



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: May 19, 2014

HSS-14-024  
Crisis Access Center Services  
FOR  
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: June 9, 2014  
11:00AM

ADDENDUM # 3

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF  
THE ABOVE MENTIONED BID. Facility Requirement Change

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Please be advised that DSAMH is revising this requirement as outlined below:

**Page 30 Capacity/Location**

Preference will be given to proposers identifying a proposed location site in New Castle County, Delaware and submit proof that they already own or have a commitment to purchase or lease of a facility suitable for the proposed program. DSAMH is willing to negotiate the date by which the facility must be ready for occupancy. The usual expectation is that the site/facility will be ready for occupancy no later than 90-days from inception of contract.

The proposer must identify and describe the facility in which the proposed program will be provided.

At a minimum, the proposer must provide:

- a) The address of the proposed facility.
- b) A description of the facility, including a floor plan that indicates the location within the facility proposed for use for the proposed program (if co-located with another program).
- c) A description of any facility renovations or improvements that will be needed to make the facility suitable for use. First year contract funds may, with prior approval, be used for minor renovations and repairs to the facility, and for purchase of necessary equipment/furnishings.
- d) Assurances that the proposed facility is suitable for use in the provision of the proposed program and that it will meet all applicable zoning, licensing, life-safety, environmental or other requirements. (NOTE – The facility must meet all such requirements, and the contractor must obtain all required approvals prior to program opening and acceptance of any residents.)
- e) Agreement to work in conjunction with DSAMH to notify elected officials, civic and neighborhood associations to assure acceptance and support of the community.

DSAMH understands that the short submission timeline in this RFP may prohibit the applicant from finding a suitable facility and will accept proposals without a specific facility being identified. If the applicant is selected for award, contract negotiations and contract effective date will be contingent upon a suitable facility being identified and the above information submitted.