

Question & Answer to Vendors
for
Grant Management and Marketing,
STA20001-GRANT_MGMT

October 13, 2020

ADDENDUM NO. 2

Thank you for your interest in doing business with the State of Delaware. At this time all questions regarding RFP STA20001-GRANT_MGMT are compiled.

1. Can companies from outside USA apply for this? (like, from India or Canada).

Answer: Foreign companies are not eligible for this role.

2. Do we need to come over there for meetings?

Answer: Yes, training for this role will be intense and will require the award recipient to come to Delaware multiple times over the course of the year. Once the award has been given, the recipient must come to the Department of State's Wilmington, Delaware office as needed, at least quarterly, perhaps more if needed.

3. Can we perform the tasks (related to RFP) outside the USA? (like, from India or Canada)

Answer: No. All work has to be done in the United States.

4. Can we submit proposals via email?

Answer: Yes, proposals can be submitted via email; however, two hard copies must be received. Please refer to page 41 of the solicitation. This will ensure that all proposals are received for consideration.

5. We are a company based in Mumbai, India. Considering the geographical constraint of personally reviewing the document, I request you provide us the following details before we buy the document:
 - List of items, schedule of requirements, scope of work, terms of reference, bill of materials required.
 - Soft copy of the Tender Document through email.
 - Names of countries that will be eligible to participate in this tender.
 - Information about the tendering procedure and guidelines

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- Estimated budget for this purchase
- Any extension of bidding deadline?
- Any addendum or pre-bid meeting minutes?

Answer: Foreign companies are not eligible for this role. All details concerning this solicitation are found in the posted Request for Proposal posted.

6. If my company is indeed an independent contractor and not temporary or contractor staff, could exception be made to paying the ACA Safe Harbor fee?

Answer: This can be waived.

7. Is the holdback on all invoices or last invoice? (Section 8, Paragraph 2, page 20)

Answer: The State of Delaware pays all invoices when acceptable performance has been delivered.

8. What are the liquidated damages? (Section 8, Paragraph 3, page 20)

Answer: Under the Delaware Procurement Act the terms of a professional services agreement are subject to negotiation. As Section V of the RFP indicates, liquidated damages are not mandatory, however, the State will not commit to waiving any potential contract terms until the parties engage in negotiations on a specific proposal in response to the RFP.

9. Liquidated damages are an uninsurable liability that are not appropriate for consultants providing professional services. Can the State please clarify whether it intends to include such a provision in the contract?

Answer: See response to question 8.

10. I noticed that the Proposal for Professional Services Grant Management and Marketing has two different deadlines for submitting the proposal. What is the deadline, October 22, 2020 (p.1) or October 15, 2020 (p.4)?

Answer: The deadline for submitting proposals to this solicitation is October 22, 2020 at 1:00 pm. An Addendum reflecting this was posted on September 29, 2020.

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11. What is the compensation/budget earmarked for this project, and can we review the current contract in place for this role?

Answer: Compensation is negotiable in a professional service contract; therefore, it will not be disclosed to the prospective proposers.

12. Page 43 states that email proposal submissions are acceptable, however, page 41 states that two hard copies AND an electronic submission on digital media is required. Can you please clarify?

Answer: Yes, proposals can be submitted via email; however, two hard copies must be received. Please refer to page 41 of the solicitation. This will ensure that all proposals are received for consideration.

13. Due to COVID, may this work be completed remotely and via phone?

Answer: Training for this role is intense as the management of this grant is extremely complex. For this reason, training would need to be done in person in our Wilmington, Delaware offices. The State has safety guidelines in place for COVID and these would be adhered to. Once training has been finished, the work can be completed remotely and via phone. The award winner would need to be in our Wilmington, Delaware offices from time to time as needed.

14. Are there specific deliverables and timelines for work or is this to be negotiated post-award?

Answer: Yes, all deliverables and timelines for grant management are dictated by the Small Business Administration in Washington, DC. These are federal deadlines. Marketing timelines and deliverables vary in accordance to each export initiative being conducted.