



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

January 10, 2020

TO: ALL OFFERORS

FROM: PETER KOROLYK
DEPUTY DIRECTOR

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.:
OMB20101-DISPARITY_STDY

ADDENDUM # 1

This addendum is provided in response to the vendor questions that have been received for the solicitation of Contract No. OMB20101-DISPARITY_STDY, titled as Disparity Study.

Page 2, III. Required Information, A. Minimum Requirements, Item 5: Provide samples of two (2) disparity studies...either paper copy(s) or electronic link(s)...

Question 1 (Q1). Is it acceptable for proposers to provide the two sample studies on a USB drive instead? If so, should it be a separate USB from the USB that contains the proposal?
[Answer 1 \(A1\). An electronic copy of the two sample studies on a USB is acceptable. And, the studies may either be on the same USB as the rest of the proposal or a separate USB drive.](#)

Page 3, III. Required Information, B. General Evaluation Requirements, Item 1: Experience and Expertise of Vendor and key personnel for this type of study.
Page 43, Appendix A, Item 1: Transmittal Letter as specified on page 1 of the Request for Proposal including an Applicant's experience, if any, providing similar services.

Q2. Does OMB want all experience of the vendor and key personnel included in the transmittal letter or within the body of the proposal?
[A2. The Vendor may want a short experience summary in the transmittal letter, but OMB would prefer detailed insight into experience within the body of the proposal.](#)

Page 2, II. Scope of Services: This Professional Services RFP seeks to obtain a Vendor to evaluate business participation and Vendor awards (in state contracting) for a select group of agencies.

Page 44, I. Background, "Agencies" lists the following departments:

- a. Office of Management and Budget
- b. Department of Correction
- c. Department of Health and Social Services

Q3. Are the Agencies referred to on Page 2, the same Agencies listed on Page 44?

A3. Yes.

Page 43, Appendix A, Item 9: One (1) complete OSD application (See link on Attachment 9) – only provide if applicable

Q4. Please clarify this application is not required to be completed and included in the proposal.

A4. An OSD application is not a requirement to submit a bid.

Page 45, III. Description of the Consultant's Tasks, Item 6: The exact number of interviews will be jointly determined and agreed upon by the (OMB) and the Consultant.

Q5. Identifying the number of interviews is a part of creating a budget/bid for a project. Is it acceptable for the consultant to suggest a number of interviews in the proposal?

A5. Yes.

Although the State provides some description of available contract data in the RFP in Section V.3. on page 50, there are some variables not identified that we would like to ask about. For the prime contract data the State maintains please note whether these data include the following information for all, some, or none of the contracts.

Q6 a. Please indicate whether the data are available electronically or only in hard copy.

A6 a. Contracts awarded for the time period identified is available through a publicly accessible website, www.mymarketplace.delaware.gov; by reviewing awarded and archived contracts lists.

Q6 b. Please answer separately for each agency and for each industry included in the study.

A6 b. Information is for AWARDED / Non-Awarded Vendors

- Firm name. – All / Most
- Firm address, city, state, zip code. – All / Some
- Firm phone number. – All / Some
- Firm email address. – Most / Some
- Firm contact person. – Most / Some
- Firm owner race and gender. – Some / Some
- Firm owner disability status. – Some / Some
- Firm owner veteran status. – Some / Some
- Unique contract number. – All
- Start date of contract. – All
- End date of contract. – All
- Award amount. – Some
- Amount paid (total or to date). – Most (via Open Data records @ www.data.delaware.gov)
- Contract title. – All
- Contract description. – All
- Industry category description. – All
- Industry category code, such as NAICS. – All, but categories are reported as UNSPSC and are tracked by the original bid's category classification
- Whether there was a MWBE or DBE goal. – No goals were in place during this project time period

For the subcontract data the State maintains, please note whether these data include the following information for all, some, or none of the contracts.

Q7 a. Please indicate whether the data are available electronically or only in hard copy.
A7 a. Unknown. Each Agency covered in the project period may track information differently.

Q7 b. Please answer separately for MWBE/VOBE/SDVOBE/IWBE subs and non-MWBE/VOBE/SDVOBE/IWBE subs.
A7 b. Unknown. Diverse category vendors and non-diversification category vendors may be tracked in the same Agency systems/records.

