



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

June 12, 2018

TO: ALL OFFERORS

FROM: MARIA FRY
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS18822A-LIFE_CONF,
LIFE Conference Planning and Coordination

ADDENDUM # 1

This addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposal (RFP).

Section C of Appendix B – Scope of Work and Technical Requirements

Paragraph 3

Page 42

“Contractor must provide a match of \$66,850.00. This match may be cash or in-kind. Federal funds may not be used for match. Non-federal funds cannot be used to match more than one federal grant.”

- 1) **Question:** Is the \$66,850 in matching funds to come strictly from sponsorships or from a combination of sponsorships and registration fees? From a quick analysis of sponsorships for 2018’s conference it looks as though sponsorships were at a minimum value of \$46,750, would this be accurate?

Answer: The match amount may come from a variety of sources. Sponsorships, registration fees, exhibitor fees and advertising fees have constituted match in the past; however, other types of match are also acceptable as long as they conform to federal match rules.



Section D of Appendix B – Scope of Work and Technical Requirements

Paragraph 5

Page 42

“Secure the location, food service and audio visual needs and contract with the venue.”

- 2) **Question:** Can you tell us how many rooms were contracted with the hotel for 2018? What was the food and beverage commitment for 2018? What were the AV costs for 2018?

Answer: There were 16 guest hotel rooms used for the 2018 Conference. \$14,250 in food and beverage commitment. \$4,027.50 for AV Costs for 2018. Please note that we have been told that rates will increase this year for F&B and the AV costs.

Section G of Appendix B – Scope of Work and Technical Requirements

Paragraph 1

Page 43

“The Contractor must demonstrate the skills and ability to provide oversight tasks before and during the LIFE Conference event, such as:”

- 3) **Question:** What is the date of the LIFE Conference for 2019?

Answer: January 31, 2019

Section C of Appendix B – Scope of Work and Technical Requirements

Paragraph 1

Page 42

“The total amount of payment by the DDC for services provided under this Contract shall not exceed eighty-five thousand, three hundred and fifty dollars (\$85,350) which shall be comprised of \$11,500 in DDC Federal funds, \$7,000 in other funds and \$66,850 in contractor-generated match funds, which shall constitute full and complete reimbursement for the Contractor's services hereunder. Reimbursable costs shall be in accordance with the approved budget and conditions identified in Attachment C.”

- 4) **Question:** Can you explain what conference fees are to be paid out of these funds? Are these funds for our conference services, expenses, food & beverage fees, hotel room rental costs, and/or Audio Visual fees?

Answer: Yes, all of the above, plus anything else described in the Scope of Services.

Section E of Appendix B – Scope of Work and Technical Requirements

Paragraph 1

Page 43

“Design, produce, and distribute exhibitor and sponsor registration and marketing materials.”

- 5) **Question:** Can these materials be distributed electronically?

Answer: Yes, they may. The planning committee prefers a diverse approach to marketing material distribution which includes mailing, in person delivery by planning committee members, as well as electronic formats.

Section E of Appendix B – Scope of Work and Technical Requirements

Paragraph 3

Page 43

“Design and print all conference materials and program, working with the DDC to select the most cost-effective print vendors.”

- 6) **Question:** What conference materials (i.e. – flyers, program, etc.) and quantities were printed in 2018? How many pages is the conference program?

Answer: LIFE Conference Brochures - \$179 for 500 brochures; LIFE Conference Save the Date Cards - \$136 for 500 cards; LIFE Conference programs - \$1,595 for 525 programs – 32 pages within the booklet front to back

Section #: I

Page number: 1

Text of passage being questioned:

Estimated Notification of Award Date: September 17, 2018

- 7) **Question:** Is there any possibility that the Notification of Award Date could be earlier (before the end of August) to allow the necessary planning and sponsor/exhibitor solicitation time?

