



Department of Safety and Homeland Security
303 Transportation Circle
Dover, DE 19901

State of Delaware

Light/ Medium Twin Engine Helicopters

Request for Proposal

Contract No. SHS-12-005-TwinEHelis

September 17, 2012

- Deadline to Respond -
Thursday, November 29, 2012
3 p.m. EDT

Date: September 17, 2012

CONTRACT NO. SHS-12-005-TwinEHelis

ALL VENDORS:

The enclosed packet contains a "REQUEST FOR PROPOSAL" for Light/ Medium Twin Engine Helicopters. The proposal consists of the following documents:

REQUEST FOR PROPOSAL - CONTRACT NO. SHS-12-005-TwinEHelis

- I. Introduction
- II. Scope of Work
- III. Format For Proposal
- IV. Proposal Evaluation Procedures
- V. Mandatory Pre-Bid Meeting
- VI. Definitions and General Provisions
- VII. Proposal Reply Section
 - a. Attachment 1 - No Proposal Reply Form
 - b. Attachment 2 - Non-Collusion Statement
 - c. Attachment 3 – Exceptions
 - d. Attachment 4 – Company Profile and Capabilities
 - e. Attachment 5 – Confidentiality and Proprietary Information
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 - g. Attachment 7 – Subcontractor Information Form
 - h. Attachment 8 – Monthly Usage Report
 - i. Attachment 9 – Subcontracting (2nd tier spend) Report
 - j. Attachment 10 - Office of Minority and Women Business Enterprise Certification Application
 - k. Appendix A – Scope of Work details
 - l. Appendix B – Preliminary Weight and Balance Calculation forms

In order for your proposal to be considered, the Proposal Reply Section shall be executed completely and correctly and returned in a sealed envelope clearly displaying the contract number and vendor name by Thursday, November 29, 2012, 3 p.m. EDT to be considered.

Proposals must be delivered to:

Department of Safety and Homeland Security
Office of the Secretary, Attn: Central Fiscal Office
303 Transportation Circle
Dover, DE 19901

Please review and follow the information and instructions contained in the General Provisions and this Request for Proposal. Should you need additional information, please call Kimberly Cuffee at (302) 672-5496 or email Kimberly.cuffee@state.de.us

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Department of Safety and Homeland Security

I. INTRODUCTION:

A. PURPOSE:

The purpose of this Request for Proposal is to obtain sealed proposals for the purchase of Twin Engine Helicopters equipped for multi-mission law enforcement, emergency medical service and rescue missions. It is the goal of the Delaware State Police to identify a single vendor and execute a contract in pursuant to a plan to conduct a fleet replacement of its aircraft with the contract of the first two in fiscal year 2013 (July 1, 2012 to June 30, 2013) with an option to purchase two additional unit (s) within 5 years. It is the goal of this Request for Proposal to identify a vendor(s) and execute a contract,

1. COMPETITIVE SEALED PROPOSAL:

It has been determined by Director, Government Support Services, pursuant to **Delaware Code Title 29, Chapter 6924 (a)** that this solicitation be offered as a request for competitive sealed proposals because the use of competitive sealed bidding is not practical and/or not in the best interest of the State. The use of competitive sealed proposals is necessary to:

- Use a contract other than a fixed-price type; or
- Conduct oral or written discussions with offerors concerning technical and price aspects of their proposals; or
- Afford offerors an opportunity to revise their proposals through best and final offers; or
- Compare the different price, quality and contractual factors of the proposals submitted; or
- Award a contract in which price is not the determining factor.

2. CONTRACT REQUIREMENTS:

This contract will be issued to purchase 2 light/ medium twin engine helicopters with the potential purchase of two (2) additional helicopter in the future.

3. MULTIPLE SOURCE AWARD

The Agency reserves the right to award this contract to more than one vendor pursuant to 29 Del.C. §6926, however the intention is to award to one vendor.

4. CONTRACT PERIOD:

Each Vendor's contract shall be valid for a three (3) year period from the effective date of the award. Each contract may be renewed for two (2) one (1) year periods through negotiation between the Vendor and Department of Safety and Homeland Security. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

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KEY RFP DATES/MILESTONES:

The following dates and milestones apply to this RFP and subsequent contract award. Vendors are advised that these dates and milestones are not absolute and may change due to unplanned events during the bid proposal and award process.

Activity	Due Date
RFP Availability to Vendors	Monday, September 17, 2012
Mandatory Pre-bid Conference	Wednesday, October 24, 2012, 9:30 am. EDT
Written Questions Due No Later Than (NLT)	Wednesday, October 17, 2012- Q &A will be answered at the mandatory pre- bid meeting
Pre-bid Minutes Posted Website NLT	Friday, October 26, 2012
Proposals Due NLT	Thursday, November 29, 2012, 3 p.m. EDT
Public Proposal Opening	Thursday, November 29, 2012, 3 p.m. EDT
Proposal Evaluation/Presentations as required	TBD
Contract Award	No later than Wednesday, February 27,2013

B. INQUIRIES & QUESTIONS:

We welcome your interest in working with us, and we will be pleased to answer any questions you may have in formulating your response to this Request for Proposal.

All questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this RFP must be received in writing by Wednesday, October 17, 2012. All questions will be answered in writing by Friday, October 26, 2012 and posted on <http://bids.delaware.gov> and <http://dshs.delaware.gov/information/rfp.shtml> websites. All questions must make specific reference to the section(s) and page numbers from this RFP where applicable. Oral explanations or instructions will not be binding.

C. RFP DESIGNATED CONTACT

All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact.

Kimberly Cuffee
Delaware State Police
1441 North DuPont Hwy
Dover, DE 19901
Kimberly.cuffee@state.de.us

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

D. Contact with State Employee

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

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II. SCOPE OF WORK:

A. OVERVIEW:

The Vendor(s) shall provide all equipment, materials and labor to supplement the State of Delaware's need for Light/ Medium Twin Engine Helicopters as described herein. The contract will require the Vendor(s) to cooperate with the ordering agency to insure the State receives the most current state-of-the-art material and/or services.

B. BACKGROUND:

The Vendor(s) shall provide all equipment, materials and labor to supplement the State of Delaware's need for Light/ Medium Twin Engine Helicopters as described herein. The contract will require the Vendor(s) to cooperate with the ordering agency to insure the State receives the most current state-of-the-art material and/or services.

C. STATEMENT OF NEEDS:

The purpose of this Request for Proposal is to solicit sealed proposals to establish a contract through competitive negotiation for the provision of Twin Engine Helicopters equipped for multi-mission law enforcement, emergency medical service and rescue missions, in accordance with the terms and conditions of the Request for Proposal for the State of Delaware.

D. DETAILED REQUIREMENTS:

The technical requirements of this RFP are stated in Appendix A. Vendors must provide pricing for the items listed in the Excel Spreadsheet, Appendix B. Offerors proposal must respond to each and every requirement outlined in the RFP in order to be considered responsive. Proposals must be clear and concise. Vendors must provide pricing, and warranty detail in addition to a complete Preliminary Weight Calculations spread sheet (Appendix B.)

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III. FORMAT FOR PROPOSAL:

A. INTRODUCTION:

This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Each Vendor must provide every component listed in the order shown in this RFP, using the format prescribed for each component. A proposal may be rejected if it is incomplete or conditional.

B. PROPOSAL RESPONSE:

The Request for Proposal may contain pre-printed forms for use by the vendor in submitting its proposal. The forms required by this solicitation shall be considered mandatory, prevailing documents.

When preprinted forms are used, the forms shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the vendor for entering information such as unit bid price, total bid price, as applicable.

The Vendor's proposal shall be written in ink or typewritten on the form provided, and any corrections or erasures MUST be initialed by vendor's representative completing the bid submission.

If items are listed with a zero quantity, Vendor shall state unit price ONLY (intended for open end purchases where estimated requirements are not known). The proposal shall show a total bid price for each item bid and the total bid price of the proposal excluding zero quantity items.

Vendors' proposal must respond to each and every requirement outlined in the RFP criteria in order to be considered responsive. Proposals must be clear and concise.

C. NON-CONFORMING PROPOSALS

Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether an RFP requirement is substantive or a mere formality shall reside solely within the State of Delaware.

D. CONCISE PROPOSALS

The State of Delaware discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired. The State of Delaware's interest is in the quality and responsiveness of the proposal.

E. COVER LETTER:

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with the Department of Safety and Homeland Security.

F. TABLE OF CONTENTS:

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Each proposal must include a Table of Contents with page numbers for each of the required components of the proposal

G. DESCRIPTION OF SERVICES AND QUALIFICATIONS:

Each proposal must contain a detailed description of how the Vendor will provide the goods and services outlined in this RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFP.

H. DISCOUNT:

Vendors are invited to offer in their proposal value added discounts (i.e. speed to pay discounts for specific payment terms). Cash or separate discounts should be computed and incorporated into unit bid price(s).

I. SAMPLES OR BROCHURES:

Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications.

J. ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS

By submitting a bid, each vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

K. BID BOND REQUIREMENT:

Bid Bond Waived.

L. PERFORMANCE BOND REQUIREMENT:

Performance Bond Waived.

M. NUMBER OF COPIES WITH MAILING OF PROPOSAL:

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with 6 paper copies and 1 electronic copy on CD or DVD media disk. One of the paper copies shall be marked "Master Copy" and will contain original signatures in all locations requiring an offeror signature. The remaining copies do not require original signatures. CD or DVD media disk must also contain the completed Appendix B Excel sheets, in Excel format.

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All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than 3 p.m. EDT on Thursday, November 29, 2012. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

A. **U.S. Mail (*not recommended because the mail is not delivered to this building at a set time*):**

Department of Safety and Homeland Security
Secretary's Office - Central Fiscal Office
P.O. Box 818
Dover, Delaware 19903

B. **Other Delivery:**

Department of Safety and Homeland Security
Office of the Secretary, Attn: Central Fiscal Office
303 Transportation Circle, Suite 220
Dover, Delaware 19901

Any proposal submitted by US Mail shall be sent by either certified or registered mail. Proposals must be received at the above address no later than 3 p.m. EDT on Thursday, November 29, 2012. Any proposal received after this date shall not be considered and shall be returned unopened. The proposing vendor bears the risk of delays in delivery. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.

