



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

State of Delaware

Department of Safety and Homeland Security Sex Offender Management Board

Request for Information

Request No. GSS17804SOMB

August 7, 2017

- *Deadline to Respond* -
October 16, 2017
Time (Local Time)

Date: August 7, 2017

REQUEST for INFORMATION NO. GSS17804SOMB

This Request for Information (RFI) will **not** result in award of a competitively bid contract.

The State of Delaware, Government Support Services, is seeking market information on **programs and criteria to credential sex offender treatment providers**. The information gathered may or may not lead to the issuance of a Request for Proposals.

Responses to this Request for Information will remain confidential until such time as a determination is made on whether the State will move forward with a Request for Proposal for any one or more types of **credentialing programs**. If a decision is made to move forward with a Request for Proposal, the responses to this Request for Information will remain confidential until the completion of the Request for Proposal process.

All responses to this Request for Information shall be submitted in a sealed envelope **clearly displaying the request for information number and vendor name** by October 16, 2017 at 1:00 PM (Local Time).

Responses must be mailed to:

State of Delaware
Criminal Justice Council
c/o Bridget Poulle
GSS17804SOMB
820 N. French Street
Wilmington, DE 19801

Please review and follow the information and instructions contained in this Request For Information (RFI). Should you need additional information, please contact Bridget Poulle at BridgetV.Poulle@state.de.us.

I. INTRODUCTION

A. RFI DESIGNATED CONTACT

All requests, questions, or other communications about this RFI shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid. Vendors should rely only on written statements issued by the RFI designated contact.

**State of Delaware
Criminal Justice Council
c/o Bridget Poulle
820 N. French Street
Wilmington, DE 19801
or
BridgetV.Poulle@state.de.us**

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

B. CONTACT WITH STATE EMPLOYEE

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFI is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their response from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

C. RFI OBLIGATION

The RFI is a request for information only. There will be no contract awarded as a result of this RFI. Nothing in the materials vendors provide, further referred to as Vendor Information Packages (VIP) as a response to this RFI nor the State's remarks or responses to the VIP's of any individual vendor, will be considered binding for a future contract.

D. RFI QUESTION AND ANSWER PROCESS

The State of Delaware will allow written requests for clarification of the RFI and its attachments. All RFI questions shall be received no later than September 8, 2017. All questions will be consolidated into a single set of responses and posted on the State's website at www.bids.delaware.gov by the date of September 25, 2017. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.

Section number

Paragraph number

Page number

Text of passage being questioned

All questions may be submitted by email to: **BridgetV.Poulle@state.de.us**

Or, questions may be submitted by mail to the RFI designated contact address identified above, but must be received by the “no later than” RFI questions deadline specified.

Questions not submitted electronically shall be accompanied by a CD and all questions shall be formatted in Microsoft Word.

II. SCOPE OF WORK

A. PURPOSE / BACKGROUND

The purpose of this RFI is to provide the State of Delaware with information regarding vendor interest and capabilities in providing a program to manage the credentialing of sex offender treatment providers in the State of Delaware, including developing criteria for applicant submissions that comply with the Sex Offender Management Board Regulations set forth at 1 *Del. C. Admin.* §1100. The State of Delaware invites vendors to submit their capabilities and interests relative to this Request for Information (RFI). The State of Delaware may reference this material as indicative of industry capabilities and in the event the State of Delaware issues a Request for Information (RFI), the State may use this material to facilitate the development of the RFP or the establishment of standards and policies.

B. STATEMENT OF NEEDS

The Sex Offender Management Board is established by law at 11 Del. C. §4120A. The Board was tasked to develop and standardize the evaluation, identification, classification, treatment, and continued monitoring of sex offenders at each stage of the criminal justice system so that such offenders will curtail recidivistic behavior and the protection of victims and potential victims will be enhanced.

The Board passed Regulations set forth at 1 *Del. C. Admin.* §1100 that establish the qualifications that treatment providers and evaluators must have to be credentialed by the Board.

The Board is seeking information regarding any programs that manage the credentialing process, including to accept and review new and renewal applications for completeness and qualification year round, to maintain a list of all credentialed providers, to provide quality assurance and list maintenance, and to receive and manage any complaints. The Board is also interested in information concerning public portals for provider information lookup and reminder systems for provider renewals.

III. VENDOR INFORMATION PACKAGE (VIP) REQUIREMENTS

A. COVER LETTER

Each VIP response will have a cover letter on the letterhead of the company or organization submitting the response. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFI. The cover letter must also identify a contact person which includes a phone number an email address.

B. DESCRIPTION OF SERVICES AND QUALIFICATIONS

Each response must contain a detailed description of how the Vendor could provide the goods and services outlined in this RFI. This part of the response may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFI.

C. NUMBER OF COPIES WITH MAILING OF RESPONSE

Each VIP response must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk. VIP responses are to be sent to the State of Delaware and received no later than 1:00 PM (Local Time) on October 16, 2017. The VIP response may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**State of Delaware
Criminal Justice Council
c/o Bridget Poulle
820 N. French Street
Wilmington, DE 19801**

Any response submitted by US Mail shall be sent by either certified or registered mail. Any response received after the date and time deadline referenced above shall be returned unopened.

D. VENDOR INFORMATION PACKAGE (VIP) RESPONSE

1. SERVICE

Identify which service under Statement of Need you have the capability to provide. In the event a vendor is capable of providing more than one of the services identified, please separate the VIP response by service.

Please also include information on your timeline for processing applications.

2. EXPERIENCE

Identify if your company has ever worked with or is a government agency. Include any federal, state or local experience that relates to the services in the Statement of Need.

Identify if you have any experience with administrative boards.

3. PRICING

Provide pricing details for any services under the Statement of Need you have the capability to provide.

4. EQUIPMENT / DATA / WEB

Provide details regarding any information technology that is used for any services under the Statement of Need you have the capability to provide.

Please also provide information on your customer service interfaces, including hours, availability and processes.

5. REPORTING

Provide details on how and when information is reported to the State and to applicants.

6. CONFIDENTIALITY

How do you ensure the security of client information?

7. INVOICING

Provide details on how customers are invoiced, frequency of invoices, format used and communications means.