

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
DTCC FLEXIBLE BENEFITS PLAN
ISSUED BY DELAWARE TECHNICAL AND COMMUNITY COLLEGE
CONTRACT NUMBER DTCC251001-FLEXBENEFIT**

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I. Overview

Delaware Technical and Community College (“College” or “DTCC”) seeks professional services to offer insurance coverage for the College’s Flexible Benefits Plan to include, Group Life and Accidental Death and Dismemberment (AD&D) Insurance and Dental Insurance. This request for proposals (“RFP”) is issued pursuant to 29 *Del. C.* §§ [6981 and 6982](#).

The proposed schedule of events subject to the RFP is outlined below:

Public Notice	Date: <u>October 30, 2025</u>
Deadline for Questions	Date: <u>COB on November 14, 2025</u>
Response to Questions Posted by:	Date: <u>November 25, 2025</u>
Deadline for Receipt of Proposals	Date: <u>December 9, 2025 at 11:00 AM</u> (Local Time)
Estimated Notification of Award	Date: <u>April 2026</u>

Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm’s interest in providing the required professional services. The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal. (Applicant exceptions must also be recorded on Attachment 3).

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Furthermore, the transmittal letter must attest to the fact, at a minimum, that the Vendor shall not store or transfer non-public College data outside of the United States. For technology related solicitations, Vendors may refer to the Delaware Department of Technology and Information identified terms and conditions included in this solicitation.

Delaware Technical and Community College reserves the right to deny any and all exceptions taken to the RFP requirements.

MANDATORY PREPROPOSAL MEETING

A mandatory preproposal meeting has not been established for this request.

II. Scope of Services

DTCC is seeking competitive sealed proposals to provide the following types of insurance coverage for the College's Flexible Benefits Plan:

Group Life and Accidental Death and Dismemberment (AD&D) Insurance;
and Dental Insurance.

Interested parties may submit a single proposal covering more than one of the above-referenced types of insurance or may submit separate proposals for each coverage type. DTCC reserves the right to award separate contracts for each type of insurance coverage.

III. Required Information

The following information shall be provided in each proposal in the order listed below. Failure to respond to any request for information within this proposal may result in rejection of the proposal at the sole discretion of the College.

A. Minimum Requirements

1. Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work.

Prior to the execution of an award document, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required.

2. Vendor shall provide responses to the Request for Proposal (RFP) scope of work and clearly identify capabilities as presented in the General Evaluation Requirements below.
3. Complete all appropriate attachments and forms as identified within the RFP.
4. Proposing vendor must make a statement of its ability to comply with Section V, Item G, subsection 7 (Insurance) requirements. Proof of insurance and amount of insurance shall be furnished to the Agency prior to the start of the contract period and shall be no less than as identified in this Request for Proposals.

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B. General Evaluation Requirements

1. Cost while maintaining coverage close to current levels with rate guarantee for initial 3-year period
2. Experience and Reputation including high quality claims service and customer service including timely electronic submission of claims by provider and superior levels of service to our employees and administrative staff. A.M. Best Rating and Reputation.
3. Expertise with government and/or higher education work
4. Capacity to meet requirements (size, financial condition, etc.)
5. Demonstrated ability

IV. Professional Services RFP Administrative Information

A. RFP Issuance

1. Public Notice

Public notice has been provided in accordance with 29 *Del. C.* [§ 6981](#).

2. Obtaining Copies of the RFP

This RFP is available in electronic form through the State of Delaware Procurement website at <https://mmp.delaware.gov/Bids/>. Paper copies of this RFP will not be available.

3. Assistance to Vendors with a Disability

Vendors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Designated Contact no later than ten days prior to the deadline for receipt of proposals.

4. RFP Designated Contact

All requests, questions, or other communications about this RFP shall be made in writing to the Delaware Technical and Community College. Address all communications to the person listed below; communications made to other State of Delaware or Delaware Technical and Community College 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.

Charity L. Rene
Delaware Technical and Community College, Office of the President
100 Campus Drive, Dover, Delaware 19904
crene@dtcc.edu
(302) 857-1661

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.

5. Consultants and Legal Counsel

Delaware Technical and Community College may retain consultants or legal counsel to assist in the review and evaluation of this RFP and the vendors' responses.

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Proposing vendor shall not contact the College's consultant or legal counsel on any matter related to the RFP.

6. Contact with College Employees

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

7. Organizations Ineligible to Offer a Proposal

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to offer a proposal. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

8. Exclusions

The Proposal Evaluation Team reserves the right to refuse to consider any proposal from a vendor who:

- a. Has been convicted for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of the contract or subcontract;
- b. Has been convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offense indicating a lack of business integrity or business honesty that currently and seriously affects responsibility as a State or College contractor;
- c. Has been convicted or has had a civil judgment entered for a violation under State or Federal antitrust statutes;
- d. Has violated contract provisions such as;
 - 1) Known failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - 2) Failure to perform or unsatisfactory performance in accordance with terms of one or more contracts;
- e. Has violated ethical standards set out in law or regulation; and
- f. Any other cause listed in regulations of the State of Delaware determined to be serious and compelling as to affect responsibility as a State contractor, including suspension or debarment by another governmental entity for a cause listed in the regulations.

B. RFP Submissions

1. Acknowledgement of Understanding of Terms

By submitting a proposal, 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.

2. Proposals

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The College reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with 4 paper copies and 1 electronic copy on a USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses.

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All properly sealed and marked proposals are to be sent to the Delaware Technical and Community College and received no later than **11:00 AM (Local Time) on December 9, 2025**. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

Charity L. Rene
Delaware Technical and Community College, Office of the President
100 Campus Drive, Dover, Delaware 19904

Vendors are directed to clearly print “PROPOSAL ENCLOSED” and “CONTRACT NO. DTCC251001-FLEXBENEFIT” on the outside of the proposal submission package.

Any proposal received after the Deadline for Receipt of Proposals date shall not be considered and shall be returned unopened. The proposing vendor bears the risk of delays in delivery and any costs for returned proposals. 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.

3. Proposal Modifications

Any changes, amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment, or modification to a previously submitted proposal. 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.

4. Proposal Costs and Expenses

Delaware Technical and Community College will not pay any costs incurred by any Vendor associated with any aspect of responding to this solicitation, including proposal preparation, printing or delivery, attendance at vendor’s conference, system demonstrations or negotiation process.

5. Proposal Expiration Date

Prices quoted in the proposal shall remain fixed and binding on the proposing vendor at least through June 30, 2026. Delaware Technical and Community College reserves the right to ask for an extension of time if needed.

6. 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.

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7. Proposal Opening

Delaware Technical and Community College will receive proposals until the date and time shown in this RFP. Proposals will be opened in the presence of College personnel. Any unopened proposals will be returned to the submitting Vendor.

There will be no public opening of proposals but a public log will be kept of the names of all vendor organizations that submitted proposals. The contents of any proposal shall not be disclosed in accordance with 29 *Del. C.* §§ [6981\(d\)\(3\)](#), [6981\(k\)\(4\)](#), and [6982\(c\)\(3\)](#).

8. 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 Delaware Technical and Community College.

9. Concise Proposals

Delaware Technical and Community College 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 College's interest is in the quality and responsiveness of the proposal.

10. Realistic Proposals

It is the expectation of Delaware Technical and Community College that vendors can fully satisfy the obligations of the proposal in the manner and timeframe defined within the proposal. Proposals must be realistic and must represent the best estimate of time, materials and other costs including the impact of inflation and any economic or other factors that are reasonably predictable.

Delaware Technical and Community College shall bear no responsibility or increase obligation for a vendor's failure to accurately estimate the costs or resources required to meet the obligations defined in the proposal.

11. Confidentiality of Documents

The State of Delaware and its constituent agencies are required to comply with the State of Delaware Freedom of Information Act, 29 *Del. C.* § [10001](#), et seq. ("FOIA"). FOIA requires that Delaware Technical and Community College's records are public records (unless otherwise declared by FOIA or other law to be exempt from disclosure) and are subject to inspection and copying by any person upon a written request. All proposals are subject to FOIA's public disclosure obligations prior to execution of a contract per 29 *Del. C.* §§ [6981\(d\)\(3\)](#) and [\(k\)\(4\)](#), as well as after the receipt of a signed contract per 29 *Del. C.* § [6982\(c\)\(3\)](#).

