



STATE OF DELAWARE
DEPARTMENT OF CORRECTION
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TO: ALL OFFERORS

FROM: ERIKA MARTINE-DUQUETTE
PURCHASING SERVICES ADMINISTRATOR

SUBJECT: Addendum to RFP Contract No. DOC1319-MIT, Motivational Interview Training

ADDENDUM #1 – CONSOLIDATED QUESTIONS AND ANSWERS APRIL 1, 2013

1. Section I, Page 2, Paragraph 3 states “The service provider must provide multiple workshops at a statewide central location determined by the DOC.”
Question: Is there any cost associated with using that space that needs to be built into the budget? If it is DE DOC operated space, that is the model that I know and have worked from with the PA DOC.
Answer: No, there is no cost. It is our expectation that the training will be conducted at the DOC Administration Building, 245 McKee Road, Dover, DE 19904.
2. Section III, Page 3:
Question: With 12 centers (facilities) named in the RFP, is it preferred that the staff are trained by facility, or is it preferable to mix personnel from the 12 sites?
Answer: The DOC will work with the vendor to schedule staff. Staff from different facilities will train together.
3. Question: Do you have capacity for an on-line training pre-requisite?
Answer: The DOC does not have an on-line training platform available in house. Staff may be able to interface with an outside system.
4. Section I., Page 2, Paragraph 2:
Question: Who’s who of the staff to be trained – roles?
 - a. Are the 50 management staff part of the supervisory staff?
Answer: Yes, staff to be trained includes Probation and Parole officers, as well as Bureau of Community Correction supervisory/ managerial staff.
5. Question: Do you have separate (in-house) training staff?
Answer: Yes
6. Question: Do the probation and parole staff work at one facility?
Answer: No.
7. Question: Do staff from the various centers work together in any capacity?
Answer: Yes.
8. Section III, Page 3, Bullet #6 “Videotaping”

Question: What is meant by that? Is the vendor supposed to budget to have one or all sessions videotaped? Is videotaping mandatory for the RFP?

Answer: If videotaping a DE DOC staff member interviews is part of your training process then you must itemize the cost in your business proposal.

9. Section II, Page 2, Paragraph 1: Text of passage being questioned: *“The training shall include a sustainability component that includes training Community Corrections staff to be certified Motivational Interview trainers. The description shall outline the process and timeline for select staff members to become trainers.”*

Question: In the absence of a Motivational Interviewer Network of Trainers (MINT) recognized certification for Motivational Interviewer trainer, could the Department elaborate further and clarify expectations of the service provider for a sustainability component and for select staff members to become trainers?

Answer: A MINT trainer must provide a minimum of 70% of each training session. The trainer must be willing to affirm in writing that those staff members chosen to be trainers have mastered the necessary skills to provide motivational interviewing training to others.

10. Section II, Page 2, Paragraph 3: *“The training design shall include an Introduction to Motivational Interviewing, Specific applications of Motivational Interviewing, and Skill building for each staff member. The following information shall be included in the description:*

1) *The number, frequency, and delivery method(s) of trainings to be delivered in a one year contract term.*

2) *Staffing pattern per training session. A MINT trainer shall provide a minimum of 70% of each training session.*

3) *Number of participants served per training session*

4) *Sample agenda including activities, duration of each activity, and delivery method*

5) *Elements of supervisor training which provide support and monitoring in MI techniques*

6) *MI Train the trainers for a minimum of 12 staff members”*

Question: Given that only those who complete MINT-sponsored Training for New Trainers events are eligible for membership in the international Motivational Interviewing Network of Trainers (MINT), could the Department elaborate and further clarify expectations of the service provider for providing “MI Train the Trainers for a minimum of 12 staff members?”

Answer: The Department seeks a MINT trainer to deliver this program. The trainer must be willing to affirm in writing that those staff members chosen to be trainers have mastered the necessary skills to provide motivational interviewing training to others.

11. Section I, Page 6, Paragraph 2: *“The proposed schedule of events subject to the RFP is outlined below...”*

Question: How soon after notification of award (May 30, 2013) is the selected provider expected to initiate service delivery?

Answer: This is a grant funded project. Training dates shall be established within 30 days of award.

