



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: OCTOBER 27, 2008

PSC#834

FAMILY PLANNING SERVICE (TITLE X)

FOR

DIVISION OF PUBLIC HEALTH

Date Due: DECEMBER 01, 2008  
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 No. PSCO- 834  
Family Planning Service (Title X)  
10/27/08 Mandatory Pre Bid Meeting  
Questions and Responses**

Question	Response
1) Is there a page limit per section of the proposal?	There is no page limit.
2) Is there a page limit for the proposal in its' entirety?	There is no page limit.
3) Can volunteers be included in staff summary?	Yes, volunteers can be included in staff summaries. They must be identified as volunteer staff. Where there are reductions in the proposed staffing complement, the State Program Director must be advised.
4) Have the program guidelines from the Federal Office of Family Planning significantly changed from the last proposal?	There have not been significant changes. However, bidders may go to the Family Planning website under Legislative Mandates, Key Issues and Program Priorities to review any changes from the last proposal at the following site:  <a href="http://www.hhs.gov/opa/familyplanning/policyplanningeval/policyplanningeval.html">http://www.hhs.gov/opa/familyplanning/policyplanningeval/policyplanningeval.html</a>
5) Are the appendices such as the client consent form, a requirement for family planning service providers?	Yes, such forms are a requirement to document that information has been conveyed to the client. Examples of documents being utilized by the provider need to be included in the proposal.
6) Are these forms (see question 5 above) to be translated into Spanish and included as examples in the proposal?	Although physical inclusion of the translated forms is not a requirement for the RFP, it is a requirement to include translated forms in clinic operation. Inclusion of actual translated forms in the proposal could be one method for conveying that the translated forms are available for use.
7) Will a general Human Resources confidentiality statement meet the requirement for the Appendix P "Employee Awareness/Confidential and Voluntary Nature of Program" form?	The form used by the bidder must include a statement regarding confidentiality as well as statements that services are voluntary per Title X requirements. For reference, following are excerpts from Title X Guidelines regarding Voluntary Participation and Confidentiality.  5.1 VOLUNTARY PARTICIPATION Use by any individual of project services must be solely on a voluntary basis. Individuals must not be subjected to coercion to receive services or to use or not to use any particular method of family planning. Acceptance of family planning services must not be a prerequisite to eligibility for, or receipt of, any other service or assistance from or participation in any other programs of the applicant [59.5(a)(2)].

	<p>Project personnel must be informed that they may be subject to prosecution under Federal law if they coerce or endeavor to coerce any person to undergo an abortion or sterilization procedure.</p> <p><b>5.2 CONFIDENTIALITY</b>  Every project must assure client confidentiality and provide safeguards for individuals against the invasion of personal privacy, as required by the Privacy Act. No information obtained by the project staff about individuals receiving services may be disclosed without the individual's written consent, except as required by law or as necessary to provide services to the individual, with appropriate safeguards for confidentiality. Information may otherwise be disclosed only in summary, statistical, or other form that does not identify the individual [59.11].</p>
8) Proposed Timetable	<p>The correct "Project Begins" date in Section <u>VI. GENERAL INSTRUCTIONS FOR SUBMISSION OF PROPOSALS, L. Proposed Timetable</u> is April 1, 2009.</p>