

**March 17, 2011**  
**STATE OF DELAWARE, DNREC**  
**CONTRACT NO. 11-001-Wilddata**  
**Wildlife Automated Data Acquisition**

ALL OFFERORS:

The enclosed packet contains an "Invitation to Bid" for Wildlife Automated Data Acquisition. The proposal consists of the following documents:

**REQUEST FOR PROPOSAL - CONTRACT NO. 11-001-Wilddata**

- 1 DEFINITIONS
- 2 GENERAL PROVISIONS
- 3 SPECIAL PROVISIONS
- 4 PROPOSAL REPLY SECTION
  - A - NO PROPOSAL REPLY FORM
  - B - NON-COLLUSION STATEMENT AND ACCEPTANCE

The proposal reply section must be executed completely and correctly and received by the Delaware Division of Fish and Wildlife in the enclosed self-addressed envelope by 4:00 p.m. Monday 25 April 2011 to be considered.

Please review and follow the information and instructions contained in the general and special provisions section of the request. Should you need additional information, please call Rob Hossler at (302) 735-3600.

**INVITATION TO BID  
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**SPECIAL PROVISIONS**

**1. CONTRACT REQUIREMENTS:**

This contract will be issued to cover automated data acquisition requirements for the Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Fish & Wildlife.

**2. CONTRACT PERIOD:**

Each vendor's contract shall be valid for 1 year from July 1, 2011 through June 30, 2012. Each contract may be renewed for one (1), year increments under the same terms and conditions. Agreement on optional years must be in writing from the contractor(s) and the DNREC, Division of Fish and Wildlife and must be initiated no later than ninety (90) days prior to the termination of the current agreement.

**3. PRICES:**

Prices and/or rates shall remain fixed for the term of the contract. The pricing policy that you choose to submit must address the following concerns:

- a. The pricing structure must be clear, accountable and auditable.
- b. It must cover the full spectrum of services required.
- c. Costs and compensation must be consistent with the rates established or negotiated as a result of this RFP or P.O. issued based on this contract.

**4. PRICE ADJUSTMENT:**

If agreement is reached to extend this contract for the optional years, the DNREC, Division of Fish and Wildlife shall have the option of offering a determined price adjustment pending approval of the Budget Office.

**5. FUNDING OUT:**

The continuation of this contract in its entirety beyond 1 year is contingent upon funding available to the Delaware Division of Fish and Wildlife. The initial contract may be renegotiated after the first year.

**6. PROPOSAL BOND REQUIREMENT:**

Contractors awarded contracts are required to furnish a 100% Performance Bond in accordance with Delaware Code Title 29, Section 6927, to the State of Delaware for the benefit of the Division of Support Services with surety in the amount of 100% of the specific award. Said bonds shall be conditioned upon the faithful performance of the contract. This guarantee shall be submitted in the form of good and sufficient bond drawn upon an Insurance or Bonding Company authorized to do business in the State of Delaware. If the included bond form is not utilized, the substituted bond form shall reflect the minimum conditions specified in the included Bond Form.

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7. **BASIS OF AWARD:**

The DNREC, Division of Fish and Wildlife shall award this contract to the most responsible and responsive offeror who best meets the terms and conditions of the proposal specifications and requirements. The award will be made on basis of product evaluation, and prior history of service and capability of providing the best possible automated data acquisition services to the citizens of Delaware. The award of a contract for services may be made upon criteria which do not include price.

The DNREC, Division of Fish and Wildlife, reserves the right to reject any or all proposals in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware. The award will be made on a statewide basis.

Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers. Negotiations may be conducted with responsible offerors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.

8. **HOLD HARMLESS:**

The successful contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the successful offeror, its employees, and invitees on or about the premises and which arise out of the successful offeror's performance, or failure to perform as specified in the Agreement.

9. **NON-PERFORMANCE:**

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

10. **FORCE MAJEURE:**

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

11. **EXCEPTIONS:**

Offerors may elect to take minor exception to the terms and conditions of this RFP. The DNREC,

Division of Fish & Wildlife shall evaluate each exception according to the intent of the terms and conditions contained herein, but the DNREC, Division of Fish and Wildlife must reject exceptions that do not conform to State bid law and/or create inequality in the treatment of offerors. Exceptions shall be considered only if they are submitted with the proposal or before the date and time of the proposal opening.

