



REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
WORKPLACE SAFETY SITE INSPECTORS
CONTRACT NUMBER DOI15004-SAFETY_INSP

ADDENDUM #1
QUESTIONS AND ANSWERS

Questions received and the Department's response answers for Contract Number DOI15004--SAFETY_INSP.

1. Are the forms online fillable? If so, how do I do this? Normally a right click (on other forms) lets me override a non-fillable form. I have tried to save the RFP to my hard drive in order to complete the forms but the file is protected and will not let me do this.

ANSWER: No.

2. The RFP says to submit 4 paper copies as well as a USB memory drive. This I understand, however if the required forms are not fillable, then I will not be able to include them on the USB memory drive and they will simply be filled in and submitted as part of the hard copy package. If this is the case, the only items required to be on the USB memory drive would be the Transmittal Letter, experience, training, and items to be included in the Criteria Weight scoring. Am I correct?

ANSWER: That is incorrect. What needs to be done is for you to print out the entire RFP and complete it, scan the completed RFP into a .pdf, and then copy that information onto a USB memory drive.

3. We have a man (Delawarean) that does some work for us when we get really busy (not really a sub-contractor). He works at our direction and under our insurance. For the purposes of the RFP, is he considered a sub-contractor? We issue him a 1099 at year end since he is not considered an employee. He is basically an on-call helper. Which form, if any, applies in this situation?

ANSWER: Attachment No. 6 is for subcontractors and should be filled out accordingly. Any determination of whether an individual is a subcontractor cannot be answered by the DOI.

4. Attachment 2: Company Classifications Block: VOB; Cert. No. - Where does this come from? My husband is a Vet, but we have never applied for a certification. Is this something we must do?

ANSWER: Attachment No. 2 is essentially asking if any of those certifications apply to the "business." The DOI would not know whether any of the certifications listed in Attachment No. 2 apply to your business. Additional information on the certifications is available at <http://qss.omb.delaware.gov/osd/certify.shtml>.

5. Attachments 7 & 8: Since there is a fee schedule for work performed, common sense tells me that these forms are not required for this RFP. Am I correct in assuming this?

ANSWER: Attachment No. 7 and No. 8 are sample reports regarding monthly usages and are for informational purposes only.