



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. DOC18050-GRIEVANCE

**ADDENDUM #2 – October 24, 2018  
CONSOLIDATED QUESTIONS & ANSWERS**

**Referencing RFP Document:**

**Section: I**

**Paragraph number: 1**

**Page number: 2**

**Text of passage being questioned:** “The State of Delaware Department of Correction (“DOC”) seeks professional services from a third party provider to facilitate group based sessions for Cognitive Behavioral Therapy (CBT) using evidence-based methods and curriculums that addresses anti-social attitudes, values, beliefs, thinking, and/or other criminogenic behaviors for offenders who are incarcerated in the State’s Level V correctional facilities.”

**Question:** Is this a new program? If not, would the state please provide a copy of the existing contract?

**Answer:** This RFP solicitation will be a new contract to specifically provide CBT program that targets criminal thinking patterns among adult offenders.

**Section: I**

**Page number: 2**

**Text of passage being questioned:** “The proposed schedule of events subject to the RFP is outlined below.”

Deadline for Questions Date: Oct. 17, 2018

Response to Questions Posted by: Date: Oct. 24, 2018

Deadline for Receipt of Proposals Date: Nov. 7, 2018 at 1:00 PM

**Question:** To encourage competition and innovation, would the State consider allowing a second round of Q&A’s so that vendors will have an opportunity to ask questions after better understanding the State’s needs based on its responses to the first round of questions?

**Answer:** A second round of Q&A will not be conducted.

**Question:** To ensure the most competitive proposals from Vendors, would the DOC consider extending the deadline for receipt of proposals by one week?

**Answer:** Any change in the deadline date for receipt of proposals will be publically posted online.

**Section:** II

**Paragraph number:** 2

**Page number:** 3

**Text of passage being questioned:** “DOC has budgeted \$375,000.00 per year for this RFP.”

**Question:** If the proposed program is \$375,000 per year, will the DOC allow year over year cost of living increases to the cost of the contract?

**Answer:** Proposals may factor in year over year increases or decreases within Appendix C – Pricing for optional renewal years. Please note that RFP Addendum 1 expanded the RFP to include select Level IV Correctional Facility and associated additional funding for \$62,880.00/yr. for two years. Addendum 1 is publically available at <http://bids.delaware.gov/>

**Section:** III

**Sub Section:** A

**Paragraph number:** 6

**Page number:** 4

**Text of passage being questioned:** “Vendor response shall include a staffing plan and demonstrate each assigned staff that will be providing services and facilitating the group sessions has a proven combination of experience and education that is applicable. Include resumes of each assigned staff with the response.”

**Question:** Please confirm that job descriptions with requirements may be submitted in lieu of resumes for contract staff yet to be hired?

**Answer:** Job descriptions with requirements may be submitted in lieu of resumes for contract staff yet to be hired. DOC will require the selected Provider to submit the resume for any newly hired staff or when a need arises to replace any staff.

**Section:** IV

**Sub Section:** B

**Paragraph number:** 2

**Page number:** 6

**Text of passage being questioned:** “To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk, or USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses.”

**Question:** Can the Department please confirm that a paper copy of the pricing file is not required and that the pricing file should only be submitted electronically?

**Answer:** Please include one paper copy and one electronic copy for Appendix C – Pricing.

**Section:** V

**Sub Section:** C

**Paragraph number:** 1

**Page number:** 15

**Text of passage being questioned:** “As a Service subscription license costs shall be incurred at the individual license level only as the individual license is utilized within a fully functioning solution. Subscription costs will not be applicable during periods of implementation and solution development prior to the State’s full acceptance of a working solution. Additional subscription license requests above actual utilization may not exceed 5% of the total and are subject to Delaware budget and technical review.”

**Question:** Can the Department please describe how this “service subscription license” provision applies to this contract?

**Answer:** Department of Correction does not anticipate this provision will be applicable for the contract.

**Section:** V

**Sub Section:** C

**Paragraph number:** 1.e.

**Page number:** 15

**Text of passage being questioned:** “The successful vendor shall promptly execute a contract incorporating the terms of this RFP within twenty (20) days after award of the contract.”

