

June 25, 2026

TO: ALL OFFERORS

FROM: Bill Ingram
Management Analyst III

SUBJECT: ADDENDUM 1 – Questions and Answers

**HSS-26-057 - ADMINISTRATION & ANALYSIS OF THE YRBS, SCHOOL HEALTH
PROFILES, & YTS SURVEYS**

ADDENDUM #1

All other terms and conditions remain the same.

If you have any questions, please contact DHSS_DPH_Contracts@delaware.gov

Public Q&A

1. Planning

Vendor, Jun 03, 2026 10:57 AM EDT, Not Public - Pending

Pg. 49. Identify incentives for participating schools and/or students. The contractor shall submit the incentive plan to the Division for approval and make any requested revisions

Question: Can the State please specify the dollar amount that all offerors should use in preparing their cost proposals for these incentives?

Answer – In regard to the YRBS/Profiles, the provision of incentives is not required but encouraged to help promote school participation. Based on the funding involved, not all schools would be eligible for an incentive, so with prior review and permission being given by DPH, it is left to the discretion of the vendor to determine type and amount of incentives which should be reflected in the contract budget. As an example, the vendor could provide gift cards to randomly selected schools that participate in the YRBS, and the school/teacher can use for their classroom activities/purchases.

2. School Health Profiles

Vendor, Jun 03, 2026 10:58 AM EDT, Not Public - Pending

Pg. 52 3. Identify incentives for participating teachers/principals and/or schools.

Question: Can the State please specify the dollar amount that all offerors should use in preparing their cost proposals for these incentives?

Answer – Similar to what was described in #1 above related to the YRBS, the provision of incentives is not required but encouraged to help promote school participation. Based on the funding involved, not all schools would be eligible for an incentive, so with prior review and permission being given by DPH, it is left to the discretion of the vendor to determine type and amount of incentives which should be reflected in the contract budget. As an example, the vendor could provide gift cards to randomly selected schools that participate in the Profiles survey, and the school/teacher can use for their classroom activities/purchases.

3. Performance Measures and Accountability

Vendor, Jun 03, 2026 11:00 AM EDT, Not Public - Pending

Pg. 58. YRBS: By June 30, 2027, the contractor shall document that 70% of students selected to complete the youth Risk Behavior Survey (YRBS) have a completed survey form

Question: Can the State please share the school, student and overall response rates for the previous YRBS, Profiles and YTS cycles?

Answer – For the YRBS and Profiles surveys, the schools chosen to participate are randomly selected by the Centers for Disease Control and Prevention (CDC) and vary from one survey cycle to the next. The YRBS consists of randomly selected Delaware high schools, and the Profiles consists of randomly selected Delaware middle and high schools. In each of the most recent YRBS and Profiles data collection campaigns, sufficient data was collected to meet CDC requirements.

4. V. Terms and Conditions

Vendor, Jun 03, 2026 11:01 AM EDT, Not Public - Pending

7. Indemnification

Question: Is indemnification negotiable?

Answer – No.

5. Scope of Work 1.

Vendor, Jun 03, 2026 11:02 AM EDT, Not Public - Pending

Pg. 48 The target sample size is expected to be approximately 3,000 completed interviews per year for the YRBS. Sample size is determined by CDC.

Question: How many schools and students were sampled in the previous cycle of YRBS?

Answer – In 2023, the Delaware YRBS was completed by 1,212 students in 26 public, charter, alternative, and vocational high schools.

6. V. Terms and Conditions

Vendor, Jun 03, 2026 11:02 AM EDT, Not Public - Pending

15. Liquidated Damages

Question: Are Liquidated Damages negotiable?

Answer – response to be provided by CMP

7. Youth Tobacco Surveys (YTS)

Vendor, Jun 03, 2026 11:04 AM EDT, Not Public - Pending

Pg. 5. As schools pivot to providing online learning as a result of COVID-19, moving to an online/computerized version of the survey has become not only feasible, but a preferable option than in previous years. During the pandemic and post-pandemic periods, giving schools the flexibility of choosing traditional pencil and paper and/or online/computerized survey formats is likely to improve school and student participation rates and ensure the viability of the YTS

Question: Can the State confirm whether the 2027, 2029, 2031 YRBSs can be administered online?

