



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. DOC20412-LEADERSHIP

**ADDENDUM #1 – December 11, 2019  
CONSOLIDATED QUESTIONS & ANSWERS**

**Section:** V

**Paragraph number:** 4.a.

**Page number:** 15

**Text of passage being questioned:** The term of the contract between the successful bidder and the State shall be for three (3) years with two (2) optional extensions for a period of one (1) year for each extension.

**Question:** Will all 700 students complete the same eight hour training course each year of the three year contract?

**Answer: Yes, 700 students is estimated annually to attend the training.**

**Appendix B**

**Paragraph number:** 2. B.

**Page number:** 46 and 47

**Text of passage being questioned:** Curriculum shall consist of leadership, supervisory management, communication, and employee performance with a focus on the Corrections environment. Proposals shall include a narrative description of the curriculum that includes past experience with delivering the proposed curriculum for other organizations of comparable size. Narrative shall include a summary of the improvements and results achieved.

Curriculum shall be facilitated in group sessions not to exceed 8 hours. Group size will consist of approximately 35 participants. Proposals shall include a summary of the curriculum with topics to minimally include:

- Interpersonal communication skills
- Crisis management
- De-escalation techniques
- Crisis intervention
- Conflict management
- Policy and procedure usage
- Risk management

**Question:** Will DOC make written department policies and procedures that pertain to the training topics above available to contactors to be included into the curriculum?

**Answer:** DDOC Policies are publically available online at:  
[https://doc.delaware.gov/views/policy\\_and\\_regulations.blade.shtml](https://doc.delaware.gov/views/policy_and_regulations.blade.shtml)