

Addendum No.1

Office of Management & Budget/Department of Facilities Management
Department of Corrections
Baylor Women's Correctional Institution

Tt Project No. 213-26912-22005
OMB/DFM Contract No. MJ3804000111

Addendum No. 1
to
Baylor Women's Correctional Institution – Infirmary Expansion

July 28, 2026

To: ALL BIDDERS

This ADDENDUM forms a part of the BIDDING AND CONTRACT DOCUMENTS and modifies the following documents:
Original DRAWINGS dated July 27, 2026
Original PROJECT MANUAL dated July 27, 2026

Acknowledge receipt of the ADDENDUM in the space provided on the FORM OF PROPOSAL

This ADDENDUM consists of two (2) and the following attachments listed below:

1.1 GENERAL ADMINISTRATIVE DISCUSSION

A. Critical Dates:

1. Bid Due Date: **Thursday, August 20, 2026 by 2:00pm**
2. Security forms submission (to Brandon Slaughter – Branden.Slaughter@delaware.gov) **Friday, July 31 2026 by COB**
3. Sub-Contractor site walk throughs are as follows: **Please meet at the sites on Tuesday, August 11, 2026 following times at 9:00am**
4. Cut off for Substitutions: **Thursday, August 13, 2026 by COB**
5. Cut off for Questions/Clarifications/or Interpretations: **Thursday, August 13, 2026 by COB**
6. Last Addendum for technical content: **Tuesday, August 18, 2026 by COB**

1.2 PROJECT MANUAL MODIFICATIONS

A. Section 00 41 13; Bid Form

1. **REPLACE** Spec Section with **REVISED** Bid Form attached to this Addendum

1.3 PROJECT DRAWING MODIFICATIONS: N/A

1.4 QUESTIONS/CLARIFICATIONS: N/A

ATTACHMENTS

00 41 13 Bid Form

Bid Register

PreBid Meeting Mins

END OF ADDENDUM

INFIRMARY EXPANSION
MJ3804000111

BID FORM

To: State of Delaware, Office of Management & Budget/
Division of Facilities Management
Haslet Armory
122 Martin Luther King Jr. Blvd.
Dover, DE 19901

Phone No.: () _____ - _____ **Fax No.:** () _____ - _____

\$ _____
(\$ _____)

\$ _____ (Date and Initial)

INFIRMARY EXPANSION
MJ3804000111

BAYLOR WOMEN'S CORRECTIONAL INSTITUTION
NEW CASTLE, DELAWARE

**INFIRMARY EXPANSION
BAYLOR WOMEN'S CORRECTIONAL INSTITUTION
660 BAYLOR BLVD.
NEW CASTLE, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000111**

BID FORM

UNIT PRICES

No Unit Prices

ALTERNATES

ALTERNATE No. 1: To be Determined

Add/Deduct: _____
(\$ _____)

**INFIRMARY EXPANSION
BAYLOR WOMEN'S CORRECTIONAL INSTITUTION
660 BAYLOR BLVD.
NEW CASTLE, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000111**

BID FORM

I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within _____ calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By _____ Trading as _____
(Individual's / General Partner's / Corporate Name)

(State of Corporation)

Business Address: _____

Witness: _____ By: _____
(SEAL) (Authorized Signature)

(Title)
Date: _____

ATTACHMENTS

Sub-Contractor List
Non-Collusion Statement
Affidavit of Employee Drug Testing Program
Affidavit of Contractor Qualifications
Bid Security
(Others as Required by Project Manuals)

INFIRMARY EXPANSION
BAYLOR WOMEN’S CORRECTIONAL INSTITUTION
660 BAYLOR BLVD.
NEW CASTLE, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000111

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list **in each category** the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder’s listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor’s full name and address (City & State). **If the bidder intends to perform any category of work itself, it must list its full name and address.** For clarification, if the bidder intends to perform the work themselves, the bidder **may not** insert “not applicable”, “N/A”, “self” or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk (*) next to any additional third-tier contractors, and submit it with your bid.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. Civil/Sitework	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
2. Concrete	_____	_____	_____
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

**INFIRMARY EXPANSION
BAYLOR WOMEN’S CORRECTIONAL INSTITUTION
660 BAYLOR BLVD.
NEW CASTLE, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000111**

BID FORM (Continued)

3. Structural Steel			
A.			
B.			
C.			
4. Roofing			
A.			
B.			
C.			
5. Mechanical			
A.			
B.			
C.			
6. Plumbing			
A.			
B.			
C.			

