



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

February 14, 2020

TO: ALL OFFERORS

FROM: WALT GORMAN  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS20848-SELF\_ADVOC  
SELF-ADVOCACY SUPPORT

**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://bids.delaware.gov/bids\\_detail.asp?i=6135&DOT=N](http://bids.delaware.gov/bids_detail.asp?i=6135&DOT=N)

1. Are employees who currently work through another Federal Grant eligible to be an active employee assigned to the proposed self-advocacy program?
  - a. Per 45 CFR 75 Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards, Exhibit 4, Selected Items of Cost: "Only four types of costs—consultant fees, outpatient or subject costs, salary or fringe benefits, and travel costs—can be charged to HHS grants on behalf of Federal employees, and only under the conditions specified. Recipients should advise any Federal employees with whom these types of arrangements may be made to consult with their employing agency concerning their ability to meet the required conditions. Regardless of whether costs will be charged to the grant, special requirements apply when a Federal employee will be involved in an HHS grant-supported activity in any capacity other than as an employee working on a grant to a Federal institution, an outpatient, or a study subject. The requirements of that section do not apply to individuals that are classified as special government employees because of service on advisory groups or as a result of a formal consulting arrangement with a Federal agency. (See the HHS Standards of Conduct at 45 CFR part 73, Subpart J for additional guidance.) See "Requirements for Specific Types of



Recipients—Grants to Federal Institutions and Allowable Costs and Payments to (or on Behalf of) Federal Employees under Grants” for the allowability of payments made to, or on behalf of, Federal employees under HHS grants.”

2. Must all sub-contractors be specifically identified in the RFP? Our plan is to provide detail as to the services provided by individual sub-contractors; however, have not determined which individuals will provide the designated presentation/training.
  - a. As identified in the RFP Section IV, B, 14. Sub-Contracting page 9, “Use of subcontractors must be clearly explained in the proposal, and subcontractors must be identified by name. Any sub-contractors must be approved by State of Delaware.” Any known sub-contractors must be included in the proposal. After the award of the contract, any additional sub-contractors must be approved by the State via the sub-contractor form, Attachment 6. All sub-contractors must be approved prior to completing any work under this contract.
3. Once the agency has received the contract, can the agency complete activities from the year 1 to year 2? Can an agency add activities that will last four years.
  - a. All activities under this contract must be completed by September 30, 2020. The four one-year extension options will be based on separate funding. If extension options are executed, those funds will be to cover a one-year period.

All other terms and conditions remain the same.