



State of Delaware

DEPARTMENT OF SERVICES FOR CHILDREN,  
YOUTH AND THEIR FAMILIES

# REQUEST FOR PROPOSALS #CYF15-02

## DESCRIPTION

Division of Prevention and Behavioral Health Services

Project LAUNCH Staffing

*(3 - INDEPENDENT CONTRACTORS; 1 award each of the following)*

- **Young Child Wellness Expert (YCWE) / Grant Project Director**
  - **Young Child Wellness Coordinator (YCWC)**
    - **Intensive Family Consultant (IFC)**

BIDDERS' CONFERENCE: No Bidders' Conference will be held  
PROPOSALS DUE: BY 2:00 PM THURSDAY FEBRUARY 19, 2015

**The RFP schedule is as follows:**

Date Submit all questions to H. Ryan Bolles, DSCYF Procurement Administrator, at [herbert.bolles@state.de.us](mailto:herbert.bolles@state.de.us)

None **NO** bidder's conference will be held regarding this RFP.

**Thursday,  
February 19,  
2015  
by 2:00 PM ET**

Cover Letter and Independent Contractor Proposals shall be submitted as follows:

Please submit 1 original proposal marked "ORIGINAL". Please submit 4 copies or your proposal marked "COPY". Please submit **1 electronic copy of your typed letter and ENTIRE proposal on CD, DVD or flash drive.**

Letter and proposals **must be delivered by 2:00PM ET on February 19, 2015.**

**Letters and proposals arriving after 2:00pm ET will not be accepted.**

**You are encouraged to double-side print/copy your proposals.**

Express Courier or hand deliver the sealed bids as follows:

State of Delaware  
Ryan Bolles, Grants and Contracts  
1825 Faulkland Road  
Wilmington, DE 19805

**DELIVERY:**

Although it is not recommended to ship by the US Postal Service, if this is your preferred delivery method, please address as follows:

State of Delaware  
Ryan Bolles, Grants & Contracts  
1825 Faulkland Road  
Wilmington, DE 19805

The bidder bears the risk of delays in delivery. The contents of any proposal shall not be disclosed to competing entities during the negotiation process.

As soon as possible The Department will work diligently to complete the proposal review and selection process in an expeditious fashion. Bidders should plan to be available to respond to questions from the review panel by telephone or in person, if necessary. However, proposals are expected to be able to stand alone based upon the written information submitted.

As soon as possible Decisions are expected to be made and awards announced as soon as possible. Initial notification to all bidders will be announced by email.

## Request for Proposal

The State of Delaware's Department of Services for Children, Youth and Their Families' (DSCYF), Division of Prevention and Behavioral Health (DPBHS) is seeking proposals from qualified independent contractors to provide professional services required to implement a new Federal grant project recently awarded to the State. The Department is seeking proposals for three different types of professional services defined below. Agencies of more than a single staff person may not bid for these contracts. The Substance Abuse and Mental Health Services Administration must approve final contract awards.

**CONTEXT:** DPBHS has received a 5-year grant award from the Substance Abuse and Mental Health Services Administration (SAMHSA). SAMHSA's Project LAUNCH (Linking Actions for Unmet Needs in Children's Health) has provided funds for states, territories, and tribes to promote the wellness of young children from birth to 8 years by addressing the physical/social/emotional/cognitive/behavioral aspects of their development and to further advance Delaware's shared vision for the wellness of young children. Coordination of child-serving systems and the integration of behavioral and physical health services drive this work to ensure children are thriving in safe, supportive environments and entering school ready to learn.

The Delaware Children's Department's Division of Prevention and Behavioral Health Services and the Department of Health and Social Services' Division of Public Health (DPH) will co-lead this project in partnerships with Red Clay Consolidated School District, Early Learning Programs, Nemours Children's Health System, and key stakeholders within a specified area of the city of Wilmington. Using a public health approach, the initiative's goals and objectives are designed to increase family and youth involvement and help ensure that young children have comprehensive and coordinated services needed to sustain gains through the early elementary and beyond.

Project LAUNCH will operate within neighborhoods that are attendance zones for Warner Elementary School and Shortlidge Academy. These are communities long identified with multiple environmental risk factors and gaps in services/supports for young children, birth to 8 years, and their families. Sadly, these communities are areas of high poverty have experienced high crime and violence and have few, if any, high-quality early care and education programs.

**How to respond to this RFP:** A letter of intent clearly identifying the type of professional service for which the independent contractor is bidding must be sent along with a completed proposal. **Bidders may submit a proposal for more than one contract opportunity, but a separate cover letter and proposal addressing all questions and requirements must be submitted for each service type bid.**

**Professional service areas to be contracted as a result of this RFP include one contract award each of the following (details provided in subsequent pages):**

1. Young Child Wellness Expert (YCWE) / Grant Project Director
2. Young Child Wellness Coordinator (YCW)
3. Intensive Family Consultant (IFC)

**Compensation** is competitive and will be negotiated based on qualifications, experience and expertise; however, it is anticipated that the estimated annual compensation for each contract opportunity will be as follows:

1. Young Child Wellness Expert (YCWE) / Grant Project Director - \$80,000-\$100,000
2. Young Child Wellness Coordinator (YCWC) - \$65,000-\$80,000
3. Intensive Family Consultant (IFC) - \$60,000-\$73,000

The independent contractor is responsible for payment of any and all federal, state or local **taxes** that may apply.

DSCYF reserves the right not to award contracts for any or all of the service areas included in this RFP. Contract start dates may vary depending on the length of the negotiations and other factors, but it is the Department's goal to begin service delivery as soon as possible.

The Department anticipates entering into a multi-year agreement resulting from this RFP. The initial contract offered to successful bidders will be for one or more years beginning as soon as possible. Subsequent contract terms will be for one or more year periods pending successful contractor performance and availability of funds. The successful bidders must accept full payment by conventional check and/or other electronic means and/or procurement (credit) card at the State's option, without imposing any additional fees, costs, or conditions.

**A Delaware Business License** is required for all independent contractors at the time of contract execution, but not at time of proposal submission. Successful bidders **must** obtain and maintain a Delaware business license and any required professional licenses for the term of the contractual agreement.

**FOR FORMER OR CURRENT STATE EMPLOYEES INTERESTED IN COMPETING FOR THESE CONTRACTS:**

To insure compliance with the State's Code of Conduct post-employment law (which provides that former State employees may not work on State projects if they were directly and materially related to their work as State employees), it is required that current State of Delaware employees who respond to this RFP contact Deborah Weaver, Esq. (302-739-2399), attorney for the Delaware Public Integrity Commission. Ms. Weaver will assist such individuals in reviewing their situation, determining if a request to the Commission for advice is needed, and in drafting an appropriate letter to the Commission if necessary. Where such a letter is indicated, it must be submitted for consideration by the Commission at its regularly scheduled monthly meeting.

Individuals wishing to submit a proposal in response to this RFP who receive a pension benefit from the State Employee's Pension Plan are required to complete Form-SS-8 "Determination of Worker Status" with the Internal Revenue Service. The application and findings from the Internal Revenue Service must be reported to the Delaware Board of Pension Trustees for a determination of the individual meeting the definition of employee within the Plan. For more information visit <http://delawarepensions.com>.