7. Electrical			
A.			
B.			
C.			
8. General Trades			
A.			
B.			
C.			
9. DDC Controls			
A.			
B.			
C.			
10. Testing & Balancing			
A.			
B.			
C.			

**INFIRMARY EXPANSION
BAYLOR WOMEN'S CORRECTIONAL INSTITUTION
660 BAYLOR BLVD.
NEW CASTLE, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000111**

BID FORM

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date *(to the Office of Management and Budget, Division of Facilities Management)*.

All the terms and conditions of *MJ3804000111* have been thoroughly examined and are understood.

NAME OF BIDDER:

**AUTHORIZED REPRESENTATIVE
(TYPED):**

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):**

TITLE:

ADDRESS OF BIDDER:

E-MAIL:

PHONE NUMBER:

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

**INFIRMARY EXPANSION
BAYLOR WOMEN'S CORRECTIONAL INSTITUTION
660 BAYLOR BLVD.
NEW CASTLE, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000111**

**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors, that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

**INFIRMARY EXPANSION
BAYLOR WOMEN'S CORRECTIONAL INSTITUTION
660 BAYLOR BLVD.
NEW CASTLE, DELAWARE
OMB/DFM CONTRACT NO.: MJ3804000111**

**AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name: _____

Contractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____. NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

Pre-Bid Meeting Record

Meeting Date: Monday, July 27, 2026 @ 10:00 am

Location: Haslet Armory, 122 Martin Luther King Jr. Blvd South, Dover, DE 19901

Issued On: July 28, 2026

Prepared By: Leila Hamroun

Tt Project No.: 213-26912-2205

Regarding: Baylor Women's Correctional Institution (BWCI) Infirmary Expansion
660 Baylor Blvd., Wilmington, Delaware 19801
New Castle County, Delaware

OMB/DFM/DOC Contract No: MJ3804000111

<u>Attendees:</u>		
Robbie Mullin	OMB/DFM Construction Project Manager	robbie.mullin@delaware.gov
Leila Hamroun	Tetra Tech Inc., Project Manager	leila.hamroun@tetrattech.com
Mark Reynolds	Tetra Tech Inc., Project Architect	mark.reynolds@tetrattech.com
Brian Matthews	BSS Contractors	bsmith@bsscontractor.com
John Nocket	Emory Hill	jnocket@emoryhill.com
Stephen Hoy	L. J. Paoella	larry@ljpinc.net
Dan Roser	Shat-R-Shield	droser@shatrshield.com
Tinker Navarro	Corporate Interiors	tnavarro@corporate-interiors.com
Thomas O'Flynn	Superior Electric	thomas@superiorelectric.biz
LC Bathon	Bathon Builders	kwilhelm@bathonbuilders.com
Beth Haserick	Ventresca Brothers	tony@ventrescabros.com
Kim Lombardi	Amakor Inc.	amakor@aol.com
Bryan Smith	Filec Services	estimating@filecservices.com
Michael J. Piesmo	Commonwealth Construction Co.	bbooth@itscommonwealth.com mrosaio@itscommonwealth.com
John Davis	Bancroft	jdavis@bancroftusa.com
Lester Spencer	Oliver Fire Protection	lspencer@oliverfps.com
Mikeal Musgrove	Advantech	Mikeal.musgrave@advaantechsecurity.net

(*) **PMN:** Post Meeting Note – additional information not available during the meeting.

- The project involves the renovation of the existing undersized Infirmary area and a new addition / expansion to create a new Health Services Center. The Project has an existing space of approximately 4,300 sf and the new addition will be approximately 11,000 sf. There will be some sitework to accommodate the new facility. The project will be done in a minimum of two phases. The new construction will be first phase, and the renovation will be the second phase. During the first phase there will be some minor renovation in the existing warehouse section of the facility.

