



STATE OF DELAWARE  
DEPARTMENT OF CORRECTION  
BUREAU OF MANAGEMENT SERVICES  
PURCHASING  
245 MCKEE ROAD  
DOVER, DELAWARE 19904

March 23, 2012

TO: ALL OFFERERS

FROM: DE DEPARTMENT OF CORRECTION

SUBJECT: ADDENDUM TO INVITATION TO BID – CONTRACT NO. DOC-1202MENTAL  
CORRECTIONAL MENTAL HEALTH SERVICES/SUBSTANCE ABUSE TREATMENT/DUI  
PROGRAMMING AND SEX OFFENDER TREATMENT

**ADDENDUM #3**

This addendum is issued to notify all interested vendors of the following changes to the above-referenced RFP.

1. Page 11, Paragraph (4) Physical Locations and Number of Beds of the TC Program is changed to add the number "30" to the 6 for 1 for Women Program at Baylor Women Correctional Institution (BWCI), New Castle, DE.
2. Page 13, Paragraph (7) Treatment Vendor Staffing and Work Shifts is changed to read as follows:

The Vendor's treatment staff will work shifts providing program coverage 7 days a week unless otherwise specified. Key, Crest/Aftercare Program work shifts are from 7:00 AM until 8:00 PM Monday through Friday, 8:00 AM to 8:00 PM on Saturday and Sunday, if possible and appropriate. YCOP, 6 For 1 and DUI Program work shifts are 7:00 AM until 8:00 PM Monday through Friday, 8:00 AM to 5:00 PM on Saturday and Sunday. Boot Camp Program work shift is from 8:00 AM to 5:00 PM Monday through Friday, with no weekend hours. Any changes must be approved in writing by the BCHS. The DDOC staff will maintain a presence 24 hours a day and will debrief with treatment staff each morning. The counselors' hours will be established by the treatment Vendor in coordination with the DDOC staff. It is required to have staggered shifts for some weekend and evening coverage. Vendors are encouraged to offer ideas in their proposals for staffing patterns and program coverage. (See Appendix D, Substance Abuse Staffing.)

### **ADDENDUM #3 – CONTINUED**

3. Page 15, Paragraph (2) Treatment Content is changed to include “Cognitive-Behavior based treatment” in the list of components.
4. Page 15, Paragraph (3) (b) Phases... is changed from “Skill building” under the Cognitive skills building phase to “Cognitive Thinking and Behavioral Skill building”.
5. Page 16, Paragraph (5) Additional Treatment Activities is changed to read as follows:

Generally speaking, the substance abuse treatment participants are separated from the general offender population during daily routines. However, they may participate in other classes, high school/GED education classes and work assignments within the institution as a part of their individualized treatment plans or as deemed appropriate by DDOC classification staff. In doing so they will have the opportunity to apply newly acquired treatment knowledge and recovery skills in the correctional settings. They will also have access to other necessary support services such as religious programs and mental health and medical services.
6. Page 95, Appendix D has been revised and the updated version is attached to this addendum.
7. Appendix E Staffing Patterns for HRYCI Mental Health Department (page 102), JTVCC-Morris-CVOP mental Health Department (page 103) and SCI/SCCC Mental Health Department (page 104) is changed to require the following number of Observers under the Admin Asst: 6 F/T, 6 P/T and 2 PRN. Revised charts are attached to this addendum.

All other terms and conditions remain the same.