Answer: Yes. The Estimated Date of Award is not the date that the award will be made, but an approximation of time in order to provide an award to a vendor. Awards may be made earlier than the estimated date posted.

Section #: V

Paragraph #: 7, a, 2nd paragraph

Page number: 16

Text of passage being questioned:

It may be at the State of Delaware’s discretion as to the location of work for the contractual support personnel during the project period. The State of Delaware may provide working space and sufficient supplies and material to augment the Contractor’s services.

- 8) **Question:** Can you please confirm that remote conference call meetings will be acceptable for this contract and in person face to face meetings will not be required until the day before and day of the conference?

Answer: That is correct. While the committee prefers to meet in person, accommodations have been made in the past to allow out of state contractors to convene and lead committee meetings via telephone or video conference.

Section #: V

Paragraph #: gg, 12

Page number: 27

Text of passage being questioned:

Purchase Card - The State of Delaware intends to maximize the use of the P-Card for payment for goods and services provided under contract. Vendors shall not charge additional fees for acceptance of this payment method and shall incorporate any costs into their proposals. Additionally there shall be no minimum or maximum limits on any P-Card transaction under the contract.

- 9) **Question:** What is the Purchase Card method of payment and how does it work in relation to this contract?

Answer: The Purchase Card method of payment is for the State to pay the awarded Vendor. The State has the option to pay the Vendor by credit card or check, based on their fiscal policy.

Section #: Important Please Note

Page number: 29 & 36

Text of passage being questioned:

A complete and accurate Usage Report (Attachment 7) shall be furnished in an Excel format and submitted electronically, no later than the 15th (or next business day after the 15th day) of each month, detailing the purchasing of all items and/or services on this contract. The reports shall be completed in Excel format, using the template provided, and submitted as an attachment to vendorusage@state.de.us, with a copy going to the contract officer identified as your point of contact. Submitted reports shall cover the full month (Report due by January 15th will cover the period of December 1 – 31.), contain accurate descriptions of the products, goods or services procured, purchasing agency information, quantities procured and prices paid. Reports are required monthly, including those with “no spend”.

10) Question: In what level of detail does the completion of the Monthly Usage Report need to be? For example, if office supplies (pens, paper, folders, etc.) or name badge holders and name badge inserts are purchased for the conference, does each individual item need to be listed separately or can they be grouped together?

Answer: Line items to be reimbursed by the DDC may be used on the Monthly Usage Report, i.e., pens, paper, folders can be categorized as Office Supplies. Additional information regarding Monthly Usage Reports can be found on the contracting website at: <http://mymarketplace.delaware.gov/resources/vendor.shtml> as well as the Instructions tab of the document, which will be forwarded to the vendor upon award.

11) Question: How does the Contractor know the six-digit department and organization code for each agency?

Answer: The Monthly Usage Report will be used to capture spend by the State of Delaware on this contract. Therefore, the Contractor will be providing Agency information for the Delaware Developmental Disabilities Council for expenses reimbursed. The reporting template contains tabs with additional Agency information. The Monthly Usage Report Template is accessible through the website at: <http://mymarketplace.delaware.gov/resources/vendor.shtml> under Vendor Usage.

12) Question: How does school district on the form apply to this contract?

Answer: The Vendor is to report expenditures made by the State Agency to the Vendor. If a School District provides funds to the Vendor in the performance of the contract, then a line item will be entered accordingly. Additional assistance for line item entries, other than what is provided online, will be afforded to the awarded Vendor by the central contract manager if needed.

Section #: Important Please Note

Page number: 29

Text of passage being questioned:

Accurate 2nd tier reports shall be submitted to the contracting Agency's Office of Supplier Diversity at vendorusage@state.de.us on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September and December of each calendar year.

Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

13) Question: What are 2nd tier reports and how do they relate to this contract?