2. A MANDATORY virtual Pre-Bid Meeting was held on Monday, July 27, 2026, at 10:00 AM for the purpose of establishing the listing of subcontractors and to answer questions. Representatives of each party to any Joint Venture must attend this meeting.
ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.
3. A Pre-Bid Walk Through has not been scheduled and must be requested before week's end (July 31, 2026).
PMN: A pre-bid walk through will be held on Tuesday, August 11, 2026, at 09:00 am. All contractors are to be at the site by 9:00 a.m., if you are not there by then, you will not be permitted into the facility.
ATTENDANCE OF THIS MEETING IS NOT A PREREQUISITE FOR BIDDING ON THIS CONTRACT.
4. Contractors must submit background checks for those employees that wish to attend the Site Walk through and submit by email directly to Brandon Slaughter – Branden.Slaughter@delaware.gov by **Friday, July 31, 2026, close of business (COB)** to allow time for the security clearance process. The security form is attached at the end of this agenda. Do not send security clearances to DFM or Tetra Tech.
In addition, provide tt-projectadmin@tetrattech.com, Robbie.mullin@delaware.gov, and Branden.Slaughter@delaware.gov with a list of employees you plan on having attend the site visit by **Friday, July 31, 2026, close of business (COB)**.
PMN: Please make sure the security clearances are completed in their entirety. Most specifically, the area regarding criminal history. If any criminal history exists, it all needs to be listed. DOC emphasizes that ALL history needs to be notated.
5. **Bids are due electronically at 1:00 PM, local time, on Thursday, August 20, 2026**, by way of uploading to Bonfire Portal at <https://DFM.bonfirehub.com>.
6. **Bids will be opened and read aloud at 2:00pm local time on Thursday, August 20th, 2026 at the Haslet Armory, 122 Martin Luther King Blvd. S., Dover, DE 19901.**
7. The Wage Rates for this project shall be as determined by the Delaware Department of Labor and Division of Industrial Affairs for New Castle County. A certified copy has been included in the Project Manual. However, Contractors are responsible to contact the Delaware Department of Labor to receive verification of the most current Wage Rate Scale. Change order requests will be based upon these rates and the actual number of hours required to complete the work.
8. Only plan holders who attended the Pre-Bid meeting will receive ADDENDAS.
9. All discrepancies, questions or requests for clarifications or interpretations must be submitted to the Tetra Tech office at least seven (7) days prior to bid due date, **Thursday, August 13, 2026**, at C.O.B. Submit e-mails to tt-projectadmin@tetrattech.com Do not send requests directly to DFM, DOC or Tetra Tech.
10. Requests for substitutions must be submitted to the Architects office at least seven (7) days prior to bid due date, **Thursday, August 13, 2026**, at C.O.B. Submit requests to tt-projectadmin@tetrattech.com. Do not send requests directly to DFM, DOC or Tetra Tech. Refer to Spec Section 01 25 00 Substitution Procedures for submitting substitutions.
11. No Addenda will be issued later than two (2) days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which extends the time or changes the location for the opening of bids. The last Addenda will be issued on Tuesday, **August 18, 2026** at C.O.B.
12. Insurance requirements are listed in Section 00 81 13 General Contracting Requirements.

13. Contractor must list themselves as the Subcontractor for all work which they propose to accomplish. All subcontractors doing work on this project will need to be listed on the bid form. **List full names and full details of the corporate/business entities; no abbreviations or acronyms unless they are the full name of the company.**
14. A Bid Security, in the amount of ten percent (10%) of the total amount of the Base Bid plus all additive alternates is required.
15. Each Bidder shall ascertain prior to submitting their Bid that they have received all Addenda issued and shall acknowledge their receipt of each addenda in the Bid in the appropriate space. On the Bid Form the Contractor shall list each Addendum separately (i.e.: 1, 2, and etc.). Contractor's shall fill out the Bid Form completely, do not leave any blanks. Please be sure to read the updated Bid Form's Subcontractor List verbiage, OMB/DFM recently updated this section.