The State of Delaware and Delaware Technical and Community College wishes to create a business-friendly environment and procurement process. As such, the College respects the vendor community's desire to protect its intellectual property, trade secrets, and confidential business information (collectively referred to herein as "confidential business information"). Proposals must contain sufficient information to be evaluated. If a vendor feels that they cannot submit their proposal without including confidential business information, they must adhere to the following procedure, or their

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proposal may be deemed unresponsive, may not be recommended for selection, and any applicable protection for the vendor's confidential business information may be lost.

In order to allow the College to assess its ability to protect a vendor's confidential business information, vendors will be permitted to designate appropriate portions of their proposal as confidential business information.

Vendor(s) may submit portions of a proposal considered to be confidential business information in a separate, sealed envelope labeled "Confidential Business Information" and include the specific 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*, and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, Delaware Technical and Community College will open the envelope to determine whether the procedure described above has been followed. A vendor's allegation as to its confidential business information shall not be binding on the College. The College shall independently determine the validity of any vendor designation as set forth in this section. Any vendor submitting a proposal or using the procedures discussed herein expressly accepts the College's absolute right and duty to independently assess the legal and factual validity of any information designated as confidential business information. Accordingly, vendor(s) assume the risk that confidential business information included in a proposal may enter the public domain.

12. Proposals from Insurance Brokerages

If it is your business practice to engage services from any person or agency to secure or execute any of the services outlined in this RFP, any commissions and percentage, contingent, brokerage, service, or finder's fees must be included in your proposed rates. DTCC will not pay any separate brokerage fees for securing or executing any of the services outlined in this RFP. Therefore, all proposed fees must be net of commissions and percentage, contingent, brokerage, service or finders' fees.

13. Sub-Contracting

The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor.

Use of subcontractors must be clearly explained in the proposal, and subcontractors must be identified by name. Any sub-contractors must be approved Delaware Technical and Community College.

14. 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

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College'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, at least ten (10) calendar days prior to the time set for opening of the proposals.

a. RFP Question and Answer Process

Delaware Technical and Community College will allow written requests for clarification of the RFP. All questions shall be received no later than close of business on **November 14, 2025**. All questions will be consolidated into a single set of responses and posted on Government Support Services website at <https://mmp.delaware.gov/Bids/> by the date of **November 25, 2025**. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.

- Section number
- Paragraph number
- Page number
- Text of passage being questioned

Questions shall be submitted electronically and questions shall be formatted in Microsoft Word.

15. College's Right to Reject Proposals

Delaware Technical and Community College reserves the right to accept or reject any or all proposals or any part of any proposal, to waive defects, technicalities or any specifications (whether they be in the College's specifications or vendor's response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as College may deem necessary in the best interest of Delaware Technical and Community College.

16. College's Right to Cancel Solicitation

Delaware Technical and Community College reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. Delaware Technical and Community College 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 Delaware Technical and Community College. Vendor's participation in this process may result in the College 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 College to execute a contract nor to continue negotiations.

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Delaware Technical and Community College may terminate negotiations at any time and for any reason, or for no reason.

17. College's Right to Award Multiple Source Contracting

Pursuant to 29 *Del. C.* § [6986](#), Delaware Technical and Community College may award a contract for a particular professional service to two or more vendors if the agency head makes a determination that such an award is in the best interest of the College. The multiple awards will be based on type of insurance.

18. Potential Contract Overlap

Vendors shall be advised that the College, at its sole discretion, shall retain the right to solicit for goods and/or services as required by its agencies and as it serves the best interest of the College. As needs are identified, there may exist instances where contract deliverables, and/or goods or services to be solicited and subsequently awarded, overlap previous awards. The College reserves the right to reject any or all proposals in whole or in part, to make partial awards, to award to multiple vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to Delaware Technical and Community College.

19. Supplemental Solicitation

The College reserves the right to advertise a supplemental solicitation during the term of the Agreement if deemed in the best interest of the College.

20. Notification of Withdrawal of Proposal

Vendor may modify or withdraw its proposal by written request, provided that both proposal and request is received by Delaware Technical and Community College prior to the proposal due date. Proposals may be re-submitted in accordance with the proposal due date in order to be considered further.

Proposals become the property of Delaware Technical and Community College at the proposal submission deadline. All proposals received are considered firm offers at that time.

21. Revisions to the RFP

If it becomes necessary to revise any part of the RFP, an addendum will be posted on the State of Delaware's website at <https://mmp.delaware.gov/Bids/>. Delaware Technical and Community College is not bound by any statement related to this RFP made by any State or College employee, contractor or its agents.

22. Exceptions to the RFP

Any exceptions to the RFP, or Delaware Technical and Community College's terms and conditions, must be recorded on Attachment 3. Acceptance of exceptions is within the sole discretion of the evaluation committee.

23. Business References

Provide at least three (3) business references consisting of current or previous customers of similar scope and value using Attachment 5. Include business name, mailing address, contact name and phone number, number of years doing business with, and type of work performed. Personal references cannot be considered.

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24. Award of Contract

The final award of a contract is subject to approval by Delaware Technical and Community College. The College has the sole right to select the successful vendor(s) for award, to reject any proposal as unsatisfactory or non-responsive, to award a contract to other than the lowest priced proposal, to award multiple contracts, or not to award a contract, as a result of this RFP.

Notice in writing to a vendor of the acceptance of its proposal by Delaware Technical and Community College and the subsequent full execution of a written contract will constitute a contract, and no vendor will acquire any legal or equitable rights or privileges until the occurrence of both such events.

a. RFP Award Notifications

After reviews of the evaluation committee report and its recommendation, and once the contract terms and conditions have been finalized, Delaware Technical and Community College will award the contract.

The contract shall be awarded to the vendor whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

It should be explicitly noted that Delaware Technical and Community College is not obligated to award the contract to the vendor who submits the lowest proposal or the vendor who receives the highest total point score, rather the contract will be awarded to the vendor whose proposal is the most advantageous to the College. The award is subject to the appropriate College approvals.

After a final selection is made, the winning vendor will be invited to negotiate a contract with Delaware Technical and Community College; remaining vendors will be notified in writing of their selection status.

25. Cooperatives

Vendors, who have been awarded similar contracts through a competitive proposal process with a cooperative, are welcome to submit the cooperative pricing for this solicitation. **Delaware Technical and Community College terms will take precedence.**

C. RFP Evaluation Process

An evaluation team composed of representatives of Delaware Technical and Community College will evaluate proposals on a variety of quantitative criteria. Neither the lowest price nor highest scoring proposal will necessarily be selected.

Delaware Technical and Community College reserves full discretion to determine the competence and responsibility, professionally and/or financially, of vendors. Vendors are to provide in a timely manner any and all information that Delaware Technical and Community College may deem necessary to make a decision.

1. Proposal Evaluation Team

The Proposal Evaluation Team shall be comprised of representatives of Delaware Technical and Community College. The Team shall determine which vendors meet the minimum requirements pursuant to selection criteria of the RFP and procedures established in 29 *Del. C.* §§ [6981](#) and [6982](#). Professional services for this solicitation

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are considered under 29 *Del. C.* § [6982\(b\)](#). The Team may negotiate with one or more vendors during the same period and may, at its discretion, terminate negotiations with any or all vendors. The Team shall make a recommendation regarding the award to the President of the College, who shall have final authority, subject to the provisions of this RFP and 29 *Del. C.* § [6982\(b\)](#), to award a contract to the successful vendor in the best interests of the State of Delaware and Delaware Technical and Community College.

2. Proposal Selection Criteria

The Proposal Evaluation Team shall assign up to the maximum number of points for each Evaluation Item to each of the proposing vendor's proposals. All assignments of points shall be at the sole discretion of the Proposal Evaluation Team.

The proposals shall contain the essential information on which the award decision shall be made. The information required to be submitted in response to this RFP has been determined by the Delaware Technical and Community College to be essential for use by the Team in the proposal evaluation and award process. Therefore, all instructions contained in this RFP shall be met in order to qualify as a responsive and responsible contractor and participate in the Proposal Evaluation Team's consideration for award. Proposals which do not meet or comply with the instructions of this RFP may be considered non-conforming and deemed non-responsive and subject to disqualification at the sole discretion of the Team.

The Team 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.* § [6986](#). Such selection will be based on the following criteria:
 - It is anticipated that one vendor will be selected for each insurance benefit category with the potential for one vendor to be selected for multiple categories.

