



STATE OF DELAWARE
DEPARTMENT OF CORRECTION
BUREAU OF MANAGEMENT SERVICES / PURCHASING
245 MCKEE ROAD
DOVER, DELAWARE 19904

TO: ALL OFFERERS

FROM: PURCHASING SERVICES ADMINISTRATOR

SUBJECT: RESPONSES TO RFP QUESTIONS FOR PROPOSAL NO.:
DOC1426-HEALTH, Correctional Health Care Services

ADDENDUM #2 – AUGUST 16, 2013

DE Department of Correction submits the following Consolidated Response to questions submitted between August 12th through August 16th. All other terms and conditions of the RFP remain unchanged.

QUESTION #1

Section: I. Summary

Paragraph: 2 – Lines 141 - 151

Page: 3

Test of passage being questioned: *“A Mandatory Letter of Intent and Pre-Bid Meeting are required of each Vendor intending to respond to this RFP. Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm’s interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal, including any contractual terms or conditions. The DDOC will review and reserves the right to deny any or all of the exceptions taken. Furthermore, the transmittal letter must attest to the fact that no activity related to this proposal contract will take place outside of the United States and for clearance purposes must include the names, social security numbers and date of birth for anyone wishing to attend the facility tours September 4 & 5. The DDOC reserves the right to deny any and all exceptions taken to the RFP requirements.”*

Question: Is the transmittal letter only to be sent with the final proposal, due October 18, 2013, and not as part of the letter of intent? The sentence that states: *“The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal, including any contractual terms or conditions.”*

Answer: Yes, the transmittal letter should be included in front of the proposal and be received on or before October 18, 2013 4:00 PM Eastern Standard Time. The letter of intent should state the intention to bid and reference the proposal number(s) and attend the pre-bid, and is due by August 23, 2013 4:00 PM EST.

Question: Should the clearance information be included in the Letter of Intent to accommodate the facility tours? The last sentence states: *“Furthermore, the transmittal letter must attest to the fact that no activity related to this proposal contract will take place outside of the United States and for clearance purposes must include the names, social security numbers and date of birth for anyone wishing to*

attend the facility tours September 4 & 5. The DDOC reserves the right to deny any and all exceptions taken to the RFP requirements.”

Answer: Yes, however, upon receipt of the letter of intent, each bidder will receive a follow up email with the DDOC’s Security Clearance form for the maximum of 2 individuals from your company planning to attend the pre-bid meeting and tours. One form must be completed by each individual and submitted by the August 23rd deadline.

Question: The RFP seems to go back and forth between the letter of intent and the transmittal letter. Is it correct that:

- A. The DDOC is requesting two separate letters -- the letter of intent to be submitted by August 23 and a transmittal letter to be included with the proposal?**
- B. the letter of intent must include the names, social security numbers, and birth dates of those attending the pre-bid tours?**
- C. the transmittal letter must summarize the proposer’s interest, state exceptions, and attest that no activity related to the proposal will take place outside of the US.**

Answer: Correct on all points.

QUESTION #2

Section: Appendix J / Deliverables Table

Paragraph: N/A

Page: 75

Text of passage being questioned: *“Proposal Information Due October 4, 2013”*

Question: Deliverables Table has a due date of October 4, 2013. Is this a typo?

Answer: Yes. The Due Date for receipt of all proposals is October 18, 2013.