



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

September 13, 2018

TO: ALL OFFERORS

FROM: ROXANN M. PARKER, CPPB
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: DOE18100-SCHOOL_SVC
In School Youth Services

ADDENDUM # 1

This Addendum is issued to answer questions submitted by potential bidders.

Q1. Single year or multi-year funding?

A1. Funding is guaranteed only through one budget cycle.

Q2. Ceiling amount for proposal?

A2. This contract is being bid as a Professional Service and is not being funded by a grant. State funds will be identified, for a one (1) year period, from start date of the contract, to reimburse the successful bidder(s). Bidders should propose their best service and most reasonable offer for consideration.

Q3. Should support letters from pivotal stakeholders in Education and Government be included in the application package?

A3. Bidders may include any additional documentation they wish to be considered with the Minimum Mandatory Submission Requirements.

Q4. What is the amount of available funds?

A4. Same as answer #2 above.

Q5. When will the funds be awarded and available to successful bidders?

A5. Funds will be made available upon contract award which is TBD and dependent on negotiations.

Q6. Are the contracted dates for the award determined or will they be based on finalization of contracts awarded?

A6. The start and end dates for the contract will be dependent on finalization of contract negotiations.

Q7. May funds be used to provide services to eligible students partially supported through another contract?

A7. Funds must be used to support youth who are deemed eligible per the requirements of the RFP. The selected vendor(s) may braid financial resources allocated through this

RFP with alternative funding streams. If the bidder intends to braid financial resources to support eligible youth, this information should be made clear in their RFP response.

Q8. Is there an expectation for the number of youth to be served based on the available funds?

A8. The number of youth to be served will be determined based on the selected vendor's capacity and the amount of available funding. The number of youth to be served will be determined as part of the contract award.

Q9. Will further guidance on required eligibility documents be provided?

A9. Yes, student eligibility templates and resource materials will be provided to the selected vendor(s) as part of the contract award.

Q10. What agency will be responsible for monitoring the enrollment documentation, contract compliance and performance?

A10. The Office of Management and Budget.

Q11. Can the Administrative Directory be maintained partially on paper during the course of service delivery and electronically, potentially in two systems?

A11. The administrative directory will be electronic. If documentation and/or supporting materials are kept via a paper copy, a schedule to update the electronic database should be established. The administrative directory, all supporting documentation, and data management procedures shall be available for audit.

Q12. Please provide a definition and/or calculation of the four-year co-hort graduation rate.

A12. The four-year graduation rate counts a student who graduates with a regular high school diploma in four years or less as a high school graduate in his or her original cohort – that is, the cohort in which he/she started the ninth grade the first time. A student who graduates in more than four years is counted as a non-graduate in the adjusted four-year graduation rate. Students who drop out before beginning the ninth grade are not included in the cohort.

Q13. Is there a draft of the benchmark performance measure?

A 13. Yes, student performance templates and resource materials will be provided to the selected vendor(s) as part of the contract award.

Q14. Criteria Weight ACA Safe Harbor Additional Fee, 5 points: This is not applicable to our organization; how does this impact the evaluation?

A14. If ACA Safe Harbor is not applicable, bidder should indicate on the Exception Form, Attachment 3.

Q15. Mandatory Contract Use Title 29, Chapter 6911(d) Delaware Code: Does this apply to a 501(c)3?

A15. The Mandatory Use clause provides information about what entities are eligible, by Delaware Code, to procure the goods and/or services provided on the contract. This does not have any affect on a bidders status or how the contract gets awarded.

