



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: FEBRUARY 28, 2008

PSC#0810

SUMMER INSTITUTE CONFERENCE SERVICES

FOR

DIVISION OF SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: APRIL 03, 2008
11:00 AM

ADDENDUM # 1

PLEASE NOTE:

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

SANDRA S. SKELLEY, CPPO, CPPB
PROCUREMENT ADMINISTRATOR
(302) 577-4620

DARLENE PLUMMER (302) 255-9430

Attendees at the mandatory pre-bid meeting
were as follows:

Hope Blue
Right Hand management & Production, Inc.
526 South Main Street, Suite 701D
Akron, OH 44311
Phone: (330) 535-5431

Hope Ellsworth
Light Quest, Inc.
112 W. Third Sstreet
Lewes, DE 9958
Phone: (302) 645-8155

Pamela Wallace
Westover Consultants
4340 E. West Highway, Suite 900
Bethesda, MD 20814
Phone: (301) 658-5818

Sandra Thompson
Westover Consultants
4340 E. West Highway, Suite 900
Bethesda, MD 20814
Phone: (301) 657-5832

Polly Weir
University of Delaware
Clayton Hall
Newark, DE 19716
Phone: (302) 831-2214

Jan O'Neill
University of Delaware
John M. Clayton Hall
Newark, DE 19716
Phone: (302) 831-8649

Questions and Answers

- What is the full name of ALL credentialing bodies that the contractor will be responsible for sending an application and fee for CEUs?
- [Credentialing bodies we have used are on page 3 of the 2007 Summer Institute brochure. This list could certainly be expanded upon to include the APA, NASW...](#)
- Other than including the "Nomination for Kelley/Pazzaglini Award" in the brochure, what other responsibility will the contractor have for this segment of the Summer Institute?
- [Advertise the Nomination Guidelines and submission forms, direct all nominations to be submitted to the Director of Training. After the Division has selected a winner, order the engraved plaque.](#)
- Regarding the Training Needs Assessment that was distributed at the pre-bid meeting, how many respondents completed the assessment? Also, what other tools do you use to identify theme, workshops, etc?
- [The Training Needs Assessment data was collected in a multilayered manner which included consumer & service provider survey responses as well as focus groups with leaders in Delaware's Substance Use and Mental Health Treatment fields. The Training Office uses data collected from the Delaware DSAMH Consumer/Client Satisfaction Survey. We are also informed of training needs via the Substance Abuse and Mental Health Services Administration, the Federal Action Agenda for Mental Health Transformation, The President's 2003 New Freedom Commission on Mental Health, Achieving the Promise: Transforming Mental Health Care in America, and The 2005 Institute of Medicine report Improving the Quality of Healthcare for Mental Health and Substance-Use Conditions: Quality Chasm Series.](#)
- How many brochures are printed and distributed?
- [Approximately 10,000 brochures were printed and distributed. The training office is trying to promote use of the on-line brochure with hopes of printing fewer brochures.](#)
- Am I correct in understanding that, in terms of the financial aspects of the conference, we are only to address the expenses and not the income (i.e. exhibitors, sponsors, etc.)?
- [Yes, for the purposes of proposal review](#)
- I'm still unclear about how detailed you want the presenter costs for the budget section of the RFP. My notes from the meeting show a suggestion to estimate the fee of the keynoters from the last brochure. With that said, could you explain a little further what you are looking for in terms of break down of presenter costs?
- [We follow the federal daily rates as much as possible.](#)
- Is it realistic to ask State employees to send a copy of the purchase order with their registration (rather than just the PO#)?
- [Yes](#)
- What software company makes the "On Track" program that DSAMH uses and what, specifically, does DSAMH Training Office use it for? (I don't want to know all it can do. I want to know how the Training Office uses it now.)
- [SUM Total is the company name. The Training Office uses On Track to maintain an accurate database of faculty, students, workshop descriptions, faculty contact information, attendance of workshops, sites, transcripts, equipment, etc. On Track is also used to create sign-in sheets and certificates for each workshop.](#)
- Who will decide the fee structure? In the event that the anticipated numbers are not met who will pay for the shortfall? [The fee structure will be determined by the costs of the Summer](#)

Institute. The Training Office will work with the contractor to determine the fee structure and to determine the full budget allocated for the conference.

