



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: November 11, 2016

HSS 16 049

Administration of ICAP Assessments
Issued by the Division of Developmental Disabilities Services

Date Due: December 6, 2016
11:00AM

ADDENDUM # 1

Please Note:

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

Responses to questions received.

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RFP HSS 16-049
Administration of ICAP Assessments
Pre-Bid Meeting Questions & Answers
November 3, 2016

1. What volume of ICAP Assessments should the Vendor expect?

Pursuant to RFP Part II. Scope of Work, Section B. General Requirements, 4: All ICAP assessments including: emergency (this equates to approximately 5 to 10 assessments per year), initial (this is approximately 75 to 80 assessments per year), and 5 year reassessments will be conducted on a schedule provided by the DDDS (this currently equates to 175 to 200 reassessments per year).

2. What is the Division's expectation for turnaround time for completing a single assessment?

Turnaround times are situational. That said, if DDDS requests expedited processing, a typical turnaround time is one week.

3. Will the Vendor be trained on how to use the ICAP Assessment Report Format?

No. The current ICAP Assessment Report template is proprietary to DDDS' current vendor. Vendors are expected to put forth a customized template of their own and include within their proposal.

4. Can DDDS define what type of emergent case scenarios will permit the Vendor to conduct telephone interviews as opposed to face to face interviews? For example, what if interviewee resides outside of the state of Delaware?

DDDS requests Vendors to provide pricing for both in person and telephone interviews. It is very rare for a telephone interview to be approved; however in an emergent situation or where the interviewee is not within reasonable commute, an exception may be granted by DDDS.

5. The RFP states that ICAP Assessment Reports must be published in English and Spanish. Does the Vendor need to be prepared to publish in any other language?

To date, there have been very few cases where DDDS has required an ICAP Report be published in a language other than English or Spanish.

6. Who is the existing DDDS Provider?

Arbitre Consulting, Inc.

7. If a new Vendor is selected, will access to previous evaluations be granted?

Yes.