



# Maintenance and Reporting – School Facilities Floor Plans Pre-Bid Meeting



January 29, 2019  
Room 304, Carvel Building



Delaware  
Department of Education



# Introductions & Agenda

James Pennewell: Education Associate, Capital Project Management

- Overview of Maintenance and Reporting requirements

Meaghan Brennan: Education Associate, Financial Reporting and Contracting

- Proposal dates and application package





# School Floor Plans

- Two way communication with districts
- Verify drawing accuracy
- Receive electronic architectural floor plans in .dwg format
- Work with districts to modify drawing format to .jpg to work with the Emergency Response Information Portal (ERIP) or any system designated by the Department of Safety and Homeland Security (DSHS)



# Building Capacity Reports

- Utilize the capacity formula provided by the Department of Education (DOE) to determine the program capacity for each facility.
- Capacity is utilized by the department as part of its analysis of Certificate of Necessity applications.



# Custodial Calculations

- Utilize formula provided by the Department of Education to determine number of custodial units per facility and by district.
- Custodial unit reports are provided to the districts to determine how much state support the district will receive for its school custodians.



# School Data Report

- Create School Data Report due annually by December 1<sup>st</sup> to include the following:
  - School name by district
  - Year of construction
  - Last renovation year
  - Number and total square footage of each
    - Administration Building or District Office
    - Early Childhood Center or Kindergarten Center
    - Elementary School
    - Middle School
    - High School
    - Special School



# Number of Facilities

	2018
District Administrative Offices	25
Early Childhood Centers	8
Elementary Schools	100
Middle Schools	37
High Schools	34
Special Schools	21



# Additional Deliverables

- Phone support
- Monthly data backups; including redundancy
- Antivirus scanning and firewall protection for data
- Data accessible by DOE at all times
- Continuous and systematic communication with school districts, DOE, DSHS and other agencies
- Coordination with districts to ensure districts submit updated floor plans in a timely manner
- Coordination and on time submission of updated capacity and school data reports to DOE





# Reporting Requirements

- Progress reports, to include status updates – Quarterly
- Capacity reports by November 1<sup>st</sup>
- Ensure district submission of updated floor plans to DSHS by November 1<sup>st</sup>
- School Data Report by December 1<sup>st</sup>
- Ad hoc reports as required by DOE



# Minimum Mandatory Requirements

1. Transmittal Letter as specified on page 2 of the Request for Proposal including an Applicant's experience, if any, providing similar services.
2. One (1) complete, signed and notarized copy of the non-collusion agreement (See Attachment 2). Bid marked "ORIGINAL", MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK. All other copies may have reproduced or copied signatures – Form must be included.
3. One (1) completed RFP Exception form (See Attachment 3) – please check box if no information – Form must be included.
4. One (1) completed Confidentiality Form (See Attachment 4) – please check if no information is deemed confidential – Form must be included.
5. One (1) completed Business Reference form (See Attachment 5) – please provide references other than State of Delaware contacts – Form must be included.
6. One (1) complete and signed copy of the Subcontractor Information Form (See Attachment 6) for each subcontractor – only provide if applicable.

The items listed above provide the basis for evaluating each vendor's proposal. Failure to provide all appropriate information may deem the submitting vendor as "non-responsive" and exclude the vendor from further consideration. If an item listed above is not applicable to your company or proposal, please make note in your submission package.

Vendors shall provide proposal packages in the following formats:

Enter number of copies five (5) paper copies of the vendor proposal paperwork. One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures.

Enter number of copies two (2) electronic copy of the vendor proposal saved to a USB memory stick. Copy of electronic price file shall be a separate file from all other files on the electronic copy.



# Schedule of Events

The proposed schedule of events subject to the RFP is outlined below:

- Public Notice Date: January 15, 2019
- Mandatory Pre-Bid Meeting Date: January 29, 2019 at 1:00 PM
- Deadline for Questions Date: February 8, 2019
- Response to Questions Posted by: Date: February 15, 2019
- Deadline for Receipt of Proposals Date: February 28, 2019 at 2:00 PM(Local Time)
- Estimated Notification of Award Date: May 2019



# Questions

