

**FAMILY SERVICES CABINET COUNCIL ADVISOR  
CONTRACT NUMBER HSS-19-047**

<b>Section Number:</b>	IV	
<b>Paragraph Number:</b>	B2	
<b>Page Number:</b>	4	
<b>Text of Passage:</b>	"Each proposal must be submitted with 4 paper copies and 1 electronic copy on CD or DVD media disk."	

<b>Section Number:</b>	Appendix A	
<b>Paragraph Number:</b>	1 & 2	
<b>Page Number:</b>	44	
<b>Text of Passage:</b>	Six (6) paper copies of the vendor proposal paperwork. <b>One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures.</b>	
<b>Question:</b>	Can you clarify the required number of paper and electronic copies to be submitted?	
<b>Answer:</b>	<p>1. Six (6) paper copies of the vendor proposal paperwork. <b>One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures.</b></p> <p>2. Six (6) electronic copy of the vendor proposal saved to CD or DVD media disk. Copy of electronic price file shall be a separate file from all other files on the electronic copy. (If Agency has requested multiple electronic copies, each electronic copy must be on a separate computer disk or media).</p>	

<b>Section Number:</b>	IV	
<b>Paragraph Number:</b>	B9	
<b>Page Number:</b>	6	
<b>Text of Passage:</b>	"The State of Delaware discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner."	
<b>Question:</b>	<i>Do you have an expectation of specific formatting for the proposal; e.g. font size/type, margins and spacing?</i>	
<b>Answer:</b>	No, as long as the information and documentation that is required is submitted there is not a particular format or font to use.	

<b>Section Number:</b>	IV	
<b>Paragraph Number:</b>	C4	
<b>Page Number:</b>	14	
<b>Text of Passage:</b>	Additionally, the State of Delaware may choose to visit existing installations of comparable systems, which may or may not include vendor personnel.	

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<b>Section Number:</b>	IV	
<b>Paragraph Number:</b>	C5	
<b>Page Number:</b>	14	
<b>Text of Passage:</b>	selected vendors may be invited to make oral presentations to the Evaluation Team....The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components.”	

<b>Section Number:</b>	V	
<b>Paragraph Number:</b>	3	
<b>Page Number:</b>	15	
<b>Text of Passage:</b>	“As a Service subscription license costs shall be incurred at the individual license level only as the individual license is utilized within a fully functioning solution.”	

<b>Section Number:</b>	V	
<b>Paragraph Number:</b>	4d	
<b>Page Number:</b>	15	
<b>Text of Passage:</b>	The State of Delaware’s standard contract will most likely be supplemented with the vendor’s software license, support/maintenance, source code escrow agreements and any other applicable agreements.”	
<b>Question:</b>	<i>Can you confirm that the clauses above are standard language included in Requests for Proposals issued and do not necessarily imply that services provided will be reliant on vendor-supplied technology?</i>	
<b>Answer:</b>	This is correct; the information contained in both the RFP and the contract template are boilerplate and apply only when applicable to the Vendor and the service being provided.	

<b>Section Number:</b>	V	
<b>Paragraph Number:</b>	8ac	
<b>Page Number:</b>	17	
<b>Text of Passage:</b>	“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. “	
<b>Question:</b>	<i>Our research on ACA Safe Harbor and a detailed review of employee contribution to the health coverage costs indicate</i>	

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	<i>that each of our employees' contributions to their health plan coverage is well below the percentages outlined in the act and that an ACA Safe Harbor Additional Fee would therefore not be necessary. Is this an accurate assumption?</i>
<b>Answer:</b>	Yes

<b>Section Number:</b>	IV
<b>Paragraph Number:</b>	V2
<b>Page Number:</b>	13
<b>Text of Passage:</b>	<b>Criteria Weight</b> All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals”
<b>Question:</b>	<i>What is the impact to our proposal scoring should the inclusion of an ACA Safe Harbor Additional Fee be deemed unnecessary?</i>
<b>Answer:</b>	5% listed in – C2 RFP Evaluation Process #2

<b>Section Number:</b>	Appendix B
<b>Paragraph Number:</b>	1a
<b>Page Number:</b>	46
<b>Text of Passage:</b>	“Management, facilitation, and organization of the FSCC and support of any related work of agency principles to implement the priorities of the FSCC”
<b>Question:</b>	<p><i>a) How often does the FSCC meet?</i></p> <p><i>b) What entity or entities has/have served in staffing or advising capacity for the FSCC since its reestablishment in 2017?</i></p>
<b>Answer:</b>	<p>a) This will be determined once the RFP has been awarded and a Vendor has been selected.</p> <p>b) Social Contract</p>

<b>Section Number:</b>	Appendix D
<b>Paragraph Number:</b>	50
<b>Page Number:</b>	Pricing Schedule
<b>Text of Passage:</b>	
<b>Question:</b>	<p><i>a) Should the pricing schedule state only an hourly rate, or should it represent an annual calculation based on the estimated level of effort (rate x estimated hours)?</i></p> <p><i>b) If the latter, please confirm that this would be for a one-year period to align with the initial contract year.</i></p>

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<b>Answer:</b>	<ul style="list-style-type: none"><li>a) The pricing should follow what has been requested in the RFP.</li><li>b) The term of the contract between the successful bidder and the State shall be for one year with four optional extensions for a period of one (1) year for each</li></ul>
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