



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

03/28/2018

TO: ALL OFFERORS

FROM: THERESA NEWMAN  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS18483-  
DESIGN\_LAYOUT, Design and Layout Services

**ADDENDUM #1**

**Q&A Period**

1. I want to confirm that our firm is eligible as a Maryland firm. I was also wondering if Delaware would recognize our Maryland MBE certification, or if a separate Delaware certification process is required for bidding.  
***An Office of Supplier Diversity certification is not required to bid on the solicitation.***
2. Is the work performed onsite or offsite?  
***Work conducted is offsite. There may be onsite meetings with agencies.***
3. Attachment 7: Subcontractors Form:
  - Are we considered the subcontractor? Or is this requesting information about any subcontractors we plan to use for production on your account?  
***A subcontractor is the awarded vendor's subcontractor they would use to perform the outlined Scope of Work identified in the RFP.***
  - We are most likely not planning to use subcontractors, except a printer to produce the designs. Will you need the Design Firm to source printers? If not, can we leave this blank?  
***The design vendors should only do the design and job as specified. We have contracted vendors to print.***
4. Appendix B, "Classes" tab - Is the turnaround time classified as total billable hours, or is it classified as total hours it would take to present a finished design after receiving a request such as those listed in column B - "Service Description" (The services in column B could vary considerably based on many factors. )As noted on page 15 in the RFP, "Evaluation



Criteria" I see the verbiage "Able to turn around in 24 - 48" and want to avoid losing any points. Can we provide a range of hours for each service listed in Appendix B?

***Vendors shall have the ability to meet the requested time frame of 24-48 hours turn around, however if there are items you are not able to meet the requirements, and would still like to be considered for these functions, you should take an exception to those items using the Attachment 3. Government Support Services shall evaluate each exception according to the intent of the terms and conditions. It will be at the discretion of Government Support Services to accept, reject or negotiate the exceptions taken.***

5. There are 2 formats requested for the way the RFP must be responded to. On page 6 as well as page 49. Can you help confirm the requested format?

***There is no specific format to submit the proposal in, however page 6 and page 49 provide details of what is required as a reference when putting proposals together.***

6. Section I. INTRODUCTION, A. PURPOSE:

- Are you able to expand on the State's ongoing need for Design Layout Services?  
***The Scope of Work identifies the needs of the State of Delaware in detail.***

- What is the impetus behind sending out an RFP for such services at this time?  
***The Current Contract No. GSS13483-DESIGN\_LAY, [Design and Layout Services](#) expiring on August 31, 2018. This is a rebid of the Contract to continue services to the State of Delaware's Design and Layout needs.***

7. Section II. SCOPE OF WORK, C. STATEMENT OF NEEDS:

- Are you able to share past and/or existing versions of Class I, II, and III materials used by the Printing and Publishing Office, State of Delaware Agencies, Municipalities, School Districts and Fire Departments?

***Samples are not available for vendors to view prior to bid closing date.***

- APPENDIX A, PART III. SPECIFICATIONS - Will the State please walk us through the Work Order Process in more significant detail? For example, will this Process include a period of time spent working with the entity defining the quantity of assets we will deliver (e.g. number of logos)? If not, can the State please describe how our firm should account for discovery? We want to make sure our teams are aligned, for example, on whether a magazine must be made original (Class III) vs. made through complex changes to an existing magazine (Class II) prior to the issuance of a Work Order.  
***The PPO office will send out an email "Estimate Request" from the vendor and outline what the specifications are. The vendor is then to submit their bid, based on the requested specifications to PPO. The winning bid will be sent to the state agency for approval. Once the winning bid is approved by the state an "Awarded Vendor" email will go out to the winning vendor who will then start working on the job.***



8. Pages 23+24 - 24. Mandatory Requirements - We have a question regarding this sentence: "All contractors must carry (a), (e), and (f), and at least one of (b), (c) or (d), depending on the scope of work being delivered." Coverages (a), (b), (c), and (d) are identified, but not (e) and (f). Please clarify.

**Correction: All contractors must carry (a), (b), (c), and (d).**

9. Page 24 - 25. State of Delaware Business License - "Prior to receiving an award, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: 302-577-8778. <http://revenue.delaware.gov/services/BusServices.shtml>. Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties." Is our understanding correct, that this application process is to be started, as soon as the Agency communicates that an out-of-state vendor will be an award recipient? Does an out-of-state vendor have a disadvantage compared to a Delaware vendor?

**The State of Delaware has no preference laws. Therefor there is not a disadvantage to Out-of-State Vendors. You will be required to obtain a State of DE business license prior to finalizing the Contract, if chosen as an awardee.**

10. Page 28 - 40. Vendor-Owned Rental Equipment and Supplies Removal - "The awarded Vendor shall remove all rental equipment and supplies from the event location(s) no later than an agreed to date once all contract obligations by the Vendor have been met." Does this item apply to this RFP? And if yes, please clarify.

