



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: December 18<sup>th</sup> 2013

HSS 13 081

Culinary Vocational Training Services

FOR

Division of Visually Impaired

Date Due: January 31<sup>st</sup> 2014  
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART  
OF THE ABOVE MENTIONED BID. Questions &  
Answers

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January 16, 2014

Answers to Pre-Bid questions re: Request for Proposal No. HSS-13-081

1. Q. Page 12. Based on five (5) year contract with a third party vendor, BEP will provide a waiver on commission payments for the first three (3) years of the contract. Is this correct?  
A. Payment will be required for the first three (3) years of the contract however, the amount will not exceed payment amounts for years four (4) and five (5) and will be negotiated with the awarded vendor.
  
2. Q. Page 12., no. 12. What does "in cart format" mean?  
A. This is a typographical error. Please disregard.
  
3. Q. Page 11, Culinary Arts Training Program. Can the awarded vendor accept referrals to the training program outside of DSAMH, DVI and DVR?  
A. Yes, however, priority will be given to DSAMH, DVI and DVR consumers.
  
4. Q. Do two (2) budgets need to be submitted?  
A. No. A budget needs to be submitted for the Culinary Arts training program only. However, the awarded vendor does agree to share with the Business Enterprise Program the Cafeteria menu and pricing and profit/loss statements.
  
5. Q. Will the awarded vendor be allowed to communicate openly with DHSS campus?  
A. Yes. Additionally, the Cafeteria will have access to the web, state internet, public wifi and have access to IT support if needed.
  
6. Q. Will there be designated parking spots for the Cafeteria?  
A. Yes, however, the number will be negotiated with the awarded vendor.
  
7. Q. Can the awarded vendor change the name of the Hideaway Café?  
A. Yes. DHSS will work with the awarded vendor to help facilitate.

8. Q. The Department of Education will need to inspect the premises before a Culinary Arts school can operate in the building. Will the awarded vendor be allowed to have the DOE come in before the 4/1/2014 start date to do this inspection?
- A. Yes. Contact Bill DeGraffenreid to gain entrance, 302.668.8816.
9. Q. Part of the requirement of DOE is that a Fire Safety Inspection from the Fire Marshall be produced. Will DVI be able to get this done quickly?
- A. This will be the responsibility of the State.
10. Q. Who is responsible for the health inspection from the State of Delaware? Will DVI repair any deficiencies that the Health Department finds regardless of who has to pay for the permit?
- A. Currently the public health permit is covered by BEP.
11. Q. Will you allow the awarded vendor to install their own alarm system that will be monitored by a licensed alarm company?
- A. The State needs to approve this. Please keep in mind that two (2) other vendors will be using the Café walk-ins and a portion of the dry closet storage space to support two (2) BEP mobile food carts.
12. Q. Will the vendor be allowed to install Direct TV?
- A. Yes, at the expense of the awarded vendor.
13. Q. Who is responsible for the monthly extermination services, semi annual hood cleaning and grease trap cleaning?
- A. This will be negotiated with the awarded vendor.
14. Q. Who is responsible for the semi annual system inspection and repairs if any?

A. The State of Delaware is responsible for fire suppression system inspections, and any repairs to State owned equipment will be negotiated with the awarded vendor.

15.Q. Because we are a school, we do close for winter break normally 12/23 through 1/1, to return on 1/2. The Café would also be closed. Is this a problem?

A. No.

16.Q. Should the vendor submit a budget based on funding for an individual DVI/DVR/DSAMH student that enrolls in the Culinary training program or should we submit a budget based on an estimated number of students within these groups that enroll in a fiscal year?

A. The vendor can submit whatever budget s/he feels will adequately represent and cover proposed training.

17.Q. Are there any past proposals that are available to view as a guideline? If so, where would we locate them?

A. No.

18.Q. Does the vocational training and cafe services begin 60 days after April 1, 2014, or 60 days after the contract is signed?

A. The project begins 4.1.2014, however the operational start date will be negotiated with awarded vendor.

19.Q. Are there capital funds available to purchase equipment, furniture, etc. for the café and kitchen that is not currently in these areas?

A. No.

20.Q. Are you requesting the Culinary Vocational training and café services proposal to be written separately but submitted together on one CD.

A. Yes.

21.Q.Can you confirm what was said at the meeting, are we not to include a budget for the café services?

A. Please refer to question 4.

22.Q. On page 19, B, Closing Date, what responses are due on January 17, 2013, 11:00 am?

A. Please disregard, this typographical error.