- Q16. With regard to Section V. Contract Terms and Conditions, 7. General Contract Terms, d. Licenses and Permits: This is not applicable to nonprofits with 501(c)3 status. Is this to be noted as an Exception on Attachment 3?
- A16. All exemptions should be noted in Attachment 3, Exception Form.
- Q17. Appendix D, Professional Services Agreement, Pg 2
Will the optional extension be for a one or three year period?
- A17. As per 3. A. of the RFP the term of the contract is for one (1) year with one (1) optional extension for a period of one (1) additional year. Appendix D, Professional Services Agreement is provided in the RFP as a sample for informational purposes.
- Q18. Section V. 3. General Information, b. As a Service subscription license costs shall be incurred at the individual license level only as the individual license is utilized within fully functioning solution.....
Please clarify how this is related to the services in the RFP
- A18. This is boilerplate language that is applicable for contracts utilizing software. This is only applicable to this contract if the bidder proposes a software solution.
- Q19. The State of Delaware's standard contract will most likely be supplemented with the vendor's software license, support/maintenance, source code escrow agreements, and any other applicable agreements. The terms and conditions of these agreements will be negotiated with the finalist during actual contract negotiations.
Please clarify how this is related to the services in this RFP.
- A19. This is boilerplate language that is applicable for contracts utilizing software. This is only applicable to this contract if the bidder proposes a software solution.
- Q20. Will the contract be cost reimbursement or performance based? Language on page 23.m Implies performance based, but the budget template appears to be cost reimbursement.
- A20. Contract will be cost reimbursement in accordance with the budget Appendix C and under the payment procedures established in the Contract.
- Q21. Required Reporting, Page 31, Bullet3
Are Forms 7 and 8 applicable to this RFP for educational Services? If so please provide Clarification.
- A21. Forms 7 and 8 are required reports for all contracts.
- Q22. Minimum Mandatory Submission Requirements, pg. 41
Proposers are to use the information provided to create their RFP. Please confirm a template will not be provided.
- A22. A template for vendor proposals is not provided, however there are required Attachments provided in the RFP. Bidders should provide all required information and documents to be considered responsive.
- Q23. Appendix B A. Program Design, Page 1 Population, Item 3 Bullet 4
Are youth in Community Eligibility Provision schools eligible under this definition?
- A23. For low income youth who are eligible for services, documentation of income status is required. If free and reduced meal eligibility is not an available data source due to the Community Eligible Provision, alternative documentation should be collected.

- Q24. Appendix C, Budget Summary and Appendix E, Monthly Financial Report
Budget forms and Financial Reports are formatted for a two-year budget. Are proposers to submit for one or two years since the contract is stated as a one-year contract with possible extensions?
- A 24. Bidders should submit the Budget Summary, Appendix C to include Year 1, Year 2, and 2 Year Total.
- Q25. Appendix D, Professional Services Agreement
Some items appear to be for other than services requested in the RFP. Will they be eliminated from the Service Agreement and reporting requirements?
- A25. Appendix D, Professional Services Agreement is provided as a sample for informational purposes. A contract will be negotiated with the successful bidder(s).
- Q26. How much funding (in total) is available?
- A26. Same as answer #2 above.
- Q27. Can we concentrate the program into one or two locations? I'm thinking:
- a. Walnut Street Y in the East Side of Wilmington
 - b. Bear-Glasgow Y in Newark/Bear area
- A27. The service area should be determined by the selected vendor(s) based on the selected vendor's capacity.
- Q28. I believe the services rendered can be a partnership with the school and non-profit. With this in mind, can the students be taken off school property to perform workforce related activities within the community?
- A28. Yes, services can be provided during the school day, outside of the school day, on school premises, or outside of school premises.
- Q29. What deems a child "eligible" as mentioned in the overview?
- A29. Please see Appendix B, Population.
- Q30. How many years is this grant?
- A30. This service is being bid as a Professional Service Contract and is not a grant. The term of the contract will be one (1) year with one (1) optional extension year.
- Q31. From where do the funds originate? Federal or State?
- A31. State funds will be used for this contract.
- Q32. Is this RFP aligned to GEAR UP or any other Department of Education or state initiative?
- A32. No. This RFP is not issued related to GEAR UP or any other Department of Education initiatives.

- Q33. Is this for annual funding or is it renewable for up to 3 years? What dollar range can be Requested?
- A33. The State is seeking proposals. Bidders should provide their best offer in their proposal and in the Budget Summary, Appendix C
- Q34. What is a Linkage Team, page 4? Is it simply representatives from the suggested areas that come together as a team?
- A34. Please see Appendix B, Linkage Teams for definition.
- Q35. Are you looking for a collective effort?
- A35. Please see Appendix B, Linkage Teams.
- Q36. Are you targeting specific schools?
- A36. The select School(s) should be determined by the selected vendor(s) based on the selected vendor's capacity.
- Q37. If a vendor has an established database is that sufficient for documentation?
- A37. It is not known if a specific bidders existing database meets the expectations of the RFP.
- Q38. Related to ACA Safe Harbor.
Will variances be approved and if so who will manage the process?
- A38. The State does not understand what variances are being referred to in this question. Should any bidder(s) disagree with the terms related to ACA Safe Harbor they should submit their exception and proposed alternative on the Exception Form, Attachment 3.

Note: Any exception to the State's terms and conditions, must be recorded on Exception Form, Attachment 3 to be considered. Acceptance of exceptions is within the sole discretion of the evaluation committee.

All other terms and conditions remain the same.

S:\Addendum to RFP DOE18100



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