Answer: If the awarded vendor utilizes a subcontractor(s) as identified on Attachment 6, then a Quarterly Subcontracting report must be filled out and submitted as indicated in the referenced passage. A sample of the report is provided in Attachment 8, and the actual form, along with additional instructions, will be provided to the vendor upon award. The Subcontracting (2nd Tier) Reporting Forms are available under the Office of Supplier Diversity (OSD) section at:
<http://mymarketplace.delaware.gov/resources/vendor.shtml>

Section #: Important Please Note

Page number: 29

Text of passage being questioned:

In accordance with Executive Order 44, the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women's Business Enterprise Council, VetBiz.gov). The format used for Subcontracting 2nd Tier report is shown as in Attachment 8.

14) Question: For this contract, does "participation of Diversity Supplier" constitute only the vendors hired to provide a service for the LIFE Conference (e.g. ASL interpreters) or include any exhibiting or sponsoring organization, also?

Answer: This passage is related to the 2nd Tier reporting and only applies to subcontractors identified in Attachment 6.

Section #: Appendix B

Paragraph #: C, 6

Page number: 42

Text of passage being questioned:

The Council can extend the term of a contract without the allocation of any additional DDC funds (e.g., to compensate for start-up delays). When a project is extended without additional DD funds, the contractor may increase its in-kind match to the project.

15) Question: Is there a limit to by how many months the Council can extend the term of a contract in this case?

Answer: The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed, as referenced on Pg. 15 Section h.

16) Question: Please explain further what is meant by "the contractor may increase its in-kind match to the project."

Answer: The minimum required amount of match is 40% of the federal grant award; however, in some cases, the contractor may choose to provide additional match.

Section #: Appendix B

Paragraph #: H, 1

Page number: 44

Text of passage being questioned:

Monthly Expenditure Reports for reimbursement will be submitted to the DDC Administrator via email, fax or U.S. Mail. Quarterly financial reports, used for tracking purposes only, are also required to be submitted using the DDC's online DD Suite Reporting System. Additional training for the use of DD Suite will not be required if the vendor has previously received training.

17) Question: How long is estimated that the DD Suite Reporting System training will take?

Answer: Approximately one hour.

18) Question: Can you provide a sample quarterly financial report or the required format in order for us to assess the time commitment of completing this report?

Answer: Contractors complete the quarterly expense report in the DDC by taking the totals from the appropriate quarter of expenditure reports that were already submitted directly to the DDC for reimbursement. The online form mirrors the expense report form that contractors fill out monthly for reimbursement, and is easy to fill out with cumulative totals. The monthly contract expenditure report form is submitted for payment directly to the DDC. The quarterly financial report is submitted in the DD Suite and is for reporting purposes to our federal granting agency only. The DD Suite form is arranged in columns, which track (left to right) starting total of the federal grant amount, the amount of federal money spent to date, the amount of federal money remaining, the amount of match provided to date, and the amount of match remaining to be provided.

Section #: Appendix B

Paragraph #: H, 2

Page number: 44

Text of passage being questioned:

Narrative quarterly reports to the Council must include statements on progress, including design, implementation and evaluation. Contractors are required to specify objectives and activities in quantifiable terms and link those objectives and activities in the initial work plan. The narrative portion of the quarterly report includes a report on the accomplishments under these objectives. Assigned staff review these quarterly reports upon receipt and act upon any non-compliance or non-performance issues through negotiation and other necessary actions. Activities are monitored according to the approved work plan, tasks and products.

19) Question: What is the format of these narrative quarterly reports, i.e. is there a form to be used or a past example that can be shared? What length is required in this report?

Answer: There is a form in the DD Suite that is to be used for the quarterly narrative reports. There is no minimum length, however, some sections do contain character limits. Within the template, there are spaces to report on the performance measures for the project, which are developed based on the Scope of Services and the proposal timeline.

Section #: Budget Guidelines

Paragraph #: Volunteers

Page number: 49

Text of passage being questioned:

Includes professional volunteers whose time is to be used as match in the project. The volunteer rate must not exceed the prevailing rate of a person paid to perform an

equivalent function. Explain how the value was determined for each volunteer's time counted as match.

