



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: March 04, 2009

PSC#854

COMMUNITY OUTREACH FOR TOBACCO PREVENTION
AND CONTROL PROGRAMS

FOR

DIVISION OF PUBLIC HEALTH

Date Due: APRIL 09, 2009
11:15 AM

ADDENDUM # 1

PLEASE NOTE:

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

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**PSCO-854 Community Outreach for Tobacco Prevention and Control
Programs
Pre-bid Meeting March 4, 2009
Questions and Answers**

Q1: Who is the incumbent and how long have they had this contract over the past 9 years?

A1: American Lung Association of Delaware for the past nine years.

Q2: The RFP asks that \$300K be awarded to at least 15 community groups with a maximum award of \$10K. If there are less than 30 groups awarded funds, what are DPH's expectations about how the residual funds should be handled? (I realize that has not been the case, just curious).

A2: Please note that we are changing the requirement (Page 9 #1) from 15 to be at least 20 community groups. Any residual funds should be reallocated to other items in the scope of services as directed by DPH.

Q3: Is it a requirement to subcontract with businesses listed with the Delaware Office of Minority and Women Business Enterprise? How is this criteria applied under the RFP Proposal Evaluation Criteria?

A3: It is encouraged but not required. This is applied under the "Qualifications of Vendor" portion of the evaluation criteria specifically: Demonstrates the ability to collaborate with agencies, groups, or individuals, to realize the project's goals.

Q4: Can we gain access to the winning RFP for this contract from three years ago? Or from last year?

A4: A Freedom of Information Act (FOIA) request would need to be submitted in writing to Sandra Skelley. Her address is in the RFP.

Q5: Are we able to receive a list of past mini-grant recipients?

A5: Yes. (See attachments)

Q6: Do you get the money from the CDC?

A6: This contract will use a combination of funds from the federal Centers for Disease Control and Prevention and the Delaware Health Fund.

Q7: I know that there is a separate contract for media. Would the successful bidder work with the media contractor or create materials themselves?

A7: It could be a combination. The successful bidder might develop their own fliers, brochures, and news letters directly related to their programs. The media contractor has advertised the availability of mini grant availability in newspapers and on the radio.

Q7a: Where would the successful bidder get the prevention messages?

A7a: From the media contractor or DPH.

Q8: Are digital signatures acceptable?

A8: Yes.