



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: August 8, 2018

HSS 18 024

Administrative Fair Hearing Officer

For

The Division of Management Services

Date Due: August 31, 2018
By 11:00 AM Local Time

**ADDENDUM # 2
Questions and Answers**

PLEASE NOTE: Attached are the Questions and Answers received by the deadline of July 24, 2018 and asked at the pre-bid meeting on August 2, 2018. The following sheets hereby become part of the above mentioned RFP.

Kimberly Jones
Procurement Administrator

Annette Opalczynski
Purchasing Coordinator II

Questions & Answers
For
Request for Proposal # HSS-18-024
Administrative Fair Hearing Officer

Question 1: The RFP asks for a CD with cost information, but the prices are set. Do I need to send anything?

Answer: There are non-negotiable set rates listed in Appendix C- Pricing Document. Bidders should acknowledge acceptance of these rates in their transmittal letter.

Question 2: Is there a set format for the proposal that the evaluation committee likes to see?

Answer: No, there is no set format; however bidders should include a table of contents and have their response mirror the required information listed in the RFP.

Question 3: Is the Fair Hearing Officer expected to travel all over the State?

Answer: Yes, as required by the State.

Questions 4: Does the \$50.00 penalty fee for late cases apply to cases that are due ASAP?

Answer: In the event that the Fair Hearing or Administrative Disqualification Hearing is scheduled less than 7 days prior to the due date, a \$50.00 late fee will be assessed if the decision is received later than COB of the 7th day following the hearing.

Question #5: Can you confirm the email address for Kimberly Jones?

Answer: Kimberly.Jones@state.de.us

Question #6: How does the vendor's contract roll over (get renewed) from year to year?

Answer: State agencies are not obligated to renew contracts. When they do wish to renew a contract they contact the vendor no less than 60 days before the contract expires. If the State decides not to renew, notification is sent to the vendor no less than 20 days before the contract expires.