Criteria Weight

All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

Criteria	Weight
Cost: Costs to the College and employees while maintaining coverages close to current levels with rate guarantee for initial three (3) years.	25%

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Criteria	Weight
Experience and reputation including high quality claims service and customer service including timely electronic submiss of claims by provider and superior levels of service to our employees and administrative staff, including information from A.M. Best Rating and Reputation & References.	25%
Capacity to meet requirements: Online database process for enrollment and deletion of employees' coverages; consideration of the College's lag pay process that results in lag benefit payments to the College and premium payments to the vendor at the end of the month following the coverage month	30%
Expertise with government and/or higher education work.	10%
Demonstrated ability	10%
Total	100%

Vendors are encouraged to review the evaluation criteria and to provide a response that addresses each of the scored items. Evaluators will not be able to make assumptions about a vendor's capabilities so the responding vendor should be detailed in their proposal responses.

3. Proposal Clarification

The Evaluation Team may contact any vendor in order to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Proposals may not be modified as a result of any such clarification request.

4. References

The Evaluation Team 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 Delaware Technical and Community College 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 Delaware Technical and Community College will pay travel costs only for Delaware Technical and Community College personnel for these visits.

5. Oral Presentations

After initial scoring and a determination that vendor(s) are qualified to perform the required services, selected vendors may be invited to make oral presentations to the Evaluation Team. All vendor(s) selected will be given an opportunity to present to the Evaluation Team.

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The selected vendors will have their presentations scored or ranked based on their ability to successfully meet the needs of the contract requirements, successfully demonstrate their product and/or service, and respond to questions about the solution capabilities.

The vendor representative(s) attending the oral presentation shall be technically qualified to respond to questions related to the proposed system and its components. All of the vendor's costs associated with participation in oral discussions and system demonstrations conducted for Delaware Technical and Community College are the vendor's responsibility.

V. Contract Terms and Conditions

A. Contract Use by Other Agencies

Pursuant to 29 *Del. C.* [§ 6904](#)(e) respectively, if no State contract exists for a certain good or service, covered agencies may procure that certain good or service under another agency's contract so long as the arrangement is agreeable to all parties. Agencies, other than covered agencies, may also procure such goods or services under another agency's contract when the arrangement is agreeable to all parties.

B. Cooperative Use of Award

As a publicly competed contract awarded in compliance with 29 *Del. C.* [ch. 69](#), this contract is available for use by other states and/or governmental entities through a participating addendum. Interested parties should contact the College Contract Procurement Officer identified in the contract for instruction. Final approval for permitting participation in this contract resides with the Delaware Technical and Community College and in no way places any obligation upon the awarded vendor(s).

C. General Information

1. The term of the contract shall be for 3 years with 3 optional extensions for a period of one (1) year for each extension.
2. As a Service subscription license costs shall be incurred at the individual license level only as the individual license is utilized within a fully functioning solution. Subscription costs will not be applicable during periods of implementation and solution development prior to the College's full acceptance of a working solution. Additional subscription license requests above actual utilization may not exceed 5% of the total and are subject to College's budget and technical review.
3. The selected vendor will be required to enter into a written agreement with the Delaware Technical and Community College. Delaware Technical and Community College reserves the right to incorporate standard College contractual provisions into any contract negotiated as a result of a proposal submitted in response to this RFP. Any proposed modifications to the terms and conditions of the standard contract are subject to review and approval by the College. Vendors will be required to sign the contract for all services and may be required to sign additional agreements.
4. The selected vendor or vendors will be expected to enter negotiations with Delaware Technical and Community College, which will result in a formal contract between parties. Procurement will be in accordance with subsequent contracted agreement. This RFP

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and the selected vendor's response to this RFP will be incorporated as part of any formal contract.

5. The College's standard contract will most likely be supplemented with the vendor's software license, support/maintenance, source code escrow agreements, and any other applicable agreements. The terms and conditions of these agreements will be negotiated with the finalist during actual contract negotiations.

6. The successful vendor shall promptly execute a contract incorporating the terms of this RFP within twenty (20) days after award of the contract. No vendor is to begin any service prior to receipt of a fully executed purchase order signed by authorized representatives of the agency requesting service, properly processed through the Delaware Technical and Community College Finance Office and the State of Delaware Department of Finance. The purchase order shall serve as the authorization to proceed in accordance with the proposal specifications and the special instructions, once it is received by the successful vendor.

7. If the vendor to whom the award is made fails to enter into the agreement as herein provided, the award will be annulled, and an award may be made to another vendor. Such vendor shall fulfill every stipulation embraced herein as if they were the party to whom the first award was made.

8. The College 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.

9. Vendors are not restricted from offering lower pricing at any time during the contract term.

D. Collusion or Fraud

Any evidence of agreement or collusion among vendor(s) and prospective vendor(s) acting to illegally restrain freedom from competition by agreement to offer a fixed price, or otherwise, will render the offers of such vendor(s) void.

By responding, the vendor shall be deemed to have represented and warranted that its proposal is not made in connection with any competing vendor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; that the vendor did not participate in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance; and that no employee or official of the State of Delaware or Delaware Technical and Community College participated directly or indirectly in the vendor's proposal preparation.

Advance knowledge of information which gives any particular vendor advantages over any other interested vendor(s), in advance of the opening of proposals, whether in response to advertising or an employee or representative thereof, will potentially void that particular proposal.

E. Lobbying and Gratuities

Lobbying or providing gratuities shall be strictly prohibited. Vendors found to be lobbying, providing gratuities to, or in any way attempting to influence a College employee or agent of the College concerning this RFP or the award of a contract resulting from this RFP shall

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have their proposal immediately rejected and shall be barred from further participation in this RFP.

The selected vendor will warrant that no person or selling agency has been employed or retained to solicit or secure a contract resulting from this RFP upon agreement or understanding for a commission, or a percentage, brokerage or contingent fee. For breach or violation of this warranty, the Delaware Technical and Community College shall have the right to annul any contract resulting from this RFP without liability or at its discretion deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

All contact with Delaware Technical and Community College employees, contractors or agents of the Delaware Technical and Community College concerning this RFP shall be conducted in strict accordance with the manner, forum and conditions set forth in this RFP.

F. Solicitation of College Employees

Until contract award, vendors shall not, directly or indirectly, solicit any employee of the Delaware Technical and Community College to leave the College's employ in order to accept employment with the vendor, its affiliates, actual or prospective contractors, or any person acting in concert with vendor, without prior written approval of the Delaware Technical and Community College's contracting officer. Solicitation of Delaware Technical and Community College employees by a vendor may result in rejection of the vendor's proposal or termination of the agreement.

This paragraph does not prevent the employment by a vendor of a Delaware Technical and Community College employee who has initiated contact with the vendor. However, Delaware Technical and Community College employees may be legally prohibited from accepting employment with the contractor or subcontractor under certain circumstances. Vendors may not knowingly employ a person who cannot legally accept employment under state or federal law. If a vendor discovers that they have done so, they must terminate that employment immediately.

G. General Contract Terms

1. Independent Contractors

The parties to the contract shall be independent contractors to one another, and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

It may be at the College's discretion as to the location of work for the contractual support personnel during the project period. Delaware Technical and Community College may provide working space and sufficient supplies and material to augment the Contractor's services.

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2. Temporary Personnel are Not College Employees Unless and Until They are Hired

Vendor agrees that any individual or group of temporary staff person(s) provided to the Delaware Technical and Community College pursuant to this Solicitation shall remain the employee(s) of Vendor for all purposes including any required compliance with the Affordable Care Act by the Vendor. Vendor agrees that it shall not allege, argue, or take any position that individual temporary staff person(s) provided to the College pursuant to this Solicitation must be provided any benefits, including any healthcare benefits by the Delaware Technical and Community College and Vendor agrees to assume the total and complete responsibility for the provision of any healthcare benefits required by the Affordable Care Act to aforesaid individual temporary staff person(s). In the event that the Internal Revenue Service, or any other third-party governmental entity determines that the Delaware Technical and Community College is a dual employer or the sole employer of any individual temporary staff person(s) provided to the College pursuant to this Solicitation, Vendor agrees to hold harmless, indemnify, and defend the College to the maximum extent of any liability to the College arising out of such determinations.

Notwithstanding the content of the preceding paragraph, should the Delaware Technical and Community College subsequently directly hire any individual temporary staff employee(s) provided pursuant to this Solicitation, the aforementioned obligations to hold harmless, indemnify, and defend the Delaware Technical and Community College shall cease and terminate for the period following the date of hire. Nothing herein shall be deemed to terminate the Vendor's obligation to hold harmless, indemnify, and defend the Delaware Technical and Community College for any liability that arises out of compliance with the ACA prior to the date of hire by the Delaware Technical and Community College. Vendor will waive any separation fee provided an employee works for both the vendor and hiring agency, continuously, for a three (3) month period and is provided thirty (30) days written notice of intent to hire from the agency. Notice can be issued at second month if it is the College's intention to hire.

