

10/21/2014

TO: ALL POTENTIAL BIDDERS

FROM: H. Ryan Bolles  
DSCYF – Contract Administrator

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF14-04 YRS Re-Entry and Aftercare Services

**RFP CYF14-04 Questions/Answers**  
**ADDENDUM #1**

The following is a list of questions and answers prepared for potential bidders:

1. On page 5 of the RFP, it says approximately 25 youth will be selected annually for this re-entry program with each youth-family advisor ideally serving no more than three families at any given time.
  - Is this 25 youth total, or is this 25 youth for each Wilmington and Dover for a total of approximately 50 youth? **The current estimate is 25 youth total for both locations combined.**
  - If this is total of 25 for both locations, what is the expected breakdown for the two locations? **Please refer to the exit data on page6 of the RFP and model your proposal based on those estimates.**
  - If the ratio of staff to youth is 1 to 3, that would be a total of 8 staff, is that accurate? **The total number of staff needed could fluctuate with the number of youth participating in the program in either given area at any given time, however the State will likely try to establish a stable youth participation level for each area in order to keep the program consistent.**
2. What are your expectations for the staffing pattern and staff credentials?
3. What is the minimum staff to youth ratio to serve 25 youth? **A ratio of 1 staff to 3 youth/families is the number to use for developing your proposal.**
4. What are the minimum staff qualifications in terms of experience and education? **The State would like the bidder to consider the type of youth, the needs of the youth, the location of the program and describe what experience and education it believes is appropriate for staff to deliver the services being requested in the RFP.**
5. What is the target population of youth receiving the services, other than returning from Ferris? What is the age range? Who will youth be living with? **Males, ages 13-18, serious or chronic repeat offenders, exiting Ferris School and re-entering the community to reside with their primary caregiver in either Dover or Wilmington.**
6. Is the department open to an independent living proposal for youth with no families to return to? **No, at this time the State is only accepting proposals in response to the services described in the RFP.**
7. What is the expectation around the minimum number of contact hours per youth per week? **The need for contact will be driven by a case by case review of the needs of each youth/family. However, the successful bidder should anticipate making frequent enough contacts with each youth/family to stay informed of the changing needs of each youth/family while provide flexible enough programming to meet those changing needs.**

8. Considering length of stay research and the expected outcomes on page 8, is the length of stay of 1 year flexible? **The initial plan is that the services would be available for up to one year as needed for each youth selected, but not to exceed the “maximum discharge date”.**
9. I see the targeted geographic areas are Dover and Wilmington. Can an agency bid on just one of the areas or are you looking for the same provider for both areas? **The State is open to awarding contracts to two separate bidders if it's determined by DSCYF to be in the best interest of the State and the youth to receive services to do so.**

All other terms and conditions remain the same.

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