- How will scholarship money be woven into the budget?
- This will be coordinated with the awarded vendor
- Is the program fully funded? The vendor will want to prepare a proposal where the costs are offset by the registration fees, exhibitor fees, sponsorship, etc.
- Yes, this program will be fully funded based on a negotiated contract
- Who will set the exhibitor fee and will that be used to offset some of the speaker expenses ? The exhibitor fee has been \$350.00 for several years. Any “extra” monies collected from exhibitors could certainly be used to offset other Summer Institute costs. The Training Office can meet and negotiate the current exhibitor fee with the contractor.
- What is the average price the state is willing to pay a high profile speaker?
- This varies greatly. We have had many Nationally acclaimed speakers at no fee and we have paid up to \$2,000 for a keynote speaker to provide keynote & a half-day workshop on Monday afternoon.
- How many sleeping rooms have been used in the past, for budget purposes should be budget only sleeping rooms for speakers, exhibitors and contractors?
- In the past exhibitors pay for their own stay and expenses. Faculty who live too far to commute have been given a room. On some occasions if two faculty are co-teaching we have asked them to share a hotel room in order to keep expenses down.
- Will the contractor have access to past meeting history? This will be dependent on the history requested. OnTrack can provide the numbers of persons attending, etc.
- Can scheduled meeting be done via conference call?
- Yes, we want frequent meetings and would be able to meet via conference call.
- How will be choose a Book Vendor, will the training office assist?
- We have used Borders Books, several independent book stores, and University of Delaware Book Store in the past. Book Stores have been willing to be present at the Summer Institute at no cost to the Training Office.



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Substance Abuse and Mental Health



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Substance Abuse and Mental Health

July 23-27, 2007

The 36th Summer Institute on Substance Abuse and Mental Health

July 23-27, 2007

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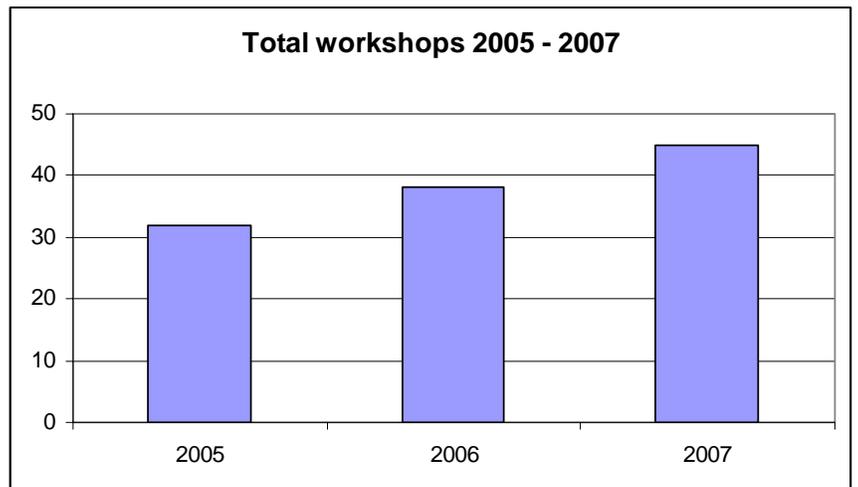
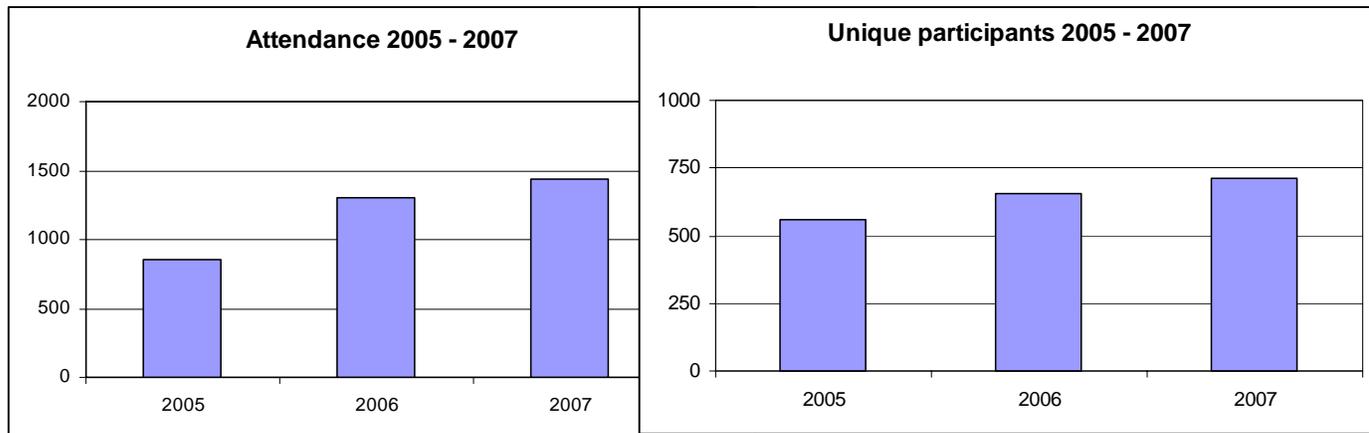
Participant Feedback