**Criminal Background Check:**

Pursuant to 31 Del.C. section 309, bidders **awarded** a contract resulting from this RFP are required to pass a criminal background check (state and federal).

All information required by Delaware Code shall be forwarded to the DSCYF which will assess the information and make a determination of suitability based on the type of offenses, recency, record since the offenses, and responsibilities of the bidder.

In addition, all bidders awarded a contract will be required to obtain certification from DSCYF as to whether the individual is named in the Central Register as the perpetrator of a report of child abuse.

## PROFESSIONAL SERVICE DESCRIPTION

Project leadership responsibilities are shared by the Director of Delaware’s Division of Prevention and Behavioral Health Services, DHSS-Division of Public Health and the Young Child Wellness Expert. This team will collaborate with the Local Young Child Wellness Coordinator and Delaware’s Early Childhood Council (also known as the Council on Young Child Wellness, or “the Council”) to identify opportunities for collaboration across the early childhood system to:

- Support Project LAUNCH activities in the target community;
- Plan, promote, and sustain successful aspects of the community program;
- Document lessons and successes from the target community to influence policy, funding, and programmatic decisions related to the social, emotional, and behavioral development of all young children;
- Learn about other, related early childhood initiatives at the State level (or in other parts of the State), that can inform and be linked with Project LAUNCH in the local community;
- Collaborate on other ongoing or emerging efforts in the early childhood system that can incorporate or build on Project LAUNCH lessons learned or best practices; and
- Pilot innovative practices or policies developed by the State within the local Project LAUNCH community in cooperation and as agreed with local Project LAUNCH leadership.

**General Characteristics for all contract opportunities:** These contractors need to have excellent “people skills” because each contractor needs to be able to recruit and engage members of the community and parents to be actively involved with Delaware LAUNCH. Additionally, they need to be able to serve on different committees, task forces and planning groups as well as be able to facilitate meetings. Contractors will need to spend time working in the schools and community to engage key partners and families. Each successful bidder will need to understand the barriers to learning and the roles developmental levels, age, cultures, race, sexual identity play and how their job functions relate to working with these domains.

It is estimated that each contractual opportunity listed above will likely require approximately 35-40 hours per week to complete the expected project tasks.

Detailed Characteristics for each contract opportunity follow.

## **SPECIFIC CONTRACT OPPORTUNITY DUTIES AND REQUIREMENTS:**

### **1. Young Child Wellness Expert (YCWE) / Grant Project Director**

**Scope of Work:** The Young Child Wellness Expert/Project Director will be responsible for all aspects of the statewide grant project implementation and management in order to implement Project Launch. The Project Director will provide leadership in the development, coordination, implementation, and evaluation of all grant activities. Required qualifications include experience and expertise in the early childhood mental health systems and development and public health. Selection for this position will be in collaboration with DPBHS and DPH. Main responsibilities include: staffing to the Delaware Early Childhood Council (DECC) and its activities (Council will serve as the State's Council on Young Child Wellness); providing leadership in carrying out the State's Comprehensive Strategic Plan for Early Childhood to improve outcomes for young children through improved collaboration, integration, and infrastructure development; ongoing communication, technical assistance, guidance and oversight of the local level activities; and fiscal oversight of the grant. These responsibilities will include:

- Develop, manage and direct operations of the program(s) funded through the federal funds via a grant awarded to DPBHS.
- Collaborate with DPH and the DECC to identify needs, forecasts resources and personnel requirements, conduct fiscal monitoring, collaborate with project evaluation team.
- Plan, develop and implement project-related activities to address unmet young child health needs.
- Coordinate public and private health services to reduce duplication of services, strengthen existing services and address the unmet needs of the community for young child wellness.
- Collaborate with evaluation teams to design and direct surveys for determining problems and unmet health needs and to assess project progress and outcomes. Study survey findings, analyze information and makes recommendations.
- Develop program strategies and protocols including standards of care with other health care providers.
- May develop and provide in-service training activities for health professionals, community organizations, state and federal agencies, industry and others.

#### **Proposal Evaluation Criteria:**

Bidders must have education, training and/or experience demonstrating competence in each of the following areas:

##### **A. Education [Mandatory]**

- Possession of a MA or Ph.D. degree in Behavioral/Social Science or related field **AND** five (5) years of experience working in a mental health or substance abuse system as a manager including experience working on grants. [**Preference will be given to this set of qualifications**].

*Or*

- Possession of a Bachelor's degree in Behavioral/Social Science or related field **AND** ten (10) years of experience working in a mental health system as a manager including having experience working on grants.

##### **B. Training/Experience**

- Experience in health or human services program administration such as overseeing and directing the development, implementation of health or human services programs and services that focus on improving the lives of individuals, families, and communities. [25%]

- Knowledge of children’s physical/mental health, substance use and the impact of trauma on children and families. [25%]
- Experience in planning and/or working in children’s service system(s). [10%]
- Experience in project management: [40%]
  - Contract management, negotiation and development;
  - Financial/budget management;
  - Strategic thinking;
  - Project coordination/leadership experience;
  - Fostering collaborative relationships, including inter-agency/across organizations and within diverse communities;
  - Social Marketing; and
  - Developing policies and procedures.

## **2. Local Young Child Wellness Coordinator (YCWC)**

**Scope of Work:** The Local Young Child Wellness coordinator (YCWC) will support the implementation of Project LAUNCH, a SAMHSA-funded program designed to promote the healthy development of young children through prescribed activities that advance the social, emotional, and behavioral health of young children within targeted communities

The Local Young Child Wellness Coordinator (YCWC) works in close coordination and collaborates with the State's Young Child Wellness Expert (YCWE) to ensure the effective and efficient delivery of Project LAUNCH services within the targeted community throughout the life of the grant. The YCWC also leads a Local Council on Young Child Wellness to develop and implement a strategic plan for the project and strategies for sustainability of successful aspects of the community program beyond the end of the grant period. The YCWC shall:

- Oversee the development and implementation of a community-level component of the comprehensive strategic plan for developing, implementing, and sustaining infrastructure and programs addressing young child wellness;
- Establish the organizational structure to support collaborative efforts between the State, Schools and the Communities as identified;
- Provide leadership in all local facets of young child wellness efforts, including guiding the establishment of interagency collaborations with other community-based, child- and family-serving public agencies;
- Submit reports and other materials to the State YCWE to meet required grant evaluation and reporting criteria; ensure compliance with all evaluation and reporting requirements; and
- Convene a Local Council on Young Child Wellness that assists in the development and implementation of a strategic plan for the community-level project and sustainability of successful aspects of the community program at the end of the grant period.

The individual will have experience managing/coordinating projects between local service systems and expertise in the field of child development and children's mental health as well as knowledge in the following areas: early care and education, education, prevention and public health. The YCWC is also responsible for oversight of all community-level activities, including member of the Wilmington Early Care and Education Council (Council will serve as the Local Child Wellness Council); maintaining partnerships with all local-level agencies; oversight of program implementation, workforce development, outreach to engage the community and social marketing activities; and performance reporting at the local level.