The State reserves the right to award the proposed contract to multiple Vendors if the Head of the Agency determines that such an award is in the best interest of the State.

N. PROPOSAL EXPIRATION DATE

Prices quoted in the proposal shall remain fixed and binding on the bidder at least through the initial contract term. Delaware reserves the right to ask for an extension of time if needed.

O. WITHDRAWAL OF PROPOSALS:

A Vendor may withdraw its proposal unopened after it has been deposited, if such a request is made prior to the time set for the opening of the proposal.

P. PROPOSAL MODIFICATIONS

Any changes, amendments or modifications to a submitted proposal requires that the original proposal be withdrawn, **prior** to the time set for the submission of the proposal, and a new proposal submitted **prior** to the deadline for submission of proposals.

Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

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Q. LATE PROPOSALS

Proposals received after the specified date and time will not be accepted or considered. To guard against premature opening, sealed proposals shall be submitted, plainly marked with the proposal title, vendor name, and time and date of the proposal opening. Evaluation of the proposals is expected to begin shortly after the proposal due date. To document compliance with the deadline, the proposal will be date and time stamped upon receipt.

R. ADDENDA TO THE RFP:

If it becomes necessary to revise any part of this RFP, revisions will be posted at <http://bids.delaware.gov> and <http://dshs.delaware.gov/information/rfp.shtml>. By submitting an offer to the State, vendors have acknowledged receipt, understanding and commitment to comply with all materials, revisions, and addenda related to the Request for Proposals.

S. INCURRED EXPENSES:

The State will not be responsible for any expenses incurred by the Vendor in preparing and submitting a proposal.

T. ECONOMY OF PREPARATION:

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the Vendor's offer to meet the requirements of the RFP.

U. DISCREPANCIES AND OMISSIONS

Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of vendor. Should vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, vendor shall notify the State of Delaware's Designated Contact, in writing, of such findings at least ten (10) days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of

vendor's proposal upon which award could not be made. All unresolved issues should be addressed in the proposal.

Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, no later than ten (10) calendar days prior to the time set for opening of the proposals.

V. EXCEPTIONS:

Vendors may elect to take minor exception to the specifications, terms and conditions of this RFP by completing Attachment 3. All exceptions must be listed on Attachment 3. Exceptions listed elsewhere in a Vendor's proposal will not be considered. The Department of Safety and Homeland Security will evaluate each exception according to the intent of the terms and conditions contained herein, but shall reject exceptions that do not conform to State bid law and/or create inequality in the treatment of Vendors. Exceptions shall be considered only if they are submitted with the proposal or before the date and time of the proposal opening. If the Vendor is taking no exceptions, respond accordingly on Attachment 3.

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W. BUSINESS REFERENCES:

Business references are to be provided via Attachment 6.

X. DOCUMENT(S) EXECUTION:

All vendors must complete and submit with its proposal the non-collusion statement that is enclosed with this Request for Proposal labeled as Attachment 2. The awarded vendor(s) will be presented with the contract form for signature and seal, if appropriate. Both of these documents shall be executed by a representative who has the legal capacity to enter the organization into a formal contract with the Department of Safety and Homeland Security.

To complete the execution of the contract, the awarded vendor(s) shall submit an electronic W-9 at the following website: <http://accounting.delaware.gov>.

All questions regarding the submission of the vendor(s) W-9 should be submitted to the Delaware Division of Accounting at <http://accounting.delaware.gov>.

Y. SUBCONTRACTS:

Subcontracting is permitted under this RFP and contract. However, every subcontractor shall be identified in the Proposal using Attachment 7.

Z. CONFIDENTIALITY:

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The State of Delaware is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 *Del. C.* Ch. 100. Under the law, all the State of Delaware's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the State of Delaware and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a Vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain Attachment 5 describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 *Del. C.* § 10002(d), and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed.

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If the Vendor does not have any documents it declares confidential or proprietary, Attachment 5 should be completed by checking the appropriate box found at the top of the attachment.

AA. ATTACHMENTS:

Attachment 1 - No Proposal Reply Form
Attachment 2 - Non-Collusion Statement
Attachment 3 – Exceptions
Attachment 4 – Company Profile and Capabilities
Attachment 5 – Confidentiality and Proprietary Information
Attachment 6 – Business References
Attachment 7 – Subcontractor Information Form
Attachment 8 – Monthly Usage Report
Attachment 9 – Subcontracting (2nd Tier Spend) Report
Attachment 10 - Office of Minority and Women Business Enterprise Certification Application
Appendix A – Scope of Work details
Appendix B – Preliminary Weight Calculation Table

IV. PROPOSAL EVALUATION PROCEDURES

A. GENERAL ADMINISTRATION

1. STATE’S RIGHT TO REJECT PROPOSALS

The Department of Safety and Homeland Security reserves the right to reject any or all proposals in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever is determined to be the most advantageous to the State of Delaware. Vendors submitting proposals may be afforded an opportunity for discussion. Vendors may be requested to provide a best and final offer during the negotiation process. Negotiations may be conducted with responsible Vendors who submit proposals found to be reasonably likely to be selected for award. The contents of any proposal shall not be disclosed so as to be available to competing Vendors during the negotiation process.

2. STATE’S RIGHT TO CANCEL SOLICITATION

The State of Delaware reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The State of Delaware makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.

This RFP does not constitute an offer by the State of Delaware. Vendor’s participation in this process may result in the State of Delaware selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the State of Delaware to execute a contract nor to continue negotiations. The State of Delaware may terminate negotiations at any time and for any reason, or for no reason.

3. FORMAL CONTRACT AND/OR PURCHASE ORDER:

No employee of the Contractor(s) is to begin any work prior to receipt of a State of Delaware Purchase Order signed by authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office. A purchase order, telephone call, fax or State credit card shall serve as the authorization to proceed with work in

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accordance with the bid specifications and the special instructions, once it is received by the Contractor(s).

4. DELIVERY OF PROPOSALS:

Proposals shall be delivered in sealed envelopes, and shall bear on the outside the name and address of the Vendor as well as the designation of the contract. Proposals forwarded by U.S. Mail shall be sent first class to the address stated in this RFP. Proposals forwarded by delivery service other than the U.S. Mail or hand delivered must be delivered to the applicable addresses also stated in this RFP. All bids must clearly display the bid number on the envelope.

- A. U.S. Mail (*not recommended because the mail is not delivered to this building at a set time*):
Department of Safety and Homeland Security
Secretary's Office - Central Fiscal Office
P.O. Box 818
Dover, Delaware 19903
- B. Other Delivery: Department of Safety and Homeland Security
Office of the Secretary, Attn: Central Fiscal Office
303 Transportation Circle, Suite 220
Dover, Delaware 19901

All proposals will be accepted at the time and place set in the RFP. Vendor bears the risk of delays in delivery. Proposals received after the time set for public opening will be returned unopened.

5. PUBLIC OPENING OF PROPOSALS:

The proposals shall be publicly opened at the time and place specified by the Agency. Vendors or their authorized representatives are invited to be present.

Only the vendor's name and address will be read aloud during the bid opening process.

6. DISQUALIFICATION OF VENDORS:

Any one or more of the following causes may be considered as sufficient for the disqualification of a Vendor and the rejection of its proposal or proposals:

- a. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- b. Evidence of collusion among Vendors.
- c. Unsatisfactory performance record as evidenced by past experience with the State of Delaware or on a State of Delaware central contract.
- d. Any suspension or debarment of the parent company, subsidiary or individual involved with the vendor by federal, any state or any local governments within the last 10 years.
- e. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.

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- f. If there are any unauthorized additions, interlineations, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- g. Non-attendance of mandatory pre-bid meetings shall be cause of disqualification.
- h. Failure to return the NON-COLLUSION STATEMENT provided near the end of this package with the bid or proposal shall be cause for disqualification. The bid or proposal marked "Master" or "Original" must have handwritten signatures. Signature stamps or photocopies of this form are not acceptable for the master proposal. Photocopies of the form may be used in any additional copies of the bid or proposal.

7. AUTHORITY OF AGENCY:

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of the Agency shall be final and binding.

8. OR EQUAL (PRODUCTS BY NAME):

Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified.

B. RESPONSIVENESS AND RESPONSIBILITY OF VENDOR:

The Department of Safety and Homeland Security shall award this contract to the most responsible and responsive Vendor who best meets the terms and conditions of the proposal.

- 1. Rejection of individual proposals. -- A proposal may be rejected for 1 or more of the following reasons:
 - a. The person responding to the solicitation is determined to be nonresponsive or non-responsible;
 - b. It is unacceptable;
 - c. The proposed price is unreasonable; or
 - d. It is otherwise not advantageous to the State.
- 2. Offerors whose proposals are rejected as non-responsive shall be notified in writing about the rejection.

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3. Responsibility of offerors. -- It shall be determined whether a vendor is responsible before awarding a contract. Factors to be considered in determining if a vendor is responsible include:
 - a. The offeror's financial, physical, personnel or other resources, including subcontracts;
 - b. The offeror's record of performance and integrity;
 - c. Any record regarding any suspension or debarment;
 - d. Whether the offeror is qualified legally to contract with the State;
 - e. Whether the offeror supplied all necessary information concerning its responsibility; and
 - f. Any other specific criteria for a particular procurement which an agency may establish (to be inserted by agency)
4. If a Vendor is determined to be non-responsible, the Vendor shall be informed in writing.
5. The State reserves the right to waive minor irregularities, or request additional information before determining the responsiveness of the Vendor. All Vendors will be afforded the same or similar opportunities, as necessary, and will be treated with equal regard before such determinations are finalized.

C. PROPOSAL EVALUATION COMMITTEE:

The Proposal Evaluation Committee ("Committee") is comprised of representatives of the State of Delaware.

