

RFP CYF 26-06 Questions/Answers

ADDENDUM #1

TO: ALL POTENTIAL BIDDERS
FROM: Ryan Bolles
DSCYF – Procurement Administrator
DATE: September 30, 2026
SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – **CYF 26-06 Educational Mentorship Services for Children and Youth Experiencing Foster Care in Delaware**

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: The RFP identifies an ideal contract commencement date of October 1, 2026, while proposals are due October 15, 2026. What is the corrected anticipated start date?

State's Response: While an October 1, 2026, start date was ideal, as stated in the RFP without that option available the contract(s) will begin “as soon as negotiated and upon final contract signature”.

2. Expected level/frequency of supervision

Bidder's Question: Is the stated \$250,000 annual budget the aggregate amount available across all resulting contracts, or could that amount be available to each successful bidder?

State's Response: This is the aggregate amount available. If DSCYF makes multiple awards, the \$250,000 will be split across those awards.

3. Expected average length of service

Bidder's Question: If multiple or county-specific awards are made, how does DSCYF anticipate allocating the annual budget among the selected providers?

State's Response: The final award amounts will be determined during contract negotiations based on proposed geographic and target population served.

4. Mental health/substance use referral pathway

Bidder's Question: What referral volume and active caseload should bidders anticipate, either statewide or by county?

State's Response: The bidder should propose the appropriate caseload size for the services being proposed. DSCYF realizes it is not likely that all children will be referred in the beginning and have included the priority circumstances for referrals in the RFP. The referrals will initially come from DFS workers.

5. Cost responsibility for externally provided services

Bidder's Question: Does DSCYF expect a minimum frequency, duration, or number of monthly contacts between each mentor and youth?

State's Response: A student's needs will vary so the frequency, duration, and monthly contacts may also vary. The work may be more frequent in the beginning but become less

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frequent as the student progresses. At a minimum DFS is expecting monthly in person contact, but preference would be more frequent.

6. Psychoeducational service dosage/duration

Bidder's Question: Must mentors and direct-service personnel be W-2 employees of the prime contractor, or may approved subcontractors or independent contractors provide direct services?

State's Response: The successful bidder will be the prime contractor. Beyond that the RFP does not dictate the employment status of anyone working under the prime contractor although the prime contractor is held accountable for all performance under a contract.

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

Bidder's Question: The certification form requires the bidder to certify that it is an “established vendor in the services being procured.” How does DSCYF define an established vendor for this solicitation?

State's Response: As this is a general service the only requirement will be a Delaware business license unless the successful bidder can demonstrate IRS non-profit status.

8. Historical referral/caseload information

Bidder's Question: May the directly relevant experience of a bidder's owners, executives, and proposed key personnel satisfy the organizational experience requirement when the bidding entity is comparatively new?

State's Response: Yes, any relevant experience should be included in the proposal. All will be evaluated and reviewed as a part of the selection process.

9. Bidder Question: What unit-cost structures will DSCYF accept, for example, per youth, per mentor contact, per service hour, per active service month, or per completed service episode?

State's Response: The RFP does not restrict the type of “unit” of service a bidder may propose. It is up to the bidder to propose a unit of service although DSCYF reserves the right to negotiate the final unit of service.

10. Bidder's Question: Under a unit-cost model, may the proposed unit incorporate travel, unsuccessful engagement attempts, documentation, supervision, case coordination, reporting, and related administrative activity?

State's Response: All bidders should ensure all costs to provide services are adequately covered. The types of “unit” costs a bidder proposes is up to the bidder. Keep in mind this is a competitive solicitation.

11. Bidder's Question: Is the specified automobile liability coverage required when a bidder's service model does not include transporting youth?

State's Response: This insurance coverage is not required unless the successful bidder is transporting youth or may drive onto state property as part of service delivery. This is clarified in final contract documents.

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12. Bidder's Question: Are matching funds or in-kind contributions expected of bidders, or are they optional factors considered favorably during budget evaluation?
State's Response: Matching funds are completely optional but are scored favorably by the proposal review panel when other cost qualifiers are present (e.g., reasonableness, competitiveness, etc.).
13. Bidder's Question: What technical, security, training, equipment, and access requirements will apply to contractor personnel using the FOCUS case-management system?
State's Response: DSCYF provides all required access and training to the FOCUS system. The successful bidder must provide its own devices for staff. DSCYF also has certain required security standards/protocols if DSCYF data is stored on the successful bidder's device(s).
14. Bidder's Question: Will DSCYF provide historical or projected information concerning average service duration, referral-to-enrollment rates, mentor-to-youth ratios, unsuccessful referrals, and service closures?
State's Response: This is a new service. DSCYF does not have historical information.
15. Bidder's Question: The RFP states that there were 343 school-aged children experiencing foster care as of June 30, 2026. Approximately how many youth does DFS anticipate referring annually for educational mentorship services under this contract?
State's Response: DFS would like to refer as many children as possible who are experiencing foster care who are in need of the service. Circumstances are listed in the RFP that will help prioritize children to be referred.
16. Bidder's Question: If available, can DFS provide historical annual or monthly referral/utilization data for comparable educational, tutoring, mentoring, or academic-support services?
State's Response: This is a new service for DFS, we do not have any historical data.
17. Bidder's Question: Can DFS provide the approximate current distribution of potentially eligible youth, or anticipated referrals, among New Castle, Kent, and Sussex Counties?
State's Response: DFS and DOE collaborate to keep children in their district of origin and lessen school changes. A child may reside in NCC and attend school in Sussex. At this time DFS does not have data to share about where youth are living vs attending school.
18. Bidder's Question: Does DFS have an expected or preferred minimum frequency of mentor-youth contact, such as a minimum number of contacts or service hours per youth per month?
State's Response: A student's needs may vary so the frequency, duration, and monthly contacts may vary based on the student's needs. The work may be more frequent in the beginning but become less frequent as the student progresses. At a minimum DFS is expecting monthly in person contact, but preference would be more frequent.

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19. Bidder's Question: Is there an anticipated average length of time that a youth would remain enrolled in educational mentorship services?

State's Response: The bidder should include the proposed length of service. All Delaware youth experiencing foster care are eligible for service for the entire time they are in foster care possibly through high school graduation. If a child returns home from foster care services can continue through the end of the school year.

20. Bidder's Question: The RFP states that the total annual budget is \$250,000 and that the Department may make one or multiple awards. Is the \$250,000 the total annual funding available across all resulting contracts, or could up to \$250,000 be available to an individual awarded provider?

State's Response: At this time the \$250,000 will be split across all successful bidders.

21. Bidder's Question: The RFP states that "all staff are required to be employed with the skill set to carry out the necessary programming." Does this require educational mentors to be W-2 employees of the awarded organization, or may qualified mentors be engaged as independent contractors if they meet all screening, background-check, training, supervision, and other contract requirements?

State's Response: The successful bidder will be the prime contractor. Beyond that the RFP does not dictate the employment status of anyone working under the prime contractor although the prime contractor is held accountable for all performance under a contract. Anyone providing services must meet all requirements.

22. Bidder's Question: If multiple contractors are selected, how does DFS anticipate assigning referrals among providers—for example, by county/geographic coverage, provider capacity, rotation, youth need, or another methodology?

State's Response: As a new service to DFS there are logistics that will need to be resolved to provider services statewide. Contract awards will be made with the goal of everyone being successful and able to sustain services. The referral process will be created with that in mind.

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