



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. Box 778  
DOVER, DELAWARE 19903

CLEON L. CAULEY, SR.  
ACTING SECRETARY

June 22, 2011

Mr. Stephen L. Bassford  
S. L. Bassford & Associates, LLC  
1005 Harbor Pointe Drive  
Salisbury, MD 21801

Dear Mr. Bassford:

Congratulations! On behalf of the Delaware Department of Transportation, I would like to thank you for your firm's participation as a candidate in the competition for providing consulting services for **Agreement # 1587 – Railroad Economic & Operational Services.**

Your firm will be given the opportunity to negotiate a contract with us for the above referenced Agreement. To begin the process, the following items are needed:

Certificate of General Liability Insurance evidencing regular Liability, Property Damage, Worker's Compensation, and Automobile insurance coverage from an insurance company authorized to do business in the State of Delaware. The minimum amounts of coverage for property damage and personal injury shall be \$1,000,000 combined single limit. The Department is to be named as a certificate holder (not an additional insured).

Certificate of Errors and Omissions Insurance from an insurance company authorized to do business in the State of Delaware in the amount of \$1,000,000. The Department is to be named as a certificate holder.

A current certified payroll for the individuals that may be assigned to work on this Agreement. This must be certified by an officer of your company, and returned both electronically and by hard copy. The hard copy must contain an original signature; the electronic copy should show the signature as well.

Copy of your firm's Delaware Business License.

Submit a list of any potential Direct Costs- Please forward a list of any non-payroll direct expenses you anticipate may be invoiced during this Agreement.

Consultant Billing Rate Initial Request- Please complete this form for any employees that may work on this agreement and are not listed on the approved billing rates document. This must be returned electronically as a spreadsheet.

Confirmation of the attached cost limitations document.

Please send these items to the attention of Susan Robinson, Contract Administration, as directed; via email at [susanh.robinson@state.de.us](mailto:susanh.robinson@state.de.us), or mail to the address listed above. We look forward to successfully completing the negotiations phase in the very near future.

The staff at Delaware DOT is looking forward to working with your firm on this contract.

Sincerely,

~Signature on File~

Wendy B. Henry  
Consultant Control Coordinator  
DeIDOT Contract Administration  
(302) 760-2531