### **Proposal Evaluation Criteria:**

Bidders must have education, training and/or experience demonstrating competence in each of the following areas:

#### **A. Education [MANDATORY]**

- Possession of a MA or Ph.D. degree in Behavioral/Social Science or related field **AND** five (5) years of experience working in a mental health or substance abuse system as a manager including experience working on grants [**Preference will be given to this set of qualifications**].

*Or*

- Possession of a Bachelor's degree in Behavioral/Social Science or related field **AND** ten (10) years of experience working in a mental health system as a manager including having experience working on grants.

## **B. Training/Experience**

- Possession of a Delaware license as a mental health professional, or license eligible.  
**[Preference will be given for this qualification]**
- Experience in delivery of mental health, substance abuse and/or other health or human services, prevention or education. [25%]
- Experience in management or providing advice or consultation to government or community agencies that provide health or human services. [25%]
- Knowledge of early childhood development, across physical, mental social, emotional and behavioral domains. [20%]
- Experience in the following areas: [30%]
  - Project coordination/leadership experience,
  - Developing policies and procedures,
  - Fostering collaborative relationships, including inter-agency/across organizations;
  - Demonstrate ability to foster collaborative relationships with individuals and groups in a culturally and linguistically competent manner;
  - Experience in social marketing.
  - Ability to organize, coordinate, and lead diverse communities and task forces and develop policies and procedures to meet the needs of the community.

### **3. Intensive Family Consultant (IFC)**

**Scope of Work:** The Intensive Family Consultant (IFC) will provide direct services to families within the target area via office and/or community home visits utilizing an interactive one-on-one consultation prevention model which is strength based, person centered and builds upon the families' protective factors to offset and combat the negative effects of identified risk factors which adheres to System of Care (SOC) and Family Support principles. The IFC will also be responsible for routine case management and statistical record keeping, providing advocacy and community collaborations on behalf of families served, utilizing Person- Centered Planning intervention tools such as MAPS & PATHS, conducting outreach activities and presentations as needed, along with participation in internal Department, division, and unit Meetings, as well as external community and committee Meetings. The IFC must be familiar with the range of programs, services and resources available to assist families and children provided by Federal, State, County and local government, community-based organizations, nonprofit/charitable agencies, churches, etc. In additions, the IFC must be/become familiar with the target area and the various neighborhoods and sub-populations within it.

#### **Proposal Evaluation Criteria:**

Bidders must have education, training and/or experience demonstrating competence in each of the following areas:

##### **A. Education [Mandatory]**

- Possession of a Bachelor's degree or higher in Behavioral or Social Science or related field.

##### **B. Training/Experience**

- Knowledge of child, adolescent and adult psychology, developmental, mental and emotional disorders, and their social, economic and psychological implications and behavioral impact. [25%]
- Three years of experience in direct provision of mental health services for children and families (including knowledge of interviewing techniques and experience recruiting and interviewing clients, knowledge of methods and techniques of counseling and social casework). [20%]
- Three years of experience in case management, including interpreting laws, rules, regulations, standards, policies, and procedures, and narrative report writing. [25%]
- Experience in the following areas: [30%]
  - Knowledge of the target area, its demographics, strengths, issues, risk and resiliency factors, and the availability, role and functions of community resources;
  - Experience working effectively with diverse communities and at-risk and/or low-income populations;
  - Experience maintaining effective working relationships with other public and private service agencies as well as regulatory agencies; and
  - Skill in evaluating existing programs and making recommendations for improvement to best meet individual, family and community needs.

**All bidders must address each of the following items in their proposal.** A response to every question is required to complete the proposal as is the attachment of specified documents.

*Please ensure that the bidder's name and the contracted service type for which you are bidding is at the top of each page attached. Number the responses in accordance with the numbered questions below.*

1. List previous work which you believe qualifies you to perform the work of the service area for which you are bidding as described in this RFP.
2. List your knowledge, training and/or expertise that is relevant to the work of the service area for which you are bidding as described in this RFP.
3. List any educational degrees, professional credentials and/or licenses relevant to the work of the service area for which you are bidding as described in this RFP.
4. Provide names and contact information for three professional sources who may be contacted by DSCYF for a reference who can attest to your ability to perform the work of the service area for which you are bidding.
5. Include the following documentation:
  - a. Cover letter
  - b. Bidder Fact Sheet – provided below (as **page 1 of proposal**)
  - c. Resume or vita outlining your education and experience in addition to other narrative submitted as part of proposal.
  - d. Responses to all questions above (1-4)
  - e. Provide a copy of your valid driver's license
  - f. Provide a copy of any required Delaware professional license or describe how you qualify as license eligible in the State of Delaware
6. Include the following signed forms included in this RFP:
  - a. Assurance Form – provided below
  - b. Certification, Representation, and Acknowledgements – provided below
7. Submission of a proposal for either contracted opportunity serves as acknowledgement of the stated proposed compensation as acceptable. No additional budget information is required.

Bid price negotiations and feedback from provided references will also be considered as the panel makes a final recommendation for contract awards.

*Failure to complete these forms will seriously affect the ability of the review panel to evaluate the bidder's proposal and may be a factor in proposal rejections.*

**BIDDER FACT SHEET**

**Place as Top Page of Proposal**

RFP Title: CYF 15-02 Project LAUNCH Staffing

Proposed Service Area (check the contracted opportunity for which you are bidding):

- Young Child Wellness Expert (YCWE) / Grant Project Director
- Local Young Child Wellness Coordinator (YCWC)
- Intensive Family Consultant (IFC)

CORPORATE INFORMATION	
Bidder Name:	_____
Address:	_____ _____ _____
Contact Person:	_____
Phone #:	_____
Cell #:	_____
E-mail Address:	_____

Indicate below all that apply to the bidder:

- Non-Profit Agency     Woman Owned Agency     Minority Owned Agency     Disadvantaged Business Enterprise

Delaware Business License#: \_\_\_\_\_

A Delaware Business License is not required to bid, but a copy of the license is required at or before the time of contract signing **IF** the bidder will be providing services within the State of Delaware.

## ASSURANCES

The bidder represents and certifies as a part of this offer that:

The organization will complete or provide any information necessary for enrollment in Medicaid requested by the Department, concerning, but not limited to, such areas as licensure and accreditation, Medicaid rates paid by other states for services provided by the organization, the usual and customary charges for medical services, and/or past sanctioning by the Centers for Medicare and Medicaid Services (CMS).

The organization will maintain records, documents, and other required evidence to adequately reflect the service under contract.

The organization agrees to maintain or to make available at a location within the State, such records as are necessary or deemed necessary by the Department to fully disclose and substantiate the nature and extent of items and services rendered to the Department clients, including all records necessary to verify the usual and customary charges for such items and services. Organizations that show cause may be exempted from maintaining records or from making such records available within the State.

The organization understands that all records shall be made available at once and without notice to authorized federal and state representatives, including but not limited to Delaware's Medicaid Fraud Control Unit, for the purpose of conducting audits to substantiate claims, costs, etc., and to determine compliance with federal and state regulations and statutes.