Instructors/Faculty
Summer Institute

Exhibitor Feedback

	2005	2006	2007	% Increase From 2006 to 2007
Attendance	852	1,301	1,435	10.3%
Unique participants	558	657	712	8.4%
Total workshops	32	38	45	18.4%

**Attendance & Workshop - Comparative
Data (2005 -2007)**



**Participation Training by Organization
- Comparative Data (2006 -2007)**

# Participants		2006 - 2007 Highest Participation		Organization Name
		% Attendees	% Attendees	
<u>2006</u>	<u>2007</u>	<u>2006</u>	<u>2007</u>	
43	106	6.6%	14.9%	Other
59	89	8.9%	12.5%	Delaware Psychiatric Center
36	41	5.5%	5.8%	Community Mental Health Centers
20	41	3.0%	5.8%	Division of Aging & Adults w/ Phys.
34	29	5.2%	4.1%	Disabilities
31	26	4.7%	3.6%	Civigenics (*)
48	25	7.3%	3.5%	Horizon House (*)
26	25	4.0%	3.5%	DSAMH Central Office (*)
N/A	17	N/A	2.4%	Brandywine Counseling (*)
N/A	17	N/A	2.4	Treatment Access Centers
N/A	11	N/A	1.6%	DANYA/ATTC
N/A	11	N/A	1.6%	Division of Vocational Rehabilitation
N/A	11	N/A	1.6%	Division of Children, Youth, Family Services
				Division of Probation & Parole

2007 Summer Institute - Listing of All
Organizations and Number of Participants

<i>Organization</i>	<i>Number of Attendees</i>
Advanced Treatment Systems-Elkton	2
Aetna Behavioral Health	1
AIDS Delaware	2
Aquila of Delaware, Inc.-Wilmington	1
Autism Society of Delaware	6
Benedictine Delaware	1
Blue Cross Blue Shield	1
Brandywine Counseling	25
Cape Henlopen Wellness Center	1
Catholic Charities	10
Cecil County Health Dept.	1
Center for Disease Control	1
Child Inc.	1
Children and Families First	2
Chimes	3
Christiana Care	5
City of Wilmington	1
Civigenics	29
Community Mental Health Centers	41
Connections	3
Consumer Coalition	1
Correctional Medical Services - NJ	1
DACOA	1
DANYA / ATTC	17
Delaware Center for Justice	1
Delaware Coalition Against Domestic Viol	1
Delaware College of Art and Design	1
<i>Organization</i>	<i>Number of Attendees</i>
Delaware Council on Gambling Problems	7
Delaware Guidance Services	1
Delaware Mentoring Program	1
Delaware Physicians Care	1
Delaware Psychiatric Center	89

