

DATE 07/14/11

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 #2

The following questions are being answered to add clarity for all potential bidders. **Please note additional budget documentation requirement at the end of this document.**

QUESTION: Will FCTs be assigned to one school or will they move from school to school?

ANSWER: Each FCT will be assigned to a single school in one of the three areas identified in the RFP (Wilmington, Middletown and Dover). They will not be assigned to multiple schools.

QUESTION: Will these three FCTs be able to participate in contract agency staff meetings?

ANSWER: As the supervising agency of the three FCTs you can require them to attend agency staff meeting provided it does not interfere with their contracted work as a K-5 FCT.

QUESTION: How much funding should be budgeted for summer activities (educational, fieldtrips, etc.)?

ANSWER: DSCYF would not expect more than \$750-\$1,000 would be needed per year per FCT for these activities.

QUESTION: Where will FCTs work in the summer? Will FCTs be provided office space?

ANSWER: Typically each FCT is provided office space at the assigned school. However, at times it might be necessary for the FCT to utilize a department office location, and in times when school is closed (for the summer, inclement weather, etc.) the FCT may need office space elsewhere to be provided by the contractor. During the summer it is intended for the FCT to spend a majority of work time in the community working with kids.

QUESTION: When do currently employed state FCTs schedule vacation?

ANSWER: Typically state employed FCTs take vacation during spring and winter school breaks and to a lesser extent during the summer.

QUESTION: What are the typical work hours of an FCT?

ANSWER: Typical work hours approximately mirror the school schedule starting at 7:30 am and ending around 3:30 or 4:00 pm. As indicated in the RFP there are occasional evening hours required.

QUESTION: When does the state anticipate the contracted FCTs would begin work?

ANSWER: The intent is that these FCTs would begin work as close to the start of the coming school year as possible, but no later than October 1, 2011. Bidders should only submit a proposal if they feel they can propose and have successfully vetted by the department all three candidates in a timeframe to achieve this goal.

QUESTION: Can you clarify the \$66,000 compensation package listed in the RFP?

ANSWER: The number is intended ONLY as a guide to inform the potential bidder of the approximate current cost for salary and benefits for state employed FCTs. Bidders should use budget numbers they are most comfortable will secure and retain the type of FCT described in the RFP.

QUESTION: For what period of time should the proposed costs reflect?

ANSWER: For comparison purposes bidders must submit the proposed cost for a 12 month period. Said another way, the Budget forms described below must be completed for a full year.

In order to ensure the state is able to fairly compare submitted proposal the **state is requiring bidders submit a DSCYF Budget Form, and DSCYF Salary Detail Form along with a Budget Narrative which explains the assumption/calculations made to arrive at each of the dollar figures included in the budget and salary forms.** Since it is not necessary to identify FCT candidates at the time of proposal submission the "Name" field on the Salary Detail Form may be left blank. These MS Excel budget documents are available where this addendum is posted. These documents are not to be altered by the bidder. The directions for completing the two DSCYF forms are also posted in the same location.

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