"In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list in each category the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). If the bidder intends to perform any category of work itself, it must list its full name and address. For clarification, if the bidder intends to perform the work themselves, the bidder may not insert "not applicable", "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected. If you have more than three (3) third-tier contractors to report in any subcontractor category, print out additional page(s) containing the appropriate category, complete the rest of your list of third-tier contractors for that category, notate the addition in parentheses as (CONTINUATION) next to the subcontractor category and an asterisk () next to any additional third-tier contractors, and submit it with your bid.*

16. The Subcontractor List was confirmed during the meeting as follows:
 - Civil/Sitework
 - Concrete
 - Structural Steel
 - Roofing
 - Mechanical
 - Plumbing
 - Electrical
 - General Trades
 - DDC Controls
 - Testing & Balancing
17. Schedule to be based on calendar days; from award and issuing of Purchase Order to Final Completion.
18. Normal working hours are between 7:00 a.m. to 3:00 p.m., Monday thru Friday. Contractors shall sign in at the Service Entrance each morning no earlier than 6:45 am. Contractor will then proceed to the Maintenance Shop and be ready to enter the Facility at 7:00 am. At the end of the day, contractors shall be ready to exit the job site by 2:45 pm and the Facility by 3:00 pm. All Contractors shall enter and leave as a group with an escort (Maintenance Personnel or Correctional Officer). Allow 30 minutes to enter or leave the Facility. **Note: Construction Schedule should include these processing delays which may result in shorter full workdays.**

19. Baylor Women's Correctional Institution (BWCI) is a 24/7 prison. Contractors are advised that only limited movement will be permitted while inside the compound. Contractors to make sure all personnel are properly informed and trained to work within the constraints of a women's Correctional Institution.
20. The contingency allowance of **\$500,000.00** is to be included in your base bid.
21. The addition was carefully sited to avoid conflict with existing private sanitary forcemain and County public gravity sewer main and easement. **Special care will be required to ensure proper protection and functionality** during all periods of demolition and construction and after project is complete and occupied. Close coordination with New Castle County Department of Public Works will be required.
22. Site constraints limit size of addition. Specialty spaces require strict interior finish dimensions. Program requires strict dimensions for casework and clearances for specialty equipment. Coordination and dimensional control to tight tolerances for exterior walls and interior walls/partitions will be critical.
23. The intent is to construct the addition first then move to the renovation scope. **Contractor will be responsible for coordinating with DOC scheduling and required temporary partitions to allow for the renovation work to proceed.** Some trades may require accessing active areas in proximity to the project, but outside the full renovation area. **Contractor will be responsible for coordinating with DOC scheduling and access.**
24. The scope of work includes infrastructure and pathways that will support equipment and devices (and related cabling) to be installed by DOC vendors under a separate contract. These include, but are not limited to: dental suite equipment, electrified locks, door contacts and intercoms, speakers, call systems, etc. Bidders to carefully the contract documents to identify such items. **The Prime Contractor will be responsible for all coordination with vendors, including confirming final locations of devices and equipment, timely coordination and scheduling of installation.** A list of DOC vendors and specialty equipment providers and contact information will be shared with the successful bidder.
25. Contractors are required by the State of Delaware, as of the beginning of 2016 to have a Drug Testing Program that must comply with the State of Delaware's requirements and sign the Bid Form – Affidavit of Employee Drug Testing Program in acknowledgement. **The Prime Contractor and all Sub-Contractor's** shall be required to fill-out and sign the Bid Form – Affidavit of Employee Drug Testing Program in acknowledgement. At the time of Bid only the Prime Contractor is required to provide form.
26. Only the Prime Contractor is required to submit a copy of their Delaware Business License at the time of Bid Opening.
27. Affidavit of Craft Training Compliance shall be submitted that certifies that the Prime Contractor will abide by the contractor craft training requirements for the duration of the contract. Craft training must be provided by a contractor for each craft on a project for which there are Delaware Department of Labor approved and registered training programs. A list of crafts which are approved, and registered training programs is maintained by the Delaware Department of Labor. **The Affidavit of Craft Training Compliance for the Contractor must be submitted within 18 days of the contract award, two days at least prior to the 20-day stipulated period for execution of the contract.**

The Project is under the jurisdiction of New Castle County for both Building Inspection and Fire Marshal. The Contractor's shall be responsible for all Permits and Inspections as required by the Authorities Having Jurisdiction.