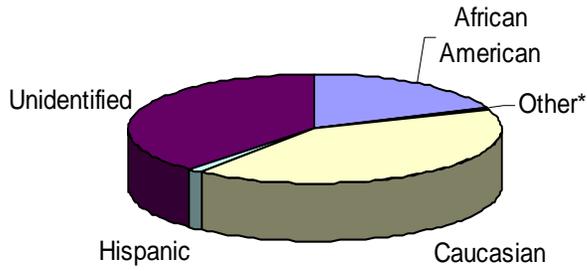
Delaware Technical and Community College	1
Delaware WIC Program	1
Department of Corrections	1
Department of Education	1
Department of Labor	4
Department of Natural Resources	1
Division of Child Mental Health	11
Division of Developmental Disabilities	7
Division of Family Services	3
Division of Medicaid and Medical Assista	1
Division of Public Health	2
Division of Services for Aging	41
Division of Services for Children, Youth	5
Division of Social Services	2
Division of Vocational Rehabilitation	11
DSAMH	25
DuPont	1
Easter Seals	7
F.H. Everett & Assoc.	1
Family and Workplace	1
Fellowship Health Resources	5
Ferris School	8
First State Community Action Agency	5
Gateway Foundation	7
Gaudenzia	1
Governors Advisory Council	2
Green Door	1
<i>Organization</i>	<i>Number of Attendees</i>
Healthcare Commons, Inc	1
Heather's Holistic Health	1
Horizon House	26
Independent Living, Inc.	2
Jewish Family Services	3
Johns Hopkins Bayview Medical Center	1
K/S Detox	4
Kent/Sussex County Counseling	4
La Petite Academy	7
Latin American Community Center	1
Liberty Resources	2

Limen House	4
Luther Towers	2
Meadow Wood Hospital	2
Mental Health Association in DE	8
Middletown Counseling Services	3
Modern Maturity Center	2
NAMI	1
NET	6
New Behavioral Network	1
New Horizons	2
Newark Senior Center	1
Newark Wellness Center	1
Office of Prevention	7
Office of Public Defender	3
Office of Public Guardian	1
Open Door	6
Orlov Counseling Association	1
Other	106
PACE, Inc	2
Phoenix Mental Health	1
<i>Organization</i>	<i>Number of Attendees</i>
Pressley Ridge	1
Private Practice	9
Probation & Parole	11
PSEG	1
Psychotherapeutic Services - W. Division	5
Resources for Human Development	5
Rockford Center	1
Schools:Archmere,Capitol, Wilm. Charter, Newark, Rehoboth, Woodbridge	8
Serenity Place, Inc.	1
SODAT	6
Sojourner's Place	3
SPIN, Inc.	8
Sussex Community Crisis Housing Services	1
Thresholds - Georgetown	2
Treatment Access Center	17
Union Hospital	1
University of Delaware	1
Upper Bay Counseling	3

VA Medical Center	1
Westside Health	1
Wilmington NOW	1
Total:	

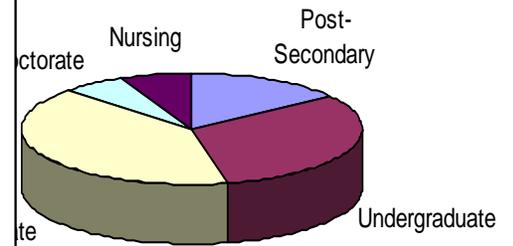
2007 Summer Institute Demographic Data

Summer Institute Participants by Race



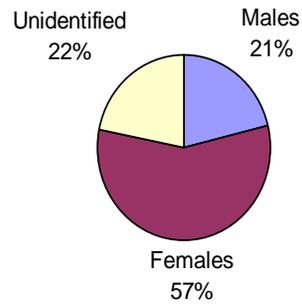
■ African American
 ■ Other*
 ■ Caucasian
 ■ Hispanic
 ■ Unidentified

