



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.: GSS20870-PRIDE
DISABILITY PRIDE DAY

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=6137&DOT=

1. Can you explain a little more about how the event?
 - a. There is a committee who has written the expectations in the scope of work. The committee conversed with people who put on Philadelphia's Disability Pride day to gather ideas.
2. What is the expectation of the entertainment?
 - a. Entertainment ideas are defined in section C of the scope of work. The committee is open to new ideas to ensure the best pride day possible. Please note the federal funds cannot be used for food or entertainment.
3. What is the expectation of the match dollars?
 - a. The match funds can be in kind or cash. Items that can be used for the match dollars include, but are not limited to salaries, volunteers, and mileage.



4. Are sponsors permitted to be used for match dollars?
 - a. As long as the sponsor organizations do not operate solely on federal funding. If organizations receive a mixture of federal, state, and private funding, they are permitted to use the funds from state or private funding ONLY as match. Federal funds cannot be used to match Federal funds.
5. What is the expected compensation of the awarded vendor?
 - a. The budget sheet is to be used to define the salary amount. The committee realizes that some of the numbers may be estimations as items/venues will be procured at a later date. The budget sheet can be altered throughout the contract but must be approved by the committee. All offers must follow the budget guidelines defined in the RFP.
6. How involved does the vendor need to be in the event?
 - a. Very involved. The vendor is expected to meet with the committee to provide updates of the progress of the event. Marketing and outreach is the responsibility of the vendor.
7. Is there a vision of the venue?
 - a. The committee is looking at putting on the event in the summer, so an outdoor event could be utilized. Legislative mall in Dover, Delaware has been used in the past.
8. Are there particular vendors you recommend that the awarded vendor uses to put on the event?
 - a. The committee has a list of vendors they have used in the past, but they are open to any other vendors to be used.
9. Are non-profits or other partners allowed to be used to assist the awarded vendor to execute the event?
 - a. Yes. The awarded vendor must name subcontractor(s) on the Attachment 6, the subcontractor form. References must also be provided for each subcontractor.
10. Is there a date established for the event?
 - a. A date is not defined at this time.
11. Can the in kind dollars come from private organizations to fund the food and/or entertainment?
 - a. Yes, in-kind match from private organizations can be used as in-kind match, as long as the private organizations do not receive federal funding. If organizations receive a mixture of federal, state, and private funding, they are permitted to use the funds from state or private funding ONLY as match. Federal funds cannot be used to match Federal funds.

All other terms and conditions remain the same.