



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

March 26, 2020

TO: ALL OFFERORS

FROM: MICHAEL BACU
STATE CONTRACT PROCUREMENT ADMINISTRATOR

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. GSS20059-MMLPA
Master Municipal Lease/Purchase Agreement**

ADDENDUM #1

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

CHANGES TO RFP:

The following language amends Section 7, Proposal Opening in accordance with the Sixth Amendment of the Declaration of a State of Emergency for the State of Delaware due to a Public Health Threat.

Electronic bid responses shall be sent to GSS-Bid-Submit@delaware.gov.

Proposal Opening

Bid responses may be accepted electronically and the electronic receipt will serve as the official time stamp with hard copies to follow by mail, provided that the hard copy mailed shall match the electronic submission without exception. Documents requiring execution, may be executed electronically and bid openings shall be recorded and published without in person attendance provided that bid receipts are certified by the State and announced timely on Bids.Delaware.Gov.

In consideration of the above, please **DO NOT** physically attend the scheduled proposal opening.

Q1. Do you anticipate extending the bid due date?

[Answer- Not at this time. If it becomes necessary to extend the bid deadline date, notice will be posted with the RFP document online.](#)

Q2. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Answer- The information for the RFP evaluation process is throughout the RFP and specifically in section IV.C beginning on page 11.

Q3 Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?

Answer- Unknown.

Q4. Other than your own website, where was this bid posted?

Answer- This bid was posted on <http://bids.delaware.gov>

Q5. Are the three optional one year extensions upon mutual agreement of the State and successful bidder? (Section V, 3a. General Information, Page 14)

Answer- Yes.

Q6. Please provide some clarification on the intent of this paragraph relating to financing equipment. (Section V, 3b. General Information, Page 14)

Answer- The section identified refers to As a Service Subscription licenses, applicability and cost limitations.

As a Service subscription license costs shall be incurred at the individual license level only as the individual license is utilized within a fully functioning solution. Subscription costs will not be applicable during periods of implementation and solution development prior to the State's full acceptance of a working solution. Additional subscription license requests above actual utilization may not exceed 5% of the total and are subject to Delaware budget and technical review.

Q7. Will the State of Delaware be the lessee/obligor for all schedules under the Master Municipal Lease Purchase Agreement (as opposed to an agency who is utilizing the equipment)? Does the State have its own form of MMLPA documents to use or may the awarded vendor provide the documents to be used? (Appendix A, A. Purpose, Page 43)

Answer- Yes. Please reference section V.3.c and V.3.d of the RFP. The State will present a vendor selected for negotiation a State of Delaware standard contract.

Q8 Can you provide historical information on financings that were done over the last two years including type of equipment, length of term, amount of financing, agency, etc.?
(Appendix A, B. Contract Value, Page 43)

Answer- Aggregate contract usage is available at <https://mymarketplace.delaware.gov/results-de/index.shtml>. A majority of use is for the State's vehicle fleet purchasing, typically 6-year terms.

Q9. Will Government Support Services serve as the primary point of contact for initiating and executing new lease schedule or to what extent will individual agencies be involved?
(Appendix A, C. Tiered Leasing Rates and Section G. Execution of Individual Leases, Page 44 and 45)

Answer- Yes, but individual agencies authorized to utilize the MMLPA may use the financing option with GSS and/or OMB oversight. Other agency utilization is typically less than 20% of all leases executed.

Q10. Please provide some clarification on the intent of this paragraph? (Appendix A, Q. Reservation or Hold on Monetary Requests, Page 46)

Answer- Should the vendor providing goods to the state agency experience delays in delivery such as, but not limited to, delays in vehicle production where a delivery would become significantly delayed, the financing vendor shall withhold any and all fund payments until goods are received and accepted by the state agency.

All other terms and conditions remain the same.



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