



STATE OF DELAWARE
DEPARTMENT OF CORRECTION

April 28, 2020

ISSUED BY: Craig Fetzer
Purchasing Services Administrator
(302) 857-5412

SUBJECT: **AWARD NOTICE**
CONTRACT NO. DOC20412-LEADERSHIP
DOC Leadership Development

1. CONTRACT PERIOD

The Provider's contract shall be valid from April 1, 2020 through March 31, 2023. The contract may be renewed for two (2) optional extensions for a period of one (1) year for each extension through negotiation and mutual written agreement between the Provider and Delaware.

2. PROVIDER

Wilmington University, Inc.
320 DuPont Highway
New Castle, DE 19720
Contact: Raymond Carr
Phone: (302) 356-6802
E-Mail: Raymond.j.carr@wilmu.edu

3. PRICING

Annual Communication and Leadership Development

Proposal development, needs assessments, training plan meetings, curriculum development and lesson plans, training material construction, training venue (WilmU. North Dover campus) and project administration	\$16,000 (Year 1 only) \$8,000 (Year 2) \$8,000 (Year 3)
Training packets including training materials and quick reference guides for each participant's future use. Professional grade in color and binding	\$20 each
Training sessions, including all ancillary training costs (drive time, mileage, tolls, etc.)	\$1,800 per session

ADDENDUM 1: Adds the following training and pricing to the contract effective on 7/1/2020.

CEIT Classes - Crisis Management De-escalation and Conflict Management	\$1,050 per session
CEIT Classes – Project Administration (Annually)	\$1,500.00

4. PAYMENT

The Delaware Department of Correction will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The Provider must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

5. REQUIREMENTS

The Provider shall provide the Delaware Department of Correction (DDOC) with annual communication and leadership development for DDOC employees. For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.