

DECEMBER 29, 2017

TO: ALL OFFERRS

FROM: CHERYL L. GMUER
WEATHERIZATION ASSISTANCE PROGRAM MANAGER

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NO. NAT18001-
WAP_MONITOR

ADDENDUM #001

MONITOR PROPOSAL QUESTIONS AND ANSWERS

1. Clarification –monitor onsite and in DNREC, a firm can QA/QC- am I understanding?
We are looking for a program monitor to show up in person and work a full workweek at DNREC. The Subcontracting Option is just an extension of the person that reports daily. As an example, the Monitor is required to fulfill the scope of work in the contract. If the Subgrantee(s) completes more homes than expected, the Monitor would need to provide the required monitoring for QA/QC. If the Monitor cannot fulfill all of the requirements, the contracting firm can use subcontractors to meet the requirements. They can add additional funding to their proposal showing the ability to subcontract to meet the needs. The need to utilize a subcontractor during the contract term must be approved by DNREC in advance of implementing that option.
Follow up question: Other people than a monitor in DNREC, if overflow is needed?
Yes.
2. I am interested in knowing if the State Monitor reports to the Dover office and has to have 40 hours a week in the office. The State Monitor position is a 40-hours per week position, but the person does not have to spend the 40 hours in the office. The position requires the Monitor to be in the office and in the field, the office and field time together comprise the 40-hours per week.
3. What percentage of time would be recommended to be at the actual DNREC office located at 100 W. Water Street Dover, Delaware? Given the actual time required to be in the field with the auditors and contractors including the travel. There is no set percentage of time that is required in the field versus the office. What is most important is that the State Monitor fulfills all the duties of the position and balances field and office time to

that end. When the position is filled, a Performance Plan will be developed for the employee. Twice a year the employee will be evaluated against the objectives in the Performance Plan, the state contract and duties as prescribed in the RFP.

4. If I did not attend the Prebid meeting, am I still eligible to bid the job. Absolutely, the Prebid meeting was not mandatory. Yes, you are eligible to submit a proposal.
5. What is the preferred payment method for the work completed – by job, bi-weekly, or monthly? DNREC prefers monthly invoicing for the hours worked by the State Monitor. There will be no invoicing per job.
6. If I live in New Castle County, do I have to report to the Dover office if I am going to be doing field work in New Castle County? DNREC is flexible with managing your time in the field and optimizing travel. If your entire day is spent in the field in New Castle County, you would not be required to report to the Dover office in the morning before going into the field. On the other hand, you must have enough work to do in New Castle County; otherwise you must report to the office or continue to perform field work in Kent or Sussex Counties.

All other terms and conditions remain the same.

If you have any questions, please contact me at Cheryl L. Gmuer (Cheryl.Gmuer@state.de.us), 302-735-3361.