, observations and critiques of trainers. Additional training can be negotiated.

- Is the Coordinator responsible for the data associated with this program?

Yes, however, the position is not labor intensive. The Pre and Post test as well as the required monthly report are provided by DPH and the information is loaded into an Access program provided by DPH.

- Will only one vendor be chosen to implement both programs?

One or both programs can be awarded to multiple vendors.

- Are you looking for more than one agency to bid on this proposal?

Yes.

- Is there any recertification of staff from year to year with this program?

The program does not require certification of staff rather it requires the Coordinator and two instructors to be trained.

- Do you need to have someone trained on your staff prior to the July 10, 2007 submission date?

No. Training of staff will be completed on or before 11/19.

- How will DPH determine the target population within the State.

It will be the responsibility of the bidder to identify at risk areas by zip code using information from KIDS count, HIV Consortium information, etc.