



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

May 29, 2019

TO: ALL OFFERORS

FROM: Roxann M. Parker, CPPB  
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM TO RFP #GSS19851A-PHYS\_RESOURCE

**ADDENDUM # 1**

This Addendum answers questions submitted by potential bidders.

Q1. In the intro to this section (**III. Required Information** (intro paragraph) "The following information shall be provided in each proposal in the order listed below."), it states that the listed information should be provided in the proposal, versus at the start of the contract period. Please advise as to whether proof of insurance should be included with the bid, or supplied by the successful bidder.

A1. All awarded vendors must provide a certificate of insurance prior to signing of a contract. If vendor currently holds the required insurance they should include the COI with their proposal. Otherwise it will be requested upon award and work will not begin until the requirement is met.

Q2. In Appendix B: Scope of Work and Technical requirements, Section D (intro paragraph/Page 44) indicates that the contractor shall provide training during years 2 through 5. As such, please confirm the length of the contract/optional extensions.

A2. The term of this contract is one (1) year with three (3) optional extensions for a period of one (1) year for each extension. Optional extension year(s) are considered based on vendor performance, budget, and agency need.

Q3. Please confirm that the vendor is to provide proof of licensure/initiate the process of application AFTER being awarded the contract (i.e., is "successful"), versus providing it with the bid submission. *NOTE:* Regarding this question, please also see on Page 2: **III. Required Information** (intro paragraph) "The following information shall be provided in each proposal in the order listed below." Followed by **Section A: Minimum Requirements, #1:** "Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work."

A3. Bidders currently holding a Delaware Business License shall provide a copy with their proposal. Additionally, any Professional license(s) required for the performance of services identified, that the bidder currently holds should be included with their proposal to be part of the evaluation process. All licenses will be required prior to signing a contract with the successful bidder.

Q4. "1. Overview The State of Delaware Department of Government Support Services seeks professional services to provide a turnkey body camera solution inclusive of hardware, software, and data retention. This request for proposals ("RFP") is issued pursuant to 29 Del. C. §§ 6981 and 6982."

Could you please confirm that GSS19851A\_PHYS\_RESOURCE is, in fact, for the physicians' curriculum/training as noted in the subsequent pages of the RFP, versus the body camera solution that is mentioned in the Overview?

A4. The Overview section of the RFP contained a boilerplate error that has since been corrected. This contract is for Physician Resources.

All other terms and conditions remain the same.

S:\ AD to RFP GSS19851A



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**

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