The Committee reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs.
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all vendors during the contract review and negotiation.
- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.
- Select more than one vendor pursuant to 29 Del. C. §6926. Such selection will be based on the following criteria:

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D. REQUIREMENTS OF THE VENDOR:

The purpose of this section is to assist the Proposal Evaluation Committee to determine the ability of the organization to provide the materials and services described in the application. The proposal response should contain at a minimum the following information:

Minimum Requirements

1. Delaware business license:

Provide evidence of a Delaware business license or evidence of an application to obtain the business license.

2. Professional liability insurance:

Provide evidence of professional liability insurance in the amount of \$1,000,000.00/\$3,000,000.00

3. Failure to return the NON-COLLUSION STATEMENT provided near the end of this package with the bid or proposal shall be cause for disqualification The bid or proposal marked "Master "or Original must have handwritten signatures. Signature stamps or photocopies of this form are not acceptable for the master proposal. Photocopies of the form may be used in any additional copies of the bid or proposal.

4. Attendance at the mandatory pre-bid meeting scheduled for Wednesday, October 24, 2012, at 9:30 a.m. EDT in classroom 1 in the DSP Academy (Headquarters' Complex)1441 North DuPont Hwy, Dover DE 19901.

D. CRITERIA AND SCORING:

This individual worksheet is distributed to each member of the RFP Selection Advisory Committee (SAC) at the appointed time. Section I and II will be scored individually upon initial response to the RFP and will be used to complete the composite score that will be determined when the SAC convenes. Section III is reserved for individual vendors selected to return and present oral presentations of their RFP's. During this time section III will be scored.. The composite score becomes part of the official RFP process, but the individual score sheets shall be retained as supporting documentation. Individual scores may be changed based on clarifications during the composite scoring meeting.

Scores shall be whole numbers with values between 1-5 with a score of 1 indicating not responsive or incapable of delivering in that particular area and 5 indicating fully responsive and a greater ability to respond than expected or offering improved upon that requested. There is a total of 70 points possible for sections I & II. As previously stated section III is reserved for the testing and evaluation phase.

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Section I - Offeror Resume (Ability of Corporation to respond to RFP, deliver and support aircraft after delivery throughout the operational life). Reference section 6.5 of RFP.

RFP Reference - Evaluation Area	Total Score	
Corporate Expertise in Airborne Law Enforcement and EMS	4	
History of Deliveries of similar multi mission aircraft	4	
Historical strength of Corporation and Parent Company	3	
Ability to support aircraft post delivery (parts, customer service representation)	5	
History of completion of similar multi-mission aircrafts	4	
Possible Section Total:	20	

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Section II - Technical Proposal Response - Tasks to be Performed

RFP Reference - Evaluation Area	Total Score	Comments
1. General Technical Specifications	4	
2. Engines	4	
3. Performance (Paragraph 3.5 only and additional ref RFP Section 6)	5	
4. Optional Kits	4	
5. Avionics and Flight Systems	5	
6. Medical Interior	5	
7. Exterior Dimensions	2	
8. Maintenance Requirements	5	
9. Color Scheme/Paint	2	
10. Inspections and Delivery	4	
11. Helicopter Warranty	3	
12. Publications and Databases	2	
13. Training	5	
Possible Section Total:	50	

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Section III - Testing and Evaluation (Oral presentations/ T &E Only)

The aviation Section will select two Trooper Pilots and Trooper Medics to perform the hand's on inspection and flight evaluation. These four individuals will brief the SAC on their findings upon which the SAC will base these scores.

RFP Reference - Evaluation Area	Raw Score	Comments
1.1 through 1.25 Hand's-on Verification	5	
3.1 JAR Ops 3 Category A performance	5	
3.2 Start up time	2	
3.3 Cruise Speed	3	
3.4 HOGE Performance	5	
3.5 Weight and CG Verification (extrapolation required for mission equipped aircraft)	5	
General Impression of Compatibility with Operation	5	
Possible Section Total:	30	

Procurement Evaluation Committee members will assign up to the maximum number of points listed for each of the criteria listed above. For items having quantitative answers, points will be proportionate to each proposal's response. Items with qualitative answers will receive the average of points assigned by Procurement Evaluation Committee members.

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F. BEST AND FINAL OFFERS

Once the proposals have been evaluated and negotiations have been held with the vendor(s) determined to be likely to receive an award, the Procurement Evaluation Committee issue a request for Best and Final Offers from the vendor(s).

G. REFERENCES:

The Committee may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the evaluation process. Additionally, the State of Delaware may choose to visit existing installations of comparable systems, which may or may not include vendor personnel. If the vendor is involved in such site visits, the State of Delaware will pay travel costs only for State of Delaware personnel for these visits.

H. ORAL PRESENTATIONS:

Selected vendors may be invited to make oral presentations to the Committee. The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components. Vendors need to be prepared to bring the sample air craft to the oral presentation for hands on testing and evaluating.

All of the vendor's costs associated with participation in oral discussions and system demonstrations conducted for the State of Delaware are the vendor's responsibility.

V. MANDATORY PREBID MEETING:

A mandatory pre-bid meeting has been scheduled for Wednesday, October 24, 2012 at the Delaware State Police HQ Training Academy, Classroom 1. **This is a mandatory meeting.** If a Vendor does not attend this meeting, they shall be disqualified and shall not be considered for further evaluation. **The 2 trade- in Helicopters will be available for review and appraisal at this time. Please be prepared to have an qualified person attend who can appraise the helicopters**

VI. DEFINITIONS AND GENERAL PROVISIONS

The attached Definitions and General Provisions apply to all contracts and are part of each Request for Proposal. The requirement to furnish a bid bond and performance bond is applicable unless waived. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Vendors or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting bid.

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A. DEFINITIONS: Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

STATE: The State of Delaware

AGENCY: State Agency as noted on cover sheet.

BID INVITATION: The "invitation to bid" or "Request for Proposal" is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

BOND: The approved form of security furnished by the Vendors and its surety as a guaranty of good faith on the part of the Vendor to execute the work in accordance with the terms of the contract.

CONTRACT: The written agreement covering the furnishing and delivery of material or work to be performed.

DESIGNATED OFFICIAL: The agent authorized to act for an Agency.

GENERAL PROVISIONS: General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

LOCAL TIME: Eastern Standard Time/Eastern Daylight Time

OPPORTUNITY BUY: A special offer from a supplier that is usually associated with a limited time to respond.

PROPOSAL: The offer of the Vendor submitted on the approved form and setting forth the Vendor's prices for performing the work or supplying the material or equipment described in the specifications.

SPECIAL PROVISIONS: Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

SURETY: The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the Vendor's payments of all debts pertaining to and for its acceptable performance of the work for which he has contracted

VENDOR: Any individual, firm, or corporation formally submitting a proposal for the material or work contemplated, acting directly or through a duly authorized representative.

VENDOR'S DEPOSIT: The security designated in the proposal to be furnished by the Vendor as a guaranty of good faith to enter into a contract with the Agency if the work to be performed or the material or equipment to be furnished is awarded to it.

B. GENERAL PROVISIONS

1. **INTERPRETATION OF ESTIMATES/QUANTITIES:**

- a. Unless stated otherwise, the quantities given in the RFP are to be considered to be approximate only and are given as a basis for the comparison of bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract.
- b. An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.
- c. Vendor usage reports for previous awards may be found at <http://gss.omb.delaware.gov/contracting/calpha.shtml> . Past usage shall not be considered a guaranteed future volume.

2. **SILENCE OF SPECIFICATIONS:**

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

3. **EXAMINATION OF SPECIFICATIONS AND PROVISIONS:**

The Vendor shall examine carefully the proposal and the contract forms for the material contemplated. The Vendor shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of any Special Provisions in the RFP and the contract. The submission of a proposal shall be conclusive evidence that the Vendor has made examination of the aforementioned conditions.

4. **PRICES QUOTED:**

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract. All prices quoted must be in U.S. Dollars.

All vendors that maintain a core list of products under this contract shall maintain the appropriate negotiated prices on their core list. Vendors shall routinely offer to add to the core list material that has been identified as necessary. The Vendors are expected to routinely update any changes to the core list with the appropriate discounts listed.

Any adjustments to a core list must receive prior written approval from the State before a core list can be changed by the Vendor. Changes include but are not limited to the migration of items on and off the core list as well as any price adjustments from the original agreed upon pricing.

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5. **PUBLIC INSPECTION OF PROPOSALS:**

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The State of Delaware is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 Del. C. Ch. 100. Under the law, all the State of Delaware's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the State of Delaware and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 Del. C. § 10002(d), and briefly stating the reasons that each document meets the said definitions.

Information being submitted electronically on CDs or DVDs will include a scanned copy of the legal council's cover letter. The proprietary information should be in a separate file with the word "Proprietary" as the beginning of the file name.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed.

6. **LAWS TO BE OBSERVED:**

The Vendor is presumed to know and shall strictly comply with all Federal, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The Vendor shall indemnify and save harmless the State of Delaware, the Agency, and all Officers, Agency and Servants thereof against any claim or liability arising from or

based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself, by its employees, or by its subcontractor (s).

7. **PERMITS AND LICENSES:**

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Vendor at its own expense.

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8. **PATENTED DEVICES, MATERIAL AND PROCESSES:**

- a. The Vendor shall provide for the use of any patented design, device, material, or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner, and shall file a copy of this agreement with the Agency.
- b. The Vendor and the surety shall hold and save harmless the State of Delaware, the Agency, the Director, their Officers or Agents from any and all claims because of the use of such patented design, device, material, or process in connection with the work agreed to be performed under this contract.

9. **EMERGENCY TERMINATION OF CONTRACT:**

- a. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.
- b. In the event the Vendor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

10. **TAX EXEMPTION:**

- a. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted.
- b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges shall be paid by the Vendor. Each Vendor shall take its exemption into account in calculating its bid for its work.

11. **INVOICING:**

After the awards are made, the agencies participating in the bid may forward their purchase orders ("P.O.") to the successful Vendor(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an invoice from the vendor.