**Baylor Women's Correctional Institution (BWCI) Infirmary Expansion
Pre-Bid Meeting Record**

Attachments:

DOC Security Clearance Form (fillable PDF)
DOC BWCI Guidelines

SECURITY CLEARANCE APPLICATION
DELAWARE DEPARTMENT OF CORRECTION

Page 1 of 3

PLEASE PRINT CLEARLY

WHO SHOULD COMPLETE THIS FORM:

- i. Applicants requesting one-time access or occasional access (whether for one facility or multiple facilities)
- ii. Applicants requesting a badge for access to one or more facilities (frequent access for period of 1 year or more)
Note: These applicants will be directed to Human Resources after this form is approved
- iii. Individuals requesting to schedule an offender visit may be asked to complete this form.

Volunteers, interns and professional service visitors must attach a letter from their sponsoring organization. Letter must be on agency letterhead, signed by the agency's director and include the name and title/role of the applicant and the name of the program.

WHO SHOULD NOT COMPLETE THIS FORM:

- (1) Attorneys
- (2) Employees of DOC's contracted medical/behavioral health provider (please contact DOC's Human Resources directly)

SECTION 1: PERSONAL INFORMATION & CRIMINAL HISTORY

NAME: _____
(LAST) (FIRST) (MIDDLE)

PLEASE LIST ALL OTHER NAMES YOU HAVE USED INCLUDING MAIDEN, NICKNAMES AND RELIGIOUS NAMES:

DOB: _____ PLACE OF BIRTH: _____ SSN#: _____

SEX: MALE / FEMALE RACE: _____ DRIVER'S LICENSE #: _____ STATE: _____

ADDRESS: _____ APT #: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: HOME: (____) _____ WORK: (____) _____

EMAIL: _____

PLEASE LIST WHICH FACILITY(IES) YOU ARE REQUESTING ACCESS TO:

PLEASE SELECT TYPE OF ACCESS REQUESTED

- ☐ Offender Visit
- ☐ One Time Access (i.e. single event) **No badge issued*
- ☐ Occasional Volunteer or Service Provision (Less than 3 days per week or less than 165 days per year for a period of one year or less) ** No badge issued*
- ☐ Frequent/Long Term Volunteer or Service Provision (At least 3 days per week or 165 days per year for a period of one year or more) ** You will be directed to HR to fill out a badge application packet after this form has been approved by the respective DOC Bureau Chief*

DO YOU HAVE ANY ARRESTS FOR CHARGES OTHER THAN TRAFFIC TICKETS (WHETHER CONVICTED, DISMISSED, NOLLE PROSSED, OR PARDONED)? NO/YES (IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

COUNTRY: _____ DATE: _____

OFFENSE: _____

HAVE YOU EVER BEEN *CONVICTED* OF AN OFFENSE OTHER THAN A TRAFFIC TICKET? NO /YES
(IF YES, COMPLETE BELOW). IF YOU NEED MORE ROOM, PLEASE ATTACH A SEPARATE SHEET.

COUNTRY: _____ **DATE:** _____

OFFENSE: _____ **SENTENCE:** _____

ARE YOU PRESENTLY UNDER DEPT. of CORRECTION SUPERVISION: NO/YES (IF YES, WHAT): _____

ARE YOU RELATED TO OR KNOW ANYONE INCARCERATED AT A DOC FACILITY: NO/ YES

IF YES, NAME OF INMATE AND YOUR RELATIONSHIP TO THEM: _____

SECTION 2: JUSTIFICATION FOR SECURITY CLEARANCE REQUEST *DO NOT COMPLETE THIS SECTION IF APPLYING FOR AN OFFENDER VISIT. IF REQUESTING ONE-TIME PRISON ACCESS FOR A SINGLE EVENT, ONLY ANSWER THE QUESTIONS MARKED WITH AN ASTERISK (*)*.

