



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

November 18, 2019

TO: ALL OFFERORS

FROM: PETER KOROLYK
DEPUTY DIRECTOR

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS NO.:
GSS19868-RAD_PLANNING, RADIOLOGICAL PLANNING SERVICES

ADDENDUM # 1

This Addendum is issued to answer questions to the Request for Proposals:

Q1. 2.f.3.a.i paragraph 1 Page 19

Is Worker's Compensation and Employers Liability Insurance required for Sole Proprietors having no employees?

Answer (A). No. Neither Worker's Compensation nor Employers Liability Insurance are required for Sole Proprietors having no employees.

Q2. 7.e.2.o.1 Page 21, Termination of Contract

Termination of the contract by the Vendor is not addressed. Is there any obligation on the part of the Vendor for completion of the entire contract and any penalty for terminating the contract unilaterally.

A2. Termination by the Vendor has not been considered. The Vendor may take an exception and propose termination by the Vendor, but in review, the state at its sole discretion reserves the right to negotiate such terms or may outright reject the suggested change.

A contract is an obligation on the Vendor to deliver services in return for agreed to compensation. Should the Vendor abandon the contract prior to the end of the contract term, and otherwise fail to deliver on agreed to services, there may be no immediate penalty(s). But the state may elect to seek any and/or all forms of remediation to correct or compensate for the disruption caused by a contractual breach. Further, the failure to

see a contract through to its conclusion and/or a failure of the Vendor to deliver agreed to services may impact the ability for the Vendor to work with the state for future services.

Q3. Appendix C (Pricing Spreadsheet) - In Section A - clarify the meaning of Bi-Annually as twice a year.

A3. No. **Please note a correction**, and a corresponding Pricing Spreadsheet – REVISED has been added to the open bid solicitation. On the Pricing spreadsheet, “Bi-annually” has been replaced with “Biennially”. Where noted on the pricing, the requirement is amended and is a request for services for every other year. (once every two years)

Q4. Page 44 Section E, 2nd paragraph states “If being responsive to numerous REP opportunities, then the Vendors should clearly articulate how they uniquely fulfill each of the separate qualifications. The evaluating user groups must be able to review each submission independently to determine scored qualification.” Will the committee review a submitted package as a whole document or does the vendor need to restate qualifications in multiple sections if submitting for all areas?

A4. The committee will review a submitted package as a whole document and the Vendor does not need to restate general qualifications multiple times. However, unique qualifications and experience as it relates to any one REP opportunity should be clearly identified to ensure full consideration by the reviewing user group panel.

Q5. Page 44, section F. “Reimbursement of lodging will be at GSA rates. Travel will be reimbursed at State rate(s).” Do the Delaware State rate(s) align with Federal GSA rates, and if they do not, can the State please post the current reimbursement information for vendors to review?

A5. The State adheres to the Federal GSA per diem rates for travel reimbursement, which can be reviewed here: [GSA Per Diem](#)

Q6. Page 45 Section A, 3rd paragraph. The text states that professional services will support the development of technical projects meant to enhance DEMA’s radiological monitoring which includes reviewing/updating TAC SOPs. Can DEMA provide an estimate of how many SOPs will be included in this scope?

A6. There are seven SOP’s that require review.

Q7. Same section and paragraph as above, but remainder of sentence “...holding Working group meetings quarterly, and attending other meetings and/or conference call as determined by DEMA”. Can DEMA clarify the successful vendor’s role with respect to the Working Group meetings and “other meetings” ?

A7. The vendor will coordinate with the TAC Chair to set and prepare the agenda of Work Group meetings, conduct meetings and prepare notes of the meetings. Regarding other meetings and/or conference calls the role is typically as a technical advisor.

Q8. Page 45 Section A, 4th paragraph. The text states "services include developing training agenda's and conducting TAC training typically once a month." Can DEMA specify if this is 1 training (at 1 facility) typically once a month, or are their multiple deliveries of the training per month? How many participants are anticipated?

A8. Typically, but not always, the TAC conducts one training session each month at DEMA. There are not multiple deliveries of TAC training per month. Up to ten participants are anticipated at training sessions.

Q9. Same paragraph as above (#4) - Does DEMA anticipate multiple concurrent exercise locations where the Vendor will be providing control/evaluation?

A9. The TAC exercise location is at DEMA. DEMA does not anticipate multiple concurrent exercise locations where the Vendor will provide controller/evaluation services.

Q10. Page 46, Section B, 3rd paragraph – Can DEMA clarify how many training sessions will be delivered?

A10. Professional Services will conduct two separate radiological training sessions in preparation for the yearly Medical Services Graded Exercise. One for Emergency Medical Services (EMS) ambulance staff and one for hospital staff. In addition to the yearly EMS, possibly up to four other EMS training session may occur.

Q11. Page 48, Section C, #2 Paragraph 3 – The RFP states "Services include exercise planning, controlling and evaluating for both local and FEMA Graded Exercises." Can DEMA provide clarification on what local exercises the vendor will be responsible for assisting?

A11. The vendor will assist in preparing for FEMA Graded Exercises by conducting a Radiological Reception Center Exercises for DEMA which is considered a local exercise or local dress drill.

Q12. Pricing sheet – can DE please detail what year the following items are scheduled to occur as some items happen every 4 to 8 years?

A12. DEMA in collaboration with FEMA plans the Graded Exercise events prior to each FEMA Exercise. The next Graded and the end of the exercise cycle is May 2020. A schedule detailing events for the eight year cycle has not been developed.

Q13. Pricing sheet -- Design and conduct Reception Center Dress/Graded Drills acting as controller or evaluator. (listed as 4 years, will this fall into the contract cycle and when?)

A13. DEMA in collaboration with FEMA plans the Graded Exercise events prior to each FEMA Exercise. The next Graded and the end of the exercise cycle is May 2020. A schedule detailing events for the eight year cycle has not been developed. Given contract extensions, the dates to exercise this item may or may not fall within the contract cycle.

Q14. Pricing sheet -- Design and conduct Decontamination Center Dress/ FEMA Graded Drills acting as controller or evaluator. (listed as 8 years, will this fall into the contract cycle and when?)

A14. DEMA in collaboration with FEMA plans the Graded Exercise events prior to each FEMA Exercise. The next Graded and the end of the exercise cycle is May 2020. A schedule detailing events for the eight year cycle has not been developed. Given contract extensions, the dates to exercise this item may or may not fall within the contract cycle.

Q15. Page 14, Section V.3.a “The term of the contract between the successful bidder and the State shall be for two (2) year with three (3) optional extensions for a period of one (1) year for each extension.” and Pricing sheet – when is the vendor allowed to escalate prices and via what method, as this is a 2 year contract with 3 one year extensions? How would the State like to see this addressed?

A15. Pricing should be fixed for the first two (2) years of the contract. Then, for each of the optional one (1) year extensions, the state would allow the Vendor to propose adjustments to the pricing structure. Any proposed pricing modifications would be benchmarked against market conditions and Consumer and/or Producer Price Index benchmarks.

Q16. Page 46, Appendix B, item B. “The training and exercises typically, but not always, occur over a four-day period in May.” Have the dates in May 2020 been determined already, and if so, can the State please share them with vendors? Are these dates usually on weekdays or is there a combination of weekdays and weekends?

A16. The date is tentatively scheduled for the week of April 27th during the weekdays.

All other terms and conditions remain the same.

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