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12. **EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS:**

During the performance of any contract for public works financed in whole or in part by appropriation of the State of Delaware, the Vendor agrees as follows:

- a. The Vendor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, or national origin. The Vendor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their race, creed, color, sex, age, or national origin. Such action shall include, but not be limited to the following: advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training including apprenticeships. The Vendor agrees to post in conspicuous places, notices to be provided by the contracting agency setting forth the provisions of this non-discrimination clause.
- b. The Vendor will, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age, or national origin.
- c. The term "Vendor for public works" means construction, reconstruction, demolition, alteration, and/or repair work, maintenance work, and paid for in whole or in part out of the funds of a public body except work performed under a vocational rehabilitation program. The manufacture or furnishing of materials, articles, supplies or equipment is not a public work within the meaning of this subsection unless conducted in connection with and at the site of the public work.

13. **PRICES:**

Prices and/or rates shall remain firm for the initial 3 year term of the contract, unless further negotiations are deemed necessary by the State.

The pricing policy that you choose to submit must address the following concerns:

- a. The structure must be clear, accountable and auditable.
- b. It must cover the full spectrum of services required.
- c. Costs and compensation must be consistent with the rates established or negotiated as a result of this RFP or P.O. issued based on this contract.

14. **PRICE ADJUSTMENT:**

If during the initial term of the contract, the Vendor is not prohibited from offering a price reduction on its services or materiel offered under the contract. The State is not prohibited from requesting a price reduction on those services or materiel during the initial term or any subsequent options that the State may agree to exercise.

If agreement is reached to extend this contract beyond the initial three (3) year period, the Department of Safety and Homeland Security shall have the option of offering a determined price adjustment that shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

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15. **SHIPPING TERMS:**

FOB Destination, freight prepaid.

16. **FUNDING OUT or NON-APPROPRIATION:**

In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

17. **MANDATORY INSURANCE REQUIREMENTS:**

Certificate of Insurance and/or copies of insurance policies for the following:

- a. As a part of the contract requirements, the Vendor shall obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All Vendors shall carry Comprehensive General Liability and all other coverages listed below.

1. Comprehensive General Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

And

2. Product Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

- b. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.

- c. Forty-five (45) days written notice of cancellation or material change of any policies shall be required.

- d. Before any work is done hereunder, a Certificate of Insurance referencing the name and contract number stated herein, shall be filed with the State. The certificate holder is as follows:

Department of Safety and Homeland Security
Secretary's Office - Central Fiscal Office
P.O. Box 818
Dover, Delaware 19903

Note: The State of Delaware shall not be named as an additional insured.

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18. **STATE OF DELAWARE BUSINESS LICENSE:**

Prior to receiving an award, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8200 -- Public Service, (302) 577-8205 -- Licensing Department. <https://onestop.delaware.gov/osbrlpublic/Home.jsp>

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

19. **INDEMNIFICATION:**

a. **General Indemnification:** By submitting a proposal, the proposing vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the vendor's its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, in whole or part, to the State, its employees or agents.

b. **Proprietary Rights Indemnification**

Vendor shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third party. In the event of any claim, suit or action by any third party against the State of Delaware, the State of Delaware shall promptly notify the vendor in writing and vendor shall defend such claim, suit or action at vendor's expense, and vendor shall indemnify the State of Delaware against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs,

lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the vendor (collectively "Products") is or in vendor's reasonable judgment is likely to be, held to constitute an infringing product, vendor shall at its expense and option either:

- a. Procure the right for the State of Delaware to continue using the Product(s);
- b. Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or

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- c. Modify the Product(s) to make it or them non-infringing, provided that the modification does not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that the State of Delaware agrees to and accepts in writing.

20. **NON-PERFORMANCE:**

In the event the Vendor does not fulfill its obligations under the terms and conditions of this contract, in addition to proceeding with termination of the contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the Vendor. Under no circumstances shall monies be due the Vendor in the event open market products can be obtained below contract cost. Any monies charged to the Vendor may be deducted from an open invoice.

21. **FORCE MAJEURE:**

Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

22. **VENDOR NON-ENTITLEMENT:**

State of Delaware Vendors for Materiel and for Services shall not have legal entitlement to utilize any Central Contract held by the State of Delaware. The Vendors may not seek business from another Vendors' Central Contract for the purpose of preparing a bid or proposal to the State of Delaware. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract unless they are considered

a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code or otherwise permitted by law.

This is not a prohibition from any Vendor choosing to work with another Vendor who holds a State Central Contract for private business.

23. **OPPORTUNITY BUYS:**

The Director for the State of Delaware, Office of Management and Budget, Government Support Section can waive use of a central contract pursuant to 29 Del. C. §6911(e). A process has been developed to permit any vendor the opportunity to submit an Opportunity Buy offer to the State for goods and/or services for consideration despite the existence of a central contract. See http://gss.omb.delaware.gov/contracting/documents/agencyboilers/opportunity_buy_flowchart.pdf. The Director will afford any vendor on an existing central contract an opportunity to match or to beat the Opportunity Buy offer made by a non-contracted vendor prior to a waiver being granted.

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24. **REQUIRED REPORTING:**

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested Vendors.

A Usage Report (Attachment 8) shall be furnished on the 15th (or next business day after the 15th day) of each month by the successful Vendor **Electronically in Excel format** detailing the purchasing of all items on this contract. The reports (Attachment 8) shall be submitted electronically in EXCEL and sent as an attachment to contracting@state.de.us. It shall contain the six-digit department and organization code. Any exception to this mandatory requirement may result in cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.

In accordance with Executive Order 14 – Increasing Supplier Diversity Initiatives within State Government, the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to report on the participation by a minority and/or women owned business (MWBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the MWBE, MWBE contact information (phone, email), type of product or service provided by MWBE and any MWBE certifications for the subcontractor (State MWBE certification, Minority Supplier Development Council, Women's Business Enterprise Council). The format used for this 2nd Tier report is found in Attachment 9.

2nd tier reports (Attachment 9) shall be submitted to the contracting Agency's Supplier Diversity Liaison found at http://gss.omb.delaware.gov/omwbe/docs/sdc/mwbe_liaisons.xls and the OMWBE at vendorusage@state.de.us on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

25. **ORDERING PROCEDURE:**

Successful Vendors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Depending on the nature and scope of the event, each State agency or other governmental entity shall be responsible for contacting the awarded vendor directly for all required resources. All consumables delivered by the Vendor and received by a State agency or other governmental entity, become the property of that State agency or entity. Orders may be accomplished by written purchase order, telephone, fax or computer on-line systems.

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26. **BILLING:**

The Vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number. The Vendor shall not charge a late fee that exceeds more than one percent (1%) per month, not to exceed twelve percent (12%) per annum.

Agencies will make every effort to achieve available discount opportunities under this contract. Vendors shall be required to report semi-annually opportunities to enhance the discounts achieved.

27. **METHOD OF PAYMENT:**

- a. For each P.O. issued as part of this contract, the State will pay Vendor monthly, within thirty (30) days of receipt of the Vendor's billing, the amount which is legitimately earned by the Vendor, and supported by payroll data and an itemized accounting of reasonable reimbursable direct non-salary costs. A current progress report of the work shall accompany each billing.

Final settlement for total payment to the Vendor will be made within thirty (30) days from the date of final written State acceptance of the work and services as agreed to in the P.O.

- b. No premium time for overtime will be paid without prior written State authorization. Indirect overhead cost shall not be applied to the premium portion of the overtime.
- c. The agencies or school districts using this award will authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. The

State of Delaware intends to maximize the use of the P-Card for payment for goods and services provided under contract. Vendors shall not charge additional fees for acceptance of this payment method and shall incorporate any costs into their proposals. Additionally there shall be no minimum or maximum limits on any P-Card transaction under the contract. While it is the State's intention to utilize the P-card payment method the State reserves, at its discretion, the right to pay by ACH/ ACI or check. Should a Vendor wish to provide a financial incentive to not process payment by P-Card in their proposal, they are to prepare their proposals to clearly outline any incentives for alternative payment methods the Vendor is willing to accept.

28. **PRODUCT SUBSTITUTION:**

All items or services delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the proposal unless specific approval is given by the Agency to do otherwise. Awarded vendors are highly encouraged to offer any like substitute product (s), either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the state exists. In all cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

If a substitution is granted by the state, the Vendor must update its core list and maintain said list in a timely manner.

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29. **SCHEDULE FOR PERFORMANCE OF WORK:**

All work described in these specifications shall be completed with reasonable promptness. As used in this Section, the State of Delaware shall be the sole judge of the term "reasonable". If the Vendor does not begin the work in a reasonable amount of time, they will be notified that if they fail to initiate the work promptly, the contract may be terminated and the State will forthwith proceed to collect for nonperformance of work.

30. **VENDOR RESPONSIBILITY:**

The State will enter into a contract with the successful Vendor(s). The successful Vendor(s) shall be responsible for all products and services as required by this RFP whether or not the Vendor or a subcontractor provided it. Subcontractors, if any, shall be clearly identified in the Vendor's proposal by completing Attachment 7.

31. **VENDOR- OWNED RENTAL EQUIPMENT AND SUPPLIES REMOVAL:**

The awarded Vendor shall remove all rental equipment and supplies from the event location (s) no later than an agreed to date once all contract obligations by the Vendor have been met.

32. **ENVIRONMENTAL PROCUREMENT REQUIREMENTS:**

Energy Star - If applicable, the Vendor must provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency in order to keep

overall event costs to a minimum. The Vendor is encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.

Green Products – third party certification of green products accepted from GSS w/approved green certification shall be offered wherever available in addition to or as a substitute for non-green products.

Vendors shall report all green items procured during the monthly reporting period using the Usage Report that will be provided to the awarded Vendor(s).

Environmental Procurement Policies of the State shall determine acceptable consideration and credit for environmentally preferred products and services in the performance of this award.

The State Environmental Procurement Policies may be found: http://gss.omb.delaware.gov/contracting/documents/agencyboilers/espp_rev.pdf.

