



DEPARTMENT OF LABOR
DIVISION OF STATE OF DELAWARE
EMPLOYMENT AND TRAINING
4425 NORTH MARKET STREET, THIRD FLOOR
WILMINGTON, DE 19802

TELEPHONE: (302) 761-8129
FAX: (302) 761-4679

STACEY LAING
DIRECTOR

October 30, 2018

Tech Impact
100 W. 10th Street, Suite 107
Wilmington, DE 19801

Patrick Calihan:

Congratulations on being a successful bidder for the recently completed State of Delaware, Department of Labor, Division of Employment and Training Request for Proposal (RFP). Your submitted program for Information Technology was selected to move forward. We would like to begin development and negotiation of a contract for \$435,00.00 between you the Delaware Department of Labor Division of Employment and Training (DOL/DET). **This invitation is extended to you with the caveat that the program must budget \$60,000.00 for outreach efforts.**

In order to write the agreement, I need the following documents or information:

1. Certificate of Insurance (COI) as proof that you have the required insurance outlined in the RFP;
2. Tech Impact was reported as not currently compliant with Workers Compensation. Please work to become compliant with Worker's Compensation and submit proof of compliance. If have questions about compliance, please contact Stephanie Parker at Stephanie.Parker@state.de.us or 302-761-8194;
3. Revised Budget (template attached) which includes the edits for the caveat; and
4. Summary of the changes from the original proposal due to funding level and caveat.

Please note, no expenditures will be authorized without a fully executed agreement and all three must be completed and agreed upon prior to the agreement being executed.

In addition, the RFP stated "Any Provider without a current contract with Delaware Workforce Development Board or State of Delaware, will provide a copy of their most recent financial statement to State of Delaware to enable State of Delaware to establish their fiscal soundness and eligibility for a contract." We do recognize that the submitted proposal provided a link Tech Impact' tax filings. This is currently under review and we will let you know if further information is needed.

Please send the requested items to Colleen.cunningham@state.de.us no later than Thursday, November 8, 2018.

Please let me know if you have any questions for I can be reached at 302-761-8122 or Colleen.Cunningham@state.de.us.

Sincerely,

Stacey Laing
Director, Division of Employment and Training