

DATE 07/7/11

TO: ALL POTENTIAL BIDDERS

FROM: H. Ryan Bolles  
DSCYF – Contract Administrator

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF11-18 School Based  
K-5 Family Crisis Therapists (FCTs)

**ADDENDUM #1**

The following questions are being answered to add clarity for all potential bidders:

QUESTION: Is this request specifically for 3 full-time staff or can an agency propose providing two or more part-time staff to fill the role of each FCT?

ANSWER: Bidders are to bid based upon providing 1 full-time person to fill the roll of each of the 3 requested FCTs.

QUESTION: Is there any special training required of a bidder's intended candidates for the roll of FCT?

ANSWER: Only the education/training/experience stated in the RFP is required for a bidder's intended candidates. FCTs will receive any required training as part of collective training of all FCTs either employed by the state or contracted.

QUESTION: What will be a typical work day/work week for a contracted FCT?

ANSWER: A typical work day is 7.5 hours and a typical work week is 37.5 hours. However, occasionally there are required evening work hours which will be achieved either by use of flex-time or overtime on a case by case basis to be negotiated.

QUESTION: Approximately how many hours of overtime go into the estimated overtime dollars included in the RFP?

ANSWER: The state estimates approximately 40-50 overtime hours a year per FCT based upon the state's 37.5 hour work week. Bidders should use this estimate to calculate proposed cost.

QUESTION: Who is responsible for conducting and the cost of the required Criminal History checks (state and federal fingerprint background checks)?

ANSWER: Bidders shall calculate into their proposal the cost of fingerprinting selected FCT candidates through the Delaware State Police.

QUESTION: Who is responsible for the cost of drug screening of selected FCT candidates?

ANSWER: Bidders shall calculate into their proposal the cost of a 10 panel urine screen or better for drug screening selected FCT candidates. Bidders should consider the potential need for a second level of testing using a Gas Chromatography/Mass Spectrometry process or equivalent in instances of a non-negative result of the initial urine screening.

All other terms and conditions remain the same.

If you have any questions, please contact me at 302-633-2701 or [Herbert.Bolles@state.de.us](mailto:Herbert.Bolles@state.de.us)