



STATE OF DELAWARE  
DEPARTMENT OF CORRECTION  
245 MCKEE ROAD  
DOVER, DELAWARE 19904

TO: ALL OFFERORS

FROM: ERIKA MARTINE-DUQUETTE  
PURCHASING SERVICES ADMINISTRATOR

SUBJECT: Addendum to Professional Services Request for Proposal (RFP)  
Contract No. DOC1317-MOTHERS, Mothers In Re-Entry

**ADDENDUM #1 – April 30, 2013**  
**CONSOLIDATED QUESTIONS & ANSWERS**

**Section number:** I Overview

**Paragraph number:** 3

**Page number:** 2

**Text of passage being questioned:** "The awarded vendor should have the capacity to service a population of a minimum of 100 female offenders yearly."

**Question:** Will the current cohort of MIR participants complete the program prior to the expiration of the current service provider's agreement? If not, will these participants continue to participate in Moving On and be counted toward the target service population of 100 within the current RFP?

**Answer:** **The current cohort of MIR participants is scheduled to conclude prior to the end of the current contract. The selected vendor will be responsible to start a new cohort of participants.**

**Section number:** II Scope of Services

**Paragraph number:** 9

**Page number:** 4

**Text of passage being questioned:** "The Orbis, Moving On program, is designed to be delivered in a 26 week format. There is also an accelerated format".

**Question:** *Could the Department elaborate upon what is meant by "There is also an accelerated format"? Review of the Moving On curriculum does not reference an accelerated format.*

**Answer:** **The Moving On curriculum was originally designed to be administered over 26 weeks (one module per week). The program curriculum does offer an accelerated format which includes administering more than one module per week, thus allowing for full program completion in fewer weeks.**

**Section number:** II Scope of Services

**Paragraph number:** 12

**Page number:** 4

**Text of passage being questioned:** “The selected vendor is encouraged to establish a community component for offenders who wish to continue the program post-release (i.e., Moving On modules facilitated at a local community agency).”

**Question:** *Is it the Department’s intent to screen and select only women anticipated to be released to NCC or will they will potentially reside in Kent and Sussex counties as well upon their release?*

**Answer:** **DOC encourages program participation for offenders at HDP and BWCI, regardless of an offender’s residence post-release. At this point in time it is unknown how many program participants will reside outside of New Castle County post release.**

**Section number:** II Scope of Services

**Paragraph number:** 30

**Page number:** 6-7

**Text of passage being questioned:** “**C. Security Requirements** 1. The rules and regulations, policies and procedures, as well as any directives and/or orders by the DOC and facility administrators”.

**Question:** Will vendor staff be provided training from DDOC regarding rule, regulations, policies and procedures specific to both HDP and BWCI?

**Answer:** **Yes, the selected vendor staff will be oriented to/provided information on the rules, regulations, policies and procedures specific to HDP and BWCI.**

**Section number:** II Scope of Services

**Paragraph number:** 31

**Page number:** 7

**Text of passage being questioned:** “DOC facilities will provide an area (location subject to change) for the successful vendor to plan sessions, complete paperwork, etc.”

**Question:** Can the Department elaborate upon the extent to which the above referenced “areas” will be available to vendor staff at each facility? Will this be offered as office space? How many hours per day, what days each week?

**Answer:** **Vendor staff will be afforded a workspace on scheduled program days. The exact location of workspace is subject to change, based on the needs of the facility and correctional staff. Unfortunately, dedicated office space may not necessarily be “assigned” to vendor staff as overall facility space is limited.**