



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

April 15, 2019

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS19848-SELF_ADVOC,
SELF ADVOCACY SUPPORT

ADDENDUM # 1

The purpose of this addendum is to correct the overview and answer questions submitted regarding the solicitation.

Overview:

The State of Delaware Department of Government Support Services seeks professional services to provide **self advocacy support**. This request for proposals (“RFP”) is issued pursuant to 29 Del. C. §§ [6981 and 6982](#).

Questions & Answers:

Q1. Contract Terms and Conditions V.e (page 15): *“The State of Delaware’s standard contract will most likely be supplemented with the vendor’s software license, support/maintenance, source code escrow agreements, and any other applicable agreements. The terms and conditions of these agreements will be negotiated with the finalist during actual contract negotiations.”* I am not sure I understand this statement. Can you please clarify?

A. This is standard language in the contract. As the service provided is not IT, the language would not apply.



Q2.Scope of Work E.1 (page 46): *“Based on committee feedback, plan and carry out all activities necessary to ensure the success of the suggested activities.”* The cost to coordinate and produce a conference can be significant. Is it expected that the contractor finance events, such as a conference, etc. from the \$25,000 budget (which includes the contractor’s \$5,000 match)?

A. If the committee requests a conference to be planned AND carried out, that cost would come out of the contractor’s budget. If the committee’s work expands past the planning stages to actual implementation and if it appears the budget will not be sufficient, Council staff can then request that the Council approve adding additional funds to the budget. It is not guaranteed that the Council will approve adding funds. If this occurs, the contractor would only be responsible for carrying out planning work as it fits into the existing budget.

Q3.Scope of Work G. Venue Selection, Set Up and Supplies (page 46): The cost to rent a venue for a conference or event can be significant. Is it expected that the contractor finance the cost of renting a venue for events, such as a conference, etc. from the \$25,000 budget (which includes the contractor’s \$5,000 match)?

A. If the committee requests a conference to be planned AND carried out, that cost would come out of the contractor’s budget. If the committee’s work expands past the planning stages to actual implementation and if it appears the budget will not be sufficient, Council staff can then request that the Council approve adding additional funds to the budget. It is not guaranteed that the Council will approve adding funds. If this occurs, the contractor would only be responsible for carrying out planning work as it fits into the existing budget.

All other terms and conditions remain the same.

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