

<p style="text-align: center;"><b>POLICY OF</b> <b>STATE OF DELAWARE</b> <b>DEPARTMENT OF CORRECTION</b></p>	<p style="text-align: center;"><b>POLICY NUMBER</b> 3.5</p>	<p style="text-align: center;"><b>PAGE NUMBER</b> 1 of 1</p>
<p><b>CHAPTER: 3 PROGRAMS AND SERVICES</b></p>	<p><b>RELATED ACA STANDARDS:</b> 2-CO-1B-10; 2-CO-1C-17</p>	
<p><b>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</b></p>	<p><b>SUBJECT: CONTRACTUAL PROGRAMS AND SERVICES</b></p> 	
<p><b>APPROVED FOR PUBLIC RELEASE</b></p>		

**I. AUTHORITY:** 11 *Del. C.* §6551, 29 *Del. C.* §8903

**II. PURPOSE:** To enable the Department to enter into contractual agreements with public or private agencies for programs, services, or products.

**III. APPLICABILITY:** All Department employees, individuals or organizations conducting business with the Department.

**IV. DEFINITIONS:**

**Contractual Agreement:** Legal document specifying programs, services or products to be provided.

**Letter of Agreement:** Written statements specifying program services or products to be provided signed by both the provider and the Department of Correction.

**V. POLICY:** The Department of Correction may contract with public or private agencies to provide employment, education, medical and rehabilitative services for the benefit of offenders or other services necessary for the operation of the Department. All contracts or letters of agreement entered into by the Department must be approved by the Commissioner, prior to affecting such agreement. All contracts must adhere to all applicable procurement laws. Any contract entered into by the Department shall require such private or public agencies to be compliant with the Prison Rape Elimination Act (PREA) standards.

Employees of other public or private organizations providing a service to the agency are accountable to the administrative officer of the program in which they work.

Unless otherwise stated in the contract, the Commissioner or designee shall facilitate communication with contracting agency on a semi annual basis.