12. **BUSINESS REFERENCES:**

In order to have your proposal considered, please supply three (3) business references consisting of current or previous customers with your reply. Please include name, address, telephone number, and a contact person.

13. **BILLING:**

The successful contractor is required to **"Bill as Shipped"** to:

Division of Fish & Wildlife  
89 Kings Highway  
Dover, DE 19901

14. **PAYMENT:**

The agency will authorize and process for payment each invoice within thirty (30) days after the date of receipt.

15.. **SERVICE SUBSTITUTION:**

All services delivered during the life of the contract shall be of the same type as specified or accepted as part of the proposal unless specific approval is given by the Division of Fish & Wildlife to do otherwise. Substitutions may require the submission of written specifications and service evaluation prior to any approvals being granted.

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16. **PROPOSAL/CONTRACT EXECUTION:**

Both the non-collusion statement that is enclosed with this Request for Proposal and the contract form delivered to the successful contractor for signature **MUST** be executed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, DNREC, Division of Fish and Wildlife.

17. **YEAR 2011 COMPLIANCE:**

Notwithstanding any provisions contained in the contractual agreement, the contractor warrants fault-free performance and fault-free result in the processing date and date-related data (including, but not limited to calculating, comparing and sequencing) of all products delivered and services provided under this Contract, individually or in combination, as the case may be from the effective date of this Contract. The State at its sole option may require the Contractor at any time, to demonstrate the procedures it intends to follow in order to comply with all the obligations contained herein.

The obligations contained herein apply to products provided by the Contractor, its sub-contractor or any third party involved in the creation of the products to be delivered to the State under this Contract. Failure to comply with any of the obligations contained herein, may result in the State availing itself of all its rights under the law and under this Contract including, but not limited to, its right pertaining to termination or default.

The warranties contained herein are separate and discrete from any other warranties specified in this Contract, and are not subject to any disclaimer of warranty or limitation of the Contractors liability which may be specified in this Contract, its appendices, its schedules, its annexes or any document incorporated in this Contract by reference.

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**SPECIFICATIONS**

**I. INTRODUCTION:**

**A. PURPOSE:**

The DNREC, Division of Fish & Wildlife seeks to contract Wildlife data acquisition services on a statewide basis. It is the goal of this Request for Proposal (RFP) to identify a contractor and execute a contract to implement these services.

**B. GUIDELINES:**

Proposal must respond to each and every requirement outlined in order to be considered responsive. Proposals must be clear and concise, providing a straightforward description of the offerors ability to meet the requirements of this RFP.

Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. Revisions may be permitted after submissions of proposals and prior to award for the purpose of obtaining best and final offers.

Negotiations may be conducted with responsible offerors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process.

**II. FORMAT FOR PROPOSAL:**

**A. INTRODUCTION:**

This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Each offeror must provide every component listed below, in the order shown in subsections A through E, using the format prescribed for each component. A proposal may be rejected if it is incomplete or conditional.

**B. COVER LETTER:**

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter shall:

Briefly summarize the offeror's ability to provide the services specified in the RFP.

The cover letter must be signed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, DNREC, Division of Fish and Wildlife.

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SPECIFICATIONS

C. TABLE OF CONTENTS:

Each proposal must include a Table of Contents with page numbers for each of the required components of the proposal. Each section of the proposal shall be clearly identifiable.

D. DESCRIPTION OF SERVICES AND QUALIFICATIONS:

Each proposal must contain a detailed description of how the offeror will provide the services outlined in Section III.

E. NUMBER OF COPIES WITH MAILING OF PROPOSAL:

Three (3) copies of the Proposal will be submitted in a sealed envelope clearly marked with the name of the offeror and labeled 2011-2012 Wildlife Automated Data Acquisition. One of the copies shall be marked "Master Copy" and will contain original signatures in all locations requiring an offeror signature. The remaining two (2) copies do not require original signatures. Each copy of the proposal will include a completed BID Quotation Form.