Q7c. Please answer separately for each agency and each industry. (Diverse / non-Diverse classification)

- Firm name. – Some / Some
- Firm address, city, state, zip code. – Some / Some
- Firm phone number. – Some / Some
- Firm email address. – Some / Some
- Firm contact person. – Some / Some
- Firm owner race and gender. – Some / Some
- Firm owner disability status. – Some / Some
- Firm owner veteran status. – Some / Some
- Prime contract number. – All
- Prime contract title. – All
- Start date of contract. – All
- End date of contract. – All
- Award amount. – Some
- Amount paid (total or to date). – Some
- Type of work performed. – Some
- Industry category code, such as NAICS. – Unknown. UNSPSC category classification tracking is based on the original solicitation bid. Agencies may track alternate classification(s) for sub-contractors.

Q8. Is there a MWBE participation goal for this study? If so, please provide.
A9. No goal is identified.

Q9. How many copies of the price proposal should be provided?
A9. Not less than one paper and one electronic copy.

Q10. What is the proposed budget for the study?
A10. A project budget has not been identified.

Q11. What timeline is the State expecting for this project?
A11. Undetermined at this time.

Q12. Do you anticipate extending the bid due date?
A12. No.

Q13. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?
A13. No additional details.

Q14. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?

A14. No.

Q15. Other than your own website, where was this bid posted?

A15. Unknown. The Government Support Services team operates one bid solicitation portal where bids are posted. The state is unaware if another provider or service may have posted to other publicly available website(s).

Solicitation outreach was conducted by the State to identified awarded consultants listed under SIN 520 13, which generated the following question.

Q16. It is my understanding that States may only purchase off of the schedule indicated by that SIN in instances of disaster recovery so I just wanted to make sure that you weren't expecting an offer under our Federal Supply Schedule.

A16. The state, in providing RFP outreach notice to potential market participants, is attempting to market the bid opportunity. If a GSA decides to bid, and is selected and awarded, any purchase would not be through the GSA, but through a separate State of Delaware contract.

Section III, Paragraph C, Page 3-

Q17. What is the budget for this project?

A17. A project budget has not been identified.

Section IV, Paragraph B, Page 8,9-

Q18. Does this project have a MWBE goal or local preference goal?

A18. No.

Appendix A, Section II, page 44-

Q19. What is the number of contracts included for the study period?

A19. There are approximately 600+ contracts that fall within the studies identified parameters.

Appendix A, Section II, page 44-

Q20. What is the total dollar amount of those contracts in the study period?

A20. Unknown.

Section IV, Paragraph B, page 5-

Q21. Can you clarify if we are to submit 1 original, 2 copies, 1 electronic copy? The RFP doesn't indicate if an original is needed in addition to the 2 copies.

A21. Two (2) paper copies, with one (1) paper copy shall be marked as original, and one (1) electronic copy.

Section IV, Paragraph B, page 5-

Q22. Should the pricing file be separated out from the paper proposal in addition to the electronic copy of the proposal?

A22. The pricing file proposed should be on a separate page (or tab) from the rest of the paper proposal. This allows the contract team to easily redact before the evaluation team attempts to review.

Q23. Page 1- What is the proposed award date?

A23. Unknown. The contract team will look to select a potential vendor within two to four months of the date bids are due.

Q24. Page 1- What is the proposed kick-off time-period for the project

A24. Unknown at this time.

Section number: III.C — Pricing

Paragraph number: 1

Page number: 3

Q25. What is the budget for the disparity study?

A25. A project budget has not been identified.

Section number: VII — Attachment 2 (Non-Collusion Statement)

Paragraph number: 4

Page number: 35

Q26. Regarding the State of Delaware license number, please confirm that a State of Delaware business license is not required prior to proposal submission, but Proposers may obtain licensure prior to contract execution.

A26. A State of Delaware business license is not required to submit a bid. It is however required, subject to applicable rules, to be provided to the contracting agency prior to a contract start date.

Section number: VII — Attachment 6 (Subcontractor Information Form)

Paragraph number: Part I, item 4

Page number: 39

Q27. Attachment 6 requires Proposers to provide subcontractor information, such as OSD classification and certification number. Please confirm if there are any MBE/WBE/VOBE/SDVOBE/IWBE participation goals for this contract.