20) Question: Is it possible to utilize volunteers (non-professional) for the day of conference without using them as match in the project?

Answer: If you choose to do so, you may. However, the hourly value of labor for an unpaid volunteer of any designation is \$24.69 per hour per the Non-Profit Times. Using volunteer hours is one way that many contractors generate their match requirement.

**Section A., Minimum Requirements,
Paragraph #1**

Page 3,

"1. Provide **Delaware license(s)** and/or **certification(s)** necessary to perform services as identified in the scope of work."

21) Question: Does this requirement mean that any contractor submitting a bid for this RFP must have a business license in the state of Delaware?

Answer: Yes. Any person or entity conducting a trade or business in the State of Delaware, including corporations, must obtain a State of Delaware Business License from the Delaware Division of Revenue.

To obtain a Delaware business license:

- Visit Delaware's [One Stop Business Licensing and Renewal](#) service; or
- Complete and remit the [Delaware CRA](#) form or call (302) 577-8778 to obtain one via mail

22) Question: Can you please state which necessary certifications you are referring to?

Answer: It is a requirement of the vendor to ascertain any additional certifications required to perform the services contained in the RFP for the contract. Please provide any certifications obtained that related to Scope of Service Requirements.

**Section Appendix B, Section D Planning
Page 42, #1 Planning**

23) Question: Will the planning meetings need to be in person or can planning meetings be conducted through videoconferencing or teleconferencing?

Answer: Conference planning meetings may be held via video or teleconferencing. The committee's preference is for the meetings to be held with everyone present; however, in the past, it has been done with the committee all present at one location and the contractor joining via teleconference or video conference.

**Section Appendix B, Section D Planning
Page 42, #5**

24) Question: The conference was at the Dover Downs Hotel for the past few years. Is this venue the preferred venue for the LIFE Conference?

Answer: Yes.

Section Appendix B, Section G Event Oversight

Page 43, #2

“Secure any reasonable accommodations for participants”.

25) Question: Will the agency provide interpreters, or will the offeror have to include cost for interpreters and other accommodations into their proposed budget?

Answer: The funding for any reasonable accommodations such as (but not limited to) interpreters, Braille materials, large print materials, Paratransit, etc. will come out of the contract budget- so yes, consideration for these items should be included in the potential grantee’s budget proposal.

Section III, Minimum Requirements

Page 3, #1

“Provide Delaware license...”

26) Question: Does the Offeror have to have a Delaware license? Is this RFP specifically for Delaware based businesses or can any business with a legal business license in the United States submit a proposal?

Answer: This RFP is open to any established business in the United States, however, you must either have a Delaware Business License or show proof of application for a Delaware Business License. Please refer to the response to Question 21 for additional information related to obtaining a Delaware Business License.

Section Appendix B, Section C, Funding

Page 42, #3

“Federal funds may not be used for match.”

27) Question: Are you saying the federal funds cannot be used as a part of the \$66,850 contractor – generated match funds? Please clarify.

Answer: Federal funds cannot be used to match the federal funds provided by the DDC or for the contractor-generated match funds.

Section Appendix B, Section D Planning

Page 42, #6

“Engage and manage speakers and speaker correspondence.”

28) Question: How many speakers are you planning to have present?

Answer: Approximately 37 to 40 speakers. Calculation includes three speakers at each of the 12 breakout sessions, as well as the keynote address and the individuals who are giving out and receiving awards during the awards luncheon.

Section Appendix B, Section G Event Oversight

Page 43

“The contractor must demonstrate the skills and ability to provide oversight tasks before and during the LIFE Conference event.”

29) Question: What is the anticipated date of the 2019 LIFE Conference?

Answer: January 31, 2019.

Section Appendix B, Section D Planning

Page 42, #7

“development of the conference agenda”.