If you have any questions, please contact Britta Strop via email: [Britta.Strop@state.de.us](mailto:Britta.Strop@state.de.us)

**ADDENDUM #3 – CONTINUED**

**PAGE 95**  
**APPENDIX D (continued)**  
**SUBSTANCE ABUSE PROGRAMS**  
Sample Staffing Patterns

**6 For 1 Program**

**At Howard R. Young Correctional Institution**

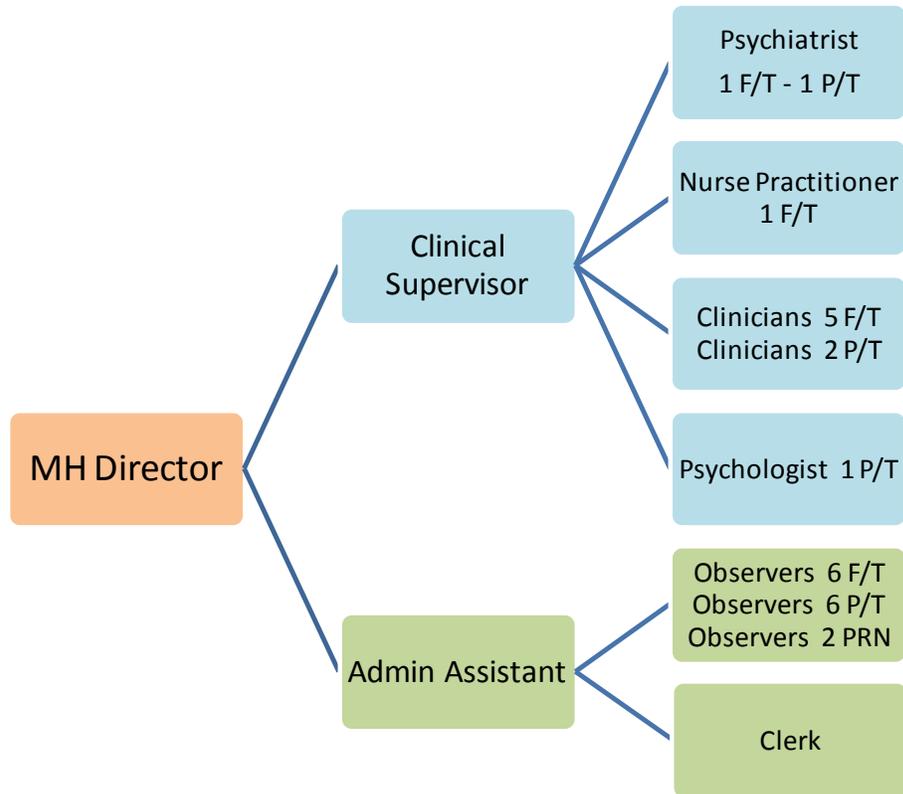
Based on 80 Bed Capacity

<b>Date / Time</b>	<b>A. M. Shift</b>	<b>P. M. Shift</b>
<b>Sunday</b> 8:00 a.m. – 5:00 p.m.	Program Director: 0 Administrative Assistant: 0 Clinical Supervisor: 0 Counselors: 1	Program Director: 0 Administrative Assistant: 0 Clinical Supervisor: 0 Counselors:
<b>Monday</b> 7:00 a.m. – 8:00 p.m.	Program Director: 1 Administrative Assistant: 1 Clinical Supervisor: 1 Counselors: 1	Program Director: 0 Administrative Assistant: 0 Clinical Supervisor: 0 Counselors: 2
<b>Tuesday</b> 7:00 a.m. – 8:00 p.m.	Program Director: 1 Administrative Assistant: 1 Clinical Supervisor: 1 Counselors: 2	Program Director: 0 Administrative Assistant: 0 Clinical Supervisor: 0 Counselors: 2
<b>Wednesday</b> 7:00 a.m. – 8:00 p.m.	Program Director: 1 Administrative Assistant: 1 Clinical Supervisor: 1 Counselors: 2	Program Director: 0 Administrative Assistant: 0 Clinical Supervisor: 0 Counselors: 2
<b>Thursday</b> 7:00 a.m. – 8:00 p.m.	Program Director: 1 Administrative Assistant: 1 Clinical Supervisor: 1 Counselors: 2	Program Director: 0 Administrative Assistant: 0 Clinical Supervisor: 0 Counselors: 2
<b>Friday</b> 7:00 a.m. – 8:00 p.m.	Program Director: 1 Administrative Assistant: 1 Clinical Supervisor: 1 Counselors: 2	Program Director: 0 Administrative Assistant: 0 Clinical Supervisor: 0 Counselors: 1
<b>Saturday</b> 8:00 a.m. – 5:00 p.m.	Program Director: 0 Administrative Assistant: 0 Clinical Supervisor: 0 Counselors: 1	Program Director: 0 Administrative Assistant: 0 Clinical Supervisor: 0 Counselors: 0