III. Scope of Work:

This automated data collected system will collect information for the Harvest Information Program, Deer Checking Program, Snow Goose Hunting Permit Program and the Licensed Exempt Hunter and Trapper Identification Program. The system shall be provided in both phone and internet formats. The estimated potential customer volume by program is as follows: Harvest Information Program 10,000, Deer Check Program 14,000 customers, Snow Goose Permits 1,100 customers, and Licensed Exempt Hunter and Trapper program 3,000 customers.

**Harvest Information Program**

1. Contractor will provide a toll-free IVR (Interactive Voice Response) telephone based survey, as well as, a contractor Inc. hosted web based survey application. The applications will collect Delaware information from migratory bird hunters, register them with the State and generate a unique registration number herein referred to as a "HIP" number.
2. The toll-free number for HIP shall be 1-855-335-4868 (1-855-DELHUNT). This phone number is owned by the State of Delaware and all charges associated with its operation are the responsibility of the DNREC, Division of Fish and Wildlife. The web site address for HIP shall be [www.dnrec.delaware.gov/delhunt](http://www.dnrec.delaware.gov/delhunt). This web site will contain a central link to a contractor-owned website with a contractor provided domain name.
3. HIP data collection will run from July 1, 2011 – June 30, 2012.

4. Data collected via automated IVR telephone system will be transcribed on a continuous basis. This (combined web/IVR) Delaware HIP database will be exported as a comma delimited ASCII file and will be available to the DNREC upon request as well as any agreed upon dates/timeframes (e.g. monthly). This exported data file can be sent via email. This database will also be transmitted electronically to the Office of Migratory Birds, U.S. Fish and Wildlife Service on the 1<sup>st</sup>. and 3<sup>rd</sup> Mondays of each month throughout the period referenced in 2 above.
5. Hearing, vision impaired or otherwise disabled hunters will have full access to the HIP application either by direct or “Relay Service” access to a live customer service operator during normal business hours EST. Relay service is available from all major communications providers.
6. In addition, a feature of the website will allow hunters to retrieve lost HIP numbers previously issued. This feature will require the hunter to provide several bits of identifying information as previously entered to retrieve the lost HIP number. The IVR system will instruct visitors looking for lost HIP numbers to visit the website. For security purposes, retrieval of lost HIP numbers will not be available via the IVR application.
7. The data structure of the collected data is to be provided in a format not yet determined; however, it is expected that standard formats such as Excel or Access will provide the information in the file format most useful to the DNREC.
8. All records obtained via the Internet option shall be subject to the same format and delivery specifications as those obtained via the phone system. The website platform will mirror the functionality of the IVR system. Phone and Internet entries will be consolidated into a single file and exported according to the specified export file formats to both the DNREC and the U.S. Fish and Wildlife Service.
9. All voice capture will be transcribed on a continuous basis.

Sample Script for Web-based HIP - A more detailed web-based script, as well as a phone-based script, will be provided to the winning bidder.

1. First page has a series of blocks to enter hunter’s Name, Address, Phone, Date of Birth and Gender.
2. A Continue button takes hunter to Survey Questions page where they answer 8 questions on migratory bird hunting. Examples of 2 of the 8 questions appear in (a) and (b) below.
  - (a.) Did you hunt ducks during the previous seasons?  
 Did not hunt, hunted but did not bag any, bagged between 1-10, bagged more than 10.
  - (b.) Did you hunt brant during the previous season? Yes, No.
3. A Continue button takes hunter to last page where they are given a machine generated HIP number. They are thanked for their participation and told that they must carry the number with them while hunting.

4. They are given the option of entering their email address to be sent a reminder notice to register HIP in subsequent seasons. A box with a submit button is provided for this.

