



STATE OF DELAWARE
Department of Education
Adult & Prison Education Resources

May 7, 2020

ISSUED BY: Kimberly Klein
Director, Finance Office
302-735-4041

SUBJECT: **AWARD NOTICE (Addendum #2 – Contract Extension)**
CONTRACT NO. DOE 2018-16
Adult Student Organization to Support Department of Education funded
Community and Prison Based Adult Education Programs

TABLE OF CONTENTS
OF
KEY CONTRACT INFORMATION

1. CONTRACT PERIOD	2
2. VENDOR	2
3. PRICING	2
4. ADDITIONAL TERMS AND CONDITIONS.....	2

KEY CONTRACT INFORMATION

1. CONTRACT PERIOD

[\(Return to Table of Contents\)](#)

Each contractor's initial contract shall be valid from July 1, 2018 and ending June 30, 2019. Each contract between the vendor and Delaware Department of Education shall be for up to one (1) year with four (4) optional extensions for a period of one (1) year. The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed. Department of Education. Addendum #1: This contract has been extended for one year and is effective through June 30, 2020. **Addendum #2: This contract has been extended for one year and is effective through June 30, 2021.**

2. VENDOR

Vendor	Address	City	State	Zip	Contact Name	Phone
DAACE/OAASIS	516 W. Loockerman Street	Dover	DE	19904	Kristi King	302-739-5564

[\(Return to Table of Contents\)](#)

3. PRICING

[\(Return to Table of Contents\)](#)

Prices quoted within each vendor proposal will remain firm for the term of the contract year.

ADDITIONAL TERMS AND CONDITIONS

[\(Return to Table of Contents\)](#)

4. BILLING

The successful vendor is required to **"Bill as Shipped"** to the respective ordering **agency(s)**. Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

5. PAYMENT

The Department of Education will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

6. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number DOE RFP 2018-16 on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

7. REQUIREMENTS

For a complete list of contract specifications please refer to the original bid solicitation. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.

- a. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- b. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- c. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- d. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible.
<http://gss.omb.delaware.gov/divisionwide/forms.shtml>.