**ADDENDUM #3 – CONTINUED**

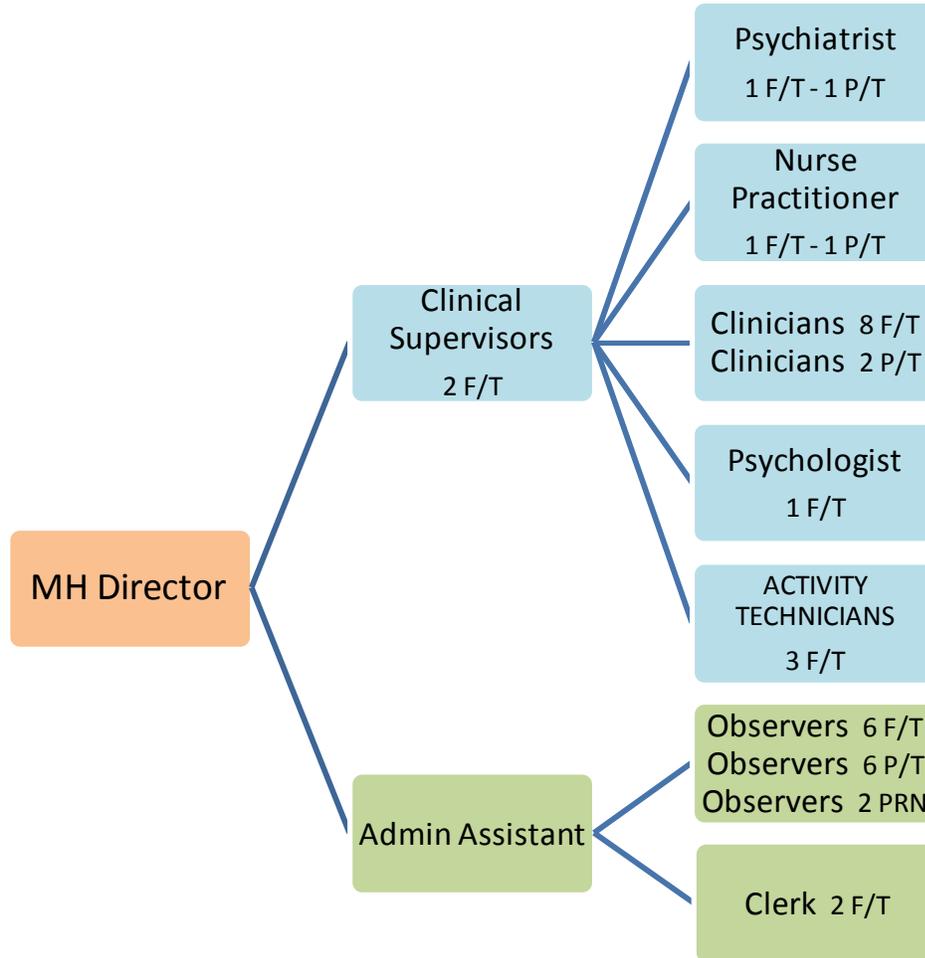
**PAGE 102  
APPENDIX E (continued)**

**HRYCI MENTAL HEALTH DEPARTMENT**



**ADDENDUM #3 – CONTINUED**

**PAGE 103  
APPENDIX E (continued)**



**ADDENDUM #3 – CONTINUED**

**PAGE 104  
APPENDIX E (Continued)**

**SCI / SCCC MENTAL HEALTH DEPARTMENT**

