



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

May 12, 2020

TO: ALL OFFERORS

FROM: Steven Chillas  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM #1 TO Professional Services Request for Proposal:  
GSS20872-GRANT\_PC  
DEMA Grant Program Consultant

**ADDENDUM #1**

This addendum is issued to clarify questions submitted by interested parties as per the Professional Services RFP – GSS20872-GRANT\_PC.

**Question 1: Is this HM related to a specific disaster(s)?**

Answer 1: No. The Delaware Emergency Management Agency (DEMA) is seeking to enter into a contract with a vendor(s) to provide DEMA with hazard mitigation and municipal vulnerability preparedness technical assistance during times when the State of Delaware Prepares to apply for, has received, is distributing, or anticipates receiving Hazard Mitigation Grants and Municipal Vulnerability Preparedness (MVP) Action Grants, and general state support to include the federal Hazard Mitigation Assistance programs.

**Question 2: In light of the current public health crisis, will DEMA reconsider the response submittal instructions (i.e. hard copy submittals)?**

Answer 2: No. Each proposal must be submitted with two (2) paper copies and two (2) electronic copy on CD or DVD media disk, or USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses. Dependent upon specific circumstances at the time of the scheduled bid opening, modifications may be made as necessary to allow for alternate submissions. Interested vendors are encouraged to review the bid page for amendments to the open solicitation through the date of the bid opening.

**Question 3: Are there response formatting instructions?**



Answer 3: Please review paragraph A. (Minimum Requirements) on page 3 of the RFP, Section VII. (Attachments) to include all attachments and appendix.

**Question 4: What is the desired project deliverable timeline? (per the contract)?**

Answer 4: From the date of award, the initial period of the contract will run for one (1) year.

**Question 5: Is there a desired timeline of milestones and / or deliverables during the 1-year contract period?**

Answer 5: From the date of award, the initial period of the contract will run for one (1) year.

**Question 6: Any geographical preference for listing of references?**

Answer 6: There is not a geographical preference for references, however vendors are encouraged to provide references that are responsive to outreach from the State of Delaware, especially with regard to timeliness.

**Question 7: Can DEMA provide more detail or guidance related to software licensing costs? Does the agency have a preferred software solution?**

Answer 7: Potential vendors are expected to operate using standard State of Delaware operating systems. Potential software solutions, if any, must be included in the proposal for approval by the Department of Technology (DTI) and DEMA, but should not be thought of as a stand-alone option for a proposal submission.

**Question 8: Will DEMA's scope of work include provision of HMA-related consulting for Building Resilient Infrastructure and Communities (BRIC) program?**

Answer 8: The State of Delaware does not provide preference related to the above provisions. Individual proposals will be reviewed and scored based off of the scoring criteria listed in the RFP. The State of Delaware cannot provide guidance to potential vendors relative to how to or what to submit as part of the vendor proposal.

**Question 9: Are there specific positions that DEMA requires?**

Answer 9: The Delaware Emergency Management Agency (DEMA) is seeking to enter into a contract with a vendor(s) to provide DEMA with hazard mitigation and municipal vulnerability preparedness technical assistance during times when the State of Delaware Prepares to apply for, has received, is distributing, or anticipates receiving Hazard Mitigation Grants and Municipal Vulnerability Preparedness (MVP) Action Grants, and general state support to include the federal Hazard Mitigation Assistance programs.

**Question 10: Is it possible to share examples of such activities conducted in the past to give an idea of the types of initiatives that may be addressed in the future?**

Answer 10: Interested vendors can find a list of current and historic contracts can be found at: <https://mymarketplace.delaware.gov/>

**Question 11:** *Additional subscription license requests above actual utilization may not exceed 5% of the total and are subject to Delaware budget and technical review.*

**What types of licenses are generally included as referenced above?**

Answer 11: This area of the RFP references software licenses that may be potential vendor solutions.

**Question 12:** **One of the criteria is listed as *Performance record for staff and patrons*. It is understood what the State might mean when it refers to vendor staff, but what is meant by the word patrons?**

Answer 12: Patrons refers to those serviced by the vendor and in this example to performance record of the vendor in support of the patron.

**Question 13:** **If all employees of the Vendor are full-time employees with benefits, is that sufficient or is a fee still necessary? (reference ACA Safe Harbor Fee)**

Answer 13: It is understood that full-time employees of the vendor are not full-time employees of the State of Delaware. The Common-law Employer Safe Harbor Exception under the ACA requires that an Additional Fee must be charged to those employees who obtain health coverage from the Vendor but does not state the required amount of the fee. The State requires that all Vendors shall identify the Additional Fee to obtain health coverage from the Vendor and delineate the Additional Fee from all other charges and fees.

**Question 14:** **Is there a requirement to be a certified provider or trainer/presenter for MVP?**

Answer 14: No.

**Question 15:** **Is there a MBE, WBE and/or SDVOBE requirement for this RFP?**

Answer 15: No. The State of Delaware does not require any of the above specifically. The area referenced on page 33 discusses required reporting on behalf of the awarded vendor.

**Question 16:** **ACA Safe Harbor Additional Fee is marked with an \*. Generally, when a section or paragraph includes an \*, additional or clarifying information follows and is also noted with an \*. However, there is no follow-up information included. Please clarify the intent of the \*, and provide additional information intended.**

Answer 16: The “\*” referenced is a typo that was not removed prior to publishing.

**Question 17:** **Is it DEMA’s intent to utilize Vendor for technical assistance for MVP? If so, where can information on this program be found?**

Answer 17: The State of Delaware Department of Government Support Services seeks professional services to provide a provide DEMA with hazard mitigation and municipal vulnerability preparedness technical assistance during times when the State prepares to apply for, has received, is distributing, or anticipates receiving Hazard Mitigation Grants and **Municipal Vulnerability Preparedness (MVP) Action Grants**, and general State support to include the federal Hazard Mitigation Assistance programs.

Links to references can be found on pages 48-50 of the RFP.

**Question 18: Is there an incumbent for this RFP or with similar scope of work? If, yes, please list the current contractor and describe the task current contractor is assigned. Also, will you share the list of intending companies for this RFP so that we may able to partner with them as a sub-contractor.**

Answer 18: No, there is not an incumbent for this RFP. This is a new solicitation. Interested vendors can review current and historic contracts at <https://mymarketplace.delaware.gov/> for contracts with a similar scope of work. Proposals received are confidential until the date and time listed for the bid opening. Please review the RFP under paragraph 4 on page 15.

***\*\*Note, as a matter of caution and public safety, all meetings at our location have been postponed until further notice. All bids will continue to be accepted until the above-mentioned due date and time.***

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