The organization shall retain medical, financial, and other supporting records relating to each claim for not less than five (5) years after the claim is submitted.

The organization will maintain accurate accounts, books, documents, and other evidentiary, accounting, and fiscal records in accordance with established methods of accounting.

In the event that the Contract with the organization is terminated, the organization's records shall remain subject to the Department's regulations.

The organization will physically secure and safeguard all sensitive and confidential information related to the service given. This includes service activities and case record materials.

The organization shall comply with the requirements for client confidentiality in accordance with 42 U.S.C. 290 and/or 290 cc-3.

The organization will cooperate with designated program monitors, consultants, or auditors from the Department of Services for Children, Youth and Their Families or the Criminal Justice Council in connection with reviewing the services offered under contract.

The organization will comply with all applicable State and Federal licensing, certification, and accreditation standards, including the Department's Generic Program Standards, and it will submit documentation of annual renewals of applicable licenses/certifications at whatever point they are renewed during the contract year.

The organization will not let subcontracts without prior approval from the contracting Division.

The organization will attempt to obtain all supplies and materials at the lowest practicable cost and to contain its total cost where possible by competitive bidding whenever feasible.

The organization will, upon signature of the contract, provide written assurance to the Department from its corporate counsel that the organization is qualified to do business in Delaware.

The organization agrees to comply with all requirements and provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Federal Equal Employment Opportunity and Non-Discrimination regulations, and any other federal, state, or local anti-discriminatory act, law, statute, regulation, or policy along with all amendments and revisions of these laws, in the performance of the contract. It will not discriminate against any bidder or employee or service recipient because of race, creed or religion, age, sex, color, national or ethnic origin, handicap, or any other discriminatory basis or criteria.

The organization shall comply with: the Uniform Alcoholism and Intoxication Treatment Act (16 Del.C., Chapter 22 as amended; Licensing of Drug Abuse Prevention, Control, Treatment, and Education Programs (16 Del.C., Chapter 48 as amended); Drug Free Work Place Act of 1988.

The organization shall comply, when applicable, with the Methadone Regulations (21 CFR, Part III), which prohibit use of methadone for children and youth.

The organization will establish a system through which clients receiving the service under contract may present grievances. Clients will be advised of their appeal rights by the organization.

The organization agrees that it is operating as an independent contractor and as such, it agrees to save and hold harmless the State from any liability which may arise as a result of the organization's negligence.

The organization will abide by the policies and procedures of the Department and will comply with all of the terms, conditions, and requirements as set forth in the contract. The organization understands that failure to comply with any of the terms, conditions, and provisions of the contract may result in delay, reduction, or denial of payment or in sanctions against the organization. The organization also understands that penalties may be imposed for failure to observe the terms of Section 1909, Title XIX of the Social Security Act.

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Name of Organization's Authorized Administrator

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Signature of Authorized Administrator

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Date

**PLEASE SIGN THIS FORM AND SUBMIT WITH THE PROPOSAL**

**CERTIFICATION, REPRESENTATION, AND ACKNOWLEDGEMENTS**

By signing below, bidding contractors certify that:

- They are an established vendor in the services being procured
- They have the ability to fulfill all requirements specified for development within this RFP
- They have neither directly nor indirectly entered into an agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this proposal
- They are accurately representing their type of business and affiliations
- They are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency

The following conditions are understood and agreed to:

- No charges, other than those negotiated into a final contract are to be levied upon the State as a result of a contract.
- The State will have exclusive ownership of all products of this contract unless mutually agreed to in writing at the time a binding contract is executed.

\_\_\_\_\_  
Name of Organization's Authorized Administrator

\_\_\_\_\_  
Signature of Authorized Administrator

\_\_\_\_\_  
Date

ATTACHMENT A:

ADDITIONAL BIDDER'S INSTRUCTIONS

**DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH & THEIR FAMILIES (DSCYF)**  
***Submission Instructions***

*Failure to follow Departmental procedures may disqualify a bidder's organization.*

**I. FORMAT**

Proposals should be printed on 8 1/2" x 11" paper. To be considered all proposals must be submitted in writing and respond to the items outlined in this RFP. Videos will not be presented to the panel. Binding, color graphics and extensive attachments are unnecessary.

To be considered, bidders must submit a complete response to this RFP. An official authorized to bind the bidder to the proposal must sign proposal documents. The successful bidder must be in compliance with all licensing requirements of the State of Delaware at time of contract execution.

Bidders may be called, only at the discretion of the issuing office, for an interview concerning their proposal. The State reserves the right to reject any non-responsive or non-conforming proposals.

**II. QUESTIONS**

All questions regarding this request should be directed to H. Ryan Bolles at [Herbert.Bolles@State.DE.US](mailto:Herbert.Bolles@State.DE.US) or 302-633-2701. Questions will be forwarded to the appropriate DSCYF program administrators. Updates and answers to significant content questions will be posted on the State's solicitation web site [www.bids.delaware.gov](http://www.bids.delaware.gov). **It is the bidder's responsibility to check the website for updates to this RFP.**

**III. ETHICS LAW RESTRICTIONS**

Neither the Contractor, including its parent company and its subsidiaries, nor any subcontractor, including its parent company and subsidiaries, may engage, directly or indirectly, any person who, while employed by the State of Delaware during two years immediately preceding the date any Contract entered into as a result of this request for proposals, gave an opinion, conducted an investigation, was directly involved in, or whom otherwise was directly and materially responsible for said service described herein in this request for proposal in the course of official duties as a state employee, officer or official. The Department shall determine, at its sole discretion, whether a person was directly and materially responsible for said program, project, or contract or any other program, project, or contract related to the service described in any contract entered into as a result of this request for proposals.

**IV. PROPOSALS BECOME STATE PROPERTY**

All proposals become the property of the State of Delaware and will not be returned to the contractor. Proposals to the State may be reviewed and evaluated by any person other than competing vendors at the discretion of the State. The State has the right to use any or all ideas presented in reply to this RFP. Selection or rejection of the proposal does not affect this right.

**V. RFP AND FINAL CONTRACT**

The contents of the RFP may be incorporated into the final contract and become binding upon the successful bidder. If the bidder is unwilling to comply with the requirements, terms, and conditions of the RFP, objections must be clearly stated in the proposal. Objections will be considered and may be subject to negotiation at the discretion of the State.

**VI. PROPOSAL AND FINAL CONTRACT**

The content of each proposal will be considered binding on the bidder and subject to subsequent contract confirmation if selected. The content of the successful proposal may be included by reference in any resulting contract. All prices, terms, and conditions contained in the proposal shall remain fixed and valid

for ninety (90) days after the proposal due date. Contract negotiations will include price re-verification if the price guarantee period has expired.

## **VII. MODIFICATIONS TO PROPOSALS**

Any changes, amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted proposal. Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

## **VIII. COST OF PROPOSAL PREPARATION**

All costs of proposal preparation will be borne by the bidding contractor. All necessary permits, licenses, insurance policies, etc., required by local, state or federal laws shall be provided by the contractor at his/her own expense.