**Question:** Is training on the CBT curriculum included in this 20 days?

**Answer:** No.

**Section:** V

**Sub Section:** C

**Paragraph number:** 5.d.

**Page number:** 18

**Text of passage being questioned:** “In performance of the contract, the vendor will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful vendor. The vendor shall be properly licensed and authorized to transact business in the State of Delaware as provided in 30 *Del. C.* [§ 2502](#).”

**Question:** Can the Department confirm there is no license required for the provision of CBT treatment and that the only license required to apply is a state business license?

**Answer:** In terms of the above requirement, the vendor selected for award shall have a State of Delaware Business License. Please note that clinical supervision for CBT is required to be a licensed professional. Ideally, the supervisor should be a licensed mental health professional, social worker or clinical psychologist.

**Section:** V

**Sub Section:** C

**Paragraph number:** 5.m.

**Page number:** 21

**Text of passage being questioned:** “All contract costs must be as detailed specifically in the Vendor’s cost proposal.”

**Question:** Does the Department desire a budget narrative or a detailed budget?

**Answer:** Department of Correction does not desire a budget narrative or a detailed budget. All contract costs should be factored into Appendix C - Pricing.

**Section:** V

**Sub Section:** C

**Paragraph number:** 5.u.2

**Page number:** 23

**Text of passage being questioned:** "All of the equipment and services required hereunder shall be provided by or performed by the Vendor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services."

**Question:** Will computers be required to provide the services and if so, will the Department permit the vendor to purchase and install?

**Answer:** Computers are not required to provide services for this RFP.

**Question:** Will the successful vendor be allowed to bring in computers (desktops or laptops)?

**Answer:** If the computer is a necessary need for CBT as demonstrated in the vendor's proposal, the Department of Correction will allow the successful vendor to bring a laptop provided it is approved for security.

**Section:** V

**Sub Section:** C

**Paragraph number:** 5.w.

**Page number:** 25

**Text of passage being questioned:** "A copy of the current State of Delaware, Department of Correction Policy Number 8.60 "Prison Rape Elimination Act" is available online at [http://www.doc.delaware.gov/downloads/policies/policy\\_8-60.pdf](http://www.doc.delaware.gov/downloads/policies/policy_8-60.pdf)"

**Question:** The link to the PREA policy is not working. Could the Department share the current policy?

**Answer:** The correct link is:

[http://www.doc.delaware.gov/assets/documents/policies/policy\\_8-60.pdf](http://www.doc.delaware.gov/assets/documents/policies/policy_8-60.pdf)

**Section:** V

**Sub Section:** C

**Paragraph number:** 5.gg.6

**Page number:** 27

**Text of passage being questioned:** "Regulations – All equipment, software and services must meet all applicable local, State and Federal regulations in effect on the date of the contract."

**Question:** Does this include all internal state security policies and if so, would the Department be able to elaborate on what those are?

**Answer:** This would include internal state security policy. Please refer to Attachment 10.

**Referencing Appendix A: Minimum Mandatory Submission Requirements**

**Paragraph:** 2

**Page number:** 45

**Text of passage being questioned:** “The remaining vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall include cost. Vendors are encouraged to review the Evaluation criteria identified to see how the proposals will be scored and verify that the response has sufficient documentation to support each criteria listed.”

**Question:** Could the Department clarify if the vendor is to submit any cost information in the narrative response?

**Answer:** Cost should only be provided within Appendix C – Pricing.

### **Referencing Appendix B: Scope of Work and Technical Requirements**

**Section:** B

**Paragraph:** 2

**Page number:** 47

**Text of passage being questioned:** “A community-based behavioral health organization qualified to administer Cognitive Behavioral Therapy (CBT) programming will be contracted to deliver services in DOC’s Level V prison facilities. The organization selected for CBT programming will be required to demonstrate that staff administering the program has been, or will be, trained and certified to administer the chosen curriculum and will receive clinical supervision from a licensed professional.”

**Question:** What level of licensing and/or education is the professional required to have in order to provide clinical supervision?

**Answer:** Ideally the supervisor should be a licensed mental health professional, social worker or clinical psychologist.

**Question:** The DOC has provided the ADP at the 4 Level V facilities where CBT will be provided. The ADPs vary significantly between facilities; will the number of offenders enrolled in the CBT curriculum be relatively similar at each facility?

**Answer:** It is anticipated that bidders will propose to serve 1-2 Level IV sites since the award amount for CBT at Level IV is \$62,880 annually for each of 2 years. For allocation of staffing for the Level V sites, bidders should consider the population size when allocating staff among the sites.

