



STATE OF DELAWARE  
DEPARTMENT OF CORRECTION  
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TO: ALL OFFERORS

FROM: KIMBERLY L. GIRANTINO  
CONTROLLER

SUBJECT: Addendum to Professional Services Request for Proposal (RFP)  
Contract No. DOC1635-SEXOFTREV

**ADDENDUM #1 – September 30, 2015**  
**CONSOLIDATED QUESTIONS & ANSWERS**

**Section number:** II Summary

**Paragraph number:** 2

**Page number:** 3

**Text of passage being questioned:** “Services to be provided to a minimum of 450 individuals under the supervision of the Bureau of Community Corrections at the following supervision levels: Levels I, II, III, or IV offenders.”

**Question:** What is the current number of individuals being served and what is the breakout across counties?

**Answer:** The number of offenders (Snapshot August 2015) currently attending group sessions average 332 per month, to include developmentally disabled and female population. Distribution by county is 95 in New Castle; 88 in Kent; and 149 in Sussex.

**Question:** Will current cases (including those with less than 60 days left of their probation sentence) be transferred to the selected vendor?

**Answer:** All current cases will not necessarily transfer to the new treatment provider as offenders may be discharged from probation, absconded, re-incarcerated or not continue with treatment for other reasons.

**Question:** Of the current caseload, what is the percentage of high, moderate and low risk offenders?

**Answer:** Currently the Department does now have a mechanism in place to accurately capture the percentage of high, moderate and low-risk offenders. Risk level is determined as a result of using several different assessment tools and each offender is evaluated, however the assigned risk level is maintained in each offender case record and not maintained in a central location.

**Question:** What is the average referral rate of new cases per month?

**Answer:** The average referral rate for new cases (Snapshot August 2015) is 54. Distribution by county is 17 in New Castle; 12 in Kent; and 25 in Sussex.

**Section number:** IV Professional Services RFP Administrative Information; Sub Section D, Contract Terms and Conditions

**Paragraph number:** 2 of 7.a. (General Contract Terms / Independent Contractors)

**Page number:** 18

**Text of passage being questioned:** "The State of Delaware may provide working space and sufficient supplies and material to augment the Contractor's services."

**Question:** *What working space will be provided in each county and what are the hours that a contractor can access the space for group therapy sessions?*

**Answer:** Space may be available in each county to facilitate group sessions and conduct assessments; however, coordination between the awarded vendor and each Regional Manager will take place after the contract is awarded to determine exact hours of operation.

**Example of current schedule:**

- New Castle County – groups are scheduled Monday – Thursday from 8:00 A.M. – 5:00 P.M. or Friday from 8:00 A.M. – 12:00 P.M.
- Kent County – variable days and times Monday – Thursday depending on group size; no Friday sessions.
- Sussex County – variable days and times Monday – Friday; sessions must conclude by 8:00 P.M.