## **IX. EVALUATION REQUIREMENTS AND PROCESS**

The Proposal Review Committee shall determine the firms that meet the minimum requirements pursuant to selection criteria of the RFP and procedures established in 29 Del. C. §§ 6981, 6982. The Committee may interview at least one of the qualified firms. The Committee may negotiate with one or more firms during the same period and may, at its discretion, terminate negotiations with any or all firms. The Committee shall make a recommendation regarding the award to the contracting Division Director of this RFP, who shall have final authority, subject to the provisions of this RFP and 29 Del. C. § 6982 to award a contract to the successful firm in the best interests of the State of Delaware. The Proposal Review Committee reserves the right to award to one or more than one firm, in accordance to 29 Del. C. § 6986.

The Proposal Review Committee shall assign up to the maximum percentage of points as stated previously in this RFP. All assignments of points shall be at the sole discretion of the Proposal Review Committee.

The Proposal Review Committee reserves the right to:

- Select for contract or for negotiations, a proposal other than that with the lowest costs.
- Accept/Reject any and all proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all contractors during the review and negotiation.
- Negotiate any aspect of the proposal with any firm and negotiate with more than one firm at the same time. The Department reserves the right to contract with more than one vendor.

All proposals shall be evaluated using the same criteria and scoring process. Bidders may be scheduled to make oral presentations in support of their written proposals. However, proposals are expected to stand on their own merits as written. The Review Panel will assess the strength and clarity of any oral presentation and combine the evaluations of both written and oral presentations (when applicable) in determining the overall evaluation of the proposal and in making recommendations. A summary of the Panel's recommendations will be available for review upon request.

## **X. REJECTION OF PROPOSALS**

DSCYF reserves the right to reject any/all proposals received in response to this RFP. Any information obtained will be used in determining suitability of proposed support.

Any proposal called "not accepted" will mean that another proposal was deemed more advantageous or that

all proposals were not accepted. Respondents whose proposals were not accepted will be notified as soon as a selection is made, or if it is decided, that all proposals are not accepted.

Any proposal failing to respond to all requirements may be eliminated from consideration and declared not accepted.

The proposal must conform to the requirements as stated in the RFP. The State specifically reserves the right to waive any informalities or irregularities in the proposal format.

**XI. RESERVED RIGHTS OF THE DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES**

Notwithstanding anything to the contrary, the Department reserves the right to:

- o Reject any and all proposals received in response to this RFP
- o Select for contract or for negotiations a proposal other than that with the lowest costs
- o Waive or modify any information, irregularities, or inconsistencies in proposals received
- o Consider a late modification of a proposal if the proposal itself was submitted on time; and, if the modifications make the terms of the proposal more favorable to the Department, accept such proposal as modified
- o Negotiate as to any aspect of the proposal with any proposer and negotiate with more than one proposer at the same time
- o If negotiations fail to result in an agreement within a reasonable period of time, terminate negotiations and select the next most responsive proposer, prepare and release a new RFP, or take such other action as the Department may deem appropriate
- o Negotiate a renewal of the contract resulting from this RFP with appropriate modifications.

**XII. STANDARDS FOR SUBCONTRACTORS**

The prime contract with the contractor will bind sub or co-contractors to the terms, specifications, and standards of this RFP, resulting prime contracts, and any subsequent proposals and contracts. All such terms, specifications, and standards shall preserve and protect the rights of the Department under this RFP with respect to the services to be performed by the sub or co-contractor. Nothing in the RFP shall create any contractual relation between any sub or co-contractor and the Department of Services for Children, Youth and Their Families.

All sub or co-contractors must be identified in the Contractor's proposal. The proposal's workplan must also state which tasks the sub or co-contractor will perform. Approval of all sub and/or co-contractors must be received from the Department prior to the contract negotiation.

The prime bidder will be the State's primary contractor.

**XIII. CONTRACT TERMINATION CONDITIONS**

The State may terminate the contract resulting from this RFP at any time that the Contractor fails to carry out its provisions or to make substantial progress under the terms specified in this request and the resulting proposal.

The State shall provide the Contractor with 15 days notice of conditions which would warrant termination. If after such notice the Contractor fails to remedy the conditions contained in the notice, the State shall issue the

Contractor an order to stop work immediately and deliver all work and work in progress to the State. The State shall be obligated only for those services rendered and accepted prior to the date of notice of termination.

With the mutual agreement of both parties, upon receipt and acceptance of not less than 30 days written notice, the contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.

Notwithstanding any other provisions of this contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming or insufficient, through the failure of the State of Delaware to appropriate funds or through discontinuance of appropriations from any source, the State of Delaware shall have the right to terminate this contract without penalty by giving not less than 30 days written notice documenting the lack of funding.

#### **XIV. NON-APPROPRIATION**

In the event that the State fails to appropriate the specific funds necessary to continue the contractual agreement, in whole or in part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available, at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

#### **XV. FORMAL CONTRACT AND PURCHASE ORDER**

The successful firm shall promptly execute a contract incorporating the terms of this RFP within twenty (20) days after the award of the contract. No bidder is to begin any service prior to receipt of a State of Delaware Purchase Order signed by two authorized representatives of the agency requesting service, properly processed through the State of Delaware. The Purchase Order shall serve as the authorization to proceed in accordance with the bid specifications and the special instructions, once the successful firm receives it.

#### **XVI. INDEMNIFICATION**

By submitting a proposal, the proposing firm agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, DSCYF, its agents, and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the firm, its agents and employees' performance of work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, in whole or in part, to the State, its employees or agents.

#### **XII. LICENSES AND PERMITS**

In performance of this contract, the firm is required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful firm. The firm shall be properly licensed and authorized to transact business in the State of Delaware as defined in Delaware Code Title 30, Sec. 2502.

#### **XIII. INSURANCE**

A. As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the insurance specified below with a carrier satisfactory to the State.

1. Workers' Compensation Insurance under the laws of the State of Delaware and Employer's Liability Insurance with limits of not less than \$100,000 each accident, covering all Contractors' employees engaged in any work hereunder.

2. Comprehensive Liability -Up to one million dollars (\$1,000,000) single limit per occurrence including:
    - a. Bodily Injury Liability -All sums which the company shall become legally obligated to pay as damages sustained by any person other than its employees, caused by occurrence.
    - b. Property Damage Liability -All sums which the company shall become legally obligated to pay as damages because of damages to or destruction of property, caused by occurrence.
    - c. Contractual liability, premises and operations, independent contractors, and product liability.
  3. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury or death, and \$100,000 as to property damage.
- B. Forty-five (45) days written notice of cancellation or material change of any policies is required.

**XIX. NON-DISCRIMINATION**

In performing the services subject to this RFP, the firm agrees that it will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The successful firm shall comply with all federal and state laws, regulations and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of contract.

