

Bid #: STA-16101-VDA
Responses to Questions Related to the Request for Proposal

- 1. General Question: The RFP has a footer showing 70 pages in total, however there only seem to be 57 pages in the proposal document. Can the DOS confirm whether there are any pages missing from the RFP issued or whether there are in fact only 57 pages in total?**

The total page number of 70 is an error. The RFP has only 57 pages. There are no missing pages. Apologies for the confusion.

- 2. Appendix A, Page 35, General Question: Appendix A speaks to DOS's outside counsel billing policy, but as part of our proposal submission, does DOS expect or require that we identify the name(s) of the law firm(s) we may utilize pursuant to this engagement?**

DOS does not expect all bidders to offer or be able to provide legal services. If the vendor wishes to be able to provide legal services, as part of the proposal, the vendor shall identify law resources and associated costs.

- 3. Appendix A, Page 35, General Question: we have internal legal personnel that may perform work under the proposed contract, but understand there could be instances where outside legal counsel may also need to be utilized. Does the DOS require that we include billing rates for possible use of outside legal counsel as part of our cost proposal?**

See answer to question 2 above. It should be noted that if vendor personnel do perform legal services, these services will need to be separately invoiced according to the outside counsel billing policy detailed in the RFP.

- 4. Section III B. pages 5 -7 general question - Can the State please provide the number of holders that have participated in the program since it was established along with the dollar value and the number of property items collected?**

There are currently just under 800 holders enrolled in the VDA program. There are approximately 375 VDAs which remain outstanding. Approximately 400 million dollars have been reported under the VDA program to date.

- 5. Section III B. pages 5 -7 general question - What is the average length of time it takes to close a VDA through the current program?**

The Department of State has not attempted to calculate the average length of time to complete a VDA.

The length of time it takes to complete a VDA is dependent upon a number of factors related to the holder: industry, size of company (revenues and/or subsidiaries), availability of records, complexity of accounting, holder's deliverable, etc. Consequently, there could be many variances in the amount of time and work involved.

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Vendors should take into consideration their experiences and present any assumptions taken when preparing response to the proposal.

6. Section III B. pages 5 -7 general question - What percentage of holders that have participated in the VDA program were represented by a holder advocate?

The majority of holders are represented by advocates. There are a small percentage which are not. Those not represented by an advocate tend to be smaller companies and/or companies with an unclaimed property reporting department.

7. Section IV B. 13 page 14, general question - Can the State please provide a list of holders that have participated in the VDA or are currently participating in the program.

This information is confidential pursuant to state law, *12 Del. C. § 1141(b)*, also see section IV.B.11 Confidentiality of Documents in the RFP.