

**DOC-1202MENTAL
QUESTIONS & ANSWERS**

Q. Is there an MBE participation requirement?

A. *There is no legal requirement, however the State of Delaware looks positively upon MWBE certified businesses.*

Q. [RFP SECTION II., A. (p. 3) and B., 2 (p4)]: Can a bidder submit a proposal on just Substance Abuse Services listed in the RFP?

A. *Bidders are expected to bid on all parts of the RFP.*

Q [RFP SECTION II., A. (p. 3) and B., 2 (p4)]: Can a bidder submit a proposal on just DUI Programming Services listed in the RFP?

A. *Bidders are expected to bid on all parts of the RFP. Vendors are encouraged to discuss partnering with other vendors to submit one bid proposal with all elements. Sub-contracting is allowed and encouraged.*

Q. Will tours be provided in conjunction with the Mandatory Pre-Bid Meeting?

A. *Tours are not part of the Mandatory Pre-Bid Meeting.*

Q. Is the transmittal letter referenced in the RFP due before the pre-bid meeting or should it accompany the bid?

A. *The transmittal letter is to be submitted with the proposal by April 27, 2012.*

Q. RFP Page 11: How many women does the Department anticipate for the 6 for 1 program at BWCI? This is blank on the chart in the RFP.

A. *30*

Q. [RFP SECTION I., Paragraph #1 (p2)]: The State of Delaware Department of Correction seeks experienced Vendors to provide correctional mental health services, substance abuse treatment, DUI programming and sex offender treatment for the offenders in the Delaware Department of Correction. Why are these services being procured at this time? Are the contracts due to expire?

A. *Yes, the contract expires on June 30, 2012.*

Q. [RFP SECTION a., Paragraph #1 (p8)]: DDOC requires substance abuse treatment services for the following programs in Delaware. Is licensure required for any of these programs?

- A. *The DDOC Substance Abuse programs listed are not currently licensed by Delaware Division of Substance Abuse and Mental Health (DSAMH). However, BCHS uses DSAMH Title 16 Health and Social Services, 6001 – Substance Abuse Facility Licensing Standards as a basis for monitoring and auditing all programs*
- Q. [RFP SECTION (4)., Paragraph #1 (p16)]: Substance Abuse Programs are to have an integrated approach to treating offenders with co-occurring disorders by providing psychiatric treatment services to offenders in substance abuse programs. Please confirm that psychiatric services will be provided by the mental health provider, not the substance abuse treatment provider.
- A. *Psychiatric coverage will be provided by the mental health vendor.*
- Q. [RFP SECTION h)., Paragraph #1 (p25)]: The Vendor is required to obtain and/or maintain NCCHC and ACA accreditation for each and every current and future facility in whole and as to each part in the DDOC. Please confirm that the DOC will be responsible for pursuing accreditation and vendors are required to fulfill all relevant accreditation requirements.
- A. *The vendor is responsible for maintenance of NCCHC accreditation. The medical vendor pays for the NCCHC accreditation and the Bureau pays for ACA accreditation.*
- Q. [RFP SECTION 19., Paragraph #1 (p35)]: The Vendor will ensure that all newly hired, full-time health care personnel receive 40 hours of pre-service training and orienting within the first 30 days of employment. Who is responsible for providing the 40-hour pre-service training – DOC or the vendor?
- A. *The 40-hour pre-service training is provided by the vendor. There is additional initial and yearly training that the DOC provides that is separate from the 40-hour employee orientation.*
- Q. [RFP SECTION 22., Paragraph #1 (p36)]: The Vendor will provide a site specific disaster plan, to the BCHS and each site's Warden and/or designee, within 30 days from starting work. What is the vendor's role in the disaster plan?
- A. *The vendor is responsible for participating in all drills, table top discussions, preparations and exercises. The mental health vendor is also responsible for providing debriefing to staff and inmates as needed. The mental health vendor is responsible for providing all aspects related to mental health during an emergency/crisis situation.*
- Q. [RFP SECTION c., Paragraph #1 (p59)]: A primary Vendor may not participate in more than one proposal in any form. Sub-contracting Vendors may participate in multiple joint venture proposals. Does this mean that a vendor cannot submit a proposal to provide substance abuse treatment services as a primary vendor and participate as a subcontractor in another proposal?

- A. *The Primary Vendor can only participate in one proposal. Therefore a primary vendor cannot be a Sub-contract with another vendor. A Sub-contract can be a sub-contractor for multiple primary vendors.*

03/26/12 PRE-BID MEETING QUESTIONS

- Q. In the reading the proposal for the bid, I had the understanding that sex offender counseling could be bid separately, and I'd like clarification on that.

- A. *The DDOC is seeking a single or multiple vendors to provide the following services: mental health services, substance abuse treatment, DUI programming and sex offender treatment. Although you can bid on a single or multiple services, the vendors are encouraged to bid on all services in the RFP.*

- Q. I have a question about the DUI programming, and I'm wondering if that programming is going to be operating as a separate unit within the institution. So, will DUI offenders be staying and living with other DUI offenders? Will they be receiving specific services that are separate from other services?