Answer – Currently, the YRBS is an in-person pencil and paper survey. Should CDC make a decision to utilize alternative methodologies, Delaware will consider such options. The YTS can be administered using an online survey instrument.

8. Youth Risk Behavior Survey (YRBS)

Vendor, Jun 03, 2026 11:05 AM EDT, Not Public - Pending

Pg. 50. 3. Contractor will prepare written instructions for teachers or school staff that will administer surveys, including instructions on how to return the answer sheets to the contractor.

8. Administer the on-site YRBS survey preferably during the January – June time frame

Question: Please confirm the YRBS is self-administered by school staff.

Answer – The YRBS can be administered by school staff, however, generally requires oversight of onsite contractor staff.

9. Youth Risk Behavior Survey (YRBS)

Vendor, Jun 03, 2026 11:06 AM EDT, Not Public - Pending

Pg. 51. 2. Contractor will disseminate YRBS survey data in their corresponding years to DPH, DOE, and other stakeholders addressing the needs of Delaware youth, and upon request, prepare reports on the YRBS data and analyze responses and trends

Question: CDC/DASH provides a variety of YRBS reports, analyses, and trends after each YRBS cycle. Please provide specifications regarding the preparation of YRBS reports, analyses and trends that are expected to be conducted by the state's contractor.

Answer – CDC/DASH does provide a variety of YRBS reports, analyses, and trends after each YRBS cycle. Delaware DPH would be requesting the contract vendor to provide specific data as may be requested by DPH. Such details may include data by county, or something more

specific upon request. Unfortunately, YRBS or Profiles data are not provided at the individual school level in order to keep data completely anonymous.

10. Youth Risk Behavior Survey (YRBS) and Youth Tobacco Survey (YTS)

Vendor, Jun 03, 2026 11:08 AM EDT, Not Public - Pending

Pg. 51. 3. Contractor will collaborate with DPH to analyze YRBS data for salient findings and incorporate these into data products that may include infographics, presentations, etc. In collaboration with DPH, the contractor will select several data products to produce a limited number of hard copies for dissemination.

Question: Please quantify the number and type of data products the contractor is expected to create each year. Please specify the quantity and specifications of each data product that the contractor must print for dissemination.

Answer – The number and type of data products that may be requested are unspecific. It will be based on specific requests or as a need may arise and will vary from year to year.

11. Youth Risk Behavior Survey (YRBS)

Vendor, Jun 03, 2026 11:09 AM EDT, Not Public – Pending

Pg. 51. 5. Using YRBS and SHP data, on request, the contractor will provide aggregated data on populations with disparate needs to DPH, DOE, and other stakeholders working with Delaware youth as requested

Question: Can the State quantify how many aggregated data requests the contractor can expect to respond to each contract year?

Answer – A contracted vendor may be asked to respond to an estimated twelve (12) aggregated data requests each contract year. The number of requests varies from year to year.

12. Youth Tobacco Surveys (YTS)

Vendor, Jun 03, 2026 11:14 AM EDT, Not Public – Pending

Pg. 54 Construct the formatted survey file with skip patterns and embedded accessibility features such as sizing, blocking, American Sign Language (ASL), and graphics of tobacco products

Question: Please clarify what is expected of the contractor with regard to programming the electronic survey for American Sign Language (ASL) accessibility

Answer – DPH will consider how the vendor proposes options for electronic programming for the survey for American Sign Language accessibility.

13. Youth Tobacco Surveys (YTS)

Vendor, Jun 03, 2026 11:15 AM EDT, Not Public – Pending

Pg 54. 9. Secure IRB approval for the YTS, with support from DPH as needed.

Question: What IRB at the State level will review the YTS and YRBS? Does the state have a specific IRB that grants YTS approval, or can the contractor's IRB be used?

Answer – For the YRBS/Profiles and YTS, the contractor's IRB can be used.

14. Sub-Contracting

Vendor, Jun 03, 2026 11:16 AM EDT, Not Public - Pending

14.The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

The use of subcontractors WILL NOT be permitted for this project.

If a subcontractor is going to be used, this needs to be specified in the proposal, with an identification of the proposed subcontractor by name, the service(s) to be provided, and its qualifications to provide such service(s).

