



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

May 30, 2013

Ms. Rachel Anderson  
Delaware Technical and Community College  
333 Shipley Street  
Wilmington, DE 19801

RE: DOC1319-MIT, MOTIVATIONAL INTERVIEW TRAINING  
AWARDED ITEM: ALL

Dear Ms. Anderson:

The Department of Correction is pleased to inform you that Delaware Technical and Community College (DTCC) is the successful bidder for DOC1319-MIT, Motivational Interview Training. The award of this contract is subject to execution of the enclosed contract documents.

Enclosed are two (2) copies of our contract form that must be completed and returned to my attention prior to June 17, 2013. The contract form MUST have the signature of a representative who has the legal capacity to enter your organization into a formal contract with the State of Delaware, Department of Correction. One copy of the fully executed contract form will be returned for your records.

Do not incur any expense or obligation in connection with fulfillment of the contract agreement until you receive an official State of Delaware Purchase Order. If you require any clarification, please do not hesitate to contact me at (302) 857-5412. We appreciate your interest and look forward to working with you.

Sincerely,

Erika Martine-Duquette  
Purchasing Services Administrator

Enclosures