



STATE OF DELAWARE
DEPARTMENT OF CORRECTION
245 MCKEE ROAD
DOVER, DELAWARE 19904
Telephone: (302) 857-5412
Fax: (302) 622-4461

TO: ALL OFFERORS

FROM: ERIKA MARTINE-DUQUETTE
PURCHASING SERVICES ADMINISTRATOR

SUBJECT: RESPONSES TO RFP QUESTIONS FOR PROPOSAL NO.:
DOC1318-SEXOFTREV, Sex Offender Treatment and Evaluations

ADDENDUM #2 – March 25, 2013

The Department of Correction received notification that a bidder had submitted questions via email on March 19, 2013. The State's email server rejected the email, which was confirmed on March 20, 2013. Therefore, the Department voluntarily withdraws Addendum #1 and posts response to questions submitted March 19th and received March 20th.

QUESTION #1

Section: I. Overview

Paragraph: 1 & 2

Page: 1

Text of passage being questioned:

In paragraph 1: "Proposals will be accepted to provide services either statewide or in individual counties"

In paragraph 2: "Services to be provided to a minimum of 450 individuals."

Question: If a vendor presents a proposal for just one county, how does that affect the 450 minimum number of individuals served? More specifically, what is the minimum number of individuals served for New Castle County?

Answer: Please be clear in your response which individual Counties your proposal is for. The 450 number includes all those offenders who are moving in and out of treatment groups monthly. We consistently treat 350 offenders a month. The minimum number of individuals in New Castle is 128. (Although not part of your original question, clarifying minimums in the other two Counties as well: Kent – 99; and Sussex – 122.)

QUESTION #2

Section: I. Overview

Paragraph: 2

Page: 1

Text of passage being questioned:

“Total funds available for services under this RFP are \$150,666.”

Question: Is \$150,660 the available funds for the whole state? If a vendor submits a proposal for just New Castle County what are the funds available for that county?

Answer: \$150,666 is funding available for the whole State. Funds available for New Castle County are \$55,746. (Although not part of your original question, clarifying funding for the other two Counties as well: \$42,181 for Kent; and \$52,733 for Sussex.)

QUESTION #3

Section: IV. Required Information

Paragraph: 2 under “Minimum Requirements”

Page: 10

Text of passage being questioned:

Provide evidence of professional liability insurance in the amount of \$1,000,000.00.

Question: Can a vendor submit a proposal that provides an insurance quote with the assurance that insurance will be purchased if/when the contract is awarded to the vendor?

Answer: The coverage must be in place at the time of bidding. The only coverage that can be bound after award is listed on page 26 under #3.

QUESTION #4

Section: VI. Professional Services RFP Administrative Information

C. RFP Evaluation Process

Paragraph: 9 (labeled “4. References”)

Page: 21

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.”

Question: Is obtaining references from State or Federal employees and/or employees of other government agencies permissible? Does it conflict with paragraph 6 of subsection A. in section IV on page 12?

Answer: Yes you may submit references from other State or Federal Agencies. Please do not submit a reference naming a Delaware Department of Correction employee, unless you are presently under contract.

QUESTION #5

Section: N/A

Paragraph: N/A

Page: 32

Text of passage being questioned:

Complete [Supplier Diversity Certification] application and mail, email or fax to

Question: Is this application a requirement of a vendor’s proposal (if applicable)? If a vendor’s supplier diversity certification application is in process with the State prior to April 16th, but not yet certified is that acceptable?

Answer: No, it is not a requirement. We encourage vendors who qualify, to apply to become certified.