**Question:** Understanding that the awarded vendor will be expected to serve a minimum of 360 offenders per year, what would be the average number of participants at each of the four facilities?

**Answer:** Would vary by facility size. Expectation would be to have multiple cohorts running concurrently at each Level V and 1-2 cohorts running concurrently at the Level IV facility.

### **Referencing Appendix C - Pricing**

**Question:** There is a line item included in the first year for start-up costs, not to exceed \$37,500. Is that considered part of the \$375k total budget for the first year, or are we allowed \$375k plus startup costs?

**Answer:** First year mobilization/start-up costs is part of the overall budgeted funds and not additional. Please also note that an additional \$62,880/year for 2 years has been allocated for

CBT services at Level IV as described in RFP Addendum 1. The funding allocated for Level IV CBT programming may be extended beyond 2 years if resources are secured.

**Question:** Can the Department explain what the number 30 is comprised of in the QTY column? We cannot replicate the math that led to the figure of 30?

**Answer:** 30 is the estimate quantity of CBT Group-Based Cohorts to be completed per year. This is estimated in order to establish a cost per cohort. Actual quantity of cohorts completed may increase or decrease. With 360 offenders expected to participate in CBT and a maximum of 12 offenders per cohort, amounts to a minimum of 30 cohorts per year. With the addition of CBT to be provided at Level-IV, the Department anticipates an additional 9 to 13 cohorts per year.

### **Referencing RFP Addendum 1:**

**Question:** Will the Department determine at which Level IV facility CBT will be provided or should the vendor suggest a specific Level IV facility in its response?

**Answer:** Department of Correction anticipates CBT to be provided at Kent County Community Correction Centers. This would include Morris Community Correction Center and/or Central Violation of Parole.

**Question:** Can the Department confirm that only one Level IV facility is currently being added for the amount (\$62,880/yr) provided?

**Answer:** See above answer.

**Question:** How is the addition of CBT at one Level IV facility addressed in the pricing forms, or is pricing for this piece set based on the amount of the grant?

**Answer:** Appendix C - Pricing submitted by the bidder for each completed CBT Cohort should be the same regardless of being facilitated at Level IV or Level V. The additional funding obtained by grant (\$62,880/year for each of 2 years) will be applied to CBT Cohorts completed at the selected Level IV.

**Question:** How many offenders are expected for this portion?

**Answer:** The grant covering Level IV CBT stipulates that 100 offenders must be served annually, for a total of 200 offenders over 2 years. This will range from 9 to 13 cohorts to be completed each year. Each Cohort will ideally have 8-10 offenders although not exceed 12.

**Question:** Will this service terminate after the 2 years of grant money are spent?

**Answer:** Though the funds covering Level IV CBT programming will terminate through the Innovations in Reentry grant after 2 years, resources may be sought through the State budget process or through additional grants that would allow the CBT programming at Level IV to continue to be funded.

### **General Questions**

**Question 1:** I downloaded the "pricing" appendix and it is blank. Does that mean you want the bidder to fill in the cost or am I missing something? Sometimes RFPs come with an amount of award other times it is left up to the bidder to propose something fair and competitive

**Answer:** As per the RFP Page 51, Appendix C – Pricing is a separate document available at [http://bidcondocs.delaware.gov/DOC/DOC\\_19052Cbt\\_appC.xlsx](http://bidcondocs.delaware.gov/DOC/DOC_19052Cbt_appC.xlsx). Vendors are required to complete Appendix C electronically and submit with their proposal response.

**Question 2:** What constitutes a business reference?

**Answer:** Business references are to be listed as per RFP attachment 5 and may include any business the Provider/Vendor has provided services to or had a professional relationship with.

**Question 3:** If I have been doing therapy, CBT, for over 30 years, and have many references outlining all my employment, is that considered a business reference?

**Answer:** Yes. Please see question 2 above.

**Question 4:** Will office space be provided at the prisons for the staff?

**Answer:** No office space will be provided at correctional facilities for the Provider's staff. Department of Correction will provide adequate rooms to facilitate CBT although the rooms are shared with other uses.

**Question 5:** Will the successful vendor be able to access an Electronic Health Record via an internet connection?

**Answer:** No, however the successful vendor will be allowed to have daily communication with DOC staff for relevant information.