

RFP CYF 26-05 Questions/Answers

ADDENDUM #1

TO: ALL POTENTIAL BIDDERS
FROM: Ryan Bolles
DSCYF – Procurement Administrator
DATE: September 15, 2026
SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – **CYF 26-05 Low-Level Supervision and Case Management and Dual Status Youth Meeting Facilitation**

The following Q&A is intended to provide additional guidance to all potential bidders:

1. Required frequency and type of case management contact

Bidder's Question: For youth receiving Low-Level Supervision with Case Management, does DYRS have a minimum required frequency of contact with the youth and/or family (e.g., weekly, biweekly, monthly)? Please clarify whether there are separate expectations for face-to-face, home/community-based, telephone, or virtual contacts, and whether contact frequency varies based on individual risk/needs.

State's Response: The bidder is expected to include in its proposal what it believes is appropriate based on the target population and proposed service model.

2. Expected level/frequency of supervision

Bidder's Question: The RFP states that DYRS assessment results will guide service needs and that the provider will collaborate with the youth, family, and DYRS to develop the ISP. Is the successful bidder expected to establish the frequency and intensity of case management within the ISP, or will DYRS prescribe minimum supervision/contact requirements at referral?

State's Response: Consistent with above state response, the bidder is expected to propose the dosage of contacts/case management based on its service model. DYRS is not prescribing level/frequency at this time, it is something DYRS will include during contract negotiations.

3. Expected average length of service

Bidder's Question: Although the RFP establishes a six-month performance benchmark, can DYRS provide the historical average or median length of enrollment for youth served under the current contracted low-level supervision model? This information would assist bidders in developing appropriate staffing and service-delivery assumptions.

State's Response: The goal of these services is to be a "light touch" with the system for low-risk youth. Historically, the low-level supervision has a goal of completion at the 4-month mark but based on individualized circumstances has been extended up to 6 months.

4. Mental health/substance use referral pathway

Bidder's Question: When a youth is identified as needing mental health evaluation, counseling, substance use treatment, or another clinical service, is the successful bidder expected to provide these services directly/in-house, or may the bidder refer and coordinate with qualified community-based providers?

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State's Response: The successful bidder will be authorized to refer and coordinate with a quality community-based provider.

5. Cost responsibility for externally provided services

Bidder's Question: When a youth requires an external service such as mental health treatment, substance use treatment, tutoring, or another specialized service, is the successful bidder expected to pay for that service from the contract budget, or should services first be accessed through Medicaid, private insurance, DSCYF resources, schools, or other existing funding streams?

State's Response: The services should first be accessed through Medicaid, private insurance, DSCYF contracted resources, school and existing funding streams unless the bidder wishes to include any of the services in their proposal. Additional discussion will be included in contract negotiations.

6. Psychoeducational service dosage/duration

Bidder's Question: Is DYRS establishing any minimum frequency, duration, or dosage expectations for the required psychoeducational programming, or should the bidder determine the appropriate curriculum, frequency, and duration based on each youth's risk/needs assessment, ISP, and anticipated period of enrollment?

State's Response: The bidder is expected to propose these service elements as part of its service model included in its proposal.

7. Dual Status Youth Meetings — virtual vs. in-person

Bidder's Question: May Dual Status Youth Meetings be facilitated virtually when appropriate, or should bidders assume that the DSYM facilitator must be available to conduct meetings in person statewide? If both formats are acceptable, are there circumstances under which an in-person meeting is required?

State's Response: Bidders should expect that most DSYM facilitator meetings are authorized to be held virtually, but from time to time the DSYM facilitator will be required to attend a meeting in person.

8. Historical referral/caseload information

Bidder's Question: The RFP provides annual counts of youth active with contracted providers by county. Can DYRS provide the approximate average monthly active caseload under the current low-level supervision contract, by county, as well as the average number of new referrals per month?

State's Response: For the past 12 months, the average number of monthly active cases by county is: NCC - 35, Kent - 9, Sussex - 16, Out of State - 1. The average number of cases which are referred statewide each month is 9.

9. Is there a maximum number of billable days per youth?

State's Response: The number of billable service days will be driven by the need matching the determined risk level. The program intention is that the service be a "light touch" with the system for low-risk youth.

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10. Bidder's Question: How frequently are invoices paid?
State's Response: Invoices are processed monthly.
11. Bidder's Question: Are there maximum or minimum agency caseload expectations?
State's Response: The bidder is expected to include what it believes is an appropriate caseload based on the service model it is proposing.
12. Bidder's Question: What does the state consider indirect services?
State's Response: An indirect cost is any cost that can't be directly quantified or easily calculated as a cost incurred due to delivery of "direct services". All such costs are recorded on Line #7 of the DSCYF Budget Form when proposing a cost reimbursable payment methodology. See online budget development instructions here: <https://kids.delaware.gov/management-support-services/contracting-information/>
13. Bidder's Question: Are you able to provide examples of rates offered by other agencies? I want to ensure we offer a competitive and fair rate to the state.
State's Response: DSCYF cannot share past cost proposals during the RFP process.
14. Bidder's Question: Can group curricula sessions be provided virtually?
State's Response: Yes, that is allowed.
15. Bidder's Question: The Funding section on page 8 indicates that a unit cost proposal is preferred. For bidders submitting a unit cost proposal, what budget information is required beyond the proposed unit cost? Are supporting budget details, salary schedules, or budget narratives required?
State's Response: No additional budget information is required if proposing a unit cost compensation methodology.
16. Bidder's Question: Should we assume the number of eligible youth for referral will be the total number of unduplicated youth listed on the table on page 7 of the RFP, minus the number of youth active with a Contracted Provider?
State's Response: No, the table labeled "Unique DYRS Community Supervision Cases Active with a **Contracted Provider by Calendar Year**" is the table which identifies the number of youth served by a provider in the stated year. Bidders should use this data as a general guide for potential referrals in future years for bidding purposes.
17. Bidder's Question: Section #28 notates 'References' and states the Evaluation Team may contact any customer of the bidder, whether or not included in the bidder's reference list. Is a bidder's reference list required as part of this submission? If so, how many, and what information should a bidder provide?
State's Response: Yes, include three (3) professional references which can attest to your agency's ability to provide the services proposed.

All other terms and conditions remain the same. If you have any questions, please contact H. Ryan Bolles at herbert.bolles@delaware.gov.