***REASON FOR CLEARANCE:** _____

***DATE(S) OF ACTIVITY:** _____ ***ORGANIZATION:** _____

***PROGRAM NAME:** _____

***JOB TITLE:** _____ ***HOW LONG EMPLOYED/VOLUNTEERING:** _____

ORGANIZATION ADDRESS, PHONE NUMBER, AND EMAIL:

WHAT TYPE OF VOLUNTEER OR PROFESSIONAL SERVICES WILL YOU BE PROVIDING?

DESCRIBE YOUR QUALIFICATIONS FOR PROVIDING PROFESSIONAL OR VOLUNTEER SERVICES:

LIST ANY PAST OR PRESENT PROFESSIONAL OR VOLUNTEER ORGANIZATIONS YOU PARTICIPATED IN (INCLUDE NAME, LENGTH OF SERVICE, CONTACT PERSON, AND PHONE NUMBER OR EMAIL):

SECTION 3: PLEASE READ AND SIGN ALL APPLICANTS MUST COMPLETE THIS SECTION

I understand that DOC authorities will verify my criminal record information. I also understand that my application may be rejected for any reason.

SIGNATURE: _____ **DATE:** _____

DOC USE ONLY:

The following is the result of the DELJIS and NCIC records checks:

DELAWARE WANTS/WARRANTS _____ DELWARE CRIMINAL HISTORY _____

NCIC WANTS/WARRANTS _____ NCIC CRIMINAL HISTORY _____

DELJIS/NCIC
INVESTIGATOR _____ SIGNATURE _____ DATE _____

APPROVED _____ APPROVAL EXPIRES ON: _____

DENIED _____

IF DENIED, PLEASE INDICATE REASON BELOW:

- (1) Dishonest/incomplete application;
- (2) Active pending charges/warrants/capiases;
- (3) Any criminal conviction within the past two years;
- (4) Any incarceration in a Delaware correctional facility within the past three years;
- (5) Pending litigation against DOC involving applicant, arrest for escape, conviction for smuggling prison contraband, affiliation with confirmed security threat group, or previous institutional misconduct relating to the security, life, safety, and health of the facility while incarcerated;
- (6) Other (See Investigation for info).

REVIEWER'S SIGNATURE: _____ DATE: _____

A GUIDE TO THE PREVENTION AND REPORTING OF SEXUAL ABUSE AND MISCONDUCT WITH OFFENDERS

PREA Information for Contractors, Vendors, and Volunteers with Limited Contact with Offenders

Please Read, Sign, and Return this Acknowledgement Form with the Security Clearance Application

Staff Sexual Misconduct

Delaware Department of Correction (DDOC) policy 8.60 specifically forbids any activity associated with or that promotes acts of sexual conduct, including sexual harassment between offenders and DOC staff. In this definition, “staff” includes: contractors, vendors and volunteers of the DOC. An “offender” means someone incarcerated in a correctional facility or under supervision in the community. DDOC policy 8.60 contains detailed descriptions of what constitutes sexual misconduct and staff misconduct of a sexual nature (Policy 8.60 is available on the DDOC website at: http://www.doc.delaware.gov/downloads/policies/policy_8-60.pdf)

Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward an offender by a Department staff, contract staff, or volunteer.
2. Inappropriate touching between offenders and staff.
3. All completed, attempted, threatened, or requested sexual acts between Department staff and the offender.
4. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
5. Display or transmittal of sexually suggestive posters, objects, or messages.

Depending on the investigation findings of an alleged incident, the outcome may result in the loss of your job/assignment and the possibility of criminal charges. In addition, persons accused of sexual harassment in civil or criminal proceedings may be held personally liable for damages to the person harassed.

