



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. DOC20028-NEWCHOICES

**ADDENDUM #1 – May 29, 2020
CONSOLIDATED QUESTIONS & ANSWERS**

Question: I am reviewing the New Choices RFP and wondered if you had a date in mind for exactly when you wished for services to commence??

Answer: DDOC prefers a vendor that can transition and be operating by July 1, 2020. Any vendor proposal that cannot meet this date may document an exception and propose an alternative date to transition and be operational. Please note that DDOC has the sole discretion to determine if such exception is acceptable.

The RFP states that vendors are to provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work.

Question: What specific license is required for the program?

Answer: Vendors are required to have a Delaware Business License, professional licenses, and obtain applicable zoning permits to operate a residential facility.

Question: What is the current size of the existing program? How many beds?

Answer: The current vendor provides a bed capacity up to 17 residents and 17 babies, although capacity has rarely been reached.

Question: What is the average occupancy of the current program over the last 12 months? Were all beds full or do they lack referrals?

Answer: The average monthly occupancy of the current program over the last 12 months is seven (7) to ten (10) residents and their babies. Not all beds were full despite referrals for eligible residents were adequately being met.

Question: Does the department want the new site to be the same size?

Answer: DDOC will consider a capacity less than the current program.

Question: Is there a property available? If not, anticipate a lengthy property acquisition and preparation process. Is that acceptable to the department?

Answer: DDOC does not have property available. Vendors are required to obtain property with existing residential housing. Vendor's proposal shall provide details on their timeline to obtain and occupy the property. Although DDOC will consider proposals that may need time to obtain property, DDOC prefers a vendor that can transition and be operating by July 1, 2020. Any vendor proposal that cannot meet this date may document an exception and propose an alternative date to transition and be operational. Please note that DDOC has the sole discretion to determine if such exception is acceptable.