



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

September 16, 2019

TO: ALL OFFERORS

FROM: Ninna Vaughn
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. GSS19462-MICRO_SVCS
Micrographic Services & Conversion Services**

ADDENDUM #1

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposal.

Information regarding the current contract is available online at:
http://contracts.delaware.gov/contracts_detail.asp?i=3048

- Q1. Can companies from outside of USA (like from India or Canada) apply?**
A1. No activity is to be executed in an off shore facility, whether by personnel, a subcontracted firm or a foreign office or division of the vendor.
- Q2. Do we need to come to Delaware for meetings?**
A2. Please refer to the Scope of Work for any required on site services. Vendor meetings may be required periodically. Depending on the reason for the meeting, accommodations for teleconference may be considered.
- Q3. Can tasks (related to RFP) be performed outside of USA (like, from India or Canada)?**
A3. No activity is to be executed in an off shore facility, whether by personnel, a subcontracted firm or a foreign office or division of the vendor.
- Q4. Do we need to perform these services in State of Delaware?
Is any of this work allowed to be performed out of the State?**
A4. Services can be completed in another state but 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.
- Q5. Can we submit the proposals via email?**
A5. No. Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc), US Mail, or by hand.

- Q6. Do you consider a bid for “Paper to Digital” conversion services only?**
A6. Please refer to Appendix A – Scope of Work for contract requirements.
- Q7. Do you want this reshot as Microfilm or do you want this all scanned to digital file from Microfilm? Or both?**
A7. The State of Delaware is looking for a vendor(s) that can create microfilmed products from digital and paper files, digital copies from microfilm, and microfilm copies of microfilm.
- Q8. Will the State consider allowing a vendor to submit a partial proposal for the Digital services only?**
A8. Page 3, Purpose of the RFP states that Bidders may submit proposals for one or both of the components of the contract. To avoid confusion for the State’s evaluators, when completing Appendix B pricing spreadsheet, bidders should indicate NB in any space where they are not bidding.
- Q9. Will the State confirm its willingness to make multiple, partial awards based upon vendor capabilities? If so will awardees have any volume guarantees?**
A9. The State reserves the right to award the proposed contract to multiple Vendors if the Head of the Agency determines that such an award is in the best interest of the State.

The State does not guarantee any quantities or volumes. The Micrographic and Conversion Services are to be provided on an as needed/as requested basis. Page 18 of the RFP, Interpretation of Estimates/Quantities provides further information to answer this question as well as a link to view what previous years’ contract usage has been.

- Q10. Is this RFP replacing an existing contract? If so, who is the incumbent(s) on the current contract?**
A10. Information regarding the current contract is available online. Refer to the link above the Questions and Answers heading.
- Q11. Please provide volume estimates for potential Digital Services? Document types, volumes, index values, etc.**
A11. Contract usage can be reviewed through Delaware’s Open Data Portal:
<https://data.delaware.gov/Government-and-Finance/Central-Contract-Line-Item-Spend/75y3-eci7>
- Q12. Does the State have any historical pricing which can be released for development purposes?**
A12. Information regarding the current contract is available online. Refer to the link above the Questions and Answers heading.

All other terms and conditions remain the same.



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