



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: December 7, 2015

HSS -15-065

AMERICORPS REQUEST FOR APPLICATIONS 2016-2017
FOR

DIVISION OF STATE SERVICE CENTERS

Date Due: January 5, 2016
11:00AM

ADDENDUM #2

Please Note:

THE ATTACHED SHEET HEREBY BECOMES A PART OF
THE ABOVE MENTIONED BID.

(RFP Monthly Usage Report Revision)

Kieran Mohammed
PROCUREMENT ADMINISTRATOR
(302)255-9291

Charles Harris
(302) 255-9881

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
AMERICORPS REQUEST FOR APPLICATIONS: 2016-2017
ISSUED BY DIVISION OF STATE SERVICE CENTERS
REQUEST FOR PROPOSAL NO. HSS-15-065**

Addendum #2

Location: Page 27, Required Reporting, paragraph two.

PLEASE NOTE: Below is the amended information for the Required Reporting (replacing paragraph two)

A complete and accurate Usage Report (Attachment 8) shall be furnished in an **Excel format and submitted electronically**, no later than the 15th (or next business day after the 15th day) of each month, detailing the purchasing of all items on this contract. The reports shall be submitted and sent as an attachment to Charles A. Harris. Submitted reports shall contain documentation of all expenses, accurate descriptions of the products, goods or services procured, purchasing agency information, including the budget section and category, quantities procured and prices paid. Any exception to this mandatory requirement or failure to submit complete reports, or in the format required, may result corrective action, up to and including the possible cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.