



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

September 19, 2011

TO: ALL OFFERORS

FROM: MICHAEL BACU  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL  
CONTRACT NO. GSS11026A-LAB\_SUPPL  
Laboratory Supplies and Equipment**

**ADDENDUM #1**

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Invitation to Bid.

**Q1. On the core list, for items we do offer the same exact product but also offer a technical equivalent that would be a lower cost to the State, should we include those as well?**

Please provide prices for the exact items listed on the core list to ensure an accurate comparison between vendors. If in addition to the core list item you also offer a similarly specified product at a lower cost, please include with your bid package as a separate attachment.

Finally, if your company does not offer the products requested, but can offer a product that is technically equal to the item listed, please substitute the product in the core list and mark as an alternative provided.

**Q2. Will the State please clarify as to what they consider "Green Products"?**

"Green Products" are products that are considered environmentally friendly, but the State has not established a set list or classification for items that it considers "green". Vendors are encouraged to identify green products and define what characteristics make them green, and if any 'outside' authorities have endorsed their environmentally friendly designation.

The State's initiative for Green products references Executive order 18 as: "These products shall include, but not be limited to, goods that consist of fewer toxic substances, reduce the amount of toxic substances disposed or consumed, improve indoor air quality, contain recycled content, minimize waste, lessen the impact to public health, conserve energy, and/or conserve water."

Interested parties may view the Governor's Executive Order 18 at the following site:

[http://governor.delaware.gov/orders/exec\\_order\\_18.shtml](http://governor.delaware.gov/orders/exec_order_18.shtml)

**Q3. What are the "gross costs" the State is referring to, and what is the goal of this requirement?**

The gross costs refer to the sales made to the State under the terms of the contract. The State has asked for mandatory usage reporting for all goods sold and/or delivered to the State. The purpose is for a clear understanding of the purchases in aggregate, as well as by agency for awarded categories. This information enables the State to evaluate contract utilization and ensure proper contract adherence.

**Q4. Will the State please clarify that they are asking for the highest applicable discount available relative to the (to be) executed contract? Our understanding is that the State's goal is to have all discounts visible so that there are no questions at the time of invoice reconciliation. Is this correct and is this the intent of this provision?**

The State of Delaware is looking to obtain the highest discount off the cost of a vendor's list prices or catalog. One goal is an efficient and transparent structure for agency personnel to utilize. Additionally, by clearly stating a discount from cost, audit functions are simplified for financial personnel.

**Q5. Does the criteria on page 14, section E, number 2 mean since my business is very focused and has its own niche market it is likely to get a low score in this section because our catalog is not 5" thick?**

The RFP, page 3, paragraph A1 refers to the process of competitive sealed proposals to "Compare the different price, quality and contractual factors of the proposals submitted." Many factors are considered to allow equal opportunity.

The user group will evaluate respondent vendors and score based on how well the vendor meets the State's anticipated needs, and the needs will vary by agency and the vendor's product offering. The scoring category does not state that vendor's must meet total usage for all users. To this point, Government Support Services reserves the right to make awards on a variety of different criteria including multiple, partial, item by item, etc.

**Q6. Must we be all things to all people to qualify? Certain paragraphs lead me to believe that there is room for smaller vendors and then others make me think the State really wants one stop shopping.**

Refer to page 3 of the RFP, paragraph 4 that states, the contract can be awarded as "multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware." This allows fair consideration for all sizes of vendors, and to select vendors that best serve the best interests of the State.

**Q7. My company excels in the other three sections, but I am very surprised that pricing is worth so few points given to the state of Delaware's budget.**

The grading criteria were developed and will be scored by those agencies utilizing the contract as to best meet their requirements and that of the State. Pricing is only one of several areas considered.

All other terms and conditions remain the same.



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**  
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
Phone: (302) 857-4550 – Fax: (302) 739-3779 – [GSS.OMB.DELAWARE.GOV](http://GSS.OMB.DELAWARE.GOV)