30) Questions: Can we use the 2018 LIFE Conference agenda as a baseline to develop the budget for this proposal?

Answer: You may use the format and some of the applicable wording from the 2018 LIFE Conference agenda, as deemed appropriate by the planning committee.

Appendix C, Section Budget Guidelines

31) Question: Is the total budget amount inclusive of taxes or is this tax exempt?

Answer: The vendor may either quote the full amount of the expense including taxes that they will have to pay as their price for that item(s) on the contract or, they may quote the price without taxes and claim the difference as in-kind match.

Section number - C - Funding

Paragraph number - 2 (Bullet point 1)

Page number - 42

Text of passage being questioned "The total amount of payment by the DDC for services provided under this Contract shall not exceed eighty-five thousand, three hundred and fifty dollars (\$85,350) which shall be comprised of \$11,500 in DDC Federal funds, \$7,000 in other funds and \$66,850 in contractor-generated match funds"

32) Question - Please confirm that match funds include attendee registration and exhibitor fees as well as sponsorship (in-kind and cash)

Answer: That is correct.

Section number - C Funding

Paragraph number - 3 (Bullet point 2)

Page number - 42

Text of passage being questioned - "The Contractor will be responsible for all costs that are incurred in excess of the total cost of this Contract."

33) Question - Given that the Contractor is responsible for any cost over runs, what discretion, if any, is the Contractor given to control the budget?

Answer: The contractor should develop their proposed budget based on their understanding of the scope of services. The contractor's budget from the proposal is then incorporated into the contract, provided that there are no concerns from the DDC. If necessary, budget line item adjustments are permissible with the approval of the DDC Executive Director.

Section number - D Planning

Paragraph number - 6 (Bullet point 5)

Page number - 42

Text of passage being questioned - "Secure the location, food service and audio visual needs and contract with the venue."

34) Question - Will the 2019 conference be held at Dover Downs Hotel as in 2017 and 2018 or will another venue need to be sourced?

Answer: The 2019 LIFE Conference will be held again at Dover Downs Hotel.

35) Question - State Council Annual Awards Presentation & Luncheon: Is the cost of the luncheon included as a part of attendee registration? Are all conference attendees expected to attend luncheon?

Answer: The cost of the luncheon is included as part of attendee registration. While the planning committee would like to see all attendees at the luncheon, this is not always feasible. For exhibitors who prefer not to attend the seated luncheon, past practice has been to provide a buffet style luncheon for the exhibitors. This is also included in the food and beverage totals and is a part of exhibitor registration fees.

Section number – D Planning

Paragraph number – 7 (Bullet point 6)

Page number – 42

Text of passage being questioned – “Engage and manage speakers and speaker correspondence.”

36) Question – The 2018 conference had approximately 23 speakers.

- Who is responsible for developing the agenda and managing content development?
- Will the 2019 have approximately the same number of speakers?
- What honorarium, if any, is offered?
- How many of the speakers require hotel and transportation?

Answer:

- The contractor, with guidance and feedback from DDC staff and the planning committee
- We estimate that there may be 37-40 speakers for the 2019 conference. Many of our speakers are local.
- This varies by speaker. Some do not require an honorarium, others have requested as much as \$2,500 plus asked for their travel accommodations to be paid for.
- We do not have a firm answer for that question at this time. The keynote will require an honorarium and transportation fees. It remains to be seen if any of the session speakers will also request an honorarium and travel expenses.

Section number - D Planning

Paragraph number - 8 (Bullet point 7)

Page number - 42

Text of passage being questioned - "Support the Committee in development of the conference agenda and objectives."

37) Question - Who is responsible for the obtaining Continuing Education approval for selected courses/presentations? Please further define the definition of “support the Committee”.

