



REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
DELAWARE CAPTIVE DIRECTOR
CONTRACT NUMBER DOI18001-CAPTIVE_DIRECTOR

ADDENDUM #1

QUESTIONS RECEIVED						RESPONSES
	Section number	Paragraph number	Page No.	Text of passage being questioned	Question	
1.	II and IV-B	All and 10	1-2 and 6-7	Scope of Services and Professional Services RFP Administrative information-Realistic Proposals	Will this person work full time or part time, and If this person works part time, how many hours/week?	As set forth in the RFP, "It is the expectation of the State of Delaware that vendors can fully satisfy the obligations of the proposal in the manner and timeframe defined within the proposal. Proposals must be realistic and must represent the best estimate of time, materials and other costs including the impact of inflation and any economic or other factors that are reasonably predictable." The Department's preference is for full time work.
2.	IV-D	7.a.	17	Professional Services RFP Administrative information – Contract Terms and Conditions	What is the place of performance?	As stated in the RFP, "it may be at the State of Delaware's discretion as to the location of work for the contractual support personnel during the project period. The State of Delaware may provide working space and sufficient supplies and material to augment the Contractor's services." The Department is flexible on the location of the vendor's office.
3.	IV-D	3.a.	14	Professional Services RFP Administrative information –	What is the duration of the performance?	As stated in the RFP, "The term of the contract between the successful bidder and the State shall be for two (2) years unless terminated according to

				Contract Terms and Conditions		its terms, with two (2) optional extensions for a period of one (1) additional year for each extension, by written agreement.”
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