

State of Delaware Department of Correction

DATE: May 13, 2011

TO: ALL OFFERRS

FROM: Paul Giery
Purchasing Services Administrator

SUBJECT: ADDENDUM TO PROFESSIONAL SERVICES REQUEST FOR PROPOSAL
(RFP) - CONTRACT NO. DOC1102_SEXOFFEN
SEX OFFENDER TREATMENT SERVICES

ADDENDUM # 1

QUESTIONS & ANSWERS

MAY 13, 2011

Question 1:

Section Number: IV C 4

Paragraph Number: 1

Page Number: 24

Text of passage being questioned: “In order to have your proposal considered, supply three (3) letters of reference from agencies for which you have contracted for services similar to those described in this proposal packet. Please include agency name, address, telephone number, and contact person.”

Question: Are you looking for three reference letters that attest to the nature and quality of services we provide or contact information for people in contracting agencies that you may contact to discuss the nature and quality of our services? Also, do you want contact information in some specific part of the narrative or included as an attachment?

Answer: Reference letters should attest to the nature and quality of services provided and contact information for follow-up questions and reference checks.

Question 2:

Section Number: I and II.E

Paragraph Number: Section, I: paragraph 3
Section II. E: paragraph 1

Page Number: Page 1 (Section I)
Page 8 (Section II.E)

Text of passage being questioned: “The service provider must provide services on days and at times conducive to the scheduling needs of offenders to be served and the operations of the Probation and Parole office”. (Section I, page 1, paragraph 3)

“At minimum, the {implementation} plan should include the following functions: Equipping of facility” (Section II.E, paragraph 1, page 8)

Question: Can you be more specific about where services will take place? Will services be provided in the eight Bureau of Community Corrections facilities identified on page 10 of the RFP or is the contractor expected to identify separate facilities throughout the state where services can be provided? What is the department expecting related to the task of “equipping the facility” that is a required part of the implementation plan described in Section II.E on page 8 of the RFP?

Answer: Services to be provided may occur at the following locations based upon availability and approval from the Regional Manager of each Probation and Parole Office. The Manager may grant approval after determining feasibility of proposed group sessions versus previously scheduled work schedules of P&P staff. Should space not be available, provider must demonstrate ability to secure office space to meet needs of services requested. At a minimum, “equipping the facility” should include providing all equipment necessary to effectively perform assessments and communicate expeditiously with P&P staff. Locking file cabinets are mandatory to ensure client confidentiality.

Wilmington Probation and Parole
314 Cherry Lane
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Georgetown Shipley Service Center
546 South Bedford Street
Georgetown, DE 19947

Question 3:

Section Number: II.D

Paragraph Number: All paragraphs

Page Number: Pages 6-8

Text of passage being questioned: “The service provider must provide information on staffing for the proposed program. Where possible, a definitive staffing pattern should be presented consistent with the proposed program capacity. The individual identified as the full operating lead treatment provider must meet the following criteria.” {This section goes on to describe the minimum educational, direct treatment experience, and training requirements for the lead treatment provider. }

Question: Are there minimum training, education, and direct treatment hours requirements for clinical staff, other than the lead treatment provider, who will be hired to provide direct services?

Answer: It is our intent that all providers be in compliance with guidelines established by the Delaware Sex Offender Management Board. The following have been approved for treatment providers:

TREATMENT PROVIDER- Associate Level: An Associate Level Treatment Provider may treat sex offenders under the supervision of a Full Operating Level Treatment provider under these standards. To qualify to provide sex offender treatment at the Associate Level an individual must meet all the following criteria:

1. The individual shall have a baccalaureate degree or above in a behavioral science.
2. The individual shall have completed within the past five (5) years a minimum of six hundred (600) hours of supervised clinical experience. Five hundred (500) hundred hours of supervised clinical experience specifically in the area of treatment of sex offenders. At least half (250) of these hours must be in face-to-face therapy with convicted sex offenders. In addition at least one hundred sixty (160) of these face-to-face hours must have been in co-therapy, in the same room, with an individual who meets the qualifications of a Full Operating Level Treatment Provider.
3. The individual must have received at least one hundred (100) hours of face-to-face clinical supervision by an individual who meets the qualifications of a Full Operating Level Treatment Provider. The supervision must be reasonably distributed over the time in which the above clinical experience was being obtained (approximately one (1) hour of supervision for each 10 hours of clinical experience).
4. Treatment providers shall complete a minimum of fifty (50) hours of continuing education every five (5) years to maintain proficiency in the field of sex offender treatment and to remain current on any developments in the assessment, treatment, and monitoring of sexual offenders. Forty (40) hours shall come from the subject areas listed as sex offense specific training, ten (10) hours coming from general topic areas. Four (4) of the 10 hours of training in the general topic areas shall be in the area of victimology.
5. In concert with the generally accepted standards of practice of the individual’s mental health profession, the individual shall adhere to the Professional Code of Ethics published by the Association of Treatment of Sexual Abusers (ATSA). It is the responsibility of each provider/evaluator to comply with this Professional Code of Ethics. The provider/evaluator shall

demonstrate competency according to the individual's respective professional standards and conduct all treatment in a manner that is consistent with the reasonably accepted standard of practice in the sex offense specific treatment community.

