STATE OF DELAWARE
DEPARTMENT OF CORRECTION, BUREAU OF ADMINISTRATIVE SERVICES
245 McKEE ROAD ● DOVER, DELAWARE 19904
Telephone: (302) 857-5412 ● Fax: (302) 622-4461

December 4, 2014

Mr. Allen Conover
Rick VanStory Resource Centers Inc.
500 W. 2nd Street
Wilmington, DE 19801

RE:	Contract Number:	DOC1531-PRETRIAL
	Contract Name:	Third Party Pretrial Supervision, New Castle County
	Contract Term:	December 1, 2014 through June 30, 2015 (Two (2) optional one year extensions available)
	Contract Award:	$125,000 (Initial Contract term)

Dear Mr. Conover:

Thank you for accepting the contract award for DOC1531-PRETRIAL, Third Party Pretrial Supervision, New Castle County. The Department of Correction will require a copy of your valid Delaware Business License, as well as required certificate of insurance noting the Department as a certificate holder, before a contract may be executed. Please advance this information at your earliest convenience.

Attached are two copies of the proposed contract. Please review and contact me if any further discussion (or edits) will be required. If no additional discussion (or edits) are necessary, please have both copies executed and delivered to my attention by the December 12th deadline. 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.

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 cooperation and look forward to working with you.

Sincerely,

Erika Martine-Duquette
Purchasing Services Administrator

Enclosure