



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

August 21, 2013

Mr. Robert Gingrich
ZTR, LLC
PO Box 448
Milton, DE 19968

RE: DOC1425-SEXOFTREV, Sex Offender Treatment & Evaluations Re-Bid
AWARDED ITEM: ALL

Dear Mr. Gingrich:

The Department of Correction is pleased to inform you that ZTR, LLC is the successful bidder for DOC1425-SEXOFTREV, Sex Offender Treatment & Evaluations Re-Bid. 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 **August 26, 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