Educational Level of Participants

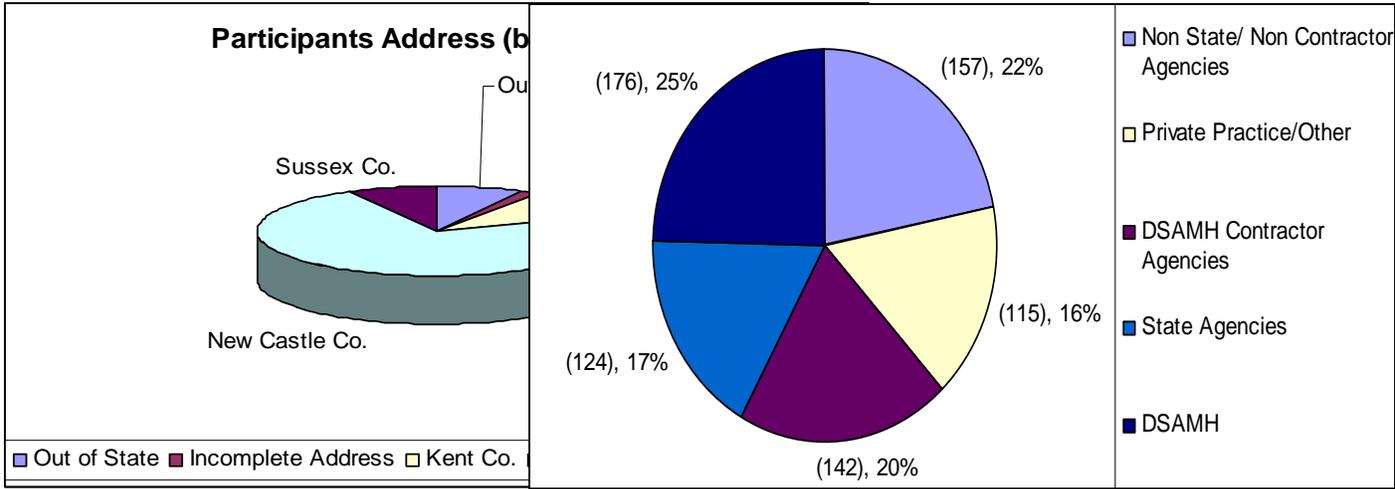


■ Undergraduate
 ■ Graduate
 ■ Doctorate
 ■ Nursing

Summer Institute Participants by Gender



**2007 Summer Institute Demographic Data - Participant
Residency & Organizational Breakdowns**



Non State/ Non Contractor Agencies
157

Private Practice/Other
115

DSAMH Contractor Agencies
142

State Agencies
124

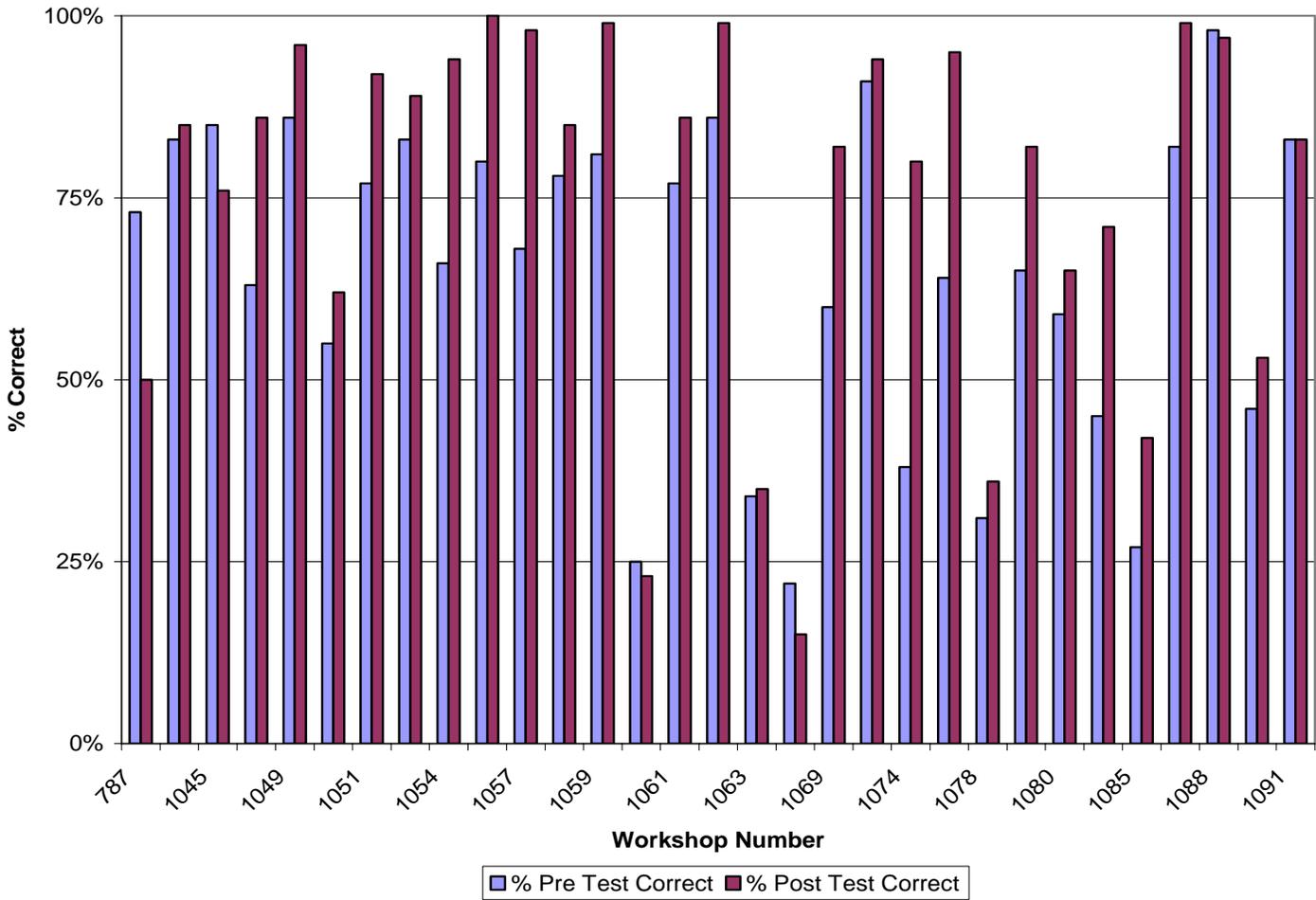
DSAMH
176

2007 Summer Institute Attendees' Residency (by City & State)

City	State	# of Attendees	City	State	#
Atlanta	GA	2	Milford	DE	4
Baltimore	MD	1	Middletown	DE	5
Bear	DE	2	Milton	DE	2
Bowers Beach	DE	1	Morgantown	WV	1
Carneys Point	NJ	1	New Castle	DE	155
Cecil County	MD	1	Newark	DE	69
Chadds Ford	PA	1	Newport	DE	3
Claymont	DE	6	Philadelphia	PA	13
Clifton Heights	PA	1	Rehdonado Beach	CA	1
Columbia	MD	1	Rehoboth	DE	1
Delaware City	DE	7	Rehoboth Beach	DE	1
Dover	DE	59	Seaford	DE	1
Elkton	MD	8	Silver Spring	MD	17
Ellendale	DE	6	Silversprings	MD	2
Fairmont	WV	1	Smyrna	DE	7
Felton	DE	1	Townsend	DE	2
Frederica	DE	1	Washington	DC	1
Georgetown	DE	41	West Chester	PA	1
Hancock's Bridge	NJ	1	Wilmington	DE	259
Hockessin	DE	12	Wyndmoor	PA	1
King of Prussia	PA	1	Wyoming	DE	1
Langhorne	PA	1	Yardville	NJ	1
Laurel	DE	1	Total # of Attendees		712
Lewes	DE	4			
Magnolia	DE	1			
Mahattan Beach	CA	1			
Manchester	NH	1			

2007 Summer Institute - Pre/Post Test Results (by individual workshops)

Summer Institute Aggregate Data



