



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

May 26, 2020

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY  
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM # 2  
CHANGES TO BID SUBMISSION PROCESS  
SOLICITATION NO.: GSS20144-STENO\_SVC

Pursuant to the provisions of the declared State of Emergency, bids in response to the subject solicitation shall be submitted electronically with a hard copy to follow by mail.

Electronic bid submissions must be emailed to [gss-bid-submit@delaware.gov](mailto:gss-bid-submit@delaware.gov)

**The email subject line MUST include the solicitation number and vendor name.**

Be advised, the email transmitted, including all required information and attached files may not exceed 20Mb.

**Only those submissions received at [gss-bid-submit@delaware.gov](mailto:gss-bid-submit@delaware.gov) by the bid submission deadline will be considered.** It is the responsibility of the offeror to ensure their bid is received by the deadline

The hard copy of the bid must exactly match the electronic bid and shall be received no later than seven (7) calendar days from the bid closing date. The hard copy must be sent in a sealed envelope clearly displaying the contract number and vendor name to:

State of Delaware  
Government Support Services  
Contracting Section  
100 Enterprise Place, Suite 4  
Dover, DE 19904-8202



**Bids must be received by 3:00pm Local Time Tuesday, June 2<sup>nd</sup>. The bid opening will be held 3:30pm Local Time Tuesday, June 2<sup>nd</sup>** through electronic means to comply with the declared State of Emergency. To attend the bid opening via remote access, the public may participate by joining the meeting at:

<https://stateofdelaware.webex.com/stateofdelaware/j.php?MTID=m1ddc11add964f449a5c0c14a7065f565>

Meeting Number (Access Code): 710 014 758

A listing of proposals received will be posted online and available for review at: [http://bids.delaware.gov/closed\\_bids.asp](http://bids.delaware.gov/closed_bids.asp), under the contract specific page.

All other terms and conditions remain the same.