

April 11, 2020

TO: ALL OFFERRS

FROM: Joyce Ottinger
Contract Specialist, Department of Labor

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NO. **LAB20001-PRE_APPREN**
Pre Apprenticeship Program

ADDENDUM #1

Change in the Program Year
Removal of the Pre-Bid Meeting

All other terms and conditions remain the same.

If you have any questions, please contact me at DWDBDETContracting@state.de.us or via cell phone at 302-883-1774

Addendum #1

RFP . LAB20001-PRE_APPREN

Date: April 10, 2020

RFP#: **LAB20001-PRE_APPREN**

Subject: Addendum to Request for Proposal # LAB-20-001-Pre-Apprenticeship to:

1. Correct the Program Year. This is corrected to be Program Year 2020.
2. Remove the Pre-Bid Meeting date as it is cancelled.

Pages that are impacted by these changes (see page number at the bottom of subsequent pages) are revised and are provided below to enable the correction to replace the page in the original RFP.

Addendum #1
RFP . LAB20001-PRE_APPREN



State of Delaware
Request for Proposals for Professional Services (RFP)

Program: Pre-Apprenticeship Programs
Issued by: Delaware Department of Labor, Division of Employment and Training
RFP Number: LAB 20 001-Pre-Apprenticeship
Program Year: 2020
Performance Period: September 1, 2020 – August 30, 2021

I. Overview

The State of Delaware, Division of Employment and Training, (“Delaware”) seeks professional services to provide high quality Pre-Apprenticeship programs to create a qualified pipeline of Registered Apprentices and to expand the underrepresented, disadvantaged, or low-skilled population that participates in Registered Apprenticeship (RA). This request for proposals (“RFP”) is issued pursuant to 29 *Del. C.* §§ [6981](#) and [6982](#).

II. RFP Schedule and Important Dates

A. The proposed schedule of events subject to the RFP is outlined below:

Public Notice:	April 1, 2020
Deadline for Questions:	April 23, 2020
Response to Questions Posted:	April 28, 2020
Deadline for Receipt of Proposals:	May 15, 2020 no later than 1:00 PM
Written Review:	June 1, 2020
Proposal Clarification:	June 8, 2020
Estimated Notification of Award:	June 22, 2020

Addendum #1

RFP . LAB20001-PRE_APPREN

The following will be provided to Delaware prior to contract execution with the successful Providers:

1. Proof of insurance and amount of insurance shall be furnished to Delaware prior to the start of the contract period and shall be no less than as identified in this RFP as indicated in section (V)(G)(5) Insurance.
2. Be considered in compliance by the Department of Labor, Division of Unemployment Insurance, and Division of Industrial Affairs.
3. Any Provider without a current contract with Delaware Workforce Development Board or Department of Labor, Division of Employment and Training, will provide a copy of their most recent financial statement to Delaware to enable Delaware to establish their fiscal soundness and eligibility for a contract.
4. All Providers shall have the State of Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of services. Documentation of having a State of Delaware Business License (non-public entities) or non-profit status, if not required to have a State of Delaware Business License.

III. Professional Services RFP Administrative Information

A. RFP Issuance

1. Public Notice
Public notice has been provided in accordance with 29 *Del. C.* [§6981](#).
2. Obtaining Copies of the RFP
This RFP is available in electronic form through the State of Delaware Procurement website at www.bids.delaware.gov . Paper copies of this RFP will not be available.
3. Assistance to Providers with a Disability
Providers with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Designated Contact listed in this RFP no later than ten days prior to the deadline for receipt of proposals.
4. RFP Designated Contact
All requests, questions, or other communications about this RFP shall be made in writing via email to Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel, or attempting to ask questions by phone or in person, will not be allowed or recognized as valid and may disqualify the Provider. Providers should rely only on written statements issued by the RFP Designated Contact.

Designated Contact:

Joyce Ottinger

DWDBDETContracting@state.de.us

To ensure that written requests are received and answered in a timely manner, electronic mail (email) correspondence is the only acceptable submission method. No questions shall be asked after the deadline for questions specified in Section I. Overview. All questions and answers will be posted on the State of Delaware Procurement website at www.bids.delaware.gov by the date provided in Section I. Overview.