### **Deer Checking Program**

1. Contractor will provide a toll-free IVR (Interactive Voice Response) telephone-based survey, as well as, a contractor Inc. hosted web-based survey application. The applications will collect Delaware information from deer hunters, register their deer with the State and generate a unique registration number herein referred to as a “DEER CHECK” number.
2. The toll-free number for this application shall be 1-855-335-4868 (1-855-DELHUNT). This phone number is owned by the State of Delaware and all charges associated with its operation are the responsibility of the DNREC, Division of Fish and Wildlife. The web site address shall be [www.dnrec.delaware.gov/delhunt](http://www.dnrec.delaware.gov/delhunt). This web site will contain a central link to a contractor-owned website with a contractor provided domain name.
3. The DEER CHECK application will be available from August 1, 2011 – May 30, 2012.
4. Data collected via automated IVR telephone system will be transcribed on a continuous basis. This (combined web/IVR) Delaware DEER CHECK database will be available to the DNREC upon request as well as any agreed dates/timeframe (e.g. monthly). The data structure of the collected data is to be provided in a format not yet determined; however, it is expected that standard formats such as Excel or Access will provide the information in the file format most useful to the DNREC. Each data transmission will be the cumulative total for all months to date.
5. Hearing, vision impaired or otherwise disabled hunters will have full access to the DEER CHECK application either by direct or “Relay Service” access to a live customer service operator during normal business hours EST. Relay service is available from all major communications providers.
6. In addition, a feature of the website will allow hunters to retrieve lost DEER CHECK numbers previously issued. This feature will require the hunter to provide several bits of identifying information as previously entered to retrieve the lost DEER CHECK number. The IVR system will instruct visitors looking for lost DEER CHECK numbers to visit the website. For security purposes, retrieval of lost DEER CHECK numbers will not be available via the IVR application.
7. All records obtained via the Internet option shall be subject to the same format and delivery specifications as those obtained via the phone system. The website platform will mirror the functionality of the IVR system. Phone and Internet entries will be consolidated into a single file and exported according to the specified export file formats listed previously to the DNREC.

8. All voice capture will be transcribed on a continuous basis.

Sample Script for Deer Check - A more detailed script will be provided to the winning bidder.

1. Welcome Message
2. Collection of Demographic Information
  - Hunting License Type (5 choices)
  - License number (voice entry)
  - Date of Birth (phone key pad entry)
  - Telephone number (phone key pad entry)
  - Gender (2 choices)
  - First Name, Last Name, Address (voice entry)
3. Collect Deer Harvest Information
  - Deer Damage Program (Yes/No); if yes enter Farm ID Number (phone key pad entry)
  - Tag Type (11 choices)
  - Deer Type (6 choices)
  - Firearm Type (7 choices)
  - Harvest Date (3 choices)
  - County of Harvest (3 choices)
  - Zone of Harvest (18 choices)
  - Land Type (2 choices)
  - Public Land Location – (34 choices)

### **Snow Goose Hunting Permit Program**

1. Develop a web-based program to register individuals for hunting permits under the Snow Goose Conservation Order. During the registration process applicants will be asked to submit their contact information, including name, address, phone number, hunting license number (may be either Maryland or Delaware license number), and Harvest Information Program number obtained from the application above. The web site address shall be [www.dnrec.delaware.gov/delhunt](http://www.dnrec.delaware.gov/delhunt). This web site will contain a central link to a contractor-owned website with a contractor provided domain name.
2. The conservation order will run annually from 1 February – 18 April. The website must be operational by January 1<sup>st</sup> each year and remain accessible to registrants through July 15<sup>th</sup> of each year.
3. Upon completing their registration, the system will generate a unique registration number herein referred to as a “SNOW GOOSE PERMIT” number.
4. At the end of the conservation order, registrants will revisit the website where they will be asked a series of questions regarding their participation and harvest activity during the conservation order.
5. The registration system must be able to provide the DNREC with a report summarizing the question responses as well as a list of individuals who failed to revisit the system to provide their

activity data so that a reminder can be issued by the DNREC to those individuals to increase compliance. The final report must be submitted by August 15<sup>th</sup> of each year.

6. In addition, a feature of the website will allow hunters to retrieve lost SNOW GOOSE PERMIT numbers previously issued. This feature will require the hunter to provide several bits of identifying information as previously entered to retrieve the lost SNOW GOOSE PERMIT number.
7. Sample Snow Goose Script - A detailed web-based script, as well as a phone-based script, will be provided to the winning bidder.

### Permit Registration Module

1. General information statements (then Next button)
2. Enter valid HIP number (Submit button) – if no number or lost number have links to obtain number or lost number.
3. When HIP number submitted, a hunter contact information page comes up that is associated with the HIP number. If information is correct, a Submit button will take hunter to the permit registration page. If information is incorrect, the hunter can click on a link to correct the information.
4. The registration page will display the hunter's information along with an assigned Snow Goose Permit Number and information text.
5. A link will allow hunters to print and/or download a harvest tracking form they can use during the season.
6. A Next button takes them to a registration completed page.

