



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF REVENUE
CARVEL OFFICE BUILDING
820 N. FRENCH STREET
WILMINGTON, DELAWARE 19801

September 7, 2018

TO: All Offerors

FROM: Michael Bacu
State Contract Procurement Administrator

SUBJECT: Addendum to Request for Proposals
FIN19001-REVENUE
Integrated Revenue Administration System

Addendum 4

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposal. All other terms and conditions remain the same.

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)
<i>Any company meeting the minimum mandatory requirements may apply. All work activity must be performed in the USA per Section 1.6.8.18.</i>
2. Whether we need to come over there for meetings?
<i>On-site meetings would be required.</i>
3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
<i>Please refer to section 1.6.8.18 of the RFP.</i>
4. Can we submit the proposals via email?
<i>Section 1.5.2 outlines the proposal process.</i>

5. Page 9; Item 9 states, IRAS will include imaging and document processing to replace the current imaging equipment and processes. The vendor's imaging solution may leverage DOR's existing desktop scanning equipment if desired.

Page 144; indicates

Document Scanning, Imaging, and Content Management Plan DEL-032

A reviewed and approved Document Scanning, Imaging and Content Management Plan according to the Deliverable Expectations Document

Can the State please clarify if they are intending for responding vendors to interface with the current ibml/Fairfax Imaging solution, or provide a replace strategy?

There are currently two (2) imaging solutions used by DOR. The IBML/Fairfax solution will remain in place for mailroom processing. The winning solution will need to interface with IBML/Fairfax. The second solution known internally as Samson is used for image storage and scanning of documents and attaching the images at the desktop. Samson should be considered as in scope to be replaced with the new system. The above statement allows the vendor to utilize the current desktop hardware in their solution if they so choose.

6. Will the State consider extending the due date for proposals by five weeks to provide vendors with sufficient time to develop responsive proposals?

1. Section 1.2
2. Table 6
3. Page 22
4. Deadline for Receipt of Proposals, Date: 10-02-2018 at 3:00 PM (EST)

Please see the revised timeframe outlined in the Addendum 3.

7. Section 2.1 General Instructions, page 48.

Keeping in mind the clear requirement for concise responses, may vendors provide related information for Sections 3, 4 and 5, using the State's suggested nomenclature? This method, for example, could be used to attach a solution architecture diagram.

Yes

8. Section 1.2 Proposal Response Schedule, Table 6, Page 22. Reference to (3) Deadline for Questions 8-29-2018, (5) Deadline for Receipt of Proposals Date 10-12-2018 at 3:00 PM (EST).

Given the complexity of the requirements detailed in the RFP and the time it will take to adjust bidder proposal responses based on the State's answers to questions (usually 4-6 weeks is required after the answers to questions are released), and the importance of the answers with respect to the bids, selection, and success of this important project, will the State please extend the due date for questions by 2 weeks and the due date for proposals by at least 3 weeks to allow bidders time to develop more effective responses, thereby affording the State with more robust proposals from which to choose?

Please see the revised timeframe outlined in the Addendum 3.

All other terms and conditions remain the same.