33. **PERSONNEL/EQUIPMENT/SERVICES:**

- a. The Vendor represents that it has, or will secure at its own expense, all personnel required to perform the services required under this contract.
- b. All of the equipment and services required hereunder shall be provided by or performed by the Vendor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
- c. None of the equipment and/or services covered by this contract shall be subcontracted without the prior written approval of the State. Only those identified in Attachment 7 are

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considered approved upon award. Changes to those subcontractor(s) listed in Attachment 7 must be approved in writing by the State.

34. **MINIMUM WAGE RATES:**

Vendors should be aware that work performed under this contract may fall under the State of Delaware Minimum Wage Rates or the Delaware Prevailing Wage rates. The Vendor should contact the State of Delaware Department of Labor at 1-800-452-1589, or 302-761-8069 for current or applicable wage rate requirements.

35. **TERMINATION OF INDIVIDUAL ORDERS OR PURCHASE ORDERS:**

As a central contract, the contract resulting from this RFP shall include individual orders from state agencies and other entities authorized by law to procure from this contract. The individual orders may be terminated as follows:

a. Termination for Cause If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner his obligations, or if the Vendor violates any of the covenants, agreements, or stipulations of this contract, the Agency shall have the right to terminate the P.O. by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Vendor in the performance of the

P.O. shall, at the option of the Agency, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the Agency.

b. Termination for Convenience The Agency may terminate the P.O. at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the department, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials which are usable to the Agency.

c. Termination for Non-Appropriations In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

36. **TERMINATION OF CONTRACT:**

As a central contract, the contract resulting from this RFP may be terminated as follows by Department of Safety and Homeland Security.

a. Termination for Cause - If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Vendor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the

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right to terminate this contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Vendor under this Contract shall, at the option of the State, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

b. Termination for Convenience - The State may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the State, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials, and which is usable to the State.

d. **Termination for Non-Appropriations** In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last

fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

37. **CHANGES:**

Both parties may, from time to time, require changes in the services to be provided by the Vendor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Vendor's compensation, which are mutually agreed upon by and between the Agency and the Vendor shall be incorporated in written amendments to the Purchase Order or contract.

38. **INTEREST OF VENDOR:**

The Vendor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree in providing products or performing services required under this contract. The Vendor further covenants that in the performance of this contract, no person having any such interest shall be employed.

39. **PUBLICATION, REPRODUCTION AND USE OF MATERIAL:**

No material produced in whole or part under this contract shall be subject to copyright in the United States or in any other country. The State shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this contract; provided, however, that the State agrees not to use any design or engineering plans prepared by the Vendor for anything other than their intended purpose under this Contract. The Vendor shall have the right to publish any and all scientific findings. Appropriate acknowledgment and credit for the State's support shall be given in the publication.

40. **RIGHTS AND OBLIGATIONS:**

The rights and obligations of each party to this agreement shall not be effective, and no party

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shall be bound by the terms of this agreement, unless and until a valid executed purchase order has been approved by the Secretary of Finance, and all procedures of the Department of Finance have been complied with. A separate purchase order shall be issued for every project.

41. **ASSIGNMENT OF ANTITRUST CLAIMS:**

As consideration for the award and execution of this contract by the State, the Vendor hereby grants, conveys, sells, assigns, and transfers to the State of Delaware all of its right, title and interest in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, relating to the particular goods or services purchased or acquired for the State pursuant to this contract.

42. **TESTING AND INSPECTION:**

The State of Delaware reserves the right to conduct any test or inspection it may deem necessary to insure equipment, materials and services conform to contract requirements. Air craft will be tested by qualified Delaware State Police Aviation personnel.

43. **COVENANT AGAINST CONTINGENT FEES:**

The Vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the State shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fees.

44. **GRATUITIES:**

a. If it is found, after notice and hearing, by the State that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Vendor or any agent of the State with a view toward securing a contract, or securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performance of this contract, the State may, by written notice to the Vendor, terminate the right of the Vendor to proceed under this contract and/or may pursue such other rights and remedies provided by law or under this agreement; provided that the existence of the facts upon which the State makes such findings shall be in issue and may be reviewed in proceedings pursuant to the Remedies clause of this contract; and

b. In the event this contract is terminated pursuant to subparagraph "a", the State shall be entitled (i) to pursue the same remedies against the Vendor, and (ii) to exemplary damages, as a penalty in addition to any other damages to which it may be entitled by law, in an amount which shall be not less than three, nor more than ten, times the costs incurred by the Vendor in providing any such gratuities to any such officer or employee. The amount of such exemplary damages shall be in the sole discretion of the State.

45. **AFFIRMATION:**

The Vendor must affirm that within the past five (5) years the firm or any officer, controlling stockholder, partner, principal, or other person substantially involved in the contracting

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activities of the business is not currently suspended or debarred and is not a successor, subsidiary, or affiliate of a suspended or debarred business.

46. **AUDIT ACCESS TO RECORDS:**

The Vendor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Vendor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Vendor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation. The Vendor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of their duties under the Contract. Upon notice given to the Vendor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the State for disallowances shall be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

47. **REMEDIES:**

Except as otherwise provided in this contract, all claims, counterclaims, disputes, and other matters in question between the State and the Vendor arising out of, or relating to, this contract, or a breach of it may be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State of Delaware.

48. **AMENDMENTS:**

This contract may be amended, in writing, by mutual agreement of the successful vendor and the Department of Safety and Homeland Security.

49. **SUBCONTRACTS:**

Subcontracting is permitted under this RFP and contract. However, every subcontractor shall be identified in the Proposal (Attachment 7) and agreed to in writing by the State or as are specifically authorized in writing by the Agency during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of the State.

The Vendor(s) shall be responsible for compliance by the subcontractor with all terms, conditions and requirements of the RFP and with all local, State and Federal Laws. The Vendor shall be liable for any noncompliance by any subcontractor. Further, nothing contained herein or in any subcontractor agreement shall be construed as creating any contractual relationship between the subcontractor and the State.

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50. **AGENCY'S RESPONSIBILITIES**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Vendor to the Agency and render to the Vendor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Vendor.
- b. Give prompt written notice to the Vendor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Vendor's services.

51. **CONTRACT DOCUMENTS:**

The Definitions and General Provisions and any Special Instructions, Specifications, Request for Proposal, Proposal, Purchase Order, and Contract shall be a part of and constitute the entire Agreement entered into by the State of Delaware and any Vendor. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter:

- Contract
- Request for Proposal
- Specifications or Scope of Work
- Definitions & General Provisions
- Proposal
- Purchase Order
- Special Instruction

52. **ASSIGNMENT:**

This contract shall not be assigned except by express prior written consent from the Agency.

53. **NOTICE**

Any notice to the State of Delaware required under the contract shall be sent by registered mail to:

Department of Safety and Homeland Security
Secretary's Office - Central Fiscal Office
P.O. Box 818
Dover, Delaware 19903

54. **VENDOR EMERGENCY RESPONSE POINT OF CONTACT:**

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week where there is a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the Delaware Emergency Operations Plan dated November 2009 or in the event of a local emergency or disaster where a governmental entity other than a State Agency requires the services of the vendor. Failure to provide this information could render the proposal as non-responsive.

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C. AWARD AND EXECUTION OF CONTRACT

1. CONSIDERATION OF PROPOSALS:

The right is reserved to waive technicalities, to reject any or all bids, or any portion thereof, to seek new proposals, to proceed to do the work otherwise, or to abandon the work, if in the judgment of the Agency or its agent, the best interest of the State will be promoted thereby.

2. MATERIAL GUARANTY:

Before any contract is awarded, the successful Vendor may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

3. AWARD OF CONTRACT:

Within ninety (90) days from the date of opening proposals, the contract will be awarded or the proposals rejected.

4. EXECUTION OF CONTRACT:

The Vendor (s) to whom the award is made shall execute a formal contract within twenty (20) days after date of official notice of the award of the contract.

5. WARRANTY:

The successful Vendor(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance.

6. THE CONTRACT(S):

The contract(s) with the successful Vendor(s) will be executed with the Department of Safety and Homeland Security acting for all participating governmental entities.

7. INFORMATION REQUIREMENT:

The successful Vendor's shall be required to advise and provide the Department of Safety and Homeland Security of the gross costs associated with this contract.

STATE OF DELAWARE
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VII. PROPOSAL REPLY SECTION for CONTRACT NO. SHS-12-005-TwinEHelis

Light/ Medium Twin Engine Helicopters

Please fill out the attached forms fully and completely and return with your proposal in a sealed envelope clearly displaying the contract number to the State of Delaware, the Department of Safety and Homeland Security by Thursday, November 29, 2012, 3 p.m. EDT in the Dept of Homeland Security-Secretary's Conference Room at which time bids will be opened.

A mandatory pre-bid meeting has been scheduled for Wednesday, October 24, 2012, 9:30 am. EDT Delaware State Police HQ Training Academy, Classroom 1, DSP 1441 DuPont Hwy, Dover DE 19901. **This is a mandatory meeting.** If a Vendor does not attend this meeting; they shall be disqualified and shall not be considered for further evaluation.

Proposals must be delivered to:

- A. U.S. Mail (*not recommended because the mail is not delivered to this building at a set time*):
Department of Safety and Homeland Security
Secretary's Office - Central Fiscal Office
P.O. Box 818
Dover, Delaware 19903
- B. Other Delivery: Department of Safety and Homeland Security
Office of the Secretary, Attn: Central Fiscal Office
303 Transportation Circle, Suite 220
Dover, Delaware 19901

PUBLIC PROPOSAL OPENINGS

The public proposal opening insures the citizens of Delaware that contracts are being proposed fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the proposals at the time and place specified and the contract shall be awarded within ninety (90) days thereafter. The main purpose of the proposal opening is to reveal the name(s) of the Vendor(s), not to serve as a forum for determining the apparent low Vendors. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each proposal has been determined.

After receipt of a fully executed contract(s), the Delaware public and all Vendors are invited to make an appointment with the agency in order to review pricing and other non-confidential information.

