



Government Support Services – Contracting
100 Enterprise Place
Suite # 4
Dover, DE 19904-8202

January 12, 2011

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: GSS10462B-MICROGRAPHIC
MICROGRAPHIC SERVICES AND CONVERSION SERVICES

ADDENDUM #1

The purpose of this addendum is to answer questions that were submitted.

All documents relating to the current contract can be found at:
<http://gss.omb.delaware.gov/contracting/contracts/462.shtml>

1. The RFP has a requirement for an \$80,000 Surety Bond. Is that right? Is the Surety Bond requirement negotiable?

The Performance Bond requirement of \$80,000 is correct. Vendors may elect to take minor exception to the specifications, terms and conditions within the RFP; however, the performance bond is one requirement that is non-negotiable.

2. Is it possible for the State to provide a loose estimate in regards to the volumes associated with each line in Appendix B?

Estimates for a given term are not available. Vendor usage reports for the current Fiscal Year along with FY-09 and FY-10 are available online:
<http://gss.omb.delaware.gov/contracting/contracts/462vur.shtml>.

GSS10462-MICROGRAPHIC
RFP – Addendum 1

3. The above referenced RFP document (GSS10462B-MICROGRAPHIC) appears to be a duplicate of the document that was released earlier in 201 with responses due 12/21/10. What is the reason for reissuing the RFP?

The prior RFP was canceled in accordance with Delaware Code § 6924.

4. Will the State accept and consider a proposal for only the “Source Hardcopy Format” piece of Part 2 of the above RFP dated 12/30/2010?

Vendors are welcome to bid on one section or both sections. However, the State asks that should you choose to bid on just one section that you bid on the entire section.

5. Regarding Part VI, Section B, Items #1 and #25 and Attachment 8. The required usage report is shown in attachment 8 but the last columns in the example are missing. Also, the current usage reports posted on your website are in a completely different format. The current usage reports show at the end, columns for “Sales Price”, “Amount”, “Balance”. It is assumed the values represented in the “Sales Price” column is the unit price for the service. Is the assumption about the “Sales Price” correct? If not, can you clarify? What is represented by the values in the “Amount” column and “Balance” column? What is the correct Usage Report format and can a complete report format be provided?

In reference to the FY09 and FY10 usage reports, yes the “Sales Price” column represents the unit price for the service. The “Amount” column represented the total cost for the line item. The “Balance” column should be disregarded. The Usage Report for the Current Fiscal Year is in the proper usage report format; however, Usage Reports are occasionally updated to ensure the State is getting the information needed. A copy of the current, contract specific usage report template will be provided to the awarded vendor.

6. What portion of the total contract is COLD ERM?

Please refer to the Vendor usage reports for an idea of how the current contract is used.

7. If we were awarded a portion of this contract would we still be required to provide the full \$80,000 performance bond?

No. In the event of a multi-award, the awarded vendors will be notified of the Performance Bond amount.

All other terms and conditions remain the same.