### Harvest Reporting Module

1. A link on the HIP registration page takes them to a harvest reporting page.
2. They enter their permit number that takes them to a verify hunter information page
3. A NEXT button takes them to a text page that informs them on reporting their harvest.
4. A NEXT button takes them to a data entry page with 9 boxes to fill in on days hunted etc.
5. A Continue Survey Button takes them to a series of 14 questions.
6. This is followed by a thank you page.

### **License Exempt Hunter and Trapper Program**

1. Contractor will provide a toll-free IVR (Interactive Voice Response) telephone-based survey, as well as, a contractor Inc. hosted web-based survey application. The applications will collect Delaware information from licensed exempt hunters and trappers, register them with the State and generate a unique registration number herein referred to as a "LEN" number.

2. The toll-free number for LEN shall be 1-855-335-4868 (1-855-DELHUNT). This phone number is owned by the State of Delaware and all charges associated with its operation are the responsibility of the DNREC, Division of Fish and Wildlife. The web site address for LEN shall be [www.dnrec.delaware.gov/delhunt](http://www.dnrec.delaware.gov/delhunt). This web site will contain a central link to a contractor-owned website with a contractor provided domain name.
3. LEN data collection will run from July 1, 2011 – June 30, 2012.
4. Data collected via automated IVR telephone system will be transcribed on a continuous basis. This combined (web/IVR) Delaware LEN database will be available to the DNREC upon request as well as any agreed upon dates/time frame (e.g. monthly). The data structure of the collected data is to be provided in a format not yet determined; however, it is expected that standard formats such as Excel or Access will provide the information in the file format most useful to the DNREC. Each data transmission will be the cumulative total for all months to date.
5. Hearing, vision impaired or otherwise disabled hunters or trappers will have full access to the LEN application either by direct or “Relay Service” access to a live customer service operator during normal business hours EST. Relay service is available from all major communications providers.
6. In addition, a feature of the website will allow hunters and trappers to retrieve lost LEN numbers previously issued. This feature will require the hunter to provide several bits of identifying information as previously entered to retrieve the lost LEN number. The IVR system will instruct visitors looking for lost LEN numbers to visit the website. For security purposes, retrieval of lost LEN numbers will not be available via the IVR application.
7. All records obtained via the Internet option shall be subject to the same format and delivery specifications as those obtained via the phone system. The website platform will mirror the functionality of the IVR system. Phone and Internet entries will be consolidated into a single file and exported according to the specified export file formats listed previously to the DNREC.
8. All voice capture will be transcribed on a continuous basis.

Sample Script for LEN - A more detailed script will be provided to the winning bidder.

- 1) Welcome message explaining why LEN number is needed.
- 2) Provide list of why hunter/trapper is exempt from purchasing a license (5 choices)
- 3) Collection of Demographic information
  - Date of Birth (phone key pad entry)
  - Telephone number (phone key pad entry)
  - Gender (2 choices)
  - First Name, Last Name, Address (voice capture to be transcribed)
4. Survey Questions
  - 1) Do you intend to hunt in Delaware this year? Yes or No
  - 2) Do you intend to trap in Delaware this year? Yes or No

- 5. Issue/play a 6 digit LEN Number to caller, allow the opportunity for the caller to have the issued number repeated to them.
- 6. Message will conclude with repeating when number will be needed (registering a deer, obtaining a HIP or a snow goose permit number) and that it must be in their possession while hunting

**ALL PROPOSALS SHOULD INCLUDE 2 BIDS: ONE BID FOR HAVING THE 4 WEB APPLICATIONS PLACED ON A SECURE SERVER AND ONE BID FOR HAVING THE 4 WEB APPLICATIONS PLACED ON A NORMAL NON-SECURE SERVER.**

**IV. PROPOSAL EVALUATION PROCEDURES:**

**A. SELECTION COMMITTEE:**

A group with expertise in procurement and data acquisition and management will evaluate complete proposals. This group, called the Review Committee will make an award to the offeror(s) whose proposal is judged to be in the best interest of the State, based on criteria set forth in the subsection B below. The Review Committee may reject any or all proposals if none are judged to be in the best interest of the State.

