

General Contracting questions

1. Section III – Required Information

Paragraph B. 1.

Page 5

Line 7 – “Distribution of work to individuals and firms or economic considerations”

Question – Can you clarify what this evaluation requirement means?

The criteria that the proposal will be evaluated against is on page 17, paragraph 2 a. **The Department of Safety and Homeland Security intends to seek a single vendor for this project.** However, if a single vendor were not able to meet the needs of this project, page 14, paragraph 17 allows the state to award the contract to multiple vendors. One of the criteria that could be used for determining a multiple source award is “Distribution of work to individuals and firms or economic considerations”.

2. Section IV – Professional Services RFP Administrative Information

Paragraph B. 19.

Page 14

Line 1 – “...an addendum will be posted...”

Question – Must vendors include copies of each addenda in their proposals to signify receipt?

**No.** Page 10, paragraph 9: Concise Proposals discourages overly lengthy and costly proposals. We do not want our entire request for proposal or amendments included in the vendors’ proposals. It is incumbent on the vendors to check for amendments up to the mandatory pre-bid meeting. After the meeting if there is an amendment, it will be sent to the vendors who attended the meeting by email as well as being posted to the State of Delaware’s website.

3. Section I - Overview

Paragraph unnumbered.

Page 2

Line 5 – “Mandatory Pre-bid Conference, Date: Wednesday, December 19, 2012 at 9:30 a.m. EST”

Question – We are planning on attending your mandatory meeting on the 19th. We work with a number of other state governments across the country, but we have not worked with the State of Delaware before. From our experience, we often have to get ‘registered’ with various departments/agencies/contracts in advance in order to bid and be selected. Are there any specific administrative requirements that we need to address now in order to bid and be considered for this project?

**No.** Delaware operates in two modes; either we accept bids/proposals from all interested parties or we hold a mandatory pre-bid meeting which is the way we ‘resister’ a company and limit who may submit a bid or proposal. In the case of the contract SHS-12-006-SchoolPlan interested vendors must

send a representative to our mandatory pre-bid meeting. The intent of this meeting is to answer technical questions and to allow interested vendors to ask additional ones if our answer is not clear.

#### Technical Questions

1. Section II - Scope of Services

Paragraph B

Page 3

Line 3 – "...to be utilized by all 19 public school districts and charter schools..."

Question – Can you provide an updated list of the districts, and the number of high, middle, elementary, charter and specialty schools in each district? (We count 218 total schools – 30 High, 35 Middle, 100 Elementary, 21 Charter, and 32 "Specialty" schools - and want to make sure we are accurate.)

The criteria that and up-to-date school listing can be found at:  
<http://profiles.doe.k12.de.us/SchoolProfiles/State/Default.aspx>

4. Section II – Scope of Services

Paragraph C

Page 3

Line 5 – "...has \$400,000 appropriated this year for the project."

and...

Section IV – Professional Services RFP Administrative Information

Paragraph D. 1. a.

Page 18

Line 1 – "...term of the contract...shall be for three (3) years..."

Questions

- a. Is it the State's expectation that the project will be completed, and the funds expended in the initial year, or over the 3 year period?
- b. If the latter, should vendors include hosting, user and technical support fees over the remaining years of the 3 during which the platform is live and operational (or should those fees be considered to be additionally funded?
- c. The State is looking for a single fixed price for the scope of work – is that correct?

\$400,000 has been appropriated for the current fiscal year. Additional out-year funding is dependent on the final cost of the proposed project. This amount could be negotiated and codified in a multi-year contract.

5. Section II – Professional Services RFP Administrative Information

Paragraph D. 9.

Page 4

Line 1 – "Produce an automated database of the Plan..."

Questions

Questions of Clarification on RFP for Contract No. SHS-12-006-SchoolPlan

- a. Does the State want the emergency plan for all districts in a single website structure, or on a State standard-based website developed for the unique local needs of each district individually and accessed by each individually?
- b. Do you foresee the sites going live approximately 1 year after project commencement, which would be on or before April 2014, or some other deadline?

We envision each school district and school having its own unique plan based upon a standardized state emergency plan that is NIMS compliant. Our expectations are that the web based application will be completed within a year and that several schools will have completed the planning process. Additional schools will be phased in over a multi-year time frame.