3. Work Performed in a College Building

Awarded Vendor(s) who have any employees carrying out any work related to the awarded contract at a College facility shall have those employees comply with any health mandate or policy issued by the College related to a pandemic or other College of Emergency issued by any College authority during the term of the awarded contract, including those that apply directly to College employees. For clarity, College buildings are those owned or leased by the College.

4. ACA Safe Harbor

The State of Delaware and its utilizing agencies are not the employer of temporary or contracted staff. However, the College is concerned that it could be determined to be a Common-law Employer as defined by the Affordable Care Act ("ACA"). Therefore, the College seeks to utilize the "Common-law Employer Safe Harbor Exception" under the ACA to transfer health benefit insurance requirements to the staffing company. The Common-law Employer Safe Harbor Exception can be attained when the State and/or its agencies are charged and pay for an "Additional

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Fee” with respect to the employees electing to obtain health coverage from the Vendor.

The Common-law Employer Safe Harbor Exception under the ACA requires that an Additional Fee must be charged to those employees who obtain health coverage from the Vendor, but does not state the required amount of the fee. The College requires that all Vendors shall identify the Additional Fee to obtain health coverage from the Vendor and delineate the Additional Fee from all other charges and fees. The Vendor shall identify both the Additional Fee to be charged and the basis of how the fee is applied (i.e., per employee, per invoice, etc.). The College will consider the Additional Fee and prior to award reserves the right to negotiate any fees offered by the Vendor. Further, the Additional Fee shall be separately scored in the proposal to ensure that neither prices charged nor the Additional Fee charged will have a detrimental effect when selecting vendor(s) for award.

5. Licenses and Permits

In performance of the contract, the vendor will be required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful vendor. The vendor shall be properly licensed and authorized to transact business in the Delaware Technical and Community College as provided in 30 *Del. C.* § [2502](#).

Prior to receiving an award, the successful vendor shall either furnish the Delaware Technical and Community College 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 College 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.

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

6. Notice

Any notice to Delaware Technical and Community College required under the contract shall be sent by registered mail to:

Charity L. Rene
Delaware Technical and Community College, Office of the President
100 Campus Drive, Dover, Delaware 19904

7. Indemnification

7.1. Delaware Technical and Community College (Delaware Tech) and Organization each hereby agree to indemnify and hold the other party and their officers, directors, agents, employees, servants, and contractors free and harmless from any and all loss, cost, damage, action, or liability whatsoever, or any claim therefor, resulting from any negligent or intentional act or omission by the other arising out of the performance of this Agreement. Provided, however,

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that Delaware Tech, as an instrumentality of the State of Delaware, has no obligation, nor will it assume any liability, to indemnify Organization or any person, firm, or entity claiming thereunder for any act or omission by Delaware Tech where such claims: (1) are protected from suit, liability, damages or costs, at law or equity, under federal or state law providing immunity therefor; or (2) if they had been directly asserted against Delaware Tech, would be protected from suit, liability, damages or costs, at law or equity, under federal or state law providing immunity therefor.

The indemnification for liability, loss, or expense as required and qualified by the above, includes settlements, judgments, court costs, expenses of defense and attorney fees incurred by the indemnified party in connection with a suit arising out of the agreement. Delaware Tech's obligation to indemnify, if any, shall be restricted solely to the general or professional liability insurance required by this agreement, procured by or on behalf of Delaware Tech, and no other funds or assets of Delaware Tech shall be subject to any claim for indemnity hereunder.

7.2 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 Delaware Technical and Community College, the College 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 and Delaware Technical and Community College 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:

- (1) Procure the right for the Delaware Technical and Community College to continue using the Product(s);
- (2) Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or
- (3) 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 Delaware Technical and Community College agrees to and accepts in writing.

8. Insurance

- a) Vendor recognizes that it is operating as an independent contractor and that it is liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or injury to any and all property, of any nature, arising out of the

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vendor's negligent performance under this contract, and particularly without limiting the foregoing, caused by, resulting from, or arising out of any act of omission on the part of the vendor in their negligent performance under this contract.

- b) The vendor shall maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of Delaware Technical and Community College.
- c) As a part of the contract requirements, the contractor must 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 College. All contractors must carry the following coverage depending on the type of service or product being delivered.

(1) Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.

(2) Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 per aggregate.

(3) Automotive Liability Insurance covering all automotive units used in the work (including all units leased from and/or provided by the College to Vendor pursuant to this Agreement as well as all units used by Vendor, regardless of the identity of the registered owner, used by Vendor for completing the Work required by this Agreement to include but not limited to transporting Delaware clients or staff), providing coverage on a primary non-contributory basis with limits of not less than:

(a) \$1,000,000 combined single limit each accident, for bodily injury;

(b) \$250,000 for property damage to others;

(c) \$25,000 per person per accident Uninsured/Underinsured Motorists coverage;

(d) \$25,000 per person, \$300,000 per accident Personal Injury Protection (PIP) benefits as provided for in 21 *Del. C.* § [2118](#); and

(e) Comprehensive coverage for all leased vehicles, which shall cover the replacement cost of the vehicle in the event of collision, damage or other loss.

- d) The successful vendor must carry at least one of the following depending on the scope of work being performed.

(1) Medical/Professional Liability - \$1,000,000 per occurrence/\$3,000,000 per aggregate

(2) Miscellaneous Errors and Omissions - \$1,000,000 per occurrence/\$3,000,000 per aggregate

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(3) Product Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate

(4) Cyber Liability - \$1,000,000 per occurrence/\$5,000,000 aggregate

e) Should any of the above-described policies be cancelled before expiration date thereof, notice will be delivered in accordance with the policy provisions.

f) Before any work is done pursuant to this Agreement, the Certificate of Insurance and/or copies of the insurance policies, referencing the contract number stated herein, shall be filed with the College. The certificate holder is as follows:

Delaware Technical and Community College
Contract No: DTCC251001-FLEXBENEFIT
100 Campus Drive
Dover, DE 19904

g) Nothing contained herein shall restrict or limit the Vendor's right to procure insurance coverage in amounts higher than those required by this Agreement. To the extent that the Vendor procures insurance coverage in amounts higher than the amounts required by this Agreement, all said additionally procured coverages will be applicable to any loss or claim and shall replace the insurance obligations contained herein.

h) To the extent that Vendor has complied with the terms of this Agreement and has procured insurance coverage for all vehicles Leased and/or operated by Vendor as part of this Agreement, the State of Delaware's self-insured insurance program, or the College's insurance policies, shall not provide any coverage whether coverage is sought as primary, co-primary, excess or umbrella insurer or coverage for any loss of any nature.

i) In no event shall the State of Delaware or Delaware Technical and Community College be named as an additional insured on any policy required under this agreement.

j) The vendor shall provide a Certificate of Insurance (COI) as proof that the vendor has the required insurance. The COI shall be provided to agency contact prior to any work being completed by the awarded vendor(s).

k) Should any of the above-described policies be cancelled before expiration date thereof, notice will be delivered in accordance with the policy provisions.

9. Performance Requirements

The selected Vendor will warrant that it possesses, or has arranged through subcontractors, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all Federal and State laws, and County and local ordinances, regulations and codes.

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10. BID BOND

There is no Bid Bond Requirement.

11. PERFORMANCE BOND

There is no Performance Bond requirement.

12. 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 or in the event of a local emergency or disaster where a State governmental entity requires the services of the vendor. Failure to provide this information could render the proposal as non-responsive.

In the event of a serious emergency, pandemic or disaster outside the control of the State, the State may negotiate, as may be authorized by law, emergency performance from the Contractor to address the immediate needs of the State, even if not contemplated under the original Contract or procurement. Payments are subject to appropriation and other payment terms.

13. Warranty

The Vendor will provide a warranty that the deliverables provided pursuant to the contract will function as designed for a period of no less than one (1) year from the date of system acceptance. The warranty shall require the Vendor correct, at its own expense, the setup, configuration, customizations or modifications so that it functions according to the College's requirements.

14. Costs and Payment Schedules

All contract costs must be as detailed specifically in the Vendor's cost proposal. No charges other than as specified in the proposal shall be allowed without written consent of the Delaware Technical and Community College. The proposal costs shall include full compensation for all taxes that the selected vendor is required to pay.

The Delaware Technical and Community College will require a payment schedule based on defined and measurable milestones. Payments for services will not be made in advance of work performed. The Delaware Technical and Community College may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%).

15. Liquidated Damages

Delaware Technical and Community College may include in the final contract liquidated damages provisions for non-performance.

