**Project Proposal Summary: Wellness and Prevention Mobile Application for Student Athletes**

**Technology Involved:**

* Mobile application (app) accessible on multiple platforms (iOS, Android, etc.).
* The app should be able to collect and track data on user behavior and provide reporting functions.
* The app should be customizable to include additional resources, surveys, and other features.

**Proposal Submission Deadline:**

* Thursday, June 27, 2024, by 2:00 PM Eastern Time.

**Budget Details:**

* The budget is not explicitly defined in the RFP.
* Bidders are required to provide proposed costs per app user, including any group discounts.
* Bidders must also provide proposed customization costs, if any.

**Other Relevant Information:**

* The RFP is for a one-time purchase of access to a mobile application, with the possibility of future purchases for up to five years.
* The contract is subject to annual funding reauthorization and contingent upon satisfactory performance and available funding.
* The app will be utilized by middle and high school student athletes in Delaware.
* The app should align with the SPORT Prevention Plus Wellness curriculum, focusing on physical fitness, healthy eating, sleep habits, stress management, and substance misuse prevention.
* The RFP emphasizes the importance of the app's content, customization capabilities, ease of use, data collection and reporting functions, and cost per user.
* Proposals must be submitted electronically via email to DSCYF\_Bids\_Submission@delaware.gov.
* The State of Delaware reserves the right to reject any or all proposals, to make partial awards, or to award to multiple bidders.

**Critical Review Document: Wellness and Prevention Mobile App RFP**

**1. Is it a new app or an existing app?** Existing app.

**2. Is this a federal, state, local, or school RFP?** State RFP.

**3. Is this a small business or is 8a set aside?** Not specified in the RFP.

**4. Is there agency preference for any IDIQ Contract Vehicle?** Not specified in the RFP.

**5. What is the high-level SOW/summary?** The State of Delaware is seeking a mobile application that promotes wellness and prevention initiatives for student athletes, focusing on mental and physical health, substance misuse prevention, and connections to local and national resources.

**6. Is it relevant to us and can we do this on our own?** This depends on your company's capabilities and expertise in developing or providing mobile applications for health and wellness.

**7. What government agency is this proposal for? Please name the agency.** Department of Services for Children, Youth and Their Families (DSCYF), Division of Prevention and Behavioral Health Services (DPBHS).

**8. What is the proposal submission deadline?** Thursday, June 27, 2024, by 2:00 PM Eastern Time.

**9. What are the requirements for submission? Please list all of them.**

* Provide the name of the app and what platforms it is available on.
* Define the target population of the app (specify age ranges, etc.).
* Describe the content and features of the app as they relate to:
  + Youth mental and physical health
  + Wellness and self-care
  + Substance prevention
  + Connections to local and national resources for youth
* Describe how youth access the app and how content is displayed/accessed.
* Detail what data can be collected and tracked by the app and how this information may be reported.
* The cost of the app to the individual user (annual subscription, monthly fee, etc.).
* Describe the app's configurability to add content, deliver surveys to users, and other features that could be customized to further enhance its capabilities. Include anticipated costs for these changes or modifications.
* Include screenshots, links to demos, videos, or other materials that demonstrate how the app works (optional).
* Bidder Fact Sheet in MS Word format.
* Signed Assurances and signed Certification, Representation, and Acknowledgments document.
* Proposed costs per app user including any group discounts.
* Proposed customization costs, if any.
* Completed Employing Delawareans Report in MS Word format.

**10. Are there any obvious show-stoppers?**

* The RFP does not explicitly define a budget, which could be a show-stopper for some companies.
* The RFP requires the app to be customizable, which could be a challenge for some existing apps.
* The RFP requires the app to be accessible on multiple platforms, which could be a challenge for some apps.

**11. Have we contacted the contracting officer? Who is he/she? Name/Email/Phone number?**

* The contracting officer is H. Ryan Bolles, DSCYF Procurement Administrator.
* Email: herbert.bolles@Delaware.gov
* Phone: 302-633-2701 (voicemail only).

**12. What is the length of the contract?** The initial contract period is anticipated to begin as soon as an award is made, a contract is negotiated, and executed. The contract is subject to annual funding reauthorization and is contingent upon satisfactory performance and available funding.

**13. Do we have two weeks to work on this?** No, the proposal submission deadline is less than two weeks from the date of the RFP.

**14. Is there any company that’s already working with them (incumbent)? If there is, please name the company name and the website.** The RFP does not mention any incumbent company.

**15. Is the incumbent also bidding for this opportunity?** Not applicable, as there is no mention of an incumbent company.

**16. Is it a buy option (Off the shelf) or a build (Custom Development)?** The RFP does not specify whether the app should be off-the-shelf or custom developed. However, the requirement for customization suggests that a custom development approach might be preferred.

**17. Will the application be hosted on Cloud or on the client premise?** The RFP does not specify the hosting requirements.

**18. How many client references are required in the proposal and what should be their qualification?** The RFP does not specify the number or qualification of client references required.

**19. How do we submit the proposal? Email? Bid website? Sealed Proposal? (Add email, links, or address)? How many copies?** Proposals must be submitted electronically via email to DSCYF\_Bids\_Submission@delaware.gov. The RFP does not specify the number of copies required.

**20. Is there a budget defined in the proposal? If yes, what is the budget or details for costing/pricing?** No, the budget is not explicitly defined in the RFP. Bidders are required to provide proposed costs per app user, including any group discounts. Bidders must also provide proposed customization costs, if any.

**21. Are there any compliances required for this opportunity?** The RFP mentions compliance with all applicable federal, state, and local laws, ordinances, codes, and regulations. It also mentions the requirement for the successful bidder to be properly licensed and authorized to transact business in the State of Delaware.

**22. Is there a pre-proposal conference date and link? Please provide the date and time for it.** There is no pre-proposal conference scheduled for this RFP.

**23. Is the Q&A pre-proposal conference mandatory?** Not applicable, as there is no pre-proposal conference scheduled.

**24. What is the questionnaire submission deadline?** Not applicable, as there is no questionnaire submission deadline.

**25. Please attach Q&A responses for the opportunity.** Not applicable, as there is no questionnaire submission deadline.

**26. Is the information clear to the business analyst?** The information provided in the RFP is generally clear and comprehensive. However, some aspects require clarification, such as the budget, hosting requirements, and client reference requirements.

**27. Is there any requirement that has to be clarified from the agency by our BA?**

* **Budget:** The RFP does not explicitly define a budget. The BA should clarify the budget expectations and whether there is a specific budget range or funding limit.
* **Hosting:** The RFP does not specify the hosting requirements. The BA should clarify whether the app needs to be hosted on the cloud, on-premise, or if there are any specific hosting requirements.
* **Client References:** The RFP does not specify the number or qualification of client references required. The BA should clarify the number of references required and the specific qualifications they should possess.
* **Customization:** The RFP mentions customization capabilities but does not provide specific details. The BA should clarify the extent of customization required, the types of features that need to be customizable, and the level of flexibility expected.

By addressing these clarifications, the BA can ensure that the proposal accurately reflects the agency's requirements and increases the chances of a successful bid.