

STATE OF DELAWARE

EXECUTIVE DEPARTMENT

OFFICE OF MANAGEMENT AND BUDGET

November 20, 2017

TO: ALL OFFERORS

FROM: MICHAEL BACU

 STATE CONTRACT PROCUREMENT ADMINISTRATOR

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL**

**CONTRACT NO. GSS17814-RECIDIVISM**

**Family Engagement and Recidivism Reduction**

## ADDENDUM #1

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposal. All other terms and conditions remain the same.

**Q1.** Is Delaware able to acquire these services through the [GSA Professional Services Schedule](https://www.gsa.gov/acquisition/products-services/professional-services/professional-services-schedule-pss)? My company has an existing PSS contract with GSA ([see link here](https://www.gsaelibrary.gsa.gov/ElibMain/contractorInfo.do?contractNumber=GS-00F-214DA&contractorName=OUTCOME+ADVISORS%2C+INC.&executeQuery=YES)) and many state and local governments are able to use it. Please let me know if Delaware is eligible to use the GSA schedules.

Answer- Please reference the Request for Proposals, Section III.B.25, page 16.

**25. Cooperatives**

Vendors, who have been awarded similar contracts through a competitive bidding process with a cooperative, are welcome to submit the cooperative pricing for this solicitation.

**Q2.** Is this solicitation only for specific Evidence based services or are you willing to consider any kind of evidence based therapy intervention?

Answer-The RFP provided resource suggestions for reviewing evidence-based interventions which may be appropriate for the target population. Applicants may propose interventions not specifically mentioned in the provided links.

**Q3** My company is not located in DE.  I would like to know if it is possible to know some of the other companies who received this RFP so that I can find out it subcontracting opportunities are possible?

Answer- This solicitation was posted online at <http://bids.delaware.gov>. Access is publicly available to view without restriction.

**Q4.** Has the requested service been provided previously by another company?  If yes, can the name of the company be provided?

Answer- A variety of providers have previously or currently hold contracts or MOA’s with the DOC for a variety of programming types which include family engagement and/or parenting courses for offenders. These include Diamond State Counseling (parenting course), Child Inc. (parenting course), Brandywine Counseling (programming for incarcerated mothers), Connections (parenting courses, programming for pregnant female offenders), Children and Families First, and Delaware Center for Justice (supervised family visitation and family bonding through reading books onto tape for children). This list may not be exhaustive. It should be noted that the service model contemplated in the RFP is unique from previous programming models and has not been provided at DOC.

**Q5** Is it possible to have a list of the companies who received an invitation to bid on this service from the State of DE; this information is being requested to determine if subcontracting opportunities may be available

Answer- This solicitation was posted online at <http://bids.delaware.gov>. Access is publicly available to view without restriction.

**Q6.** Pg. 5 of the RFP indicates that $125,000.00 has been allocated for these services for the term of the engagement.  Is this total all-inclusive for service and administrative costs?

Answer- This is the total funding amount.

**Q7.** I've tried to get this link to work several times, but can't seem to make it happen.  Can you send the website link to me again, please?

Answer- State of Delaware solicitation opportunities are posted at <http://bids.delaware.gov> .

This specific solicitation is at: <http://bids.delaware.gov/bids_detail.asp?i=4770&DOT=N>

**Q8.** My Co-Director sent me the below message to explore. I am unfamiliar with this service. Would it be possible to speak with you to discuss? We have anger management and crisis intervention trainings. I am not clear if these would work for you all.

Answer- Please refer to the detailed Scope of Work in the Request for Proposals and the sections identified below.

RFP, page 8, section 4, RFP Designated Contact.

RFP, page 8, section 6, Contact with State Employees

RFP, page 15, section 22, Exceptions to the RFP

**For Questions 9-11:**

*“Under the BCC contract, the intended population will be personnel who are preparing to be released or have been released from Level IV Community Corrections Facilities, or who are currently under Probation & Parole supervision, with an emphasis on New Castle County.”*

*“This RFP prioritizes reentry planning to improve family bonds and support the wellbeing of the offender’s family, with a special focus on the offender’s children.”*

Text of passage being questioned in Appendix C, page 57:

*“Proposed pricing will be evaluated based on the Cost fee per client provided in your response.”*

This is what we understand from the RFP and the Department of Correction’s (DOC) 2016 Annual Report (2016 AR).

* Based on the information provided on pages 24 - 28 of the DOC’s 2016 AR, the total population residing in Delaware’s Level IV facilities was 865 as of June 30, 2016, 79% male and 21% female with 98% of the overall Level IV population scoring in the high or moderate LSI-R assessment categories.
* The New Castle County locations of the Plummer Community Correction Center, the Hazel D. Plant Women’s Treatment Facility and the Central Violation of Probation Center constituted 130, 92 and 164 respectively of the total 2016 population of 865 for a total of **386 men and women**.
* Demographic information in the RFP does not include information about how many offenders have children. That information is not currently available.
* Services should target moderate to high risk individuals. As noted in the RFP, the number of moderate to high risk offenders leaving Level V prison custody in FY16 was approximately 44-55% of 1,042 men and 64-84% of 239 women among the 1,281 individuals. It is unknown exactly how many individuals from this eligibility pool would qualify for a parenting/family engagement program. Eligible individuals will be identified by their risk level and by their identified family needs as determined by the LSI-R assessment administered by DOC. Preliminary numbers indicate that approximately 458-573 men and 153-201 women could be screened by DOC for services, for a potential total eligibility pool of between **611 and 774 offenders.** It is not expected that the provider will be able to serve every eligible individual.
* As noted on page 24 of the BOC 2016 AR, based on the last known address of inmates leaving Level V custody in FY 2016, approximately 52.6% are in the New Castle County communities of Wilmington, Newark, New Castle, Bear, Smyrna, Middletown, Claymont, Elsmere, Newport, Hockessin, and Delaware City. Applying this percentage to the target population figures noted above results in a target population of potentially eligible individuals leaving Level V with last known addresses in New Castle County of between 321 and 407 annually. It is not expected that the provider will be able to serve every eligible individual.

**Q9.** Assuming the target population is reflective on the 2016 data noted above, is it reasonable to assume that the target population within the scope of the RFP is in the range of **321 and 407** and most likely closer to **400**?

Answer-It is unknown how many of the potentially eligible individuals are parents and would qualify for family engagement services. Applicants are encouraged to describe their recommendations for how many participants can reasonably be served through the program.

**Q10.** With respect to the Level IV target population and their children, could you clarify DOC’s (or any other agency of the State) expectations as to the percentage of the Level IV target population participating in the Program?

Answer-It is unknown exactly how many individuals will meet eligibility criteria for the program. Demographic data and numbers of moderate to high risk offenders exiting prison annually are provided for contextual information. Applicants are encouraged to make recommendations in their proposals for how many clients can reasonably be served.

**Q11.** With respect to the “cost fee per client”, is it reasonable to assume that this cost is to be associated solely with the target Level IV population and should not take into consideration any children of participants, although services will be provided to children of the participants?

Answer-The fee structure is per adult offender client. The fixed cost proposal per client should take into consideration that clients may have any number of children.

All other terms and conditions remain the same.



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**

100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202

Phone: (302) 857-4550 – Fax: (302) 739-3779 – GSS.OMB.DELAWARE.GOV