Answer: The contractor is responsible for obtaining approval for CEUs. “Support the Committee” means that the contractor will take the lead in initiating contact with the various professional boards, and will handle all necessary paperwork from start to finish. This includes filling out and submitting all applications, ensuring that all application deadlines for each respective board are met, establishing codes to be announced by the moderator for each session to confirm that the attendee applying for CEUs has indeed attended the session, and providing CEU certificates after the conference to attendees who request them and who qualify after the conference, and maintaining records for future years.

Section number - E Marketing
Paragraph number - 8 (Bullet point 7)
Page number - 43

Text of passage being questioned - "Update and maintain the established LIFE Conference website, <http://lifeconferencede.org>. This includes updating conference information, such as listing the conference speakers, breakout and keynote session topics and descriptions, and speaker biographies, as well as updating the photos used on the website."

38) Question - Who will be responsible for hosting of the conference's 2019 website? Are hosting costs included in this budget? Is technical support available from hosting company in case of issue?

Answer: The conference website is owned by the DDC, but it will be the contractor's responsibility to update and maintain the website. For the 2019 LIFE Conference the website is paid for by the DDC. GoDaddy, the website platform, can provide technical support if need be.

General Questions:

39) Question: How quickly after the Notification of Award Date can a contract for the Contractor be in place and executed (i.e. if the Notification of Award Date does not happen prior to September 17th is it realistic to think there could be a contract in place by October 1, 2018?)

Answer: After notification of award, the Contractor may begin work under the contract as soon as all the required documents have been received and a contract is fully executed. Any exceptions taken and negotiations entered into which will result in a formal contract may impede the start date of the contract. The Notification of Award may take place prior to September 17th, as this is an "Estimated" Notification of Award.

40) Question: Realizing that the Contractor's involvement in the planning process has been significantly delayed from past years (by 5-6 months), and that the success of the conference depends on opening registration and soliciting sponsors and exhibitors early, will the Planning Committee have a fully developed schedule of sessions (including session descriptions, speakers, and speaker bios) by the time the Notification of Award is announced?

Answer: The planning committee has consulted with the work plan from previous years to ensure that despite the lack of a contractor, they are still on track with work. Currently, as of 6/6/18, the committee has reserved the venue and date, secured a keynote speaker, finalized the session topics and speakers for the breakout sessions, conducted outreach to potential speakers, and are in the process of revising the marketing materials. Due to the efforts of the planning committee, the contractor should be able to step in and pick up where the committee leaves off without losing any ground. Depending on the timing of the award, it is possible that the contractor will have to write speaker bios and session descriptions, as these tasks are typically related to the development of the program which is not scheduled to begin just yet.

41) Question: What steps has the Planning Committee taken (or will have taken by September 2018) with regards to preliminary solicitation of Sponsors and exhibitors, realizing that the solicitation of such is crucial to the success of the conference and the contractor will not be able to solicit until after the contract is in place?

Answer: The planning committee has already begun reaching out to previous years' sponsors and exhibitors to solicit for their participation in the 2019 conference. Many

sponsors/exhibitors have already indicated that they will sponsor at the same level or higher than the previous year.

42) Question: As this is an annual conference, do you already have a venue contracted, if so which venue? If so, are you using the same venue as last year?

Answer: Dover Downs Hotel has been reserved for the next LIFE Conference event, which is the same venue used in previous years.

43) Question: Will the event still be held in January? If so, why will you wait until September to notify the selected agency? Is it likely that you can move that date up?

Answer: The event will be held in January, however the award date is the Estimated Date of Award and may be awarded prior to this date.

44) Question: Who was the previous event agency? And how many years had they planned this event?

Answer: The previous vendor was Eventful Connections. They have been the awarded vendor for 4 years.

45) Question: On page 42, section C.FUNDING, item 1; can you clarify "contractor-generated match funds" will we be required to source new opportunities? Or can previous opportunities be included under 'matched funds'?

Answer: Yes, the contractor will be required to source new opportunities. Previous sponsors and exhibitors ("opportunities") may also be included in matched funds.

