

7/31/17

TO: ALL POTENTIAL BIDDERS

FROM: Ryan Bolles
DSCYF – Procurement Administrator

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) –CYF17-05 Psychiatry/Nurse
Practitioner Services in DSCYF Facilities

RFP Questions/Answers
ADDENDUM #2

- **Question:** Can a bidder bid only to provide services at the Terry Children’s Center related to individual program areas (e.g. Residential Treatment Center, Day Treatment and Crisis Residential services) rather than all programs?
Answer: Yes, bidders may propose serving one or more of the individual service areas at the Terry Children’s Center (e.g. Residential Treatment Center, Day Treatment and Crisis Residential services) without proposing to serve all three.
- **Question:** The RFP doesn’t address “call-back” (e.g. for emergencies or involuntary commitments, etc.) or “on-call” (e.g. admission, medications, etc.) service coverage. When will these be addressed?
Answer: DSCYF will address both during contract negotiations as there is clearly a need for both.
- **Question:** The RFP doesn’t address “off-site” work related to the Silver Lake Consortium. When will this be addressed?
Answer: “Off-site” work for this or any location will be discussed during contract negotiations.
- **Question:** It appears the RFP requires bidders for any individual location to bid to cover all service needs for that location. Is that correct?
Answer: There are two (2) locations where bidders may choose to serve individual program areas, but not all program areas. Terry Children’s Center has Residential Treatment Center, Day Treatment and Crisis Residential services of which a bidder may choose to service one or more. Silver Lake Consortium has Residential Treatment Center and Day Treatment of which a bidder may choose to service one or both.

For **ALL** other locations the bidder must propose providing **ALL** service needs. However, the bidder may achieve that through use of internal bidder staff or in collaboration with another qualified clinician or another agency with qualified clinicians.
- **Question:** There is a requirement for monthly family sessions. Will that always be required?
Answer: In some instances a “family” will not be available for such a session. This will be evaluated on a case by case basis, but there will certainly be exceptions when not possible.

- Question: The RFP indicates there is a need for 12-15 hours per week at the Silver Lake Consortium, but estimates a total of 640 hours annually which does not meet the need at the high end of 15 hours per week. Can you clarify the 640?
Answer: At least some of our facilities experience seasonal fluctuation. DSCYF hopes successful bidders are willing to accommodate such flexibility throughout the year.

DSCYF wants to clarify how the DYRS facilities are clustered for bidding purposes.

Original RFP language from page 3:

Respondents to this RFP may bid to provide one specific service, more than one service, or the entire array of services listed above and described below. It should be noted, however, that for purposes of this RFP, while sub-services A and B of service 1, being different sites, are considered separate, distinct services, Service 1.C treats all of the DYRS facilities on the DSCYF administrative campus in New Castle County collectively (which is all except Stevenson House), and bidders should include all of those sites in a proposal under 1.C.

Corrected language replacing the above from page 3:

Respondents to this RFP may bid to provide one specific service, more than one service, or the entire array of services listed above and described below. *The services in Service 1.C for Ferris School, New Castle County Detention Center, and Stevenson House are each considered discrete services, and respondents may bid on one, more than one, or all of these. Grace Cottage, Mowlds Cottage and Snowden Cottage are considered a single service, and a bid would cover this service. Bidders should include all three in a proposal under 1.C.*

DSCYF has revised the Bidder Fact Sheet to reflect these changes which is now posted online with this Addendum #2. Please use the revised Bidder Fact Sheet in your proposal:

Previous Bidder Fact Sheet clustering of DYRS Facilities:

DYRS Facilities

- Stevenson House
- New Castle County Detention Center, Ferris School, Mowlds Cottage, Snowden Cottage and Grace Cottage

Revised clustering of DYRS Facilities as described above:

DYRS Facilities

- Stevenson House Detention Center
- New Castle County Detention Center
- Mowlds Cottage, Snowden Cottage and Grace Cottage
- Ferris School for Boys

DSCYF also wants to clarify the following language from page 6 regarding Scope and Hours required:

Original RFP Language from page 6:

On-site services at the facilities: This contract will provide for services primarily at each of the identified program sites. The bid may be for an individual facility both of the facilities. Services shall be provided on-site (or via telepsychiatry) in accordance with a schedule that is mutually agreed upon by the practitioner, DYRS and DPBHS.

Corrected language replacing the above from page 6:

On-site services at the facilities: This contract will provide for services primarily at each of the identified programs sites. The bid may be for an individual facility or all of the facilities (*with the exception of Grace, Mowlds and Snowden Cottages, which are considered as a single service, and any proposal to serve the cottages must include services for all three*). Services shall be provided on-site (or via telepsychiatry) in accordance with a schedule that is mutually agreed upon by the practitioner, DYRS and DPBHS.

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