



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.: GSS20871-STRAT_PLAN
STRATEGIC PLANNING PROCESS

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=6136&DOT=N

1. Can you explain a little more about the expectation of the awarded vendor?
 - a. The awarded vendor is expected to work with the DDC to assist with planning, facilitating, and information gathering. The contractors anticipated staff roles must be defined in the proposal. The website <https://itacchelp.org/> will assist any offers with the expected timeline.
2. What role does the awarded vendor have in the final report?
 - a. The contractor is to gather the reports and compose the final report. The plan will be developed, written, and submitted by the DDC.
3. 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 later. 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.



4. Does the contractor get paid for the match funds?
 - 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.
5. Are there a defined number of surveys required?
 - a. There is not an expectation of the number of surveys required at this time.
6. Are there reporting requirements?
 - a. Reporting requirements are defined on pages 39 and 45 of the RFP.

All other terms and conditions remain the same.