



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

October 2, 2018

TO: ALL OFFERORS

FROM: SHANNON WROBEL  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS18826-JRPARTNER,  
JUNIOR PARTNERS IN POLICYMAKING PROGRAM PLANNING &  
COORDINATION

**ADDENDUM # 1**

The purpose of this addendum is to answer questions received regarding the solicitation during the question period.

1. Is the contractor responsible for printing the event brochure/materials or will Government Support Services handle the printing?
  - a. The contractor is responsible for working with the planning committee to update content to the brochure and other materials, and for the design and layout of the materials. The contractor is also responsible for making arrangements for these materials to be printed.
2. Question #2: Is the cost of printing to come out of the \$55,000 total amount of the contract?
  - a. Yes.
3. Question #3: Does the cost of accommodations, AV/IT needs, transportation, etc. for speakers and presenters come out of the \$55,000 total amount of the contract?
  - a. Yes.



4. Question #4: If Delaware State University has already been secured, what is the cost of the facility?
  - a. We have not received updated costs for the 2019 program. From the 2016 program, the total cost of the facilities and services utilized at Delaware State University (DSU) totaled \$8,093. This included use of the accessible dorm facility (Warren Franklin Hall), meal service from The Market Café on campus, catered snack breaks, and use of an accessible classroom in Memorial Hall.
5. Question #5: Has a contract been signed?
  - a. No, a contract for the venue has not been signed.
6. Question #6: Are meals included in the cost?
  - a. Meals are part of the \$55,000 budget. At this time, it is not known if the meals will be included in the cost of the facility as a contract has not been signed.
7. Question #7: Is the cost of accommodation/meals at Delaware State University deducted from the total budget of \$55,000?
  - a. Yes.
8. Question #8: Are the costs of transportation and lunch for the Legislative Hall transportation and lunch to be deducted from the total budget of \$55,000?
  - a. Yes.
9. Question #9: Are fees for speakers and presenters to come out of the \$55,000 total budget?
  - a. If any speakers were to charge fees, then yes, they would come out of the budget. However, in the past, our speakers have been local and/or state government representatives and have not requested payment.

All other terms and conditions remain the same.