

7/11/2016

TO: ALL POTENTIAL BIDDERS
FROM: H. Ryan Bolles
DSCYF – Contract Administrator
SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF16-04 Residential to Alternatives Program

RFP CYF16-04 Questions/Answers
ADDENDUM #1

1. Question: Can you clarify if “mixing” is allowed or not allowed in these facilities?

Response:

- On page 8 of the RFP a link is provided to the DSCYF policy addressing “mixing”. While it is generally prohibited it is stated on page 8 that under “certain circumstances” (which is infrequent) it is allowable. Approval of “mixing” is a process completed by DSCYF. The role of the successful bidders at this point is just to understand you will be asked to provide information from time to time to assist DSCYF in this process.

2. Question: Can you clarify how bidders should address transportation cost?

Response:

- DSCYF currently manages transportation cost differently by location. It seems unlikely any bidder not currently under contract will be familiar with these methods. Therefore, DSCYF is asking that bidders NOT address transportation costs at all in their proposal(s) at this time knowing it will be addressed during contract negotiations. However, bidders should describe how it might envision addressing transportation needs without impacting programmatic staffing needs (e.g., hiring part-time staff, utilizing DSCYF transportation contracts, sub-contracting, etc). So, describe your ideas without estimating the related costs in the budget at this time.

3. Question: Can you provide sample information documents which arrives from court with a youth placed in a program?

Response:

- At this time DSCYF is not prepared to share the actual documents. However, New referrals/residents leave court with a court order which outlines name, birthdate, guardian name/address, an overview of charges, and factors considered by the court in making the placement to the program. Historically, programs have gained more information at intake necessary for physical care and custody of residents/referrals (food allergies, medication, medical status/issues, school, trauma history, active professionals, parent contact information etc.).

4. Question: Can you clarify how DSCYF addresses the special education needs of youth placed at one of these programs?

Response:

- For youth who cannot attend their home school or the school district closest to the program DSCYF provides a special education service provider at no cost to the program. What

credentials that person is required to hold is determined by the department and can be discussed in greater detail during contract negotiations.

5. Question: Can you clarify recent changing to the OCCL medication administration training requirements?

Response:

- The Office of Child Care Licensing (OCCL) recently changed providers for this training which resulted in delays to scheduling training. This is being addressed with the intention to resolve any scheduling issues as soon as possible.

6. Question: Can you clarify the average age and gender of youth in placement in these facilities? Also, what is the average length of stay?

Response:

- The average daily census by location, gender and age appear below. Please know that at times during the year each current ten bed facility has had ten youth. So, the daily census fluctuates greatly. The average length of stay is 14 days.

	Female	Male
Wilmington-City	1.44	5.38
New Castle-Townsend	1.72	4.73
Kent County-Milford	1.41	5.00

7. Question: Are the current locations available for new successful bidder?

Response:

- No, they are owned by the current contractors. New bidders must secure a facility which can pass all OCCL licensing and zoning requirements. Bidders are responsible to identify all associated costs and include them in the proposal budget. DSCYF understands this can take time and if it were to award a new bidder it would work with the current contractors to continue services if possible until the new successful bidder is ready to receive placements. A link to the OCCL licensing requirements can be found in the RFP and here: <http://kids.delaware.gov/occl/providers.shtml>

8. Question: Are the current co-ed facilities required to have site and sound separation by gender?

Response:

- No, the only special accommodations made based upon gender are sleeping assignments. All other activities are gender neutral.

All other terms and conditions remain the same.

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