



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: **March 9, 2017**

HSS-17-012

Drug Court Project Coordinator

for

Division of Substance Abuse and Mental Health

Date Due: March 30, 2017

By 11:00AM Local Time

**ADDENDUM # 1**

**Pre-Bid Questions and Answers**

**PLEASE NOTE:**

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE  
MENTIONED RFP.

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Terrell Copeland  
Purchasing Service Coordinator

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Karen Records

Questions and Answers For RFP# HSS-17-012

**Section # Appendix B Scope of Work and Technical Requirements**

**Paragraph # 1**

**Page # 44**

**Text of passage needing clarification:** *This grant is funded through 100% Federal Grant Funds as awarded by the Substance Abuse and Mental Health Service Administration (SAMHSA). The State of Delaware, Department of Health and Social Services, Division of Substance Abuse and Mental Health (The Department) administers these funds.*

**Question(s):**

1. What is the total funding awarded to DHSS through the SAMHSA grant?  
\$325,000 per year for 3 years
2. Can interested vendors access the DHSS proposal to SAMHSA? If not, please provide an overview of the entire project, most importantly goals, objectives, and performance measures.

The purpose of the Delaware Drug Court Enhancement Project is to enhance substance use disorder treatment services in the existing Delaware Drug Court program for individuals referred from the criminal justice system. The grant proposal entails coordinating the Drug Diversion Program in three counties in Delaware. The Coordinator position will oversee the duties and activities of the peers assigned to work with the Drug Diversion Program. The Coordinator will also ensure that the Risk-Need-Responsivity (RNR) Model is implemented and the clients assigned to the appropriate levels of care.

**Section # 1**

**Paragraph # 2**

**Page # 44**

**Text of passage needing clarification:** *The DDCE grant will enhance existing Drug Diversion Court services by providing training to community providers in the Risk-Needs-Responsivity (RNR) screen and Cognitive Behavioral Therapy (CBT) specific to the criminal justice involved individual.*

**Question:**

3. Has a needs assessment examining the current knowledge and clinical skills related to RNR and CBT of providers been conducted? If so, what were the results?  
No.

**Text of passage needing clarification:** *A data collection component of the program will include four (4) part-time employees who will be trained in the specific data collection tool that will be determined with a contracted evaluation team.*

**Question(s):**

4. Are the four (4) part-time employees to be employees of the vendor awarded the contract or are these employees provided by the state or by the contracted evaluation team?  
These employees will be hired directly by the state.

5. What is the “specific data collection tool”?  
This is to be determined by the contracted evaluation team, University of Pennsylvania.
6. Has the contracted evaluation team been selected and, if so, who are they? If not, will a separate call for proposals be posted for the evaluation?  
Yes, the evaluation team has been selected, the University of Pennsylvania.
7. Is the evaluation description as presented in the DHSS SAMHSA proposal available for review? If so, how can interested vendors access it? If not, can we receive a description of the evaluation?  
This is still being developed.

**Section # Appendix B Scope of Work and Technical Requirements**

**Paragraph # 2**

**Page # 44**

**Text of passage needing clarification:** *The Project Coordinator is expected to be responsible for scheduling training sessions*

**Question(s):**

8. Have trainers been selected? If so, who are they?  
University of Pennsylvania.
9. If trainers have not been selected, who is responsible for identifying and vetting them? What role does the Project Coordinator have in the selection process?  
The trainers have been selected. The Project Coordinator does not have a role in the selection process.
10. If qualified to do so would the state accept the Delaware Drug Court Project Coordinator as the trainer of community based providers for the RNR and Cognitive Behavioral therapy component of the scope of work?  
No.

**Section # B Scope of Work and Technical Requirements**

**Paragraph # 3**

**Page # 45**

**Request for clarification related to SOW:** Below are the sections in the table under “Performance Measures” needing clarification; Training, Administration and Other Administrative Tasks.

Training	Arrange and promote training sessions for community providers on RNR and CBT as per grant requirements
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11. How does the state anticipate selecting an RNR and CBT trainer? Will this be determined by RFP or will trainers be selected by the Project Coordinator? If qualified to do so, would the state have an interest in the Project Coordinator as the RNR and CBT trainer for community based agencies?  
The University of Pennsylvania will be conducting the RNR and CBT training.

Administration	Provide clear direction, guidance, and instruction to community providers and other grant staff
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12. Is this specific to and solely related to meeting the performance measures established for the Project Coordinator component? If not, please clarify the scope of “direction, guidance, and instruction” to be given to community providers and other grant staff.

This will be discussed in detail with successful applicant as part of the contract negotiation process.

Administration	Collaborate with University of Pennsylvania on the development of the Evaluation activities and related Scope(s) of Work
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13. Please describe the University of Pennsylvania role in the project.  
 The University of Pennsylvania will be providing RNR and CBT training. They will also be conducting all evaluation activities.

Administration	<p>In coordination with the Project’s Evaluation Team, manage project data collection systems and processes to ensure accurate reporting of performance measures and outcomes.</p> <p>Provide clear direction, guidance and instruction on the principles of Drug Court principles.</p> <p>Act as point of contact for Drug Court team members and community providers in order to facilitate communication and collaboration.</p>
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14. Will the selected vendor be provided a state email account?

Yes, in accordance with State rules and regulations.

15. Will the selected vendor and or evaluators have access to the state’s criminal justice systems (e.g. DACS, DELJIS etc.) for the purpose of data collection?

No

16. What are the “performance measures and outcomes”?

This will be discussed in detail with successful applicant as part of the contract negotiation process.

17. What data will be collected, by whom, and for what purposes?

The University of Pennsylvania is the selected project evaluation team. Grant defined data collection will be acquired for the purpose of fulfilling grant requirements.

Other Administrative Tasks	Create Statewide Treatment Directory that will inform criminal justice involved individuals about treatment options and payment options available in substance abuse treatment and mental health treatment programs
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18. Should this read Statewide Treatment “Directory”?

Yes.

19. The RFP requests a cost proposal, but there doesn’t seem to be much information about the pricing. Is there a particular format required for the cost proposal? Also, is this just for the services of the project coordinator or would it include the 4 part time data entry people that are mentioned?

There is not a particular format required. Cost proposal is for the project coordinator position only.

