STATE OF DELAWARE
DEPARTMENT OF CORRECTION

April 22, 2025

ISSUED BY: Craig Fetzer
Fiscal Manager – Purchasing
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SUBJECT: **AWARD NOTICE – ADDENDUM #4**
CONTRACT NO. DOC23025-BHVRHEALTH
CONTRACT TITLE: BEHAVIORAL HEALTH SERVICES

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KEY CONTRACT INFORMATION

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Type of Changes/Updates

☐ **Expiration date change**

☐ **Vendor information change**

☒ **Other**

KEY CONTRACT INFORMATION

1. CONTRACT SUMMARY

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The Provider shall provide the Delaware Department of Correction (DDOC) with behavioral healthcare services for offenders who are incarcerated in the State's Level V and IV correctional facilities.

2. CONTRACT PERIOD

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The initial term of the contract shall be valid from May 1, 2023 through June 30, 2026. The contract may be renewed in writing for two (2) optional extensions for a period of two (2) years for each extension through negotiation between the Provider and DDOC.

3. PROVIDER

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VitalCore Health Strategies, LLC
719 S.W. Van Buren St., Suite 100
Topeka, KS 66603
Contact: Viola Riggin, CEO
Phone: (785) 246-6840
Email: VCHSAdmin@VitalCoreHS.com
MWBE ☐ Veteran ☐ Delaware Vendor ☐

4. PRICE

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Total of all payments for the contract period covering May 1, 2023 through June 30, 2026 shall not exceed $78,842,435.48 as per the below table.

Period	Annualized Amount	Monthly Amount
May 1, 2023 – June 30, 2023 *(Transition Period)*	$192,958.00	One-time payment
July 1, 2023 – June 30, 2024 *(Year One)*	$25,260,021.19	$2,105,001.77
July 1, 2024 – Aug. 31, 2024 *(Year Two)*	$4,210,003.54	$2,105,001.77
Sept. 1, 2024 – Mar. 31, 2025 *(Year Two)*	$15,334,350.50	$2,190,621.50
April 1, 2025 – June 30, 2025 *(Year Two)*	$6,769,020.45	$2,256,340.15
July 1, 2025 – June 30, 2026 *(Year Three)*	$27,076,081.80	$2,256,340.15
Total	$78,842,435.48	

5. ADDENDUM HISTORY

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Addendum-1: Modifies the contract as follows effective January 1, 2024.

- Revised the qualifications for the Provider's staff assigned to perform sex offender treatment services
- Updates the Provider's Staff Billing Rate Chart
- Updates Appendix 2 – Provider's Staffing Matrix

Addendum-2: Modifies the contract as follows effective September 1, 2024.

- Updates Appendix 2 – Provider's Staffing Matrix to implement new Cognitive Behavioral Therapy Programs
- Increases the not to exceed annualized contract amount from $25,260,021.19 to $26,287,457.99

Addendum-3: Modifies the contract as follows effective January 1, 2025.

- Requires the Provider to implement an employee overtime policy, tracking of authorized overtime hours, and include an overtime adjustment on monthly invoices

Addendum-4: Modifies the contract as follows effective April 1, 2025.

- Increases the not to exceed annualized contract amount by 3% from $26,287,457.99 to $27,076,081.80