6. The individual shall never have been convicted, plead no contest, or received a deferred judgment for an offense involving criminal sexual or violent behavior, or a felony that would bring into question the competence or integrity of the individual to provide sex offense specific treatment.

EVALUATOR- Full Operating Level: An evaluator at the Full Operating Level may evaluate sex offenders without supervision and may supervise an evaluator operating at the Associate Level. To qualify to provide sex offender evaluations at the Full Operating Level an individual must meet all the following criteria.

1. The individual must meet the qualifications of a Full Operating Treatment Provider.
2. An evaluator shall have completed a minimum of forty (40) sex-offense specific evaluations within the last five years.
3. The individual shall have had at least eighty (80) hours of documented training specifically related to evaluation and treatment methods, and including training in the area of victimology, within the last five years. The individual must demonstrate a balanced training, with twenty (20) of the hours coming from the subject areas listed as sex offense specific training and forty (40) hours specifically regarding the evaluation of adult sex offenders and twenty (20) hours coming from general topic areas.
4. In concert with the generally accepted standards of practice of the individual's mental health profession, the individual shall adhere to the Professional Code of Ethics published by the Association for the Treatment of Sexual Abusers (ATSA). It is the responsibility of each provider/evaluator to comply with this Professional Code of Ethics. The provider/evaluator shall demonstrate competency according to the individual's respective professional standards and conduct all treatment in a manner that is consistent with the reasonably accepted standard of practice in the sex offense specific treatment community.
5. The individual shall never have been convicted of, or plead no contest to, or received a deferred judgment for any offense involving criminal sexual or violent behavior, or a felony that would bring into question the competence or integrity of the individual to provide sex offense specific treatment.

EVALUATOR- Associate Level: An evaluator at the Associate Level may evaluate sex offenders under the supervision of an evaluator who meets the qualifications of Evaluator-Full Operating Level. An evaluator at the Associate Level is an individual who has completed fewer than 40 sex offense specific evaluations in the last five years. To qualify to provide sex offender evaluation at the Associate Level an individual must meet all the following criteria:

1. The applicant must be listed as an Associate Level or Full Operating Level Treatment Provider.
2. The individual must have received at least fifty (50) hours of face-to-face clinical supervision by a Full Operating Level Treatment Provider. The supervision must be reasonably distributed over the time in which the above clinical experience was being obtained (approximately one (1) hour of supervision for every 10 hours of clinical experience).

3. The individual shall have had at least forty (40) hours of documented training specifically related to evaluation and treatment methods, and including training in the area of victimology, within the last five years. The individual must demonstrate a balanced training, with ten (10) of the hours coming from areas relating to sex offense specific training and twenty (20) hours specifically regarding the evaluation of adult sex offenders and ten (10) hours coming from general topic areas.

3. The individuals shall never be convicted of, plead no contest to, or received a deferred judgment for any offense involving criminal sexual or violent behavior, or a felony that would bring into question the competence or integrity of the individual to provide sex offense specific treatment.

Question 4:

Section Number: I

Paragraph Number: Paragraph 2

Page Number: 1

Text of passage being questioned: “Services under this contract shall be upon referral through the Bureau of Community Corrections. Services to be provided to a minimum of 450 individuals under the supervision of the Bureau of Community Corrections . . .”

Question: Can you guarantee a minimum of 450 referrals to the selected provider? Also, if you anticipate that the caseload will exceed 450, can you provide an estimate for the additional number of people you might be referring for services?

Answer: Based upon data from the past three years, approximately 450 referrals will be completed. Fluctuations in the Probation and Parole population will obviously impact the number of referrals but it is anticipated that 450 is a valid estimation. An estimate for the number of referrals that could possibly occur in excess of 450 is not available.

Question 5:

Section Number: I

Paragraph Number: Paragraph 3

Page Number: 1

Text of passage being questioned: “The service provider must provide services on days and at times conducive to the scheduling needs of offenders to be served and the operations of the Probation and Parole office”

Question: Assuming that treatment groups will be provided in the eight Bureau of Community Corrections offices, is there any limit to the number of groups that can be run in any one office or the times of day during which group services can be provided?

Answer: Services to be provided may occur at the following four locations only based upon availability and approval from the Regional Manager of each Probation and Parole office. The Manager may grant approval after determining feasibility of proposed group sessions versus previously scheduled work schedules of both P&P staff and offenders. Should services be provided at the identified location, the number of groups and times of day will be limited to availability of space necessary to perform services.

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Question 6:

Section Number: III

Paragraph Number: 1

Page Number: 8-9

Text of passage being questioned: “Reimbursement will be on a per client basis. The DOC fully understands that the initial month under treatment will require a more intensive level of activity with the offender. To that end, the proposal may include all initial intake and assessment costs and a subsequent cost for maintaining the defendant in treatment.”

Question: Are the services described in the RFP reimbursable through Medicaid or private insurance? Should the successful provider be authorized to bill Medicaid for services and have contracts with other, private insurers that allow it to bill for services?

Answer: A full description of all services for each client would determine reimbursement by Medicaid. Awarded vendor should have the availability to bill Medicaid. Private insurance coverage is not known at this time.

If you have any questions, please contact me at (302) 857-5262, Paul.Giery@state.de.us