**XX. COVENANT AGAINST CONTINGENT FEES**

The successful firm warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of understanding for a commission or percentage, brokerage or contingent fee excepting bona-fide employees and/or bona-fide established commercial or selling agencies maintained by the bidder for the purpose of securing business. For breach or violation of this warranty, the State shall have the right to annul the contract without liability or at its discretion and/or to deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

**XXI. CONTRACT DOCUMENTS**

The RFP, the Purchase Order, and the executed Contract between the State and the successful firm shall constitute the Contract between the State and the firm. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter: Contract, Contract Amendments, RFP, Purchase Order and Vendor Proposal. No other documents shall be considered. These documents contain the entire agreement between the State and the firm.

**XXII. APPLICABLE LAW**

The Laws of the State of Delaware shall apply, except where Federal law has precedence. The successful firm consents to jurisdiction and venue in the State of Delaware.

**XXIII. SCOPE OF AGREEMENT**

If the scope of any provision of this Contract is too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole

of such provisions of the contract shall not thereby fail, but the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

### **FOR YOUR RECORDS**

One component of every DSCYF contract is the “Statement of Agreement”. This document spells out the legal obligations under which both the DEPARTMENT and the CONTRACTOR must operate. The document is included below as a courtesy for your review as you propose entering into a contractual agreement with the Department. This document is part of all contracts with successful bidders.

### **STATEMENT OF AGREEMENT THE DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES**

**WHEREAS**, the DEPARTMENT has determined that:

The services described herein are required by the DEPARTMENT;

The CONTRACTOR possesses the necessary experience and skills and is equipped to efficiently and effectively perform any duties and assignments required to provide such services;

The CONTRACTOR is willing to provide such services and has provided a proposed budget or unit cost schedule for these services;

The CONTRACTOR’s proposal and budget or unit cost schedule are acceptable;

**NOW, WHEREFORE**, in consideration of the foregoing recitals and mutual covenants contained herein, the PARTIES do hereby agree to the following:

#### **ARTICLE I: DUTIES OF THE PARTIES**

##### **A. Duties of the DEPARTMENT**

The DEPARTMENT shall:

1. Contract Manager. Identify a Contract Manager who shall be the primary program liaison with the CONTRACTOR on behalf of the DEPARTMENT.
2. Policies and Procedures. Provide the CONTRACTOR with the policies, reimbursement and operating guidelines and any other written documentation held or developed by the DEPARTMENT that the CONTRACTOR may reasonably request in order to perform its duties hereunder.

##### **B. Duties of the CONTRACTOR**

The CONTRACTOR shall:

1. Contract Manager. Identify a Contract Manager who shall be the primary contact with the DEPARTMENT on behalf of the CONTRACTOR for this Contract.
2. Program of Services (and/or Products). Provide the program of services (and/or products) as set forth in Attachment A, Description of Services, which is made a part of this Contract. The program operated by the CONTRACTOR pursuant to this Contract must satisfy all mandatory State and Federal requirements. In providing said services under this Contract the CONTRACTOR agrees to conform to service eligibility priorities established by the DEPARTMENT.
3. Satisfy Licensure, Certification, and Accreditation Standards. Comply with all applicable State and Federal licensing standards and all other applicable standards as required by this Contract, to assure the quality of services provided under this Contract.
  - a. Compliance with Operating Guidelines. The CONTRACTOR agrees to abide by the DEPARTMENT's Operating Guidelines and to operate in accordance with procedures delineated therein. (see [www.kids.delaware.gov/](http://www.kids.delaware.gov/) click *Contracts*)

- b. Notification of Status Change. The CONTRACTOR shall immediately notify the DEPARTMENT in writing of any change in the status of any accreditations, regulations, professional, program or other licenses or certifications in any jurisdiction in which they provide services or conduct business. If this change in status is the result of the CONTRACTOR's accreditation, licensure, or certification being suspended, revoked, or otherwise impaired in any jurisdiction, the CONTRACTOR understands that such change may be grounds for termination of the Contract. CONTRACTOR shall notify the DEPARTMENT of any criminal charges against or criminal investigations of CONTRACTOR.
  - c. By signature on this contract, the CONTRACTOR represents that the CONTRACTOR and/or its Principals, along with its subcontractors and/or assignees under this contract, are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for procurement or non-procurement activities by any Federal government department or agency.
4. Compliance with Laws and Regulations. Be responsible for full, current, and detailed knowledge of and compliance with published Federal and State laws, regulations, and guidelines (ie, Health Insurance Portability and Accountability Act (HIPAA) of 1996) pertinent to discharging the CONTRACTOR's duties and responsibilities hereunder.
- a. Compliance with Drug-Free Work Place Act of 1988. If applicable, the CONTRACTOR agrees to comply with all the terms, requirements, and provisions of the Drug-Free Work Place Act of 1988 as detailed in the Governor's Certification Regarding Drug-Free Work Place Requirements that is available from the DEPARTMENT upon request.
  - b. Compliance with Section 6032 of the Deficit Reduction Act of 2005 (Public Law 109-171). (see [www.kids.delaware.gov](http://www.kids.delaware.gov) click *Contracts*)
5. Assistance with Federal Entitlement Revenue Maximization. In entering into this contract, the CONTRACTOR understands that, as a provider of services to children, they may be subject to the requirements of various Federal entitlement programs included in the Department's Cost Recovery initiative. The CONTRACTOR hereby agrees to assist the DEPARTMENT's Cost Recovery Unit in its efforts to recover Federal funds (i.e., Medicaid and/or Title IV-E). The DEPARTMENT reserves the right to recover from the CONTRACTOR an amount equal to any Federal Medicaid or Title IV-E reimbursements that are disallowed as a result of the CONTRACTOR's violations of the terms of this contract. Information that may be required by the DEPARTMENT's Cost Recovery Unit includes, but is not limited to:
- a. Proof of licensure, certification, accreditation, etc. or other information as may be necessary to support enrollment in the Delaware Medical Assistance Program.
  - b. If applicable, a list of the usual and customary charges charged to the general public for the same type(s) of service purchased by the DEPARTMENT.
  - c. If enrolled in the Medicaid program of another state or the Federal Medicare program: the rates paid by those programs for the type(s) of service purchased by the DEPARTMENT, and notification of any current or prior sanctions or requests or pending requests for sanctions by the Centers for Medicare and Medicaid Services (CMSS), U.S. DHHS.
  - d. Identification of the proportion of any expenses, whether unit cost or cost reimbursable, charged to the DEPARTMENT that cover the cost of educational services (i.e. teacher salaries, textbooks, etc.).
  - e. If the CONTRACTOR is a non-accredited provider of residential mental health or behavioral rehabilitative services, the CONTRACTOR shall cooperate with the DEPARTMENT in identifying the proportion of expense incurred by the DEPARTMENT that may be covered by the Medicaid or Title IV-E (room and board) programs.
  - f. When appropriate, documentation including certificates of medical necessity related to substantiating the provision of services to individual children.
  - g. If the CONTRACTOR is a provider of residential mental health, or behavioral rehabilitative services, the CONTRACTOR shall provide required information such as professional credentials and NPIs of attending physicians and/or other health professionals involved in treating DEPARTMENT children.
  - h. Where appropriate, residential CONTRACTORS will participate in a time study process every three years to identify Medicaid reimbursable portions of services rendered to the DEPARTMENT's children in the CONTRACTOR's care.
6. Confidentiality. Establish appropriate restrictions and safeguards against access by unauthorized personnel to all data and records. Confidentiality of all data, records, and information obtained by the CONTRACTOR shall be governed by Federal and State statutes and regulations, and DEPARTMENT policy.