46) Question: Do you expect the same 80 exhibitors to return as exhibitors? How much was raised through exhibitors? Through sponsorships?

Answer: The 2018 LIFE Conference exhibitors and sponsorships can be found on the DDC website: ddc.delaware.gov or on the LIFE Conference 2018 website at lifeconferencede.org. The conference planning committee is pleased to state that they welcome back the majority of their exhibitors and sponsors year after year. The total combined income from sponsors and exhibitors of the 2018 LIFE Conference was \$79,523.54.

47) Question: What are the giving levels in your sponsorship prospectus?

Answer: Please refer to the previous response.

48) Question: Is the website a WordPress site? If not, which service?

Answer: The website is a GoDaddy website which is a WordPress site.

49) Question: What's your event budget broken down by category? (i.e. Attendees cost of meals, cost of venue, speaker travel/hotel, RegOnline, badges. etc.)

Answer: It is the Vendor's responsibility to provide budget information based on the format provided in Appendix C.

50) Question: On the fillable form, can we change margins and font?

Answer: You may not change the margins or fonts, however, you may add additional line items as needed.

51) Question: In regards to business per my review of the solicitation documents, this does not look like a one (1) person job. Therefore, is the \$85,350 price point fixed?

Answer: Yes

52) Question: I can't seem to be able to locate the date(s) for the conference itself and the estimated number of attendees. Can you tell me where I can find this information?

Answer: Then date of the conference was not included in the RFP, but has been scheduled for January 31, 2019. The estimated number of attendees is over 550 as referenced in the Background section found on page 2 of the RFP.

53) Question: Do I need a Delaware business license to do business with the state of Delaware?

Answer: Yes. Please refer to the response to Question 21.

54) Question: As the contractor providing this service, are we liable if the \$66,850 is not raised?

Answer: Yes,

55) Question: Is it true that we will not be able to benefit from bringing in more than the \$66,850?

Answer: Yes.

56) Question: Are we, as a contractor responsible for having the cash funds in an account to pay for the conference expenses, so we are paying your vendors and then we get reimbursed after the expenses are paid for items such as the cost of the hotel?

Answer: Yes – the Contractor would be responsible for paying all vendors and then be reimbursed for these expenses.

57) Question: In this scenario, is it your intention to only pay the contractor \$18,500? Therefore, we fund the conference costs and are reimbursed for these costs.

Answer: The contractor's salary line item would be in the amount of \$27,500. All conference related expenses would be incurred by the contractor and be reimbursed by the DDC.

58) Question: Is there a guaranteed timeframe for reimbursements? What is this timeframe, and/or what should be expected? For example, 15 days or 30 days;

Answer: The typical turnaround time for reimbursement from the time the contractor submits their monthly expenditure report to the time funds are in their bank account, assuming no extenuating circumstances (e.g. the vendors W-9 form is rejected, etc.) is two weeks.

59) Question: How many exhibits were sold in the 2018 event?

Answer: There were 81 manned exhibitor tables during the 2018 LIFE Conference.

60) Question: What was the breakdown of attendees who paid the regular price versus the \$35 price for the attendees with disabilities and their family members?

Answer: General attendee: 229; Person with a disability, parent or caregiver: 89; Speaker: 28; Legislator: 1; Scholarship attendee (paid by DDC) 11; personal care attendant: 13; planning committee: 18; volunteer: 3; honoree, 4; student: 10; conference staff: 6.

61) Question: Is the contractor to have \$66,850 in cash in the bank in order to be considered for this RFP?

Answer: No.

62) Question: How many exhibitors were at the conference in 2018?

Answer: There were 81 manned exhibitor tables at the 2018 LIFE Conference.

63) Question: How much funding was generated for the 2018 conference from sponsorships sold?

Answer: Sponsorships and exhibitors combined were \$75,535.

All other terms and conditions remain the same.