A27. No goals are identified.

Section number: Appendix B.V — Information and Materials to be Provided by the OMB

Paragraph number: 4 (items B.1–B.7)

Page number: 49–50

Q28. Items B.1 through B.7 describe the information that the OMB will make available to the awarded Consultant, including subcontractor information. Please explain further the subcontract data that the State can provide for each agency (or across agencies that would include information for all subcontracts, not just certified MBE/WBEs), including the format of the data.

A28. OMB will make information available, where reported by prime vendors, all the subcontractor information collected. Information collected will be reported may be in an Excel format, where available.

Section: Attachment 6 Paragraph Number: N/A Page Number: 39

Text of Passage being Questioned: N/A

Q29. Is there a goal on this contract?

A29. No participation goal has been established.

Section: Section III Description of Consultant's Task Paragraph Number: Tasks A through Task G
Page Numbers: 45 through 49
Text of Passage being Questioned: "III. DESCRIPTION OF THE CONSULTANT'S TASKS" as described in the RFP

Q30. Is the expectation that the proposal will be written to address these tasks specifically in this order, or does the consultant have the option of writing the proposal in its own style to include all listed tasks?

A30. Vendor proposals do not have to respond in the same order as the tasks are identified in the RFP.

Section: Section II Scope of Work Paragraph Number: 1
Page Number: 44

Text of Passage being Questioned: "The services of the Consultant shall generally consist of analyzing data related to MWBE participation in contracts awarded by the Agencies for construction, goods and services, and construction related professional services, including but not limited to, architectural and engineering services, from Fiscal Year (FY) 2014 through 2019."

Q31. What is the approximate number of contracts for the proposed study period?

A31. There are approximately 600+ contracts that fall within the studies identified parameters.

Q32. What is the approximate total dollar value for the contracts for the proposed study period?

A32. Unknown.

Q33. Will the consultant be analyzing only non-federally funded contracts?

A33. The solicitation does not limit the scope of work to non-federal contracts.

Q33a. If there are federally funded contracts included, what are federal funding sources?

A33a. Unknown at this time.

Section: Section II Scope of Services Paragraph Number:
Page Number: 2

Text of Passage being Questioned: "This Professional Services RFP seeks to obtain a Vendor to evaluate business participation and Vendor awards (in state contracting) for a select group of agencies".

Q34. What specific state agencies will be included in the study?

A34. Refer to page 44 of the RFP.

"Agencies" shall mean the following departments:

- a. Office of Management and Budget (OMB), Division of Facilities Management
- b. Department of Correction
- c. Department of Health and Social Services

Section: Appendix A - MINIMUM MANDATORY SUBMISSION REQUIREMENTS
Paragraph Number: 9
Page Number: 43

Text of Passage being Questioned: “One (1) complete OSD application (See link on Attachment 9) – only provide if applicable”

Q35. If the vendor has already applied for OSD certification, must the application also be attached to the proposal?

A35. No.

Section: Appendix B - SCOPE OF WORK AND TECHNICAL REQUIREMENTS, section III, DESCRIPTION OF THE CONSULTANT’S TASKS, TASK B. MEETINGS, subsection 1 Paragraph Number: 1

Page Number: 45

Text of Passage being Questioned: “The OMB anticipates five (5) meetings, including a kick-off meeting and an executive summary presentation.”

Q36. Please describe what OMB anticipates will be the purpose(s) of the additional meetings.

A36. Unknown. Meeting could include, but are not limited to, status meetings, progress reports, etc.

Section: Appendix B - SCOPE OF WORK AND TECHNICAL REQUIREMENTS, section III, DESCRIPTION OF THE CONSULTANT’S TASKS, Task C., Review and Evaluate MWBE Utilization, subsection 2, bullet number 1

Paragraph Number: subsection 2, bullet number 1 Page Number: 46

Text of Passage being Questioned: “This includes analysis of participation, including numbers of vendors that bid, are awarded and those that choose not to participate.”

Q37. Does OMB have records of every firm that bid and similar data for firms that choose not to participate for all contracts during the study period?

A37. OMB anticipates having possession of information on any firm(s) that bid but may not have data on all other firms that choose not to bid.

All other terms and conditions remain the same.

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