**This section should not apply, it is Boilerplate Standard Language.**

11. Page 28 - 41. Environmental Procurement Requirements - "a. Energy Star - If applicable, the Vendor must provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency in order to keep overall event costs to a minimum. The Vendor is encouraged to visit [www.energystar.gov](http://www.energystar.gov) for complete product specifications and updated lists of qualifying products. b. Green Products – third party certification of green products accepted from GSS w/approved green certification shall be offered wherever available in addition to or as a substitute for non-green products. c. Vendors shall report all green items procured during the monthly reporting period using the Usage Report that will be provided to the awarded Vendor(s). d. Environmental Procurement Policies of the State shall determine acceptable consideration and credit for environmentally preferred products and services in the performance of this award. The State Environmental Procurement Policies may be found: Environmentally Preferred Purchasing Policy"

Please explain how this affects this RFP?

**Typically the goods and products being offered would meet the specifications outlined in the link provided. If a vendor claims to have Energy Star products, they**



**will need to meet these standards. This section does not affect the bid solicitation scoring criteria.**

12. Appendix A - III. Specifications, Page 52 - Questions regarding this bullet:  
“• Required Equipment/Software: Quark 8.05 (minimum version), Adobe Creative Cloud and PitStop. All vendors must have Mac and PC capabilities, MS Office Suite (version 2003 minimum).”  
Is having Quark and Adobe Creative Cloud (Adobe InDesign CC) at the same time an ultimate prerequisite to obtaining this contract? Is having PitStop an absolute requirement? Both of these requirements favor printers and not graphic designers. We are under the impression that printing is not part of this contract. We are able to fulfill all our clients' design and layout requests by using Adobe Creative Cloud, namely by utilizing Adobe InDesign and Adobe Acrobat Pro which allow you to pre-flight documents before submitting final files to a printer. Please advise.  
**Vendors that are not able to meet specifications identified within the RFP and its Scope of Work, should address substitutions within Attachment 3, “Exceptions”. It will be the discretion of Government Support Services to accept, reject or negotiate the exceptions taken.**
13. On page 15 of the RFP, it mentions financial information for the past three years will be considered by the Proposal Evaluation Committee to determine the ability of the organization to provide services. Is this financial information required in the response to this RFP?  
**YES**
14. My company is a 100% Minority owned, Women owned , US Citizen owned company, but I am still in the process of applying and obtaining the certification for those from federal Government. Is that something I need to mention when i circle the MBE/WBE options on page 40  
**Only Circle if you are currently certified.**
15. As a federal contractor or applicant, what are the rules for political contributions or affiliations or associations?  
(i) Can I make a contribution in future if contract is awarded?  
(ii) I am not affiliated to any party but if I was, would that be a problem?  
(iii) If I have friends who run for office and I had to support them via money or by showing up at their campaigns, is that a problem?  
(iv) Could I be allowed to run for office or is that prohibited till the contract is over? Currently I have no intentions of running, but I want to know the rules.  
**Please refer to Title 29. Chapter 10:**  
**<http://delcode.delaware.gov/title29/c010/index.shtml> and**  
**<http://www.delcode.delaware.gov/title29/c058/sc01/index.shtml>**



16. Refer page 23 (section 22) .I am an employer who does not offer health insurance to my staff right now. Is the section ACA safe harbor on applicable to me?  
***This language is to state that the State of Delaware and its utilizing agencies are not the employer of temporary or contracted staff. This section does not apply to the Contract's Scope of Work, it is standard language.***
17. Refer page 23, section 24. I am employer with insurance (auto, life, business), but I am not sure about the limits right now. In case I do not meet the limits specified, can I still apply provided I comply with all limits before the award of contract if it is awarded to us?  
***If chosen as an awardee you will need to provide a Certificate of Liability Insurance with a minimum of the insurance specified, prior to finalizing the Contract.***
18. If for parts of the job, I need to hire another vendor, is that allowed? If yes, do I need to declare their information and pay rates etc?  
***Hiring another vendor would be considered "subcontracting", refer to section 39.VENDOR RESPONSIBILITY, page 28 for additional details.***
19. Refer to page 27, section 34. I am a business located in NJ. Right now my phone number is not 302 area code or 800 number. Can I defer this action to the time when and if I am actually awarded the contract? How many days will the State of Delaware give us to obtain this new phone number?  
***Prior to finalizing the Contract.***
20. Refer to Page 39. If I am a vendor who is interested in applying/bidding for this proposal, do I need to fill this form out?  
***This form is for vendors NOT INTERSTED in submitting a bid. You will not have to complete this form if you are interested in submitting a bid.***
21. Refer to page 52 (section C), if I currently do not have one of the software's listed, can I still apply provided I make arrangements to have the required software by date of award of contract? If we are using another software to obtain the same output as you want, is that acceptable?  
***PPO will request the native files from the vendor once the job is complete and it needs to be compatible Adobe Creative cloud.***
22. I understand there are more than one categories where this proposal becomes a contract if awarded and state can have multiple vendors for each. As applicants, can we also choose to apply to only one category instead of all?  
***Yes you may bid on one, two, or all three categories.***

All other terms and conditions remain the same.  
S:\GSS18483-DESIGN\_LAYOUT, Addendum to Proposal

