



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

April 21, 2020

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM #1
CHANGES TO SUBMISSION PROCESS
CERTIFICATION REQUEST NO.: HSS20763-CNA

Pursuant to the provisions of the declared State of Emergency, applications in response to the subject certification request shall be submitted electronically with a hard copy to follow by mail.

Electronic submissions must be emailed to gss-bid-submit@delaware.gov

The email subject line MUST include the certification request number and vendor name.

Be advised, the email transmitted, including all required information and attached files may not exceed 25Mb.

Only those submissions received at gss-bid-submit@delaware.gov by the submission deadline will be considered. It is the responsibility of the offeror to ensure their application is received by the deadline.

The hard copy of the application must exactly match the electronic submission and shall be received no later than seven (7) calendar days from the certification request closing date. The hard copy must be sent in a sealed envelope clearly displaying the certification request number and vendor name to:

State of Delaware, Government Support Services
Contracting Section
100 Enterprise Place, Suite 4
Dover, DE 19904-8202

A listing of applications received will be posted online and available for review at: http://bids.delaware.gov/closed_bids.asp, under the contract specific page.

All other terms and conditions remain the same.

