



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

August 21, 2019

TO: ALL OFFERORS

FROM: PETER KOROLYK  
DEPUTY DIRECTOR

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: OMB19101-CBC\_REVIEW

**ADDENDUM # 1**

This addendum is provided in response to the vendor questions that have been received for the solicitation of Contract No. OMB19101-CBC\_REVIEW, titled as Commission, Board and Council Review Project.

Section Number IV, Paragraph Number B 2, Page Number 4

Text of Passage “**Each proposal must be submitted with one (1) paper copies and three (3) electronic copies on individual CD or DVD media disks, or USB memory drives.** Please provide a separate electronic pricing file from the rest of the RFP proposal responses.”

Question 1. (Q1)

Can you confirm that the requirement for the pricing file is for one (1) electronic copy?

Answer (A). The vendor shall provide one (1) price proposal in a paper format and at least one (1) electronic price file.

Section Number IV, Paragraph Number B 9, Page Number 6

Text of Passage “The State of Delaware discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner.”

Q2. Do you have an expectation of specific formatting for the proposal; e.g. font size/type, margins and spacing?

A. No. A specific formatting style or standard is not required.

Section Number V, Paragraph Number 4 a, Page Number 14

Text of Passage “The term of the contract between the successful bidder and the State shall be for one (1) year”

Q3. Can you confirm that the scope of work outlined in our technical and pricing proposals will be for a one-year period to align with the initial contract year?

- A. The project is expected to be complete within the initial (one year) contract term. Therefore, technical and pricing proposals should be consistent with this expectation.

Section Number Appendix B, Page Number N/A, Scope of Services

Text of Passage “The Vendor will work with identified Department personnel to gather and collect information on current Department responsibilities and attendance for CBCs.”

- Q4. We note and agree that identified personnel will be key, however will there be a single point of contact in OMB or OGOV that will serve as a resource to support the connection to the CBCs?
  - A. A single point of contact (POC) is expected. During the project, the sponsor will reserve the right to change a POC if it serves the best interest of the state. Further, a secondary or alternative POC may be identified to ensure a vendor has timely access to key state personnel authorized to make decisions.

Section Number Appendix B, Page Number N/A, Pricing

Text of Passage “The Vendor is required, with submission of their proposal, to submit a proposed pricing structure for the completion of the project”

- Q5. Is there a preferred format for the pricing structure? And if this is not the case can you provide guidance as to level of detail required for the cost build up?
  - A. There is no defined or preferred pricing structure established.

The proposing vendor shall remain aware that payments for work completed will be contingent on completion of various milestones and/or deliverables. The decision to provide or not provide a detailed pricing structure is subject to vendor discretion. If the vendor believes that price transparency provides unique insight into vendor capabilities and/or assists in providing a more detailed response to the RFP, then vendor is encouraged to detail their activities in their pricing response.

All other terms and conditions remain the same.

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