12. Section I, Page 1, Paragraph 2: *“Services under this contract shall be provided by a certified Motivational Interview Network Trainer (MINT) and include Motivational Interview training to 330 staff members and separate training for 50 members of our management team.”*

Question: Does the Department anticipate the ability to guarantee a minimum of 25 and maximum of 40 training participants, as recommended by MINT, to be in attendance to each training session offered?

Answer: Yes, we would prefer a maximum of 35 individuals per training session.

13. Section 1, Page 1, Paragraph 2: *“Services under this contract shall be provided by a certified Motivational Interview Network Trainer (MINT) and include Motivational Interview Training to 330 staff members and separate training for 50 members of our management team.*

Question: Would the Department object to training sessions being offered in the Evenings, Fridays, Saturdays and Sunday's exclusively?

Answer: Yes, training must be offered during normal business hours.

14. What is the current knowledge level of Motivational Interviewing for the staff? Management? Identified trainers?

Answer: Most staff members including management have limited knowledge of motivational interviewing techniques. Staff is familiar with the terminology.

15. What is the frequency that all of the personnel can meet at the central location (as stated in RFP) together for trainings? Will it always be the entire group or split up into smaller groups at a time?

Answer: Each training session will include 25-35 staff members.

16. How many days does State of Delaware expect/plan for the initial staff training? Will the students be available for training consecutive days? Monthly? Quarterly?

Answer: The training design shall include an introduction to motivational interviewing, specific applications of motivational interviewing, and skill building for each staff member. The vendor shall submit a proposal that outlines specifics to accomplish these requirements. See section II Scope of Services, Training Design. Staff is available to train consecutive days.

17. What is the maximum number of students for each staff training session? What is the ideal number of students in each session (Management and Staff)?

Answer: The maximum number of student per training session is 35 for staff and 25 for management. The ideal number of students per training session is 30 for staff and 25 for management.

18. What level of ability is expected from staff after an initial training?

Answer: Staff members are expected to be proficient in the use of Motivational Interview Techniques. See section II Scope of Services, B. Goals and Objectives. Vendors are encouraged to submit a training design that incorporates this goal.

19. What are the goals for the management who will be trained separately? Are they expected to practice MI or just have high level knowledge?

Answer: Management is expected to have a working knowledge of motivational interview techniques, and learn skills to both support and monitor staff. See section II, A. Training Design 5).

20. Is virtual training with a MINT trainer acceptable as part of the training plan? At which levels?

Answer: No

21. What are the criteria for selecting "Train the Trainers"? What is the required length and frequency for their training?

Answer: DOC management with input from the MINT trainer will determine which staff members are identified to become MI trainer. The RFP states the "training shall include a sustainability component that includes training Community Corrections staff to be certified Motivational Interview Trainers. The description shall outline the process and timeline for select staff members to become trainers." The trainer must be willing to affirm in writing that those staff members chosen to be trainers have mastered the necessary skills to provide motivational interviewing training to others.

22. In Section II. Part A states: "The training shall include a sustainability component that includes training Community Corrections staff to be certified Motivational Interview trainers. The description shall outline the process and timeline for select staff members to become trainers". Please clarify/describe requirements of component feature.

Answer: The RFP does not list any requirements. See answer to question number 21.

23. Currently there is not a certification they would be eligible for in place within the MINT organization. The identified trainers can train within their organization but cannot

identify themselves as official MINT trainers/members. Will there be any issues? Will State of Delaware put other criteria in its place with this knowledge?

Answer: The trainer must be willing to affirm in writing that those staff members chosen to be trainers have mastered the necessary skills to provide motivational interviewing training to others within the DOC.

24. Is it possible to make arrangements for all participants to view MI DVDs prior to any live, on-site training?

Answer: Yes

25. Does each of your facilities have the capacity to view DVD training material at their respective sites?

Answer: Yes

26. Would we be able to set the hours of the training day (for example) from 8:30 until 4:30, or is there a DOC standard? We are looking at the 70% MINT standard in your RFP.

Answer: The DOC will work with the vendor to establish a schedule that accommodates staff and is reasonable for the vendor. Staff may need to travel one to one and a half hours to attend the training sessions. When scheduling the training sessions the vendor must be mindful of travel time.