



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

September 26, 2019

TO: ALL OFFERORS

FROM: SHANNON WROBEL  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.:  
GSS20271-PROC\_SERV, Process Serving

**ADDENDUM # 1**

The purpose of this addendum is to answer questions received regarding the solicitation.

Information regarding the current contract is available online at:

[http://contracts.delaware.gov/contracts\\_detail.asp?i=2722](http://contracts.delaware.gov/contracts_detail.asp?i=2722)

1. In the Scope of Work section of the RFP it refers to having affidavits of successful service back to court with 48 hours. If my server is completing service on a Thursday, Friday or a holiday where the court is closed and the 48 hours occurs on a weekend or when the court is closed, how does this impact our billing? Would it be possible to change the wording to returned within 2 business days of service? Or 72/96 hours to account for this?
  - a. The lengths of time in the scope of work have been modified to read as below:

<u>Original Scope of Work</u>	<u>Addendum 1</u>
twenty-four (24) hours	one (1) business day
forty-eight (48) hours	two (2) business days
seventy-two (72) hours	three (3) business days
twenty-one (21) days	twenty-one (21) calendar days
twenty (20) days	twenty (20) calendar days

All other terms and conditions remain the same.



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**

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