**B. CRITERIA AND SCORING:**

Review Committee members will assign up to the maximum number of points listed for each of the five (5) items listed below.

		<b><u>POINTS</u></b>
1.	Previous Experience	40
2.	Personnel and Organizations Qualifications	30
3.	Available Facilities & Equipment	10
4.	Understanding the Objectives	10
5.	Format of Proposal	10
<b>TOTAL</b>		<b>100</b>

**V. QUESTIONS**

Questions should be directed to Rob Hossler, Program Manager at (302) 735-3600

PROPOSAL REPLY SECTION

**CONTRACT NO. 11-001-Wildata**  
**Contract Title: Wildlife Automated Data Acquisition**

Please fill out the attached forms fully and completely and return to the Division DNREC, Division of Fish and Wildlife by 4:00 p.m., Monday, 25 April 2011. Bids will be opened at 9:00 a.m. Wednesday 27 April 2011 at the Division of Fish and Wildlife Offices located on the second floor Room B 240 of the Richardson and Robbins Building at 89 Kings Highway, Dover, Delaware 19901.

**PUBLIC PROPOSAL OPENINGS**

The public proposal opening insures the citizens of Delaware that contracts are being proposed fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the proposals at the time and place specified and the contract shall be awarded within ninety (90) days thereafter. The main purpose of the proposal opening is to reveal the name(s) of the offeror(s), not to serve as a forum for determining the apparent low offerors. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each proposal has been determined.

After receipt of a fully executed contract(s), the Delaware public and all offerors are invited to make an appointment with the contracting officer in order to review pricing and other non-confidential information.

**NOTE: ONLY THE OFFEROR'S NAME WILL BE READ AT THE OPENING**

BID QUOTATION REPLY SECTION  
CONTRACT NO. 11-001-Wilddata  
WILDLIFE AUTOMATED DATA ACQUISITION

PLEASE QUOTE PRICE FOR SYSTEM \$ \_\_\_\_\_

OTHER FEES: \$ \_\_\_\_\_ (EXPLAIN)

**DELIVERY TIME**

\_\_\_\_\_ days ARO

CONTRACT TOTAL VALUE \$ \_\_\_\_\_

COMPANY NAME and ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED SIGNATURE

\_\_\_\_\_

PRINTED NAME & TITLE

\_\_\_\_\_

DATE \_\_\_\_\_

STATE OF DELAWARE  
DNREC, Division of Fish and Wildlife  
89 Kings Highway  
Dover, DE 19901

NO PROPOSAL REPLY FORM

**CONTRACT #11-001-Wilddata**

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received a proposal, but does not wish to bid, state their reason(s) below and return in the enclosed envelope. This information will not preclude receipt of future invitations unless you request removal from the Offeror's List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

- \_\_\_\_\_ 1. We do not wish to participate in the proposal process.
- \_\_\_\_\_ 2. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 3. We do not feel we can be competitive.
- \_\_\_\_\_ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.
- \_\_\_\_\_ 5. We do not wish to sell to the State. Our objections are:  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 6. We do not sell the items/services on which Proposals are requested.
- \_\_\_\_\_ 7. Other: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ FIRM NAME

\_\_\_\_\_ SIGNATURE

\_\_\_\_\_ We wish to remain on the Offeror's List **for these goods or services.**

\_\_\_\_\_ We wish to be deleted from the Offeror's List **for these goods or services.**

**CONTRACT NO.:** 11-001-Wilddata  
**TITLE:** Wildlife Automated Data Acquisition  
**DATE:** March 17, 2011

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to the Division of Purchasing.

It is agreed by the undersigned offeror that the signed delivery of this bid represents the offeror's acceptance of the terms and conditions of this invitation to bid including all specifications and special provisions.

**NOTE:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, DNREC, Division of Fish and Wildlife.

NAME OF OFFEROR \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE  
Please type or print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS OF OFFEROR \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

PURCHASE ORDERS SHOULD BE SENT TO:  
(COMPANY NAME) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

FEDERAL E.I. NUMBER \_\_\_\_\_ STATE OF DELAWARE  
LICENSE NUMBER \_\_\_\_\_

**THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED**

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_