Question: The RFP seems to have contradicting statements about the use of subcontractors. It says, "The use of subcontractors WILL NOT be permitted for this project." but also lists requirements needed if subcontractors are used (also included a subcontractor form to be completed) . Can the State please clarify if subcontractors can be used?

Answer - On page 14 of the RFP states "The use of subcontractors WILL NOT be permitted for this project." To clarify, subcontractors will not be permitted for this project.

15. Recruitment and Follow-Up

Vendor, Jun 03, 2026 11:17 AM EDT, Not Public - Pending

Pg. 49

Question: Who is responsible for validating the sample?

Answer – For the YRBS and Profiles surveys, the contract vendor is responsible for validating the sample.

16. Direct Cost Categories

Vendor, Jun 03, 2026 11:18 AM EDT, Not Public - Pending

Pg. 57. Travel within the state of Delaware is allowable.

Question: Can the State clarify whether travel from outside the state of Delaware will be allowed on these contracts?

Answer – No, out-of-state travel is not permitted based for YRBS/Profiles activities based on grant funding guidelines.

17. YRBS Survey administration

Vendor, Jun 03, 2026 11:20 AM EDT, Not Public - Pending

50. Contractor will hold a minimum of two conference calls to explain survey instructions and respond to questions from school staff administering the survey. These calls shall be held on different days and at different times of the day to allow for maximum participation. At least one conference call should be recorded and made available to participating schools.

Question: Can additional clarification be provided on who is responsible for inviting school staff to attend these conference calls?

Answer – Contractor is responsible for conducting these conference calls, including the invite of participants.

18. Incentives (YRBS/YTS/Profiles)

Vendor, Jun 03, 2026 11:21 AM EDT, Not Public - Pending

Pg. 49

Question: Are incentives expected to be funded within the vendor budget, or separately provided by DPH?

Answer - In regard to YRBS/Profiles, incentives (if used) would be funded within the vendor budget. YTS incentives can be discussed during contract negotiations and approved by DPH.

19. Line-Item budget

Vendor, Jun 03, 2026 11:21 AM EDT, Not Public - Pending

Can the State provide a template or format for the line-item budget?

Answer – Vendors may propose their structure, but costs should be itemized. A suggestion may be to include a format that includes labor/fringe costs by position, line-item costs associated with possible in-state travel, incentives, supplies, and any overhead/indirect costs.

20. Labor category breakdown

Vendor, Jun 03, 2026 11:22 AM EDT, Not Public - Pending

Can the state clarify that vendors are supposed to include detailed labor categories, or may they propose their own structure?

Answer - Vendors may propose their structure, but costs should be itemized. A suggestion may be to include a format that includes labor/fringe costs by position, line-item costs associated with possible in-state travel, incentives, supplies, and any overhead/indirect costs.

21. Indirect Rate

Vendor, Jun 03, 2026 11:23 AM EDT, Not Public - Pending

Can the state confirm that the 12% cap on indirect costs applies across all cost categories and cannot be exceeded under any circumstances?

Answer - Yes, 12% is the Cap.

22. Escalation

Vendor, Jun 03, 2026 11:24 AM EDT, Not Public - Pending

Can the state confirm if escalation for out-year pricing(option periods) is allowed?

Answer – The contracts based with this RFP will be Firm-Fixed Price (FFP). Escalation may be considered for out-year pricing but cannot be guaranteed based on existing funding levels and limitations.

23. Labor category mix/expectations

Vendor, Jun 03, 2026 11:26 AM EDT, Not Public - Pending

Does the State have any expectations regarding labor categories or minimum staffing requirements for successful proposal execution?

Answer – The State expects the vendor to be able to conduct the services as described in the proposal. How the vendor plans to recruit staffing levels to perform these services is at the discretion of the vendor.

24. Page Limit

Vendor, Jun 03, 2026 11:27 AM EDT, Not Public - Pending

Is there a page limit for the proposal?

Answer - No.

25. Contract Type

Vendor, Jun 03, 2026 11:32 AM EDT, Not Public - Pending

What contract type does the State anticipate awarding to the successful bidder? E.g. FFP? T&M? Cost plus?

Answer – YRBS/Profiles and the YTS contract will be FFP .