NOTE: ONLY THE VENDOR'S NAME AND ADDRESS WILL BE READ AT THE OPENING

Department of Safety and Homeland Security

NO PROPOSAL REPLY FORM

CONTRACT # SHS-12-005-TwinEHelis CONTRACT TITLE: Light/ Medium Twin Engine Helicopters

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received a proposal, but does not wish to bid, state their reason(s) below and return in a clearly marked envelope displaying the contract number. This information will not preclude receipt of future invitations unless you request removal from the Vendor's List by so indicating below, or do not return this form or bona fide proposal.

Unfortunately, we must offer a "No Proposal" at this time because:

- _____ 1. We do not wish to participate in the proposal process.
- _____ 2. We do not wish to bid under the terms and conditions of the Request for Proposal document. Our objections are:

- _____ 3. We do not feel we can be competitive.
- _____ 4. We cannot submit a Proposal because of the marketing or franchising policies of the manufacturing company.

- _____ 5. We do not wish to sell to the State. Our objections are:

- _____ 6. We do not sell the items/services on which Proposals are requested.
- _____ 7. Other: _____

FIRM NAME

SIGNATURE

_____ We wish to remain on the Vendor's List **for these goods or services.**

_____ We wish to be deleted from the Vendor's List **for these goods or services.**

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CONTRACT NO.: SHS-12-005-TwinEHelis **TITLE:** Light/ Medium Twin Engine Helicopters
OPENING DATE: Thursday, November 29, 2012

Attachment 2

NON-COLLUSION STATEMENT

This is to certify that the undersigned Vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, **and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation** submitted this date to the State of Delaware, Department of Safety and Homeland Security

It is agreed by the undersigned Vendor that the signed delivery of this bid represents the Vendor's acceptance of the terms and conditions of this Request for Proposal including all specifications and special provisions.

NOTE: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Department of Safety and Homeland Security

COMPANY NAME _____ Check one)

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Individual

NAME OF AUTHORIZED REPRESENTATIVE
(Please type or print) _____

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

FEDERAL E.I. NUMBER _____ STATE OF DELAWARE
LICENSE NUMBER _____

COMPANY CLASSIFICATIONS: CERT. NO.	(circle one)		(circle one)		(circle one)	
	<u>Women</u>	Yes	No	<u>Minority</u>	Yes	No
	<u>Business</u>			<u>Business</u>		
	<u>Enterprise</u>			<u>Enterprise</u>		
	<u>(WBE)</u>			<u>(MBE)</u>		
				<u>Disadvantaged</u>	Yes	No
				<u>Business</u>		
				<u>Enterprise</u>		
				<u>(DBE)</u>		

[The above table is for information and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
(COMPANY NAME) _____

ADDRESS _____

CONTACT _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES _____ NO _____ if yes, please explain _____

THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED WITH YOUR PROPOSAL TO BE CONSIDERED

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 _____

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____

STATE OF DELAWARE
Department of Safety and Homeland Security

Attachment 4

CONTRACT NO. SHS-12-005-TwinEHelis
Contract Name Light/ Medium Twin Engine Helicopters
PROPOSAL REPLY SECTION

COMPANY PROFILE & CAPABILITIES

Suppliers are required to provide a reply to each question listed below. Your replies will aid the evaluation committee as part of the overall qualitative evaluation criteria of this Request for Proposal. Your responses should contain sufficient information about your company so evaluators have a clear understanding of your company's background and capabilities. Failure to respond to any of these questions may result in your proposal to be rejected as non-responsive.

1.	

2.	

3.	

Attachment 5

☐ By checking this box, the Vendor acknowledges that they are not providing any information they declare to be confidential or proprietary for the purpose of production under 29 Del. C. ch. 100, Delaware Freedom of Information Act.

[illegible]

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CONTRACT NO. SHS-12-005-TwinEHelis
Contract Name Light/ Medium Twin Engine Helicopters

Business References

List a minimum of three business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please list the contract.

1. Business Name/Mailing Address:
Contact Name/Phone Number:
Number of years doing business with :
Describe type of work performed:

2. Business Name/Mailing Address:
Contact Name/Phone Number:
Number of years doing business with :
Describe type of work performed:

3. Business Name/Mailing Address:
Contact Name/Phone Number:
Number of years doing business with :
Describe type of work performed:

SUBCONTRACTOR INFORMATION FORM

ATTACHMENT 7

PART I – STATEMENT BY PROPOSING VENDOR		
1. CONTRACT NO. SHS-12-005-TwinEHelis	2. Proposing Vendor Name:	3. Mailing Address
4. SUBCONTRACTOR		
a. NAME	4c. Company OMWBE Classification: Certification Number: _____	
b. Mailing Address:	4d. Women Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4e. Minority Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4f. Disadvantaged Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. DESCRIPTION OF WORK BY SUBCONTRACTOR		
6a. NAME OF PERSON SIGNING	7. BY (Signature)	8. DATE SIGNED
6b. TITLE OF PERSON SIGNING		
PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR		
9a. NAME OF PERSON SIGNING	10. BY (Signature)	11. DATE SIGNED
9b. TITLE OF PERSON SIGNING		

* Use a separate form for each subcontractor

State of Delaware

Monthly Usage Report

Supplier Name:				Insert Contract No.	Report Start Date:						
Contact Name:			Report End Date:								
Contact Phone:			Today's Date:								
Agency Name or School District	Division or Name of School	Budget Code	UNSPS C	Item Description	Contract Item Number	Unit of Measure	Qty	Environmentally Preferred Product or Service Y N	Additional Discount Granted	Contract Proposal Price/Rate	Total Spend
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00

Note: A copy of the Usage Report will be sent by electronic mail to the Awarded Vendor.

State of Delaware																		
Subcontracting (2nd tier) Quarterly Report																		
Prime Name:							Report Start Date:											
Contract Name/Number							Report End Date:											
Contact Name:							Today's Date:											
Contact Phone:							*Minimum Required		Requested detail									
Vendor Name*	Vendor TaxID*	Contract Name/ Number*	Vendor Contact Name*	Vendor Contact Phone*	Report Start Date*	Report End Date*	Amount Paid to Subcontractor*	Work Performed by Subcontractor UNSPSC	M/WBE Certifying Agency	Veteran/Service Disabled Veteran Certifying Agency	2nd tier Supplier Name	2nd tier Supplier Address	2nd tier Supplier Phone Number	2nd tier Supplier email	Description of Work Performed	2nd tier Supplier Tax Id	Date Paid	

Note: A copy of the Usage Report will be sent by electronic mail to the Awarded Vendor

Insert most recent OMWBE Certification Application found here:
http://gss.omb.delaware.gov/omwbe/docs/certapp_022510.pdf

State of Delaware

Office of Minority and Women Business Enterprise Certification Application



Complete application and mail to:

Office of Minority and Women Business Enterprise (OMWBE)
100 Enterprise Place Suite # 4 Dover, DE 19904-8202 Telephone: (302) 857-4554 Fax: (302) 677-7086
Email: deomwbe@state.de.us

Web site:

Link to Certification Application: <http://gss.omb.delaware.gov/omwbe/certify.shtml>

APPENDIX A SCOPE OF WORK

The purpose of this Request for Proposal is to solicit sealed proposals to establish a contract or contracts through competitive negotiation for the provision of Twin Engine Helicopters equipped for multi-mission law enforcement, emergency medical service and rescue missions, in accordance with the terms and conditions of the Request for Proposal for the State of Delaware. The awarded vendor must agree to accept the two current helicopters as a trade in and the new helicopters must arrive in turn-key status within a 12-18 month period after the award of the contract. A Delaware Certified vendor is preferred to conduct repairs on the new helicopters. All additional and /or supplemental equipment as specified in this RFP should be individually listed and priced on Appendix B. See example below.

Example:

Trakka A-800 Search Light	\$ XXX.00 each
AeroComputers LE -5000 Digital Moving Map	\$ XXX.00 each

This RFP is pursuant to a plan to conduct a fleet replacement of its aircraft with the purchase of the first two in fiscal year 2013 (July 1, 2012 to June 30, 2013) with an option to purchase two additional unit (s) within 5 years. These helicopters must meet the specifications of this RFP, be identical to one another unless specifically approved by the end-user and affordable within the constraints of the State of Delaware.

PLEASE NOTE: There is no allowance in this RFP for the payment or reimbursement of non-recurring engineering costs (NRE). All such costs shall be the sole responsibility of the contractor.

BACKGROUND:

The Delaware State Police Aviation Section has been in continuous operation since 1970 providing a variety of Airborne Law Enforcement, EMS and rescue services to the citizens of Delaware and surrounding jurisdictions. Due to aging aircraft, population increases, mission expansion and the limited capacity of the Bell 407, the State is administering this RFP. The principal objective of this RFP is to find the helicopter that best meets the current and future needs of the State.

The aircraft specifications below are for the purchase of two (2) a twin-engine helicopter and the future procurement of two (2) additional twin-engine helicopters as written in the specifications below or most current at the purchaser's discretion.

In addition to the requirements outlined in this section, offerors are to complete the Preliminary Weight Calculation excel spreadsheet (Appendix B)in order to calculate the ability to meet the requirements of Section 3.5. The completed spreadsheet must be printed, clearly marked and included with the response.

Sections:

1. General Specifications
2. Engine
3. Performance
4. Optional Kits
5. Avionics and Flight Systems
6. Specialized Equipment

7. Medical Interior
8. Exterior Dimensions
9. Maintenance
10. Color Scheme
11. Testing and Evaluating
12. Inspection and Delivery
13. Warranty
14. Publications and Database
15. Training

GENERAL TECHNICAL SPECIFICATIONS

1. Technical Specification

Systems and component quantities listed shall be installed in each helicopter as specified in this RFP. In addition, all installed equipment shall be exactly the same for both helicopters except as specifically approved during production.

