



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: April 29, 2020

HSS 20-029

AMERICORPS REQUEST FOR COMPETITIVE AND FORMULA APPLICATIONS: 2020-2021

for

Division of State Service Centers

Date Due: May 18, 2020

By 11:00 AM Local Time

ADDENDUM # 4

- Answers to Questions

PLEASE NOTE:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED RFP.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

Kimberly Jones
Purchasing Services Administrator

Charles A. Harris
Social Services Administrator

ADDENDUM #4- RESPONSES TO QUESTIONS
HSS –20-029
AMERICORPS REQUEST FOR COMPETITIVE AND FORMULA APPLICATIONS: 2020-2021

The following questions were received via email:

Q1. As many offices are closed will you accept completely digital bids/electronic only (via CD) in order to mitigate staff risk in having to get documents printed.

Section number IV

Paragraph number: 2

Page number: 6

Text of passage being questioned: “Each proposal must be submitted with two (2) paper copies and three (3) electronic copy on CD or DVD media disk”

A1. The Department of Health and Social Services with the Division of State Service Centers is now accepting proposal submissions electronically through Bonfire at <https://dhss.bonfirehub.com/portal/>

Q2. Can you confirm that there will be someone present for a hand delivery on the deadline or before at the office on the 15th or 18th to collect completed bids?

Section number: IV

Paragraph number: 5

Page number: 6

Text of passage being questioned: “All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than 11:00 AM (Local Time) on May 18, 2020. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand”

A2. Responses submitted by hard copy, mail, facsimile, or e-mail will not be accepted.

Q3. I think that Notary Public offices are closed due to the Corona Virus, what can we do about getting a required notarization?

Section number: VII

Paragraph number: bottom of page

Page number: 36

Text of passage being questioned: “THIS PAGE SHALL HAVE ORIGINAL SIGNATURE, BE NOTARIZED AND BE RETURNED WITH YOUR PROPOSAL”

A3. Notarizations are no longer required.