



DEPARTMENT OF SAFETY AND HOMELAND SECURITY
OFFICE OF THE SECRETARY
DOCUMENT APPROVAL MEMORANDUM

Allow 1 week for approval process.

TO: Secretary Lewis D. Schiliro
FROM: Alison Kirk
RE: 1 year public relations firm contract extension
SUBMISSION DATE: September 17, 2014
REQUESTED RETURN DATE: September 24, 2014

Recommendation:

Explanation/Comments: OHS professional contract with Aloysius Butler & Clark No. SHS-11-006-PubRelatns expires September 30, 2014. After discussion with GSS, Rebecca Lovin, about how to proceed given that GSS has a new professional contract out for bid currently for all state agencies, she recommended that we extend for 1 year until the new state contract is in place. Her email recommendation is attached. I have also enclosed three copies of the amendment for a one year contract extension that require the Secretary's signature and also notary.

Approve/Disapprove: Alison Kirk Community Relations Officer **Date:** 9/17/2014
Print or type Approver's Name & Title

Explanation/Comments: Click here to enter text.

Original on File

Approve/Disapprove: Click here to enter name and title. Director **Date:** 9/17/14
Print or type Approver's Name & Title

Explanation/Comments: Click here to enter text.

Approve/Disapprove: Click here to enter name and title. **Date:** Enter date.
Print or type Approver's Name & Title

Explanation/Comments: Click here to enter text.

Original on File

Approve/Disapprove: Lewis D. Schiliro, Cabinet Secretary **Date:** 8-18-14

Kirk, Alison (DSHS)

From: Lovin, Rebecca (OMB)
Sent: Wednesday, August 20, 2014 11:10 AM
To: Kirk, Alison (DSHS)
Subject: RE: contract renewal question

Alison,

I looked up your RFP information and based on the following information, it appears that you have the opportunity to renew for up to six (6) years in incremental periods:

SHS-11-006-PubRelatns

D. Contract Terms and Conditions; 1. General Information

a. The term of the contract between the successful bidder and the State shall be for one (1) year reimbursable contract period from October 1, 2011 and September 30, 2012. Each contract may be renewed for up to six (6) years in one (1) or two (2) year periods.

You will have to confirm your use of your renewal periods for me, but it appears that you have utilized two (2) renewal years already. If this is the case, I recommend that your group renew for one (1) additional year as we transition into the new contract vs. engaging in month-to-month agreements. First, month-to-month is not in your contract and also, by going with a one (1) year option...that will give you a good opportunity at looking at transitioning to the new contract when your extension is up.

I also recommend that about 2-3 months out from extension expiration, you send job scope packages out to the vendors on contract so you can get some pricing nailed down from the vendors on contract. If AB&C is on or not...this will give you a good opportunity to price check and evaluate your needs under the new contract.

If you have any additional questions, just let me know...it really is dependent upon your renewal period your currently in...so if you confirm that and you're in year 2 of the extension, then I would support recommending DSHS in one additional year to let the new contract get rolling and then give you adequate time for transitioning.

Thanks,

Becky

Becky Lovin/State Contract Procurement Officer/ CRMP Manager
OMB/Government Support Services
State of Delaware
100 Enterprise Place, Suite 4, Dover DE 19904
☎: 302-857-4558 / 📠: 302-739-3779 / ✉: Rebecca.lovin@state.de.us / SLC: D100
<http://mymarketplace.delaware.gov/>

 Please consider your environmental responsibility before printing this e-mail 

From: Kirk, Alison (DSHS)
Sent: Tuesday, August 12, 2014 11:06 AM
To: Lovin, Rebecca (OMB)
Subject: contract renewal question

Hi Becky,

Our contract with ab+c expires on September 30, 2014 and we would like to do a month to month renewal until the new statewide contract is in place. Stephanie Young who usually does this paperwork for us is out on family circumstances and do not anticipate her coming back soon. Can you help me or guide me in the process to do a month to month contract renewal with ab+c?