Explanation of Chart: The chart describes the percent of correct answers to questions on tests given prior to, and at the conclusion, of individual workshops. Questions were created by workshop instructors and were specific, knowledge-based questions related to the material presented during individual workshops.

Listing of 2007 Summer Institute Workshops

Seminar Number	Seminar Name
787	CPR and AED
924	Mindfulness Based Stress Reduction
1045	Effective Case Management in Parole Supervision
1047	The Parenting Toolbox for Service Providers
1049	Hip Hop Development
1050	Understanding Dementia
1051	In Her Shoes: Domestic Violence
1053	Prevention and Intervention for Fetal Alcohol Spectrum Disorders
1054	Grief, Loss, and Recovery: Gestalt
1055	Utilizing the Creative Arts to Promote Healthy Body, Mind, Spirit
1057	White Bears, Craving, and Addiction
1058	Transformation: Using a Recovery Oriented Approach in Case Management
1059	Creative Arts Therapies
1060	Promoting Family Change
1061	Advanced Ethics
1062	Alcohol Awareness
1063	Family Psycho-education for Caregivers of Youth with Behavioral Health C
1064	An Introduction to the Parenting Toolbox
1069	Understanding and Supporting the Aging Individual
1071	Cognitive Behavioral Therapy: Management of Chronic Pain
1074	Advanced Relapse Prevention
1077	Group Counseling
1078	Adults on the Autism Spectrum
1079	Cognitive Behavioral Therapy: Medical Conditions
1080	Complex and concurrent Issues in Treatment
1081	Chronic Pain: Causes and Solutions
1085	Resiliency: 7 Skills for Greater Results
1086	Supervision
1088	The Challenge of Leading Change
1089	Co-Occurring Developmental Disabilities and Behavioral Health Concerns
1091	Substance Abuse Treatment for Persons with Co-Occurring Disorders In-S Training