7. Cooperation with Third Parties. Cooperate fully with any other party, contractor, consultant, or agency identified by the DEPARTMENT in writing as necessary to the performance of this Contract.
8. Independent Contractor Status. Recognize that it is operating as an independent contractor and that it solely is liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or damage to any and all property, of any nature, arising out of the CONTRACTOR's negligent performance under this Contract, and particularly without limiting the foregoing, caused by, or resulting from, or arising out of any act or omission on the part of the CONTRACTOR in its negligent performance under this Contract. The CONTRACTOR agrees to save, hold harmless and defend the DEPARTMENT from any liability that may arise as a result of the CONTRACTOR's negligent performance under this Contract.
9. Insurance. Recognize that it can either elect to be self-insured or to carry professional liability insurance to deal with the above-described liability; provided, however, that proof of sufficient insurance or proof of sufficient assets for self-insurance may be required by the DEPARTMENT, upon request at any time, as a condition of this Contract.
10. Grievances. Establish a system through which recipients of services under this Contract may present grievances about said services or the operation of the service program. The CONTRACTOR shall advise recipients of this right and shall also advise bidders and recipients of their right to appeal the grievance to the DEPARTMENT.
11. Best Efforts for Supplies and Materials at Lowest Cost. The CONTRACTOR shall use its best efforts to obtain all supplies and materials incidental for use in the performance of this Contract at the lowest practicable cost and to contain its total costs where possible by competitive bidding whenever practical.

**C. Duties of Both PARTIES**

1. Communication. Formal communication concerning the Contract, program activities, treatment methods, reports, etc., shall be made via written correspondence between the Contract Managers of both PARTIES. Communications of a contractual nature shall be accomplished via written correspondence between designated officials of both PARTIES. Each PARTY shall designate, in writing, its authorized official representative to the other PARTY prior to the effective date of the Contract. Each PARTY shall notify the other, in writing, of any change of their official representative.

**ARTICLE II: PAYMENT**

- A. Contract Subject to Availability of Funds. This Contract is entered into subject to the availability of funds for the services covered by the Contract. In the event funding to the DEPARTMENT is not available or continued at an aggregate level sufficient to allow for purchase of the indicated quantity of agreed upon services, the obligations of each PARTY under this Contract shall thereupon be terminated. Any termination of this Contract resulting therefrom shall be without prejudice to any and all obligations and liabilities of either PARTY already accrued prior to such termination.
- B. Reimbursement Amount. The DEPARTMENT agrees to pay the CONTRACTOR as described in Attachment B.
- C. Requirement of Purchase Order. This Contract is subject to the approval of a Purchase Order by the Secretary of the Department of Finance. The State of Delaware shall not be liable for expenditures made or services delivered prior to approval of the Purchase Order.
- D. Withholding of Payments to the Contractor. The DEPARTMENT may throughout the contract period withhold payment for failure to provide goods or perform services as specified under this contract. The DEPARTMENT has a right to recovery and a right to withhold payment in the event of the CONTRACTOR's failure to deliver services or complete necessary records or deliverables. In the event of CONTRACTOR failure in the regular course of business and normal periodic billing to timely and adequately provide record documentation of services provided under this Contract, the DEPARTMENT may withhold the final amount of a billing or the specified portion of billing relating to such services until such adequate record documentation is received by the DEPARTMENT, provided that such documentation is received within a reasonable time following normal periodic billing and record documentation in the regular course of business for the services provided. In no event however shall the

Department be liable for services provided for which a) the CONTRACTOR has not provided timely and adequate record documentation during the regular course of business and periodic billing, and b) the DEPARTMENT has thereafter reasonably requested or demanded adequate record documentation or billing for any services provided for a period of time at issue, and c) the CONTRACTOR has thereafter unreasonably delayed in providing billing or record documentation following such a request or demand for record documentation or billing.

### **ARTICLE III: ANTI-DISCRIMINATION**

- A. Equal Employment Opportunity Practices. The CONTRACTOR agrees to comply with all the terms, provisions, and requirements of Title VII of the Civil Rights Act of 1964, Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations and any other applicable Federal, state, local, or other equal employment opportunity act, law, statute, regulation and policy, along with all amendments and revisions of these laws, in the performance of this Contract.
- B. Non-Discrimination Provisions and Requirements. The CONTRACTOR agrees to comply with all the terms, requirements, and provisions of Titles VI and VII of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, and any other applicable Federal, State, local, or other anti-discriminatory act, law, statute, regulation, or policy, along with all amendments and revisions of these laws, in the performance of this Contract, and the CONTRACTOR agrees not to discriminate against any employee or applicant for employment because of race, creed or religion, age, sex, color, national or ethnic origin, disability, or upon any other discriminatory basis or criteria.

### **ARTICLE IV: TERMINATION**

- A. Condition of Termination. This Contract may be terminated by: (1) The DEPARTMENT for any unsatisfactory performance of this Contract documented by the DEPARTMENT, including, but not limited to, failure of the CONTRACTOR to deliver satisfactory products or services, as specified, in a timely fashion, or (2) The DEPARTMENT or the CONTRACTOR for violation of any term or condition of this Contract upon thirty (30) days written notice to the other PARTY, or (3) The DEPARTMENT or the CONTRACTOR as a result of loss or reduction of funding for the stated services as described in Attachment A (Description of Services), effective immediately as provided by Article II.A of this Contract.
- B. Rights Upon Termination. In the event this Contract is terminated for any reason, the DEPARTMENT shall, in the case of cost reimbursable contracts, retain without cost ownership of all case records maintained by the CONTRACTOR in the execution of its duties hereunder. Upon written request from the DEPARTMENT, said CONTRACTOR shall provide copies of all case records within fifteen (15) days of receipt of the termination notice. In the event the CONTRACTOR fails to provide such records in a timely manner, the CONTRACTOR shall reimburse the DEPARTMENT for any legal or administrative costs associated with obtaining such records. Any service expenditure, specified under this Contract, incurred prior to the date of termination shall be authorized and paid for in accordance with the terms of the Contract even though payment occurs subsequent to the termination date.

### **ARTICLE V: ADMINISTRATIVE PROCEDURES**

- A. Amendment, Modification and Waiver.
  - 1. Procedure for Amendment. This Contract may be amended by written agreement duly executed by authorized officials of both PARTIES. No alteration, variation, modification or waiver of the terms and provisions of this Contract shall be valid unless made in writing and duly signed by the PARTIES. Every amendment shall specify the date on which its term and provision shall be effective.
  - 2. Nullification. In the event of amendments to current Federal or State of Delaware laws that nullify any term or provision of this Contract, the remainder of the Contract will remain unaffected.
  - 3. Waiver of Default. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Contract unless stated to

be such in writing, signed by an authorized representative of the DEPARTMENT and attached to the original Contract.