An Abuse of Power

Due to the imbalance of power between offenders and staff in correctional settings, sexual interactions between staff (who have power) and offenders (who lack power) are unprofessional, unethical and illegal. Some offenders who lack power may become sexually involved with staff in an effort to equalize the imbalance of power. Occasionally an offender may try to use sex to improve his/her standing or circumstances (e.g., better job, avoid disciplinary action, affect a release plan, gain privileges, etc.). As a DOC contractor, vendor or volunteer, your designated assignments place you in a position of authority over the offenders with whom you interact in a professional capacity. It is not possible to have a relationship as equals because you have a responsibility to maintain custody, evaluate work performance, and/or provide input to issues that affect release dates, return to prison, or other sanctions.

Because of the imbalance of power between offenders and staff, vendors, contractors and volunteers, there can never be a consensual relationship between staff and offenders. In fact, the law states “consent” is not a defense to prosecution. Here are some factors to consider.

Some staff don't think of offenders as 'victims' of staff sexual misconduct, especially when the offender appears to be a willing participant or even initiated the sexual or 'romantic' interactions with a staff member. The offender is always the victim because of the imbalance of power. The consent or willingness of an offender to participate may be a survival strategy or a learned response to previous or current victimization. Many offenders have a history of victimization (physical and/or sexual abuse), which may make them especially vulnerable to the sexual overtures of persons in positions of authority. Their perception of affection/love may be skewed by this background of abuse, making it impossible for them to refuse advances of a staff member.

In some instances, particularly for female offenders, their survival in the community has been directly related to using their sexuality to obtain the means to survive. Coupled with low self-esteem, this carries over into their conduct in prison and while under community supervision.

As the person in authority, it is your responsibility to discourage, refuse and report any overtures as well as maintain professional boundaries at all times. Boundaries in relationships can be difficult. If you question your professional boundaries with an offender or feel uncomfortable with his/her actions or advances toward you, talk to another person you respect and/or bring this matter to the attention of a DOC employee before it gets out of control.

Red Flags:

The following are behaviors or 'red flags' that may signal you or someone you work with is in danger of engaging in sexual misconduct with an offender:

- Spending a lot of time with a particular offender
- Change in appearance of an offender or staff member
- Deviating from agency policy for the benefit of a particular offender
- Sharing personal information with an offender
- Horseplay
- Overlooking infractions of a particular offender
- Doing favors for an offender
- Consistently volunteering for a particular assignment or shift
- Coming to work early/staying at work late
- Flirting with an offender

Some Other Things to Consider:

Amorous or sexual relationships with an offender are seldom a secret. Such behavior will subject you to disrespect and manipulation from other offenders that may be aware of your situation. Once in a relationship, professional judgment becomes clouded and the normal defenses that exist to protect you will be compromised. When acting on emotions, you may take actions that would otherwise be considered inappropriate in a correctional environment (either in custody or in the community).

Amorous or sexual relationships are inappropriate and illegal when they occur between an offender and any staff member, contractor, vendor or volunteer. Offenders depend upon staff to provide for their board and care, ensure their safety, address their health care needs, supervise their work and conduct, and act as role models for socially acceptable conduct. Your conduct and the decisions you make reflect not only on your own reputation, but also on that of your peers and the agency you represent.

How to Maintain Appropriate Boundaries:

Most staff/offender sexual misconduct occurs only after seemingly innocent professional boundaries have been crossed. The following behaviors will assist you in maintaining appropriate boundaries:

- Maintain professional distance
- Focus behavior on duties and assignments
- Do not become overly close with offenders
- Do not share your own or other staff person's personal information with or around offenders
- When speaking to offenders about other staff, refer to the staff by their title or as Ms. or Mr.
- When speaking to offenders refer to them as Ms. or Mr. and their last name
- Do not accept gifts or favors from offenders
- Be knowledgeable of Departmental policy and procedure, rules of conduct and laws regarding sexual misconduct and sexual harassment.

A Duty to Report

Staff must report any inappropriate staff/offender behavior immediately. The presence of illegal and unethical behavior by staff compromises the security and safety of the agency. Staff that fail to report such behavior will be held accountable and sanctioned through dismissal. All efforts will be made to ensure the confidentiality of the reporting staff member.

I HAVE READ AND UNDERSTAND THE INFORMATION PROVIDED IN THIS DOCUMENT.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

ORGANIZATION / COMPANY _____

PROGRAM NAME: _____