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16. Dispute Resolution

At the option of the parties, they shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiation between executives who have authority to settle the controversy and who are at a higher level of management than the persons with direct responsibility for administration of this Agreement. All offers, promises, conduct and statements, whether oral or written, made in the course of the negotiation by any of the parties, their agents, employees, experts and attorneys are confidential, privileged and inadmissible for any purpose, including impeachment, in arbitration or other proceeding involving the parties, provided evidence that is otherwise admissible or discoverable shall not be rendered inadmissible.

If the matter is not resolved by negotiation, as outlined above, or, alternatively, the parties elect to proceed directly to mediation, then the matter will proceed to mediation as set forth below. Any disputes, claims or controversies arising out of or relating to this Agreement shall be submitted to a mediator selected by the parties. If the matter is not resolved through mediation, it may be submitted for arbitration or litigation. The College reserves the right to proceed directly to arbitration or litigation without negotiation or mediation. Any such proceedings held pursuant to this provision shall be governed by State of Delaware law, and jurisdiction and venue shall be in the State of Delaware. Each party shall bear its own costs of mediation, arbitration, or litigation, including attorneys' fees.

17. Remedies

Except as otherwise provided in this solicitation, including but not limited to Section V.G.15 above, all claims, counterclaims, disputes, and other matters in question between the Delaware Technical and Community College and the Vendor arising out of, or relating to, this solicitation, 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.

18. Termination of Contract

The contract resulting from this RFP may be terminated as follows by Delaware Technical and Community College.

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 College shall thereupon have the right to terminate this contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least twenty (20) 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 College, 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 College.

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On receipt of the contract cancellation notice from the College, the Vendor shall have no less than five (5) days to provide a written response and may identify a method(s) to resolve the violation(s). A vendor response shall not affect or prevent the contract cancellation unless the College provides a written acceptance of the vendor response. If the College does accept the Vendor's method and/or action plan to correct the identified deficiencies, the College will define the time by which the Vendor must fulfill its corrective obligations. Final retraction of the College's termination for cause will only occur after the Vendor successfully rectifies the original violation(s). At its discretion the College may reject in writing the Vendor's proposed action plan and proceed with the original contract cancellation timeline.

b) Termination for Convenience

The College may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least twenty (20) 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 College, 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 College.

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 College 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.

19. Non-discrimination

In performing the services subject to this RFP, the vendor, as set forth in 19 *Del. C.* § 711, will agree that it will not discriminate against any employee or applicant with respect to compensation, terms, conditions or privileges of employment because of such individual's race, marital status, genetic information, color, age, religion, sex, sexual orientation, gender identity, or national origin. The successful vendor shall comply with all federal and state laws, regulations and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of contract.

20. Covenant against Contingent Fees

The successful vendor will warrant that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of understanding for a commission or percentage, brokerage or contingent fee excepting bona-fide employees, bona-fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business. For breach or violation of this warranty, Delaware Technical and Community College shall have the right to annul the contract without liability or at its discretion to deduct

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from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

21. Vendor Activity

No activity is to be executed in an offshore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration.

22. Vendor Responsibility

The College 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 its subcontractor provided final fulfillment of the order. Subcontractors, if any, shall be clearly identified in the Vendor's proposal by completing Attachment 6, and are subject the approval and acceptance of Delaware Technical and Community College.

23. Personnel, Equipment and Services

1. The Vendor represents that it has, or will secure at its own expense, all personnel required to perform the services required under this contract.
2. 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.
3. None of the equipment and/or services covered by this contract shall be subcontracted without the prior written approval of the College. Only those subcontractors identified in Attachment 6 are considered approved upon award. Changes to those subcontractor(s) listed in Attachment 6 must be approved in writing by the College.

24. Fair Background Check Practices

Pursuant to 29 *Del. C.* § [6909B](#), the College does not consider the criminal record, criminal history, credit history or credit score of an applicant for College employment during the initial application process unless otherwise required by state and/or federal law. Vendors doing business with the College are encouraged to adopt fair background check practices. Vendors can refer to 19 *Del. C.* § [711\(g\)](#) for applicable established provisions.

25. Vendor Background Check Requirements

Vendor(s) selected for an award that access College property or come in contact with vulnerable populations, including children and youth, shall be required to complete background checks on employees serving the College's on premises contracts. Unless otherwise directed, at a minimum, this shall include a check of the following registry:

Delaware Sex Offender Central Registry at:

<https://sexoffender.dsp.delaware.gov/>

Individuals that are listed in the registry shall be prevented from direct contact in the service of an awarded College contract, but may provide support or off-site premises service for contract vendors. Should an individual be identified and the Vendor(s)

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believes their employee's service does not represent a conflict with this requirement, may apply for a waiver to the primary agency listed in the solicitation. The College's decision to allow or deny access to any individual identified on a registry database is final and at the College's sole discretion.

By College request, the Vendor(s) shall provide a list of all employees serving an awarded contract, and certify adherence to the background check requirement. Individual(s) found in the central registry in violation of the terms stated, shall be immediately prevented from a return to College property in service of a contract award. A violation of this condition represents a violation of the contract terms and conditions, and may subject the Vendor to penalty, including contract cancellation for cause.

Individual contracts may require additional background checks and/or security clearance(s), depending on the nature of the services to be provided or locations accessed, but any other requirements shall be stated in the contract scope of work or be a matter of common law. The Vendor(s) shall be responsible for the background check requirements of any authorized Subcontractor providing service to the College's contract.

26. Drug Testing Requirements for Large Public Works

Intentionally deleted.

27. Work Product

All materials and products developed under the executed contract by the vendor are the sole and exclusive property of the College. The vendor will seek written permission to use any product created under the contract.

28. Contract Documents

The RFP, the purchase order, the executed contract and any supplemental documents between the Delaware Technical and Community College and the successful vendor shall constitute the contract between the College and the 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, Delaware Technical and Community College's RFP, Vendor's response to the RFP and purchase order. No other documents shall be considered. These documents will constitute the entire agreement between the Delaware Technical and Community College and the vendor.

29. Applicable Law

The laws of the State of Delaware shall apply, except where Federal Law has precedence. The successful vendor consents to jurisdiction and venue in the State of Delaware.

In submitting a proposal, Vendors certify that they comply with all federal, state and local laws applicable to its activities and obligations including:

- a) the laws of the State of Delaware;
- b) the applicable portion of the Federal Civil Rights Act of 1964;

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- c) the Equal Employment Opportunity Act and the regulations issued there under by the federal government;
- d) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury; and
- e) that programs, services, and activities provided to the general public under resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued there under by the federal government.

If any vendor fails to comply with (1) through (5) of this paragraph, Delaware Technical and Community College reserves the right to disregard the proposal, terminate the contract, or consider the vendor in default.

The selected vendor shall keep itself fully informed of and shall observe and comply with all applicable existing Federal and State laws, and County and local ordinances, regulations and codes, and those laws, ordinances, regulations, and codes adopted during its performance of the work.

30. Severability

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

31. Assignment of Antitrust Claims

As consideration for the award and execution of this contract by the College, the Vendor hereby grants, conveys, sells, assigns, and transfers to the Delaware Technical and Community College 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, regarding the specific goods or services purchased or acquired for the College pursuant to this contract. Upon either the College's or the Vendor notice of the filing of or reasonable likelihood of filing of an action under the antitrust laws of the United States or the State of Delaware, the College and Vendor shall meet and confer about coordination of representation in such action.

32. Scope of Agreement

If the scope of any provision of the contract is determined to be too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the contract shall not thereby fail, but the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

33. 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

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

34. 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 College, 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 or College representative in the performance of their duties under the Contract. Upon notice given to the Vendor, representatives of the College 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 College for disallowances shall be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

35. IRS 1075 Publication (If Applicable)

1. Performance

In performance of this contract, the Contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

All work will be performed under the supervision of the contractor or the contractor's responsible employees.

The contractor and the contractor's employees with access to or who use FTI must meet the background check requirements defined in IRS Publication 1075.

Any Federal tax returns or Federal tax return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor is prohibited.

All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.

No work involving returns and return information furnished under this contract will be subcontracted without prior written approval of the IRS.

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The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.

The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

The contractor shall comply with agency incident response policies and procedures for reporting unauthorized disclosures of agency data.

