



STATE OF DELAWARE  
DEPARTMENT OF CORRECTION  
245 MCKEE ROAD  
DOVER, DELAWARE 19904

TO: All Offerors

FROM: Craig Fetzer  
Purchasing Services Administrator

SUBJECT: Addendum to Professional Services Request for Proposal (RFP)  
Contract No. DOC19035A-SEXOFTREV

**ADDENDUM #1 – June 7, 2019  
CONSOLIDATED QUESTIONS & ANSWERS**

**Section:** III

**Paragraph number:** A. 6.

**Page number:** 53

**Text of passage being questioned:** "Include resumes of each assigned staff with the response"

**Question:** What if we need to hire individuals to fill this role? Can we outline the process in which we will make that determination like based on experience, etc.?

**Answer:** Providers should outline their hiring process and include a job description for any individuals the Provider intends to hire for the contract.

**Section:** V

**Paragraph number:** 8c

**Page number:** 18

**Text of passage being questioned:** "ACA Safe Harbor"

**Question:** Could you also provide information on the Safe Harbor?

**Answer:** See RFP Section V, Item #8c. For purposes of this contract, ACA Safe Harbor fee will not be applicable.

**Section:** Appendix B

**Paragraph number:** 6

**Page number:** 53

**Text of passage being questioned:** "All individuals providing treatment must meet the qualifications established by the SOMB."

**Question:** Is this referring to each of the clinical staff members hired for the RFP as needing to be credentialed with the SOMB? If so, will there be a grace period given for staff to obtain professional licensure so that they can meet the criteria for credentialing?

**Answer:** The selected Provider must have each staff delivering treatment services achieve SOMB credentialing within one year of employment with the Provider. Any non-credentialed person working toward their SOMB credential is expected to work under supervision of an SOMB credentialed staff person and provide documentation of dates and times of supervision provided. Additionally, the selected Provider is expected to provide the DOC with quarterly progress reports on each non-credentialed staff persons' progress toward SOMB credentialing.

### **General Questions**

**Question:** Do we have to bill the State each month for the services to be reimbursed to the company? Or is a portion of the funds released to the agency after the bid has been awarded?

**Answer:** Yes, the Provider shall bill the Department of Correction each month to be reimbursed for services completed. Any funds a Provider requests reimbursement for shall be identified in the Provider's Business Proposal as referenced in Appendix B, Item #8. This would include any start-up costs upon contract award.

**Question:** If we do need to bill the State for reimburse, could you explain the manner in which we would need to do that so that we may have a better understanding while writing the bid?

**Answer:** See above answer and refer to Appendix B, Item #8.

**Question:** Specifically, what assessment needs to be completed? Is this at the discretion of the agency?

**Answer:** See Appendix B, Item #4, Para. B.