- A. *The DUI Program is currently in the developmental stage and is not scheduled to open until sometime in 2013.*

(a) The DUI Program will be an inpatient program, preferably with separate living quarters from general population.

(b) DUI Program services will be separate from other substance abuse treatment services.

- Q. I'd like some information about the past two years' costs for phone and transmission costs from the previous years.

- A. *Statewide, this bill runs from \$450.00 to \$500.00 per month for all 3 counties. The Bureau will automatically deduct the previous month's bill from the current month's invoice.*

- Q. The Aftercare services, (a) what is the anticipated number of participants the Department expects? (b) and will the Aftercare services be located at the Crest sites, or at Probation and Parole, or both?

- A. a) *The total contracted number of potential Aftercare participants for all sites statewide is 300. This number includes Boot Camp Aftercare.*
- b) *Aftercare services are located at each CREST Work Release site consisting of CREST North for Men at WCCC, CREST North for Women at HDPWTF, CREST Central at MCCC and CREST South at SCCC. To enhance the quality and positive outcome of services, some Aftercare services (i.e., groups, individual counseling appointments, meetings) are provided at Probation and Parole sites. This includes, but is not limited to,*

Northern New Castle County Probation & Parole at Cherry Lane and Dover Probation & Parole.

- Q. An additional question related to Aftercare. The anticipated length of time that offenders would be in Aftercare?
- A. *The Program length for Aftercare is approximately 6 months. However, the length can be longer or shorter based on each offender's individualized needs.*
- Q. Another question. One of the things that was always possible in the past was to hire counselors who were license eligible, and not already licensed. I want some clarification on whether that process is still available, or whether people have to be licensed prior to being hired.
- A. *For Mental Health, the Bureau is requiring all new clinicians to be licensed in the state of DE. If they are already working in the facilities and are in the process of becoming licensed and they have been given 6 months to become licensed, the Bureau will accept honoring the remainder of the 6 months as agreed.*
- For Substance Abuse Counselors, please refer to the posted RFP, page 12, (6). If you have further questions, please submit additional specific questions.*
- Q. The bilingual FTE educational supervisor, if the Department could clarify that person's role, it would be helpful. What is their role?
- A. *The Educational Supervisor is a proposed position for proposed changes to Key North, and has not been incorporated into current staffing patterns at this time in the RFP. However, the role would be to supervise the proposed Education Program that would be integrated within the Key North Substance Abuse Program at HRYCI. If approved, the Educational Supervisor would need to have appropriate educational certifications to teach/supervise adult students. Bilingual language skills would be a strong preference for this position.*
- Q. We can still submit questions in writing?
- A. *Yes. You can submit questions up until April 13, 2012.*
- Q. The requirement that the vendors must demonstrate at least three years of experience in these areas in the state of Delaware, does that apply to subcontractors as well?
- A. *The requirement is that Vendors must demonstrate at least 3 years experience in the field in general, not just in Delaware. Subcontractors are included under the primary Vendor.*
- Q. One of the questions in the RFP, one of the issues is random urinalysis of your staff. I'd like to know how many are expected to be done on staff per year. Is it one per staff member?

A. *Random drug screening requirements are 10% of Vendor site staff per month (example site would be SCI, SCCC and SVOP as 1 site). Drug screening may be by urinalysis or cheek swab.*

Q. Similar to my last question, the one FTE CB certified instructor, how does the Department view that person's role at Howard R. Young?

A. *The Cognitive-Behavioral Therapy Instructor is a proposed position for proposed changes to Key North, and has not been incorporated into current staffing patterns at this time in the RFP. However, if approved, this position can be an already contracted substance abuse counselor or supervisor, or an additional position. Requirements would be Cognitive-Behavioral Therapy certification [i.e., Certified Cognitive-Behavioral Therapist (CCBT), Diplomat in Cognitive-Behavioral Therapy (DCBT), Certified Cognitive-Behavioral Group Therapist (CBGT), or Certified Cognitive-Behavioral Group Facilitator (CBGF)]. Or, a counselor with training from an approved Cognitive-Behavioral Therapy program, organization or college (i.e., NACBT, ABCT, Beck Institute of Cognitive Behavior Therapy).*

Q. I would like a breakdown of sex offenders by institution, numbers. Also, if you could have a breakdown of offenses, to design programming.

A. *This is an approximate number as count change daily. The following numbers are broken down by institution:*

- *James T. Vaughn Correctional Center (JTVCC) 731 inmates*
- *Sussex Correctional Institution (SCI) 185 inmates*
- *Howard R Young Correctional Institution (HRYCI) 102 inmates*
- *Dolores J. Baylor Women's Correctional Center (BWCC) 13 inmates*
- *Plummer Community Correctional Center 25 inmates*
- *Morris Community Correctional Center 20*
- *Central Violation Center 20*
- *Sussex Community 62*

Q. DUI programming, I heard the reference to developing the program, the Department developing the program. Does that mean that the Department is developing a specific curriculum designed for DUI offenders, or is the vendor expected to bring their own to the proposal?

A. *A Vendor may provide their own DUI specific program as part of the RFP response. If a DUI program is not provided by the Vendor who is awarded the contract, a DUI program will be developed in cooperation between BCHS and the Vendor.*