

Staff Development Coordination RFP Q&A

- Q1 Can my Company bid on Delaware RFP without being registered in Delaware?
A1 To apply you do not have a license but if awarded you would have to for a contract to be written.
- Q2 Is there currently a contract individual in this position?
A2 No
- Q3 Is it a 20 hrs a week position?
A3 There is no set number of hours but we do expect it to average approximately 20 hrs per week
- Q4 What are the working hours?
A4 Work will occur between 8:00 and 4:30
- Q5 Will this position be located in Wilmington?
A5 The work is statewide with approximately 50% at our Wilmington Office. To some extent this can be negotiated
- Q6 Is it correct to assume that ESS staff will receive training in Programs and Systems internally, and the Training Coordinator would be responsible for the delivery of the Personal Development competencies along with providing overall coordination of the entire ESS Training Program?
A6 Not necessarily. The Coordinator could be responsible for coordinating and potentially delivering the training on all topics identified in the RFP (Programs, Systems, and Personal Development). This would depend on what DET identifies as being needed.
- Q7 What is the length of time for this program?
A7 The length of time is 1 year with 3 one year extensions based on satisfactory performance
- Q8 How many individuals would be involved?
A8 Approximately 75 staff.
- Q9 List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required
A9 This can be found within the RFP at http://bids.delaware.gov/bids_detail.asp?i=1126&DOT=N
- Q10 Names of countries that will be eligible to participate in this tender.
A10 Staff would have to be located in the State of Delaware, United States. If awarded you would have to have a business license with the state for a contract to be written and staff.
- Q11 Information about the Tendering Procedure and Guidelines
A11 This can be found within the RFP (see above A9).

Q12 Estimated Budget for this Purchase

A12 \$33,000 for 1000 hours

Q13 Any Extension of Bidding Deadline?

A13 No

Q14 Any Addendum or Pre Bid meeting Minutes?

Q14 No