Thanks

Alison

Alison Kirk | Community Relations Officer | Delaware Office of Highway Safety

P.O. Box 1321 | Dover, DE 19903

tel 302.744.2743 | cell 302.943.7293 | fax 302.739.5995



STATE OF DELAWARE
OFFICE OF HIGHWAY SAFETY
P.O. Box 1321
DOVER, DELAWARE 19903-1321

Aloysius Butler & Clark
819 Washington Street
Wilmington, DE 19801

September 2, 2014

Attention: Paul J. Pomeroy, Managing Partner

Dear Mr. Pomeroy:

Enclosed are three (3) copies of Addendum No. 2 to Contract No. SHS-11-006-PubRelatns, Full Service Public Relations Firm, between Aloysius Butler & Clark and the Department of Safety and Homeland Security for the Office of Highway Safety. These must be executed by you and notarized. All copies are to be returned to the following address where they will be executed on behalf of the Department of Safety and Homeland Security. We request that you return them by an express delivery services instead of through the regular mail because the U.S. Postal Service does not deliver to our street address and does not provide adequate tracking. Or you may hand deliver them to the following address, if you prefer.

Office of Highway Safety
Attention: Alison Kirk, Community Relations Officer
303 Transportation Circle, Suite 201
Dover, DE 19901

Thank you,

Original on File

Jana Simpler
Director
Office of Highway Safety

Amendment #2 to Contract # SHS-11-006-PubRelatns

On September 2, 2014 the above contract was amended to reflect that the award for the above contract has been extended for one (1) year through September 30, 2015 as per provisions established in the Request for Proposal, section IV, paragraph D, subparagraph 1.a.

IN WITNESS WHEREOF, the parties to these presents have executed this agreement in triplication this 18th day of September 2014.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF



Corporate Seal

Magnus Blatter + Clark, Inc.
Name of Contractor
Original on File
By: _____
Title: Managing Partner /

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

SEAL

ATTEST:

Original on File

Robin Lee Harding

ROBIN LEE HARDING
NOTARY PUBLIC, STATE OF DELAWARE
My Commission Expires Upon Office

Original on File

Secretary

Lewis D. Schilino, Secretary

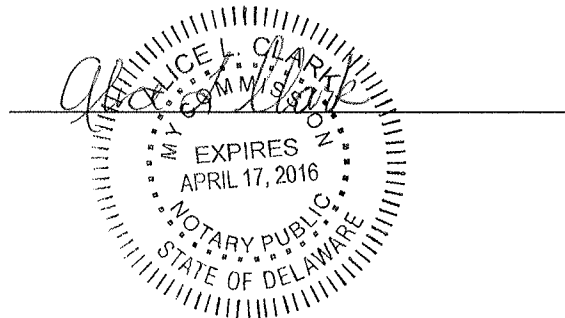
Amendment #2 to Contract # SHS-11-006-PubRelatns

On September 2, 2014 the above contract was amended to reflect that the award for the above contract has been extended for one (1) year through September 30, 2015 as per provisions established in the Request for Proposal, section IV, paragraph D, subparagraph 1.a.

IN WITNESS WHEREOF, the parties to these presents have executed this agreement in triplication this 15th day of September 2014.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF

Corporate Seal



Maysie Butler & Clark, Inc.
Name of Contractor

Original on File

By: _____

Title: Managing Partner

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

SEAL

ATTEST:

Original on File

Original on File

Secretary

ROBIN LEE HARDING
NOTARY PUBLIC, STATE OF DELAWARE
My Commission Expires Upon Office

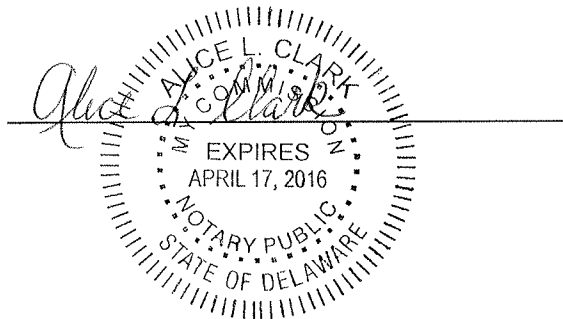
Lewis D. Schilling, Secretary

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IN WITNESS WHEREOF, the parties to these presents have executed this agreement in triplication this 18th day of September 2014.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF



Corporate Seal

Maysie Butler & Clark, Inc
Name of Contractor
Original on File
By: _____
Title: Managing Partner

DEPARTMENT OF SAFETY AND HOMELAND SECURITY

SEAL

ATTEST:

Original on File

ROBIN LEE HARDING
NOTARY PUBLIC, STATE OF DELAWARE
My Commission Expires Upon Office

Original on File

Secretary

Lewis D. Schilero Secretary