



*Delaware Health  
And Social Services*

---

**DIVISION OF MANAGEMENT SERVICES**

---

PROCUREMENT

DATE: November 22, 2006

PSC#720

NEIGHBORHOOD HOME FOR INDIVIDUALS WITH  
DEVELOPMENTAL DISABILITIES AND SEXUAL  
OFFENDING BEHAVIORS

FOR

DIVISION OF DEVELOPMENTAL DISABILITIES

Date Due: DECEMBER 19, 2006  
11:00 AM

ADDENDUM # 1

Please Note:

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

---

SANDRA S. SKELLEY, CPPO  
PROCUREMENT ADMINISTRATOR  
(302) 255-9291

---

Joseph Keyes, Ph.D.  
(302) 744-9600

**MANDATORY PRE-BID MEETING**

**PSC-720**

**NOVEMBER 22, 2006**

**10:00 A.M.**

**Division of Developmental Disabilities Services**

**1056 S. Governor's Ave.**

**Dover, Delaware 19904**

**QUESTIONS AND ANSWERS**

- What is the location of the group home site?

There has been no final decision made as to the location of the group home. One of the more promising possibilities that have been discussed is the state-owned Governor Bacon Health Center campus in Delaware City. There are some cottages on campus that may present an option for one of them to be renovated for use for this project.

- What is the current use of the cottages and how far apart are the cottages from each other?

Currently, the cottages are used by providers of mental health and substance abuse services. Distances vary as the cottages are arranged in a somewhat circle/cluster pattern. Average distances are estimated at approximately 50 to 75 feet.

- Has a day program been identified for the project?

No. As of this date a day program has not been selected/identified.

- Describe the individuals to be served; can the list of possible candidates be given to the bidders; are individuals dually diagnosed; will the ICAP process be used?

The residents are male and have developmental disabilities. Individuals may be selected from several different sections of the service delivery system including DDDS residential services, out of state placements, the Delaware Psychiatric Center and natural families. A list of "candidates" will not be provided since the specific individuals to be considered by the Division for the home is not set, and may be changed and adjusted at any time as circumstances dictate. All prospective residents have a history of sexual offending behavior and present some degree of a re-offending risk. Some individuals in addition to developmental disability may have co-morbidity including psychiatric diagnoses. The ICAP process will be used as part of the rate setting procedure.

- Are we going to have access to the ICAP scores prior to the submission of the proposal? If not then who determines the rate of pay?

ICAP scores will not be available prior to the bid submission date since as noted above a determination of the specific residents for the Group Home will not be finalized by that date. Also as noted above, the ICAP process will be used to as part of the rate setting procedure.

- How should the budget be prepared in terms of staffing coverage and can the bidders have information regarding the Division's budget for the project?

The budget should reflect continuous supervision and surveillance of the residents (24 hour staffing as listed in the Scope of Work #2) and the treatment services described in the Scope of Work. We are not providing specific information regarding the Division's budget for the project since budget and costs are based on the use of the Division's rate setting model which is individual resident specific and not program type based. Selection of residents will not be finalized until after the bid submission date.

- Explain the responsibility of the provider in the Scope of Work section.

The provider is responsible for providing surveillance and supervision of the residents and components 1 through 10 in the Scope of Work. The provider is responsible for the operation of the home and the security measures.

- The RFP states that the letter must include "information attesting to the organization's debt to income liquid ratio." Does this refer to the debt to equity ratio or some other ratio?

This refers to the organization's debt obligations and their income.

- Can we submit a copy of our most recent audit, prepared by a CPA firm that includes this information or is the notarized letter an absolute requirement?

A notarized letter is a requirement.

- Will the Contractor or the State be responsible for proving medical care to residents? Who will be responsible for paying the cost of medical care? If an individual needs medical hospitalization or other specialty care, what will be the process and who will pay for these costs?

The provider is responsible for facilitating/ensuring an individuals' access to health care. Individuals in the program are expected to be enrolled in Medicaid and/or Medicare and therefore generic community health care practitioners would

provide health care and hospital care through Medicaid/Medicare with the exception of those services listed in the Scope of Work section.

- The project will begin on February 2, 2007. What is the expectation for February 2?

The expectation is that a contract with the selected provider agency will be in place and that an implementation plan will start.

- What are the initial contract period and renewal terms?

The initial contract period will be for one year with options to renew annually in conjunction with the fiscal year. Contracts are contingent upon funding being authorized in the State of Delaware annual Budget Bill.

- What are the staff needs for the group Home?

The bidder should propose the appropriate positions and staffing to operate the Group Home and provide the services described in the Scope of Work.

- How will individual resident medications be paid for?

Most medication should be funded under the individual's Medicaid, Medicare and/or private insurance. Medications that are not included under these programs will need to be purchased.

- Is the provider agency responsible for behavior treatment and management (#4 Scope of Work)?

Yes.

- Is this the first program of this type in Delaware?

To the best of our knowledge and belief, yes.

- Are anti-androgen medication shots expected to be part of the treatment used with all individual residents?

No. This is an individual based clinical decision.

- Should the budget submitted in the proposal be for the first year of operation and how should any start up costs be included?

The submitted budget should be for one year of operation. Any anticipated start up costs should be included in a separate line to permit review and analysis.

- Will the Division include separate funding for computer and office equipment?

Computer and office equipment is the provider agency responsibility.

- Will a vehicle be provided by the state through Fleet Services or is the provider agency expected to provide transportation?

The provider agency will provide transportation for the residents. It has not been determined yet whether the vehicle for the Group Home will be provided through Fleet Services or by the provider. Therefore, it is requested that the budget submitted reflect both options.

- What is the set-up of a Bacon Center cottage? Are there single or double occupancy rooms?

Again, there has been no final decision as to the location of the group home for this project. Were it decided that one of the cottages on the Governor Bacon campus would be used, the cottage would have two primary wings, with a general open living area in each wing. There are 12 “bedrooms,” approximately 100 square feet each in each cottage on campus. However, whether it is a renovated cottage on Governor Bacon campus, or a house located in some other place, bedrooms must be single occupancy, with other “non-bedroom” rooms available for other treatment services. Each Bacon Center cottage also includes a kitchen.

- Are there going to be additional state required trainings other than the trainings offered by the Division for staff who work with the MR/DD setting?

It is expected that the provider agency will provide specialized (i.e., working with and support individuals with sexually offending behaviors) in-service and external training for staff that is appropriate to the operation of the Group Home and treatment services.

- Will individuals who are in the State of Delaware Sex Offender Registry be eligible to be included in the project?

The individuals who are being considered as candidates for this project are not registered sex offenders.

- Can you clarify the format to be used in the preparation of the proposals; two sections are labeled “Section IV” that contains different requirements?

Section IV Required Information and Section IV Formant and Content of Response should both be included in the response.