



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: December 19, 2018

CONTRACT NO. HSS-19-010  
Family Visitation Center Operations

for

Delaware Department of Health & Social Services

Date Due: April 2, 2019  
By 11:00 AM Local Time

**ADDENDUM # 1  
RFP Schedule of Events & Applicant Organization Eligibility**

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

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

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Kimberly Jones  
Procurement Administrator

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Cesar McClain

DATE: December 19, 2018

TO: ALL APPLICANTS

FROM: Ceasar McClain  
Social Services Senior Administrator  
Office of Community Services  
Division of State Service Centers

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL - CONTRACT NO. HSS-19-010 Family Visitation Center Operations

**ADDENDUM #1**

**Please be advised RFP HSS-19-010 Family Visitation Center Operations; Section I, Overview; Page 1 RFP Schedule of events is hereby deleted in its entirety and replaced with the below schedule of events. This change adds an additional Questions & Answers session to the timeline for addressing any remaining questions.**

The proposed schedule of events subject to the RFP is outlined below:

Public Notice	Date: 11/13/2018
Pre-Bid Meeting	Date: 11/27/2018 at 10:00 AM (Local Time)
Deadline for Questions	Date: 12/04/2018
Response to Questions Posted by:	Date: <del>12/11/2018</del> 12/20/18
<b>Deadline for Additional Questions</b>	<b>Date: 12/27/2018</b>
<b>Response to Additional Questions</b>	<b>Date: 01/04/2019</b>
Deadline for Receipt of Proposals	Date: 04/02/2019 at 11:00 AM (Local Time)
Estimated Notification of Award	Date: 07/01/2019

**Please be advised Section IV, Professional Services RFP Administrative Information; Page 4; Paragraph A7, Applicant Organization Eligibility is hereby deleted in its entirety and replaced to read as follows:**

**Applicant Organization Eligibility**

Applications for this RFP will be accepted from any **non-profit or faith based organizations** whose hiring and operational practices comply with all federal and State of Delaware laws and regulations. The organization will be required to provide evidence that both the applicant

organization and the lead management staff proposed for the program have the knowledge and at a **minimum three years' documented experience operating a family visitation center**, as well as the depth of staffing, to provide the required services.

Applicant organizations may propose a location(s) and facilities that are either **owned or not owned** by the State of Delaware. Please be advised should the applicant elect to propose a location owned by the State of Delaware, the applicant would then be required to utilize the services provided by the State's awarded Unarmed Security Services provider. Additional location and facility requirements are identified in **Appendix B**.

**ALL OTHER TERMS & CONDITIONS REMAIN THE SAME.**