Results of Six-Month Follow-up Survey of Participant's Feedback on Institute Workshop

Explanation of Graphs:

Graph #1 Shows the results to the question: "Have you been able to incorporate the skills learned in [the] workshop into your work practices?" 24 respondents indicated that, "YES," they have used the workshop skills in practice, and 18 indicated "NO," they have not used the skills in their work practices.

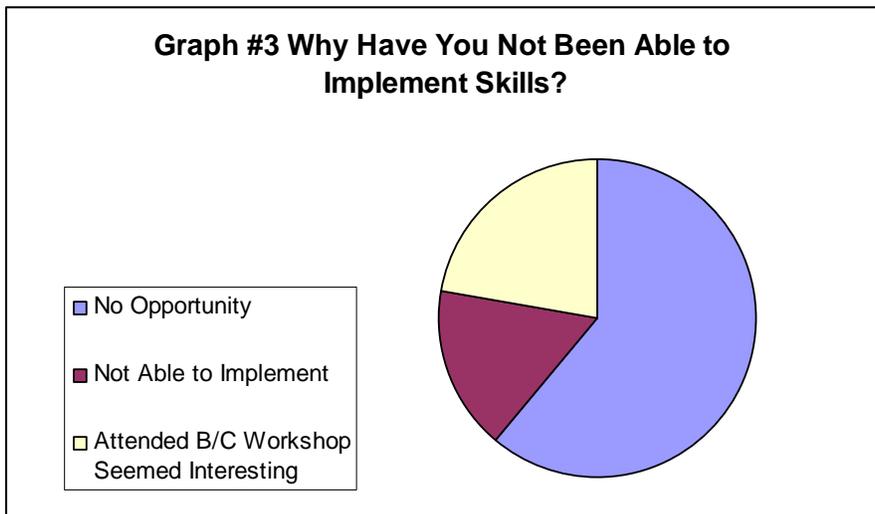
Graph #2 Shows the responses of the "YES" respondents to the question: "On a scale of 1 (no impact) to 5 (significant impact), what has the impact of the knowledge and skills gained on your work practices?"

Graph #3 Shows the responses of the "NO" respondents to the question: "If you haven't used the skills, was it because: a) you didn't have the opportunity (i.e., can't use them due to being a supervisor, change in job function, or started a new job) (11); b) you haven't been able to implement them (i.e., time constraints, lack of support within their organization) (3); or the respondent attended because the workshop was interesting or they were curious about the subject (4)

