



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

June 27, 2018

TO: ALL OFFERERS

FROM: COURTNEY MCCARTY
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. OMB18001-PROPERTY_MGT, PROPERTY MANAGEMENT
SUPPORT

ADDENDUM #1

The purpose of this Addendum is to recap the prebid meeting and answer questions received regarding the solicitation.

PRE-BID MEETING RECAP

Discussion of solicitation timeline, making note of deadline for questions and receipt of proposals. Presentations may be required by vendors. Discussion on how field will be narrowed down to identify those invited to provide presentations.

117 leased properties accounting for 1,561,084 SF. Seventy-eight (78) of these will be expiring in the next five years.

Compensation: Two rate structures are being requested. One a commission based for lease savings. One an hourly rate for additional property management support services vendor wishes to propose.

Contact with agencies, by awarded vendor, must be run through DFM.

Awarded vendor will have to attend at least one meeting weekly, to start, to report on progress toward leases. No State space or equipment will be provided.

QUESTIONS & ANSWERS

Q1. Is the focus on the 78 leases only?

A1. To start, yes.

Q2. Is there a master plan in place?

A2. No.

Q3. Do you have a goal to award by?

A3. A date has not been selected although we are looking to move forward quickly.

Q4. Do you have a data base of state-owned properties to share?

A4. The Division of Facilities Management (DFM) currently maintains approximately ninety properties comprised of three million square feet. Databases containing details associated with these properties can be made available to awarded vendors.

Q5. Cost Proposal: How should Vendors price software licenses and hosting/product fees or other products/services that are not "hourly" rates but one-time or annual costs?

A5. Software cost proposals should be listed separately and take into consideration and address all requirements outlined in section E.1. Software (page 46-47).

Q6. Background: Please list all software currently in use by the State of Delaware by product manufacturer. If the software tool was developed internally by the State, please indicate so. For example: HR, Finance & Accounting, Space Management/CAFM, Facility Management/CMMS, Project Management, Capital Planning, Energy Management, Lease Administration & Lease Accounting, Misc.

A6. The State of Delaware, Division of Facilities Management, utilizes the Microsoft Office Suite, Trapeze's Asset Works, Oracle PeopleSoft and Microsoft Project.

Q7. Background: What is the ERP (Enterprise Resource Planning)/tech platform in use by the State? (example: Oracle)

A7. Oracle-Peoplesoft

Q8. Background: Does the State of Delaware utilize Cloud/Software-as-a-Service technology tools, or does software need to be hosted on their servers/on premises?

A8. The State utilizes both SaaS and on premise software.

Q9. Background: It appears per the last paragraph on page 40 that you have already evaluated your processes around real estate and identified efficiencies you will ask the chosen provider to implement as part of their solution. Please confirm this is correct and that you are not looking for us to review your current real estate processes and provide recommendations for improvement and/or document the future state real estate processes.

A9. Our main interest is in lease cost reduction. If you offer services above and beyond this scope of work, please identify them in the second section of the pricing page (p. 56) by naming the service, describing it and pricing it by the hour.

Q10. Lease Administration: Do you have any subleases? If yes, how many? Do you require similar assistance in confirming tenant invoicing and monitoring of accounts receivable/collections and subtenant compliance with lease terms?

A10. No subleases. We currently perform these types of fiscal services in-house. If you are able to provide the ancillary services identified above, please name them, describe their scope and price them by the hour.

Q11. Lease Inventory System: Can you provide some clarification as to how your lease information is stored today? Have your leases been abstracted and are your leases scanned and stored in a central, web-enabled repository?

A11. Our lease inventory is recorded in a spreadsheet and updated monthly. We maintain a hard-copy file on each executed lease.

Q12. Facility Management Processes: Can the Sate provide to Vendors the “annual and strategic planning templates and manuals developed by DFM in order to analyze costs, benefits and return on investment associated with the utilization of each property or building”?

A12. We have neither a strategic plan for leasing nor a manual. We do have a lease template. Cost analysis that is completed on a case-by-case basis.

All other terms and conditions remain the same.