2. Criminal/Civil Sanctions

Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRCs 7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information,

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the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

Granting a contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, contractors must be advised of the provisions of IRCs 7431, 7213, and 7213A (see Exhibit 4, Sanctions for Unauthorized Disclosure, and Exhibit 5, Civil Damages for Unauthorized Disclosure). The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section 10) For both the initial certification and the annual certification, the contractor must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

3. Inspection

The IRS, State of Delaware and the College, with 24-hour notice, shall have the right to send its inspectors into the offices and plants of the contractor to inspect facilities and operations performing any work with FTI under this contract for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the contractor is found to be noncompliant with contract safeguards.

36. Other General Conditions

- a) Current Version** – “Packaged” application and system software shall be the most current version generally available as of the date of the physical installation of the software.
- b) Current Manufacture** – Equipment specified and/or furnished under this specification shall be standard products of manufacturers regularly engaged in the production of such equipment and shall be the manufacturer's latest design. All material and equipment offered shall be new and unused.
- c) Volumes and Quantities** – Activity volume estimates and other quantities have been reviewed for accuracy; however, they may be subject to change prior or subsequent to award of the contract.
- d) Prior Use** – Delaware Technical and Community College reserves the right to use equipment and material furnished under this proposal prior to final acceptance. Such use shall not constitute acceptance of the work or any part thereof by Delaware Technical and Community College.
- e) Status Reporting** – The selected vendor will be required to lead and/or participate in status meetings and submit status reports covering such items as

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progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken, until final system acceptance.

f) Regulations – All equipment, software and services must meet all applicable local, State and Federal regulations in effect on the date of the contract.

g) Assignment – Any resulting contract shall not be assigned except by express prior written consent from the College.

h) Changes – No alterations in any terms, conditions, delivery, price, quality, or specifications of items ordered will be effective without the written consent of Delaware Technical and Community College.

i) Billing – The successful 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.

j) Payment – The College reserves the right to pay by Automated Clearing House (ACH), Purchase Card (P-Card), or check. The College will authorize and process for payment of each invoice within thirty (30) days after the date of receipt of a correct invoice. 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 as invoiced.

k) W-9 - The Delaware Technical and Community College requires completion of the [Delaware Substitute Form W-9](https://esupplier.erp.delaware.gov) through the Supplier Public Portal at <https://esupplier.erp.delaware.gov> to make payments to vendors. Successful completion of this form enables the creation of a State of Delaware vendor record.

l) Purchase Orders – Agencies that are part of the First College Financial (FSF) system are required to identify the contract number **DTCC251001-FLEXBENEFIT** on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the College's financial reporting system.

m) Purchase Card – Delaware Technical and Community College 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.

n) Additional Terms and Conditions – Delaware Technical and Community College reserves the right to add terms and conditions during the contract negotiations.

VI. RFP Miscellaneous Information

A. No Press Releases or Public Disclosure

Delaware Technical and Community College reserves the right to pre-approve any news or broadcast advertising releases concerning this solicitation, the resulting contract, the work performed, or any reference to Delaware Technical and Community College with regard to any project or contract performance. Any such news or advertising releases pertaining to this solicitation or resulting contract shall require the prior express written permission of Delaware Technical and Community College.

The College will not prohibit or otherwise prevent the awarded vendor(s) from direct marketing to other State of Delaware agencies, departments, municipalities, and/or any other political subdivisions, however, the Vendor shall not use the College's seal or imply preference for the solution or goods provided.

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B. Definitions of Requirements

To prevent any confusion about identifying requirements in this RFP, the following definition is offered: The words *shall*, *will* and/or *must* are used to designate a mandatory requirement. Vendors must respond to all mandatory requirements presented in the RFP. Failure to respond to a mandatory requirement may cause the disqualification of your proposal.

C. Production Environment Requirements

Delaware Technical and Community College requires that all hardware, system software products, and application software products included in proposals be currently in use in a production environment by a least three other customers, have been in use for at least six months, and have been generally available from the manufacturers for a period of six months. Unreleased or beta test hardware, system software, or application software will not be acceptable.

VII. Attachments

The following attachments and appendixes shall be considered part of the solicitation:

- Attachment 1 – No Proposal Reply Form
- Attachment 2 – Non-Collusion Statement
- Attachment 3 – Exceptions
- Attachment 4 – Confidentiality and Proprietary Information
- Attachment 5 – Business References
- Attachment 6 – Subcontractor Information Form
- Attachment 7 – Monthly Usage Report
- Attachment 8 – Subcontracting (2nd Tier Spend) Report
- Attachment 9 – Office of Supplier Diversity Application
- Appendix A – Minimum Response Requirements
- Appendix B – Scope of Work / Technical Requirements
- Appendix C – Pricing Forms

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IMPORTANT – PLEASE NOTE

- **Attachments 2, 3, 4, and 5 must be included in your proposal**
- Attachment 6 must be included in your proposal if subcontractors will be involved
- Attachments 7 and 8 represent required reporting on the part of awarded vendors. Those proposing vendors receiving an award will be provided with active spreadsheets for reporting.

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 parties.

A complete and accurate Usage Report (Attachment 7) shall be furnished in an Excel format and submitted electronically, no later than the 15th (or next business day after the 15th day) of each month, detailing the purchasing of all items and/or services on this contract. The reports shall be completed in Excel format, using the template provided, and submitted as an attachment to **Charity L. Rene**, with a copy going to the contract officer identified as your point of contact. Submitted reports shall cover the full month (Report due by January 15th will cover the period of December 1 – 31.), contain accurate descriptions of the products, goods or services procured, purchasing agency information, quantities procured and prices paid. Reports are required monthly, including those with “no spend”. Any exception to this mandatory requirement or failure to submit complete reports, or in the format required, may result in corrective action, up to and including the possible 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 44, the State of Delaware and Delaware Technical and Community College are committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service-disabled veteran owned business (SDVOBE) under this awarded contract. The reported data elements shall include but not be limited to; name of contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service-disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women’s Business Enterprise Council, VetBiz.gov). The format used for Subcontracting 2nd Tier report is shown as in Attachment 8.

Accurate 2nd Tier reports shall be submitted to the College’s contract manager 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.

NO PROPOSAL REPLY FORM

Contract No. DTCC251001-FLEXBENEFIT

Contract Title: DTCC FLEXIBLE BENEFITS PLAN

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 College. 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.**

PLEASE FORWARD NO PROPOSAL REPLY FORM TO THE CONTRACT OFFICER IDENTIFIED.

CONTRACT NO.: DTCC251001-FLEXBENEFIT
CONTRACT TITLE: DTCC FLEXIBLE BENEFITS
DEADLINE TO RESPOND: DECEMBER 9, 2025 at 11:00 AM (Local Time)

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, Delaware Technical and Community College

It is agreed by the undersigned Vendor that the signed delivery of this proposal represents, subject to any express exceptions set forth at Attachment 3, the Vendor's acceptance of the terms and conditions of this solicitation 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, Delaware Technical and Community College

	COMPANY	Corporation
		Partnership
		Individual

NAME _____ Check one)

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:	Certification type(s)	Circle all that apply
CERT.NO.: _____	Minority Business Enterprise (MBE)	Yes No
	Woman Business Enterprise (WBE)	Yes No
	Disadvantaged Business Enterprise (DBE)	Yes No
	Veteran Owned Business Enterprise (VOBE)	Yes No
	Service-Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes No

[The above table is for informational 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 HAVE ORIGINAL SIGNATURE, BE NOTARIZED AND BE RETURNED WITH YOUR PROPOSAL

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

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____

**Contract No. DTCC251001-FLEXBENEFIT
Contract Title: DTCC FLEXIBLE BENEFITS PLAN**

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 or College Employee as a business reference. If you have held a State or College contract within the last 5 years, please provide a separate list of the contract(s).

1. Contact Name & Title:	
Business Name:	
Address:	
Email:	
Phone # / Fax #:	
Current Vendor (YES or NO):	
Years Associated & Type of Work Performed:	

2. Contact Name & Title:	
Business Name:	
Address:	
Email:	
Phone # / Fax #:	
Current Vendor (YES or NO):	
Years Associated & Type of Work Performed:	

3. Contact Name & Title:	
Business Name:	
Address:	
Email:	
Phone # / Fax #:	
Current Vendor (YES or NO):	
Years Associated & Type of Work Performed:	

STATE OF DELAWARE OR DELAWARE TECHNICAL AND COMMUNITY COLLEGE PERSONNEL MAY NOT BE USED AS REFERENCES.