- 1.1 Helicopters shall be zero time, no previous owner, factory new, twin turbine-engine powered, the latest improved models in current production as offered to commercial trade.
- 1.2 Helicopters shall be certified (Standard Airworthiness Certificate) in the Normal Category.
- 1.3 Helicopters shall be certified according to 14 CFR Part 27 and/or 14 CFR Part 29, Airworthiness Standards, Normal Category Rotorcraft.
- 1.4 Helicopters shall be Single Pilot IFR Certified (SPIFR).
- 1.5 Helicopters shall meet or exceed current ICAO noise standards for 1,000-foot fly-over.
- 1.6 Helicopters shall be configured to carry one (1) pilot, two (2) paramedics and two litter-borne patients while equipped with all mission and advanced life support equipment specified in this RFP.
- 1.7 Helicopters shall be equipped with a battery with voltage and amperage adequate to power battery bus items, provide unassisted engine starting and provide emergency power to essential systems in the event of primary DC power failure.
- 1.8 Helicopters shall be equipped with Dual starter/generators that supply required DC electrical power sufficient to power all aircraft systems and accessories listed in this RFP. Each generator shall have the capacity to power the essential DC electrical systems in the event of a single generator failure adequate to sustain IFR nighttime operations.
- 1.9 Helicopters shall be equipped with "Fuzz Burning" type chip detectors.
- 1.10 Helicopter shall be equipped with external steps to facilitate inspection of engines and rotor head without the use of a step ladder.
- 1.11 Helicopters shall be equipped with all LED position and anti collision lights.
- 1.12 All helicopter cockpit, cabin and instrumentation lighting shall be NVG compatible or filtered for use during flight while aided with NVGs. The cabin lighting should be user selectable between NVG and regular lighting.
- 1.13 Helicopters shall be equipped with dual flight controls, with removable co-pilot controls if allowable/required by the FAA.

- 1.14 Helicopters shall be equipped with two (2) G-attenuating cockpit seats with seatbelt and shoulder harness. All seatbelts and shoulder harnesses shall be releasable by a rotating release.
- 1.15 Helicopters shall be equipped with a rotor brake with cockpit warning light indicating engaged status.
- 1.16 Helicopters shall be equipped with a 28 VDC external power source (APU) connection with a cockpit warning light indicating connected status or APU Door Open status.
- 1.17 Helicopter's main rotor blades shall be painted with a high visibility paint scheme.
- 1.18 Helicopters shall be equipped with wire strike protection system although aircraft mission configuration may dictate the provisions and some components not be installed.
- 1.19 Helicopters shall be equipped with ram-air type ventilation system for cockpit and cabin.
- 1.20 Helicopters shall be equipped with left and right cabin sliding doors with opening adequate enough to allow for side loading of litter-borne patient. Sliding doors shall be capable of being opened or closed during flight.
- 1.21 Helicopters shall have a minimum cabin volume of 110 cubic feet with flat, unobstructed area in cabin capable of supporting two litter-borne patients secured to cabin floor and two medical attendants without intrusion into any part of the cockpit area by equipment or personnel.
- 1.22 Helicopters shall be equipped with two fixed but removable seats and one rotating and removable lightweight seats in aircraft cabin.
- 1.23 Helicopters shall also be capable of accepting a VIP and Tactical-seating configurations (kits) in the cabin area. These seating arrangements shall be included with the aircraft on delivery.

2. ENGINES

Engines shall be of new manufacture with performance capability to satisfy the requirements of Appendix A section 1 sub section.3 and the entire Appendix A section 3 of this RFP.

- 2.1 Engines should be equipped with diagnostic systems and engine wash kit.
- 2.2 A Fire detection and suppression systems shall be installed in the aircraft, which can be monitored and activated from the cockpit.
- 2.3 Engine air intake filtration system in the form of barrier or inertial particle separator as well as protection from snow accumulation shall be installed.
- 2.4 Cockpit engine and gearbox indicating systems shall be incorporated into an integrated display system (EICAS described in this RFP).

3. PERFORMANCE

Sea level, in standard atmosphere (ISA) performance of helicopter must meet the following specifications as demonstrated in the aircraft certification documents and subject to verification during flight test.

- 3.1 Category A performance with protected engine inlet installed consisting of inertial particle separator, paper based barrier filter or equivalent.
- 3.2 Using standard internal battery system, ability to perform standard start and run-up to flight ready status.
- 3.3 Cruise speed of at least 130 Knots True Airspeed (KTAS) utilizing maximum continuous power or less in a basic aircraft configuration at maximum gross weight.
- 3.4 Hover Out of Ground Effect (HOGE) at maximum gross weight utilizing 85% or less of gas producer, turbine outlet temperature (MGT, TOT, TIT, etc) or torque limitations with 15 knot winds from any direction relative to the nose of the helicopter.
- 3.5 Aircraft weight at or below maximum gross weight and within normal center of gravity limitations carrying personnel, equipment, patients and fuel as listed in Preliminary Weight and Balance Calculation Appendix B to this RFP. In addition to the Preliminary Weight Calculation spreadsheet, Offerors shall provide a sample weight and balance based on the data in this appendix and based on the actual empty weight of an aircraft of the same model offered having been produced and delivered within the 12 to 18 months of the date of issuance of a contract.

4. OPTIONAL KITS

The helicopter must be standard equipped or equipped with the following optional kits with airworthiness documented by means of basic aircraft certification, an FAA Form 337 or Supplemental Type Certificate (STC):

- 4.1 Belt or accessory drive compressor/evaporator type air conditioning system adequate to cool cockpit and cabin for sustained and comfortable operations in mid-Atlantic region of North America.
- 4.2 Engine bleed air heating and windshield defogging system with independent adjustable outlets for each cockpit occupant and the aircraft cabin.
- 4.3 Increased visibility cockpit doors or windows if available. After market shall be an option if they provide more visibility than the manufacturers doors and windows.
- 4.4 Internal or external "hard point" rated for a load of at least 400 pounds for rappel and static line rescue operations. If hard point is external, it must be accessible from the cabin in flight.
- 4.5 Dual Cargo hooks one having the operational ability from the cockpit.
- 4.6 Goodrich 600 pound hoist with all provisions and components installed on the pilot (right) side of the aircraft. This system shall be removable by the flight crew (2 members) in less than 15 minutes without the necessity of an FAA or A&P sign-off.

5. AVIONICS AND FLIGHT SYSTEMS:

- 5.1 Night Vision Goggle (NVG) compatible cockpit lighting and instrumentation and two flexible mounted NVG compatible map light systems on each side of cockpit.
- 5.2 Electronic Flight Information System (EFIS) and Engine Information Caution and Warning (EICAS) system or comparable and all required subsystems. The EFIS system shall be integrated with the NAV/COM/GPS/LOC/GS system described in Appendix A 5.4 below.
- 5.3 Two (2) Integrated NAV/COM/GPS/LOC/GS systems such as the Garmin GNS series with one system displaying or interfacing with an integrated Helicopter Terrain Awareness and Warning System (HTAWS) and integrated Traffic Collision Alert System (TCAS) capable of displaying ADS-B input data and transmitting ADS-B output data.
- 5.4 HTAWS as described in section 5.3.
- 5.5 TCAS as described in section 5.3.
- 5.6 If any of the systems described in *section 5.3* is a Garmin GNS series, it shall be a GNS-530 or better for improved interpretation of data from HTAWS and TCAS.
- 5.7 Avionics master switch.
- 5.8 Mission master switch to power on WESCAM MX-10 or equivalent, Trakka A-800, AeroCompters LE-5000 and tactical radios.
- 5.9 406 Mhz GPS position reporting Emergency Locator Transmitter (ELT).
- 5.10 Transponder compatible with and supporting the requirements of the TCAS system described in *section 5.3*.
- 5.11 Four (4) Axis Automatic Flight Control System (AFCS).
- 5.12 Digital ICS/Radio interface system with three (3) control boxes. One of each shall be located at the pilot station, co-pilot station and forward crew seat position with three (3) additional ICS connections in the aircraft cabin. This ICS system shall be the Becker DVCS 6100 system .ICS system shall be switchable to allow the pilot or pilot and copilot to be isolated out of the ICS loop. Radios shall also have a program port accessible so the radio's do not have to be removed to be reprogrammed.
- 5.13 Cabin mounted cockpit call switch or button to alert pilot when isolated from ICS loop.
- 5.14 One (1) radar altimeter displaying information on either the EFIS or independent display.
- 5.15 Instrumentation and avionics shall be front-mounted to the extent possible in the instrument panel and center console with sufficient extra wiring to allow easy removal and replacement.

6. SPECIALIZED EQUIPMENT

The following shall be installed and documented through STC or FAA Form 337.

- 6.1 Wescam MX-10 system or equivalent consisting of Triple Sensor Turret, ½ ATR Master Control Unit (MCU), GPS, Remote Control and cabling. The preferred mounting location of the turret assembly is forward of cockpit and within 6 inches of aircraft centerline. In any case, it shall be removable by the flight crew (2 members) in less than 15 minutes without the necessity of an FAA or A&P sign-off. There should be a cannon plug/coupling mounted on the exterior of the aircraft, which allows the MX-10 or equivalent to be connected to the aircraft/systems. This system shall include an equipment jack to safely remove and store the MX-10 when not in use.
- 6.2 Trakka A-800 Searchlight, Power Control Interface Unit (PCIU), Remote Control and Cabling. The preferred mounting location of the Turret assembly is within 6 inches of aircraft centerline. In any case, it shall be removable by the flight crew (2 persons) in less than 15 minutes without the necessity of an FAA or A&P sign-off.
- 6.3 Cannon plug connection points for the Wescam MX-10 or equivalent and Trakka A-800 remote controls shall be positioned in the area between the cockpit and cabin such that the systems can be controlled by either occupant of the using the standard remote control cables without extensions.
- 6.4 AeroComputers LE-5000 Digital Moving Map system or newest equivalent with a stow-able keyboard located for easy access by a crewmember seated in the copilot seat.
- 6.5 Technisonics TDFM-7000 N/V and TFM-550 N/V in cockpit center console.
- 6.6 Technisonics RC-7000 N/V and RC-550 N/V in cabin accessible to both seated and belted occupants of forward facing cabin seats.
- 6.7 A 12.1 inch diagonal AeroComputers A12 LCD anti- glare monitor mounted or equivalent in the co-pilot side of cockpit with video inputs from AeroComputers Moving Map and Wescam MX-10 or equivalent with a preference for the ability to fold flat against the instrument panel or center console.
- 6.8 6.5 inch diagonal LCD monitor mounted on the pilot side of cockpit with a preference for the ability to fold flat against the instrument panel.
- 6.9 All six (6) associated antennae (3x800 Mhz digital, 1x UHF, 1x VHF and 1x FM) for the TDFM-7000 and TFM-550 systems.
- 6.10 Visilink 6 Mhz Digital Microwave Downlink System consisting of transmitter, amplifier, antenna and cockpit center console control box.
- 6.11 Console mounted Digital Video Recorder with input from AeroComputers LE-5000 and MX-10 or equivalent System and output for controls to pilot side monitor.
- 6.12 Floor mounted cabin transmit “Treadle” for operation by aft cabin crewmember’s toe from either the forward facing position or aft facing patient attendant position.
- 6.13 2-Zoll X Series Defibrillator/Heart Monitors per aircraft. – details of installation listed in *Medical Interior Section 7*.
- 6.14 Allied EPV 100
- 6.15 Three (3) Oxygen Cylinders “E” size bottles, interconnects, rack and pressure gauges and all necessary equipment to properly fill the system.

