



**PROCUREMENT**

**Amendment to RFP HSS 19-042**

**Delaware Early Childhood Record System (DECRS)**

**Division of Management Services  
Birth to Three Program**

DATE: July 29, 2019

**ADDENDUM # 3**

**Change to Question and Answer document:**

Question #1 and 2 has been amended and should read as follows:

**PLEASE NOTE:**

THIS SHEET AND ANY ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE MENTIONED RFP.

Kim Sherwood  
Procurement

Num	Section	Paragraph #	Page #	Question	Answer
1	RFP Section IV	B	5	The RFP states, "Ten (10) paper copies of the vendor proposal paperwork. One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures." Can the state clarify if this is 1 original and 9 copies or 1 original and 10 copies?	<p><del>Paper copies are no longer necessary. Ten (10) CDW/DVD's with one labeled "Original" should be submitted.</del></p> <p><b>This RFP "requires" ten (10) paper copies with one marked "original" on first page. Ten (10) CDW/DVD's with "original marked on cover.</b></p>
2	Appendix B – Technical Requirements	6 Contractor Instructions	49	Related to question above, can the state clarify if hard copies of the entire proposal are in fact required? It is unclear because on RFP page 5 it again states "Each proposal must be submitted with 10 paper copies and 10 electronic copies on CD or DVD media disk. However, on page 54 of Appendix B it states, "Contractors are no longer required to make hard copies. Some documents requiring original signatures must be provided in both hardcopy and PDF formats. These documents include the Transmittal Letter, Certification and Statement of Compliance, Mandatory Submission Requirements Checklist and the Contractor Contact Information form." If hard copies of these forms are all that is required in hard copy form, how many copies of each would the state like included?	<p><del>Paper copies are no longer necessary. Ten (10) CDW/DVD's with one labeled "Original" should be submitted.</del></p> <p><b>The technical portion of this RFP does not require additional paper copies. The initial statement on page 5 of this RFP (response shown above) is restated. No additional paper copies and CDW/DVD's are needed for this section</b></p>