SUBCONTRACTOR INFORMATION FORM

PART I – COLLEGEMENT BY PROPOSING VENDOR		
1. CONTRACT NO. DTCC251001-FLEXBENEFIT	2. Proposing Vendor Name:	3. Mailing Address
4. SUBCONTRACTOR		
a. NAME	4c. Company OSD 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 4g. Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4h. Service Disabled Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. DESCRIPTION OF WORK BY SUBCONTRACTOR		
6a. NAME OF PERSON SIGNING	7. BY (<i>Signature</i>)	8. DATE SIGNED
6b. TITLE OF PERSON SIGNING		
PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR		
9a. NAME OF PERSON SIGNING	10. BY (<i>Signature</i>)	11. DATE SIGNED
9b. TITLE OF PERSON SIGNING		

*** Use a separate form for each subcontractor**

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Attachment 8

SAMPLE REPORT - FOR ILLUSTRATION PURPOSES ONLY

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

Note: Completed reports shall be saved in an Excel format, and submitted to the following email address: osd@delaware.gov . The form can be located at [Office of Supplier Diversity - Division of Small Business – State of Delaware](#), bottom of the page, 'Services and Information' section, 'Subcontractor Reporting Form'.



**The Office of Supplier Diversity (OSD) has moved to the
Division of Small Business (DSB)**

Supplier Diversity Applications can be found here:

<https://business.delaware.gov/osd/>

Completed Applications can be emailed to: OSD@Delaware.gov

For more information, please send an email to OSD:

OSD@Delaware.gov or call 302-577-8477

Self-Register to receive business development information here:

<https://business.delaware.gov/directory-of-certified-businesses/>

New Address for OSD:

Office of Supplier Diversity (OSD)
State of Delaware
Division of Small Business
820 N. French Street, 10th Floor
Wilmington, DE 19801

Telephone: 302-577-8477 Fax: 302-736-7915

Email: OSD@Delaware.gov

Web site: <https://business.delaware.gov/osd/>

Dover address for the Division of Small Business

Local applicants may drop off applications here:

Division of Small Business
99 Kings Highway
Dover, DE 19901
Phone: 302-739-4271

Submission of a completed Office of Supplier Diversity (OSD) application is optional and does not influence the outcome of any award decision.

Appendix A - MINIMUM MANDATORY SUBMISSION REQUIREMENTS

Each vendor solicitation response should contain at a minimum the following information:

1. Transmittal Letter as specified on page 1 of the Request for Proposal including an Applicant's experience, if any, providing similar services.
2. The remaining vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall include pricing. Vendors are encouraged to review the Evaluation criteria identified to see how the proposals will be scored and verify that the response has sufficient documentation to support each criteria listed.
3. Pricing as identified in the solicitation
4. One (1) complete, signed and notarized copy of the non-collusion agreement (See Attachment 2). Proposal marked "ORIGINAL", **MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK**. All other copies may have reproduced or copied signatures – Form must be included.
5. One (1) completed RFP Exception form (See Attachment 3) – please check box if no information – Form must be included.
6. One (1) completed Confidentiality Form (See Attachment 4) – please check if no information is deemed confidential – Form must be included.
7. One (1) completed Business Reference form (See Attachment 5) – please provide references other than State of Delaware or Delaware Technical and Community College contacts – Form must be included.
8. One (1) complete and signed copy of the Subcontractor Information Form (See Attachment 6) for each subcontractor – only provide if applicable.
9. One (1) complete OSD application (See link on Attachment 9) – only provide if applicable

The items listed above provide the basis for evaluating each vendor's proposal. **Failure to provide all appropriate information may deem the submitting vendor as "non-responsive" and exclude the vendor from further consideration.** If an item listed above is not applicable to your company or proposal, please make note in your submission package.

Vendors shall provide proposal packages in the following formats:

1. **Four (4)** paper copies of the vendor proposal paperwork. **One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures.**
2. **One (1)** electronic copy of the vendor proposal saved to USB memory stick. Copy of electronic price file shall be a separate file from all other files on the electronic copy.

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Appendix B - SCOPE OF WORK AND TECHNICAL REQUIREMENTS

GENERAL

Delaware Technical and Community College currently makes a Flexible Benefits Plan available to its approximate 934 eligible employees. Programs offered by this Plan are: Group Life and Accidental Death and Dismemberment (AD&D) Insurance and Dental Insurance. The College makes certain funds available to each employee to be applied towards benefits offered by the State of Delaware as well as the College. Under our current programs, employees must choose to participate in two or more of these coverage plans. Payroll deductions are utilized to collect the balance of any premium due for selected coverages over and above the sum provided by the College. Group health insurance is also provided to eligible employees under existing separate programs, partially/fully funded by the College. Employees' Social Security numbers shall not be used as ID numbers by the successful vendor; College generated ID numbers will be used instead.

OBJECTIVES

The objectives the College would like to meet include maintaining benefit costs while keeping the same level of coverage, continuing to receive high quality claims administration and customer service, and obtaining rate guarantees while maintaining, at a minimum, the current benefit levels. Currently, Metropolitan Life Insurance Company fully insures the Group Life and AD&D Insurances and the Dental Insurance.

TERM OF CONTRACT

Coverage will be effective July 1, 2026 and will cover an initial period of three (3) years. After the initial period, renewals will be on an annual basis. Contracts may be terminated by either party with at least six (6) months written notice or by the policyholder refusing to agree upon renewal rates or policy conditions within seventy-five (75) days of renewal.

RATES

Quoted rates will be in effect for a period of three (3) years. Subsequent to the initial period, renewal rates must be submitted to the policyholder four (4) months prior to the effective date of the renewal policy and will be in effect for at least one (1) year. You must provide supporting data indicating how your rates are calculated. We have provided our Rate History for your consideration.

MONTHLY CLAIMS REPORTS AND DATA

All awarded Vendors, on or before the 15th of each month of the contract term, shall provide to the College claims reports and data consisting of the number and amounts of claims paid by the Vendor during the previous month in sufficient detail to the reasonable satisfaction of the College. The monthly claims reports and data shall include an index of current service codes with explanations and an itemized claims paid data for the services rendered. Vendor may redact any and all personal data from the monthly claims report and data.

RISK

Involved are instructional, support, and administrative personnel of a technical and community college operating at five college locations (four campus locations and one administrative office) in Delaware.

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CURRENT PARTICIPATION

Due to the cafeteria-style plan currently in effect, we are unable to determine exactly which benefits will be selected by each employee. Current participation is as follows:

LIFE INSURANCE COVERAGE AMOUNT				
10,000	50,000	1 X Annual Salary	2 X Annual Salary	No Coverage
30	110	140	503	142

DENTAL INSURANCE PARTICIPATON					
Type of Insurance	Employee	Employee & Spouse	Employee & Dependents	Family	No Coverage
Dental	328	119	141	162	175

PROPOSING VENDORS

Proposals will be accepted for Life and AD&D Insurances and Dental Insurance from companies licensed and authorized in the State of Delaware to transact the type of business for which they are quoting. Provide us with:

- (a) your volume and experience in this type of group coverage.
- (b) your Best's ratings.
- (c) the names and phone numbers of individuals employed by your insureds whom we may contact for references (as service will be a factor in the awarding of this contract).
- (d) a detailed description of the administrative and claims services that will be provided.
- (e) specimens of benefit brochures that will be provided to our employees
- (f) any administrative reports that we will receive.
- (g) the administrative functions we will be expected to perform.

Any deviation from current coverage plans must be highlighted in the proposal. It is the intent of the College that no employee will lose any coverage as a result of a change in carriers or in policies.

ADDITIONAL REQUIREMENTS

COBRA

New vendors will be required to cover current COBRA participants. Advise how your company handles qualified COBRA beneficiaries.

HIPAA

Describe how your company complies with HIPAA requirements.

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OPEN ENROLLMENT

Include in your proposal a description of how you would handle the enrollment, which will take place in May of each contract year.

ELIGIBLE EMPLOYEES

All regular, full-time employees and temporary, full-time employees who are employed in a position which is, or is expected to be, continuing in nature for at least nine (9) months or more during a period of twelve (12) consecutive months shall be eligible for coverage. The insurer will assist the College in implementing any change in this policy which may be adopted to comply with changes in College or federal law including, but not limited to, reopening the enrollment period without penalty.

DEPENDENTS

Dependents must be eligible and shall consist of spouses and dependents up to the end of the month in which they reach the age of 26.

WAITING PERIOD

Coverage will be effective at the beginning of the first of the month. The insurer will assist the College in implementing any change in this policy which may be adopted to comply with changes in College or federal law including, but not limited to, reopening the enrollment period without penalty.