Graph #1

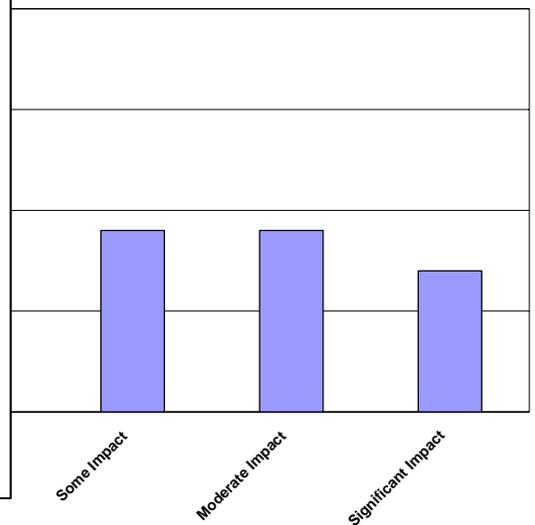


Graph #3

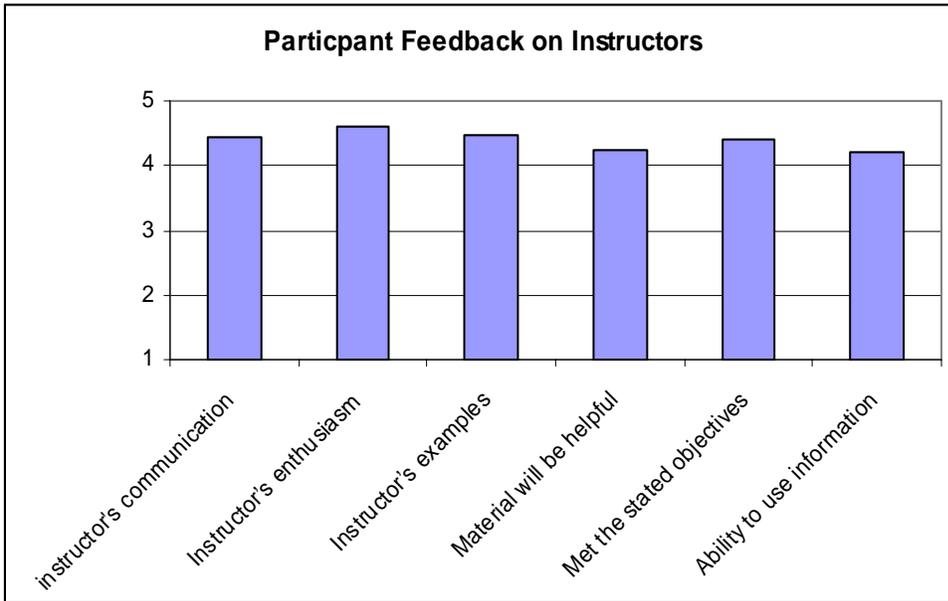


What is the Impact of the Workshop on Your Work

Graph #2



2007 Summer Institute - Participant Feedback



(Instructor's communication) = "The instructor's communication of the material was:"

(Instructor's enthusiasm) = "The Instructor's enthusiasm for the subject was:"

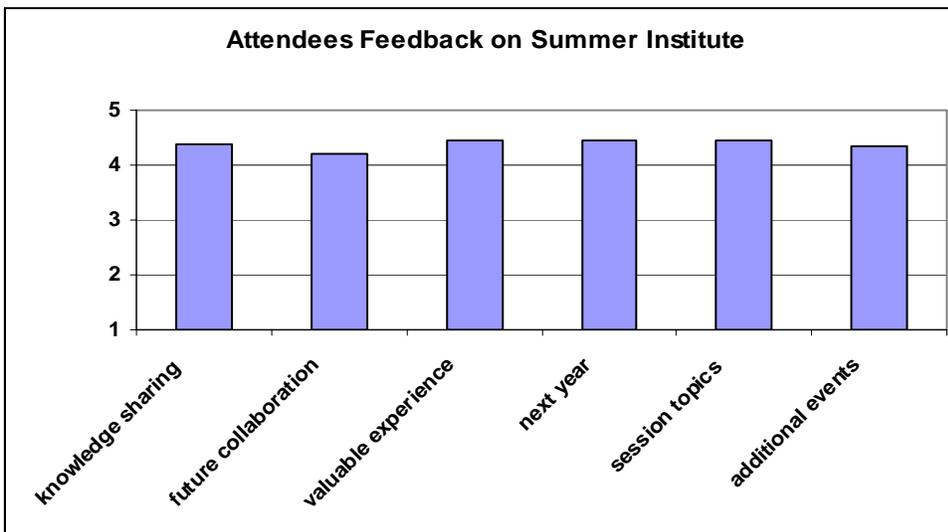
(Instructor example) = "The instructor's use of examples/exercises/clarifying techniques:"

(Material will be helpful) = "I learned material that will be helpful to me in better performing my job responsibilities."

(Met the stated Objectives) = "The workshop met the stated objectives."

(Ability to use information) = "My confidence in my ability to use the information presented in this workshop is:"

Poor Fair Good Very Good Excellent
 1 2 3 4 5



(Knowledge sharing) = "The Summer Institute facilitated knowledge sharing among

participants:"

(Future Collaboration) = "I found new contacts and opportunities for future collaboration:"

(Valuable experience) = "The Summer Institute was a valuable professional development experience for me:"

(Next year) = "I look forward to attending next year:"

(Session topics)= "Session topics were important & timely"

(Additional events) = "The additional events (exhibitors, Fine Line, & simulator) were a valuable experience for me:"

Stongly Disagree		Nuetral	Strongly Agree	
1	2	3	4	5

2007 Summer Institute - Exhibitor's Feedback