- B. Notice Between the Parties. Any notice required or permitted under this Contract shall be effective upon receipt and may be hand delivered with receipt requested and granted or by registered or certified mail with return receipt requested. Either PARTY may change its address for notices and official formal correspondence upon five (5) days' written notice to the other.
- C. Coordination with Federal Funding. The CONTRACTOR certifies that any Federal funds to be used under this Contract do not replace or supplant State of Delaware or local funds for already-existing services. The CONTRACTOR warrants that any costs incurred pursuant to this Contract will not be allocable to or included as a cost of any other Federally financed program in the current, a prior, or a subsequent period. The CONTRACTOR further certifies that the services to be provided under this Contract are not already available without cost to persons eligible for social services under the Public Assistance Titles of the Social Security Act. In the event the DEPARTMENT will utilize Federal funds as all or part of the compensation agreed to hereunder, the CONTRACTOR shall execute the US Department of Health and Human Services Certification Regarding Lobbying required by section 1352, title 31 U.S. Code.
- D. Subcontracts. The CONTRACTOR shall not enter into any subcontract for any portion of the services covered by this Contract, except with the prior written approval of the DEPARTMENT, which shall not be unreasonably withheld. The requirements of this paragraph do not extend to the purchase of articles, supplies, equipment, and other day-to-day operational expenses in support of staff providing the services covered by this Contract. No provision of this paragraph and no such approval by the DEPARTMENT of any subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation by the DEPARTMENT in addition to the total agreed upon cost under this Contract. For the purpose of this Agreement, licensed independent professionals including, but not limited to, physicians, psychologists, social workers and counselors shall not be considered "subcontractors" as that term is used in this paragraph.
- E. Non-Assignability. The CONTRACTOR shall not assign the contract or any portion thereof without prior written approval of the DEPARTMENT and subject to such conditions and provisions as the DEPARTMENT may deem necessary. No such approval by the DEPARTMENT of any assignment shall be deemed to provide for the incurrence of any obligations of the DEPARTMENT in addition to the total agreed upon price of the Contract.
- F. Interpretation.
1. Third Party Beneficiary Exclusion. This Contract is executed solely for the mutual benefit of the PARTIES. It is the express intention of the PARTIES that no provision of this Contract should be interpreted to convey any rights or benefits to any third party.
  2. Choice of Law. This Contract shall be interpreted and any disputes resolved according to the laws of the State of Delaware. The CONTRACTOR agrees to be bound by the laws of the State of Delaware and to bring any legal proceedings arising hereunder in a court of the State of Delaware. For the purpose of Federal jurisdiction, in any action in which the State of Delaware or the DEPARTMENT is a party, venue shall be in the United States District Court for the State of Delaware.
  3. Headings. The article, section and paragraph headings used herein are for reference and convenience only and shall not enter into the interpretation hereof.
- G. Qualifications to Conduct Business. (Not applicable for Contracts with other Delaware State Agencies or Delaware Municipalities.)
1. Qualification to Provide Service. The CONTRACTOR warrants that it is qualified to do business in Delaware or the state in which services under this Contract shall be provided, and is not prohibited by its articles of incorporation, bylaws, or the law under which it is incorporated from performing the services required under this Contract.
  2. Documentation of Business Status. The CONTRACTOR shall submit to the Contract Manager copies of all licenses, accreditations, certifications, sanctions, and any other documents that may reasonably be required as specified by the DEPARTMENT. If the CONTRACTOR conducts business in Delaware, the CONTRACTOR must possess a valid Delaware Business License, obtainable from the State of Delaware Division of Revenue.

The CONTRACTOR shall submit a copy of the license at the time of signature of the Contract; provided, however, that if the CONTRACTOR is a non-profit organization, the CONTRACTOR shall instead submit, at the time of signature of the Contract, written approval from the U.S. Internal Revenue Service of this non-profit status.

3. Change in Business Status. The CONTRACTOR shall promptly notify the DEPARTMENT of any change in its ownership, business address, corporate status, and any other occurrence or anticipated occurrence that could materially impair the qualifications or ability of the CONTRACTOR to conduct business under this Contract.
4. Suspension/Exclusion from Medicaid/Medicare. If the CONTRACTOR is suspended or excluded from participation in the Medicaid Assistance Program of the State of Delaware or another state or from the Medicare Program, or charged with sanctions or violation of such programs, the CONTRACTOR shall promptly notify the DEPARTMENT in writing of such charges, sanctions, violations, suspension or exclusion. CONTRACTOR agrees such suspension, exclusion, violations, sanctions, or charges may, at the DEPARTMENT's discretion, be deemed a material breach of this Contract and good cause for immediate termination of this Contract, and the DEPARTMENT shall not be liable for any services provided after the date of such termination.

#### H. Records and Audits.

1. Maintenance. The CONTRACTOR shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately document the provision of reimbursed services for purposes of programmatic or financial audit. The CONTRACTOR agrees to maintain specific program records and statistics as may be reasonably required by the DEPARTMENT. The CONTRACTOR agrees to preserve and, upon request, make available to the DEPARTMENT such records for a period of five (5) years from the date services were rendered by the CONTRACTOR. Records involving matters in litigation shall be retained for five years or one (1) year following the termination of such litigation (whichever is later).
2. Availability for Audits and Program Review. The CONTRACTOR agrees to make such records available for inspection, audit, or reproduction to any official State of Delaware representative in the performance of his/her duties under the Contract. The CONTRACTOR agrees that an on-site program review, including, but not limited to, review of service records and review of service policy and procedural issuances may be conducted at any reasonable time, with or without notice, by the DEPARTMENT when it is concerned with or about the services performed hereunder. Failure by the CONTRACTOR to accord the DEPARTMENT reasonable and timely access for on or off-site program review or to necessary records for programmatic or organizational audit may, at the DEPARTMENT'S discretion, be deemed a material breach of this Contract and good cause for immediate termination of this Contract, and the DEPARTMENT shall not be liable for any services provided after the date of such termination.
3. Costs Owing. The cost of any Contract audit disallowances resulting from the examination of the CONTRACTOR's financial records will be borne by the CONTRACTOR. Reimbursement to the DEPARTMENT for disallowances shall be drawn from the CONTRACTOR's own resources and not charged to Contract costs or cost pools indirectly charging Contract costs.
4. Contract Termination. The CONTRACTOR shall maintain program records for a period of five (5) years from the date services were rendered by the CONTRACTOR and shall make these records available on request by the DEPARTMENT, notwithstanding any termination of this Contract.

- I. Assignment of Causes of Action Relating to Antitrust Laws. In the event the CONTRACTOR is successful in an action under the antitrust laws of the United States and/or the State of Delaware against a vendor, supplier, subcontractor, or other party who produces particular goods or services to the CONTRACTOR that impact on the budget for this Contract, the CONTRACTOR agrees to reimburse the DEPARTMENT the pro rata portion of the damages awarded that are attributable to the goods and/or services used by the CONTRACTOR to fulfill the requirements of this Contract. In the event the CONTRACTOR refuses or neglects after reasonable notice by the DEPARTMENT to bring such antitrust action, the CONTRACTOR will be deemed to assign such action to the DEPARTMENT.