GROUP REOPENING

In the spring of each year there shall be a general reopening at which time employees will be allowed to change their Flexible Benefit Plan coverages. Unless there is a change in an employee's dependent status or an employee loses coverage through another carrier/policy, no decrease/increase in dependent coverage or coverage additions may occur until the annual reopening period.

COORDINATION OF BENEFITS

A Coordination of Benefits clause shall be included that states when a subscriber is covered by more than one carrier, he or she is entitled to recover up to 100% of the charges for services which are covered in full or in part but the total payment by both carriers cannot exceed 100% of the cost of the charges.

ACTIVELY AT WORK

Coverages will be subject to an actively at work clause except where there is a renewal and an employee is renewing an existing coverage. In the event there is a dispute between the prior and renewal carriers regarding the payment of a claim, the renewal carrier will be responsible for the claim. It is the intent of the College that no employee will lose any coverage as a result of a change in carriers or in policies.

PRE-EXISTING CONDITIONS

Proposing vendors are precluded from including pre-existing conditions exclusions in their policies. The takeover will be on a no-loss basis. No person will lose coverage because of a change in vendors.

LEAVE OF ABSENCE

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An eligible employee on an approved leave of absence may continue to be insured under these coverages for a period of one (1) year. In the event the leave is an unpaid leave of absence, coverage will be contingent upon the employee's timely payment of premiums to the College.

PREMIUM PAYMENTS

In compliance with the State of Delaware's Human Resources and Payroll System, the College will make payments on a monthly basis no later than the end of the month following the coverage month.

TERMINATION OF COVERAGE

Coverage will terminate at the end of the month in which the employee is terminated, resigns or retires or at termination of the contract. Employees who are terminated after they have been employed for a full year (or full school year) will have coverage reinstated immediately if they return to full-time Delaware Tech employment (benefit eligible) within 24 months of termination.

PARTICIPATION REQUIREMENTS

Your proposal must set forth by coverage any participation requirements you may have that would apply to either the initial enrollment or subsequent reopening enrollments.

PROPOSALS

Proposals should be for the individual programs you are proposing to offer. In the event you are awarded more than one program, indicate whether there will be a price reduction due to lower administrative expenses and if so, the amount of the reduction.

Proposals should be set forth on the attached Proposal Form.

SPECIMEN POLICIES

For all coverages on which you are quoting, submit copies of specimen policies including terms, conditions, and exclusions.

SPECIFIC LINES OF COVERAGE

GROUP TERM LIFE INSURANCE

- Provide a fully insured group term life insurance benefit in the amount of 1 time or 2 times annual base earnings for eligible employees or limit coverage to \$50,000 up to and including age 65. All eligible employees are eligible for a minimum of \$10,000 of coverage. The maximum amount of coverage shall be \$250,000. The amount of coverage will be rounded to the next highest thousand-dollar increment and then multiplied by 1 or 2. The amount of coverage to be provided to employees over age 65 will be limited to the following percentages by age bracket:

65% - age 65 through 69
50% - age 70 and above

- This benefit shall contain a Disability Waiver of Premium Provision.

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- In the event the College wishes to include Accidental Death and Dismemberment provisions in the coverages, provide us with a quotation for coverage in an amount equal to the Group Term Life Insurance Benefit.

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DENTAL INSURANCE

Provide a fully insured group dental insurance program for the various types of services listed below. We are requesting proposals for two dental programs (one or both programs with the same vendor may be selected). They are: The plans must include an extensive network of providers located within the State of Delaware and the bordering counties from Pennsylvania, New Jersey, and Maryland. We would like a number of in-network general dentists and specialist available to members in each state. In addition, to accessibility to providers to ensure reasonable travel distance for employees and their dependents.

PROGRAM A: This plan shall cover the services shown below at the corresponding percentages of Usual, Customary, and Reasonable charges as defined herein.

PROGRAM B: This plan shall cover the services shown below at the corresponding percentages of current Usual, Customary, and Reasonable charges for the New Castle County area of Delaware with the Basic and Major services frozen to create a fixed rate schedule benefit amount.

Coverage Type:	In-Network¹ % of PDP Fee²	Out-of- Network¹ %of R&C Fee⁴
Type A - Preventive	100%	100%
Type B - Basic Restorative	80%	80%
Type C - Major Restorative	50%	50%
Type D - Orthodontia	50%	50%
Deductible³		
Individual	\$0	\$0
Family	\$0	\$0
Annual Maximum Benefit:		
Per Person	\$175 0	\$1750
Orthodontia Lifetime Max – Adult and Child	\$1250 per Person	

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Type A - Preventive	<u>How Many/How Often:</u>
Oral Examinations X-rays Bitewing X-rays Prophylaxis (cleanings) Topical Fluoride Applications Sealants Space Maintainers Periodontal Maintenance	<ul style="list-style-type: none"> • Oral exams but not more than once every 6 months. • Full mouth X-rays: once every 60 months. • Not more than 1 set every 6 months for all Covered Persons. • Cleaning of teeth (oral prophylaxis) but not more than once every 6 months. • Topical fluoride treatment for a Dependent child under 19 years of age but not more than once in 12 months. • Sealants which are applied to non-restored, non-decayed, first and second permanent molars only, for dependents up to the age of 14, but not more than once per tooth in a lifetime. • Space Maintainers for dependent children to 19 years of age. • Periodontal maintenance where periodontal treatment has been previously performed, but the total of covered periodontal maintenance treatments and the number of covered oral prophylaxes will not exceed four treatments in a calendar year.

Type B - Basic Restorative	<u>How Many/How Often:</u>
Fillings Repairs of Dentures, Crowns, Inlays, and Onlays Endodontics Periodontal Surgery Periodontics Relining and Rebasing Simple Extractions Oral Surgery Emergency Palliative Treatment General Anesthesia Consultations Injections of Antibiotic Drugs	<ul style="list-style-type: none"> • Amalgam and Resin-based Fillings. • Simple Repairs of Cast Restorations. • Root canal treatment. • Periodontal scaling and root planing. • Relining and Rebasing of existing removable dentures. • When dentally necessary in connection with oral surgery, extractions or other covered dental services.

Type C - Major Restorative	<u>How Many/How Often:</u>
Crowns/Inlays/Onlays Prefabricated Crowns Bridges and Dentures	<ul style="list-style-type: none"> • Replacement of crowns, inlays or onlays but not more than once for the same tooth in a 60 month period. • Prefabricated stainless steel crowns but not more than once in any 60 month period. • Replacing an existing removable denture or fixed bridgework if: it is needed because of the loss of one or more natural teeth after the existing denture or bridgework was installed and the denture or bridgework cannot be made serviceable; or it is needed because the existing denture or bridgework can no longer be used and was installed more than 10 Years prior to its replacement.

Type D – Orthodontia
<ul style="list-style-type: none"> • All dental procedures performed in connection with orthodontic treatment are payable as Orthodontia. • Payments are on a repetitive basis. • Benefit for initial placement of the appliance will be made representing 20% of the total benefit. • Orthodontic benefits end at cancellation of coverage

Usual, Customary, and Reasonable - Definitions

Usual --The fee that an individual dentist most frequently charges his patients for the procedure that is performed. **Customary**--The fee within the accepted range of usual fee charges and received by dentists with similar training for the same service in a given geographic area classification for the procedure performed. **Reasonable**--The fee that differs from the usual and customary because of unusual circumstances involving dental complications which require additional time, skill, and experience.

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Appendix C – PRICING FORMS

PROPOSAL FORM
DELAWARE TECHNICAL AND COMMUNITY COLLEGE
Employee Flexible Benefits Plan
CONTRACT NO. DTCC251001-FLEXBENEFIT
Group Term Life & AD& D Insurances and
Dental Insurance

Total cost to provide insurance in the categories listed as per the Bid Conditions and Specifications to proposing vendor. All monthly costs must be in even cents:

I. Group Term Life and Accidental Death & Dismemberment Insurance

- A. Monthly rate per thousand dollars of Life Insurance Coverage \$ _____

- Monthly rate per thousand dollars of Accidental Death & Dismemberment Insurance Coverage \$ _____

II. Group Dental Insurance – Monthly Rates

PROGRAM A (Usual, Customary and Reasonable Rate Benefits)

- A. Employee \$ _____
- B. Employee & Spouse \$ _____
- C. Employee & Dependents \$ _____
- D. Family \$ _____

PROGRAM B (Fixed Rate Schedule Benefits)

- A. Employee \$ _____
- B. Employee & Spouse \$ _____
- C. Employee & Dependents \$ _____
- D. Family \$ _____

Proposal Sheet submitted by:

Name _____ Title _____

Company _____ Phone No. _____

Address _____