- 6.16 Primary and secondary oxygen shut off valves and port.
- 6.17 Impact Instruments E-28K 24-28 VDC suction/vacuum pump.
- 6.18 Heavy Duty XL Heli-Handler with each aircraft.
- 6.19 Bobcat Toolcat Utility/tow vehicle with snow blower attachment with each aircraft.
- 6.20 3 sets of NL949B Night Vision goggles with each aircraft.
- 6.211 AirTep by Aerial, Airborne Tactical Extraction Platform with floatation, with each aircraft
- 6.22 Cockpit camera and recording system, which interfaces with ICS system.
- 6.23 Externally mounted Technisonic loud hailer or compatible system.
- 6.24 Noise cancelling headsets for all aircraft positions.
- 6.25 Wireless ICS system for use during hoist operations.

7. MEDICAL INTERIOR:

- 7.1 Blood and fluid resistant standard or modified cabin floor capable of securing litters, crew seats as described in the Technical Specifications (section1) and equipment specified in this section.
- 7.2 Primary litter with ability to elevate torso and lower extremities and mounted such that the top of litter is elevated above cabin floor. The primary litter must accommodate side loading of litter patient through the left side of aircraft cabin.
- 7.3 Storage location in cabin with attachment points directly to cabin floor or wall for a secondary foldable litter.
- 7.4 Overhead ports above primary and secondary patient area for oxygen
- 7.5 Mounting components for portable suction units on both sides of the cabin.
- 7.6 Four (4) each soft medical equipment pouches suspended from both sides of cabin interior.
- 7.7 Cabin overhead panel with internal lighting adequate for patient care (NVG and standard lighting system as described in 5.1.13) and with mounting provisions for Zoll X Series, Allied EPV Portable Vent ,IV pump, and IV hooks.
- 7.8 Mount or tie-down for Customer furnished stand-by oxygen bottle.
- 7.9 Anchor points on floor or against wall for customer furnished medical equipment bags.

8. EXTERIOR DIMENSIONS

- 8.1 Rotor system diameter not to exceed 40 feet.
- 8.2 Overall length with rotors turning not to exceed 48 feet.
- 8.3 Height of static rotor system from the ground at least 7 feet measured at any point along rotor diameter using standard landing gear.

9. MAINTENANCE REQUIREMENTS:

- 9.1 No scheduled maintenance requirements between 100 hour inspections (except lubrication or visual inspections).
- 9.2 No component overhaul or retirement times of less than 1,000 hours.
- 9.3 Main fuselage assembly shall be “on-condition” with no scheduled retirement or overhaul.
- 9.4 Offeror to provide one set of all required specialty airframe tools to complete all airframe maintenance functions up to and including 2,500 flight hours.

10. COLOR SCHEME AND PAINT:

- 10.1 Color scheme shall be consistent with current fleet design for planning purposes. Final exterior paint scheme shall be determined at the time of design review.
- 10.2 All exterior parts of the airframe shall be covered with high quality polyurethane paint of Dupont Imron quality or higher
- 10.3 The area where engine exhaust emits shall be painted with a high heat absorbing black paint designed to limit exhaust damage and discoloration.

11. TESTING AND EVALUATION:

- 11.1 Offerors will be required to deliver to the Delaware State Police Aviation Section, a helicopter of the make and model as requested in the proposal for evaluation by the State within fourteen (14) business days of the States written notification. The State reserves the right to accept or reject a written request by the bidder in case of any delay in meeting the fourteen (14) business days time frame. This request must be submitted at least seven (7) days prior to the expiration of the fourteen (14) day original timeframe. Failure to do so may result in the rejection of its bid proposal. These evaluations will be conducted at Summit Airport (KEVY). The bidder should anticipate at least four flight hours for the flight test and evaluation session. Jet-A fuel and refueling services for the flight test operations will also be provided.
- 11.2 The Bidders shall be responsible for all costs and liabilities associated with the testing and evaluation sessions of their respective helicopters except for fuel as detailed in section 11.1. For the flight-testing session, a pilot from the DSP Aviation Helicopter Division will accompany the bidder’s pilot in the cockpit as part of the flight crew.

12. INSPECTIONS AND DELIVERY:

- 12.1 The contractor shall accommodate visits and inspections by representative’s three (3) representatives of the State at any point during aircraft production or customization. Three

scheduled visits at specific times during the production and customization process will be at the expense of the contractor. More than three visits will be at the expense of the State unless the visits are to confirm completion/correction of deficient items found at the final inspection prior to delivery. In that case it would be at the expense of the contractor.

- 12.2 The State reserves the right to modify or change the configurations during the production stage as necessary to aid maintenance function or crew operations. The type of equipment will not be modified or changed and will remain as specified in the RFP or as submitted by the contractor.
- 12.3 Final inspection and acceptance of the helicopters shall be at the Delaware State Police Aviation Section, Summit Airport (KEVY). Any discrepancies or non-conformity to contract specifications shall result in the contractor taking the helicopters for repair and/or modification with all work accomplished and the helicopter returned within thirty (30) days.
- 12.4 Delivery of the two (2) helicopters shall be within eighteen (18) months of issuance of contract. If the State elects to pursue the purchase of two (2) additional helicopters the State shall provide the Contractor at least eighteen (18) months written notice prior to the requested delivery of any additional aircraft.

13. HELICOPTER WARRANTY:

- 13.1 Warranty shall be for a new helicopter, non-prorated type. The contractor must provide for the replacement or repair of any parts that are defective within 1000 hours of operation or twenty-four months after final acceptance, whichever comes first, at no additional cost to the State. The contractor shall be responsible for all shipping and ancillary costs associated with warranty repair and parts replacement, and shall provide any technical support necessary to return the aircraft to service. All parts requiring replacement during the warranty period shall be new and of original equipment manufacture. On those occasions when loaner components are provided to keep helicopters in service, these loaner components shall be provided at no cost to the State during the warranty period.
- 13.2 Warranty shall cover the installation/workmanship of all new components and provisions.
- 13.3 All maintenance technician labor provided by the State to resolving warranty issues shall be credited the State or the State's contracted maintenance provider at the current contractual shop rate of that provider for the purposes of procuring airframe parts from the contractor after warranty expiration.
- 13.4 On those occasions during the warranty period when a helicopter is grounded AOG (Aircraft on Ground), the contractor shall begin actions for resolution within 24 hours of notification and shall work with State and/or the State's contracted maintenance provider staff to resolve the problem without delay including onsite technical support and overnight shipping or courier services for required parts at the contractor's expense.
- 13.5 Should the State and/or the State's contracted maintenance provider request on-site support for any maintenance issue, component issue or installed equipment issue, the contractor will make every effort to fulfill this request within 72 hours in order to resolve the issue. Should this not be fulfilled the contractor would be responsible for compensating the State for loss of aircraft availability.
- 13.6 All installed equipment and component warranty periods shall commence at the time of final helicopter delivery acceptance. Delivery acceptance is defined by the date when the helicopter

has been completed, accepted and signed for per the scope outlined within, and is ready for operational service.

- 13.7 The contractor shall work with the state in determining the best location for the aircraft completion.

14. PUBLICATIONS AND DATABASES:

- 14.1 Each helicopter will be delivered with a full set of publications as commonly delivered with any new helicopter sold by the contractor. These publications shall include but not limited to the following:
- 14.2 Flight Manual
- 14.3 Maintenance Manual;
- 14.4 Engine maintenance manual;
- 14.5 Illustrated Parts Catalog;
- 14.6 Log book for airframe and engine including any electronic log book or recording keeping device or service offered by the contractor;
- 14.7 Wiring diagrams;
- 14.8 The contractor shall ensure that all databases, firmware and operating systems are the most current available at the time of aircraft delivery and acceptance.

15. TRAINING:

- 15.1 Initial aircraft training shall be provided for 16 pilots prior to acceptance and delivery of the first aircraft. All training shall be conducted in a combination of classroom, simulator and aircraft owned and operated by the contractor and following the standard syllabus offered to commercial operators to include inadvertent flight into Instrument Metrologic Conditions and at least 5 hours of flight time. Travel and per diem for employees of the State shall be the responsibility of the State.
- 15.2 Recurrent flight training for 16 pilots, for two years, following the delivery of the aircraft. Recurrent training will be conducted in combination of classroom and simulator following the standard syllabus offered to the commercial operators to include inadvertent flight into Instrument Metrologic Conditions. Travel and per diem for employees of the State shall be the responsibility of the State.

APPENDIX B

Primarily Weight and Balance Calculation Form

The pricing forms are in a separate spreadsheet file called **SHS-12-005- Primarily Weight and Balance Calculation Form.xls**. This screenshot is a sample of what the spreadsheet looks like:

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

A1

SHS-12-005 Weigh and Balance (2).xls [Read-Only]

A	B	C	D	E	F
1	Aircraft Model Offered	MGW			
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5	Equipment Description				
6	Required Equipment	Actual Weight	Preferred Location	Price	Notes
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STATE OF DELAWARE
Department of Safety and Homeland Security

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