



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

TO: ALL OFFERORS

FROM: KIMBERLY JONES
STATE CONTRACT PROCUREMENT OFFICER

DATE: SEPTEMBER 12, 2016

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO.:GSS16756-PSYCH, PSYCHOLOGICAL SERVICES

ADDENDUM # 1 – Questions and Answers

1. Can you tell us if this if being purchased with Disaster Recovery dollars?

Purchasing Agencies have the discretion which funding sources to utilize for these services.

2. Which state agencies will be utilizing services through this contract?

All Covered Agencies as defined in 29 Del. C. [§6902\(6\)](#) that have the need for psychological evaluations shall utilize this contract. This contract is also accessible to School Districts, Political Subdivisions, Municipalities, Fire Companies and higher education entities receiving state funds.

3. Are these evaluations for law enforcement and public safety personnel only (i.e., police, corrections, probation and parole, etc.)?

Evaluations can be requested from all Covered Agencies as defined in 29 Del. C. [§6902\(6\)](#).

4. How many psychological evaluations were completed in FY15 and FY16 that would fall under this contract in the future?

Contract GSS16756-PSYCH_SVCS, Psychological Services, is a new centralized contract, therefore, no prior data is available for these services. However, approximately 350+ evaluations were voluntarily reported. Please be aware that this number may change and that the State makes no guarantee of business.

5. Of those psychological evaluations completed in FY15 and FY16, how many were requisitioned by each state agency?

Contract GSS16756-PSYCH_SVCS, Psychological Services, is a new centralized contract. Therefore, no prior data is available for these services. However, prior usage has been voluntarily provided by the below Agencies:

| AGENCY | PRE-EMPLOYMENT | FFD |
|------------------------------|-----------------------|------------|
| Department of Correction | 300 | 5-7 |
| Delaware State Police | 40-50 | VARIES |
| Div Natural Resources | 16 | 1 |
| Department of Transportation | | 3 |

Please be aware that this number may change and that the State makes no guarantee of business.

6. Of those psychological evaluations completed in FY15 and FY16, how many were pre-employment, post incident, and fitness for duty?

Contract GSS16756-PSYCH_SVCS, Psychological Services, is a new centralized contract. Therefore, no prior data is available for these services. Please see chart in answer to question 5 above.

7. In the event of multiple vendors awarded contracts, will each state agency have the autonomy and authority to select from the group of approved vendors?

Should Contract GSS16756-PSYCH_SVCS, Psychological Services, be multi-awarded, each agency can select which vendor to utilize for required services.

8. Can you provide a sample report of psychological evaluation to display expected formatting, length, sections, and structure of recommendation options?

Psychological Evaluation formatting is at the discretion of the preparer, however, should include the following sections:

- Applicant information
- Referral Source
- Date of Assessment
- Relevant psychosocial History
- Reason for Referral
- Background Information
- Tests administered
- Test Behavior & Observations
- Test Scores and Clinical Interpretations
- Summary & Formulation
- Diagnosis
- Recommendations

9. Are there specific formatting requirements for written reports (i.e., typed vs. hand-written)?

All reports must be typed and must include the typed name and signature of the Psychologist responsible for the reportable contents.

10. The RFP references three hours per evaluation; is this inclusive of interview, mental status examination, psychological testing, and report writing, or is it expected that the clinician spends three hours face-to-face with the candidate?

The three hour time period should include interviewing and testing the candidate.

11. Reports for pre-employment psychological evaluation are due seven (7) days following the clinical interview; will this apply even in large orders (i.e., 40 applicants), or will there be some flexibility with the ordering state agency?

Awarded vendor(s) will provide comprehensive written Psychological Reports to the ordering Agency no later than seven (7) calendar days following the completed clinical interview.

Flexibility for larger orders is solely at the discretion of each ordering agency, and must be mutually agreed between the parties at the time of order placement.

12. How will the State of Delaware resolve the dual relationship issue that arises from the request to perform an intervention related service CISD and an assessment related service?

Should an event occur which requires a Critical Incident Stress Debriefing (CISD) and Assessments of individuals, the State of Delaware will exercise Separation of Duties.

13. Section F2 pertaining to the estimate of three hours of time to perform duties needs to be explained with reference to the variability of complexity of case involving critical incidents and FFDE.

The three hour time period should include interviewing and testing the candidate. This time is an estimation, and can be adjusted in accordance with the complexity of the assessment and needs of the candidate.

All other terms and conditions remain.

