



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

March 6, 2014

TO: ALL OFFERORS
FROM: KIM JONES
STATE CONTRACT PROCUREMENT OFFICER
SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL
NO.: GSS14113-TEMPNURSELTC

ADDENDUM # 1 – Questions and Answers

** Please note that Appendix B has been revised and made available on <http://bids.delaware.gov>

1. What facilities would be serviced under this bid?

Appendix A of the Request for Proposal (RFP) lists facilities and locations that may require services under this contract.

2. Is there any guidance for first time bidders?

Visit the resource tab at <http://mymarketplace.delaware.gov/> for a complete list of tools and contact information. [Frequently asked questions for Vendors and Suppliers](#) is also an invaluable tool. Selling to the State guide is also an excellent resource.

3. Can a proposal be submitted for just the RN piece, or must the proposal encompass all scopes of the practice?

Yes, the State reserves the right to make partial awards, award by types, item by item or lump sum total, whichever may be most advantageous to the State of Delaware.

4. Will there be more than one agency to provide services?

The State reserves the right to award this contract to more than one vendor.

5. Is there a minimum amount of hours required?

There are no set required hours. The State reserves the right to limit the number of hours a temporary employee is permitted to work weekly.

6. Is it mandatory to have a subcontractor?

Subcontracting is permitted for this RFP, however it is not mandatory.

7. What is the State of Delaware's policy on placing the expense of required testing and taxes on staff?

The State of Delaware does not dictate on whom the expense lays for required testing and taxes.

8. Will this RFP call for Certified Registered Nurse Anesthetists, Nurse Practitioners or Physician Assistants?

Appendix B contains the job titles and descriptions the State of Delaware is currently seeking pricing for. The State reserves the right to add additional positions, as needed.

9. What is the total value of the contract?

Aggregate total spend for Fiscal Year 2013 was \$228,149.00. More information for the current contract can be found at the following link:

[GSS11112A-TEMPNURSELTC, Temporary Nursing Services for LTC Facilities](#)

10. Is a letter of intent to bid needed?

A letter of intent to bid is not needed.

11. Does the bid allow for companies who employ independent contractors or is that prohibited in the bid?

Companies who employ Independent contractors are welcomed to bid on this RFP.

12. Appendix B does not have columns to price Respiratory Therapy Services or Nutritionist. Will Appendix B be revised to include these positions?

A revised Appendix B which includes these job titles has been posted.

13. What is the formula to be used to calculate "Percentage Markup" on the pricing of services in Appendix B?

The State does not provide a formula for bidders to calculate their Percentage Markup.

14. Will there be a pre-bid meeting for this Request for Proposal?

A pre-bid meeting has not been established for this Request for Proposal.

15. Is there any historical data for usage in each employment category?

Current contract usage information can be found at the following link:

[GSS11112A-TEMPNURSELTC, Temporary Nursing Services for LTC Facilities](#)

16. Who are the current vendors for Temporary Nursing Services?

Current vendor information can be found at the following link:

[GSS11112A-TEMPNURSELTC, Temporary Nursing Services for LTC Facilities](#)

17. What are your current bill rates per category?

Current bill rates can be found at the following link:

[GSS11112A-TEMPNURSELTC, Temporary Nursing Services for LTC Facilities](#)

18. Does the State of Incorporation matter?

The State of Incorporation is not an issue. However, in order to conduct business in the state of Delaware, a DE business license is required.

19. Is a business license required before the award of a contract?

Upon award of a contract, a vendor may apply for a DE business license and include the business license or proof of application with the signed contract.

20. Does an out of state company need to know any facts in the process of the RFP?

Upon award of a contract, a vendor will need to electronically file form W9 with the State and obtain a Delaware business license. See the answer to question # 2 for more educational tools.

21. Section VI.B.37 (page 29) states that Vendor's are required to bring their own equipment and supplies. Will supplies and equipment be provided by Agency or Contractor supplied?

For this RFP the Agency will provide supplies and equipment; the contractor will supply the requested staffing.

22. Section III. Format for Proposal (pg. 6-7): Please confirm that Vendor's proposals should start with E. Cover Letter and include the remaining subsections F, G, H, I and J. Are any other sections required besides the applicable Attachment Forms and Appendix B – Pricing Form?

See Attachment 11 for the minimum response requirements.

23. Section III. Format for Proposal (pg. 6-7): Is there a specific section/place within the proposal that the State of Delaware would prefer the Attachment Forms and Appendix B – Pricing Form? Or should these be included in an Attachment section?

The Attachment forms can be included in a separate section. The Pricing Form must be submitted in both hardcopy electronically. The electronic copies of submissions must include the Pricing Form in active Excel format as a separate file on the CD or thumb drive.

24. Section III. Format for Proposal (page 7): Please confirm that 1 "Master Copy" with original signatures, 1 additional hard copy, and 5 electronic copies of our proposal are requested.

Two (2) paper copies with one identified as master copy with original signatures and six (6) electronic copies are required.

- 25. Section IV. Proposal Evaluation Procedures, D. Requirements of the Vendor (pg. 15): Please specify whether or not this section needs to be addressed and/or included within our proposal. If so, please specify where the State of Delaware suggests this be included.**

Requirements of the Vendor lists minimum information that the proposal response should contain. This section must be addressed.

- 26. Attachment 1 (pg.37): If we are bidding, does Attachment 1 still need to be signed and included within our proposal?**

Attachment 1 is the No Proposal Reply Form. If a proposal is being submitted, this form is not necessary.

- 27. Attachment 4 (pg.40): If we need more space, other than what is currently provided, to respond to the questions within Attachment 4, is this allowed and if so, how do you suggest we go about doing so?**

All forms requiring completion were provided separately in editable format at <http://bids.delaware.gov> . The formatting of the form is adjustable, so additional space can be added.

- 28. Please confirm that Attachments 8 and 9 are for informational purposes only and are not required to be included within our proposal.**

Attachments 8 and 9 are for informational purposes only at this point in the process and do not to be included as part of a proposal. Awarded vendors will be provided with active Excel documents to facilitate the required reporting.

- 29. Section VI.B.20 (page 23) calls for a Product Liability coverage in the amounts of \$1,000,000.00 per person/\$3,000,000 per occurrence. Considering this is a service contract and therefore no product will be delivered in which this coverage is necessary, would it be possible to either delete the coverage or obtain a waiver for this requirement?**

Product Liability coverage is not applicable for this RFP.

- 30. Section VI.B.31 (page 27) mentions The State of Delaware intends to maximize the use of the P-Card for payment for goods and services provided under contract. Will this be a contract requirement?**

The State reserves, at its discretion, the right to pay by P-Card, ACH/ ACI or check. Should a Vendor wish to provide a financial incentive to not process payment by P-Card in their proposal, they are to prepare their proposals to clearly outline any incentives for alternative payment methods the Vendor is willing to accept.

All other terms and conditions remain the same.



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