

1/29/2026

TO: ALL OFFERORS

FROM: DEVASHREE SINGH
OUP DEPUTY DIRECTOR

SUBJECT: ADDENDUM TO INVITATION TO BID
CONTRACT NO. **FIN10126-PROF_SERV**
CONTRACT NAME: **DELAWARE'S UNCLAIMED PROPERTY OPERATING
DATABASE AND WEBSITE MANAGEMENT**

ADDENDUM #1
Responses to Posted Questions

All other terms and conditions remain the same.

If you have any questions, please contact Devashree Singh, Deputy Director at 302-577-8532 or via email at devashree.singh@delaware.gov

Submitted RFP Questions

Question 1 of 3 – Transmittal Letter Contract Number Confirmation

It is understood that the responding vendor must include the Contract Number in its signed transmittal letter / cover letter. Upon review of the Contract Number identified in the list of required transmittal letter / cover letter content, it is noted that number (GSS25936-ERP_SOL) is provided. Please confirm if this is the actual contract number that should be used in the vendor's transmittal letter or if this is just an example and the vendor should input the contract number on the cover of the Request for Proposals (FIN10126-PROF_SERV).

Response: The contractor number is FIN10126-PROF_SERV. FIN10126-PROF_SERV is the contract number that should be referenced in the vendor's response to Delaware's Unclaimed Property Operating Database and Website Management RFP.

Question 2 of 3 – Delaware Contract List Response Placement Clarification

It is understood that information about contracts between the vendor and OUP or the State of Delaware is required in response to the RFP. To ensure that the responding vendor submits the information in the proper order required in the RFP, can the State please confirm if the contract information sought should be supplied in response to Discussion Topic n. of Appendix D – Minimum Mandatory Submission Requirements or should the contract information be provided with Attachment 5 – Business References in response to where is states, "If you have held a State contract within the last 5 years, please provide a separate list the contract(s)."?

Response: The contract information sought should be supplied in response to Appendix D – Minimum Mandatory Submission Requirements subsection n. as described below.

n. Provide a statement of whether or not the Vendor has any current contracts with OUP or the State of Delaware or has completed any contracts with OUP or the State of Delaware

within the previous five (5) year period. If so, provide the following information for all of the current and completed contracts:

- i. the name, title, telephone number and e-mail address of the OUP contact knowledgeable about the contract;
- ii. the procuring agency name;
- iii. a brief description of the contract's scope of services;
- iv. the contract period; and
- v. the contract number.

Contract information may also be provided in response to Attachment 5 – Business References on a separate list if the Vendor has held a State contract within the last 5 years.

Question 3 of 3 – Reference Letters Contents and Transmission Confirmation

It is understood that customer reference letters are required separate from the Business References information sought in Attachment 5 and that OUP will base its reference check on the contents of the e-mails. To ensure that the responding vendor submits the business/customer reference information properly, please confirm the contents and transmission of the reference letters in connection with the vendor's proposal response, including a) what specific information should be addressed in the customer reference letter, b) should the customer reference letter be submitted by the vendor's customer or by the vendor, c) should certain identifying information be included in the body of the email containing the customer letter sent to the RFP Designated Contact, and d) is there a specific deadline for submission of the customer reference letter separate from the deadline for receipt of proposals?

Response: The contents and transmission of the customer reference letters in connection with the Vendor's response may be sent directly to the RFP designated contact, Devashree Singh, Deputy Director, via email at devashree.singh@delaware.gov no later than the proposal deadline of February 9, 2026 at 1:00 PM (Local Time). OUP will base its reference check on the contents of the e-mails.

A) Specific information that should be addressed in the customer reference letter may include:

- Business Name and Mailing address
- Contact Name and Phone number
- Number of years doing business with the Vendor
- Type of work Vendor performed specifically addressing:
 - Unclaimed Property System Administration Application
 - Holder Reporting Application
 - Property Search and File Claims Application
 - Website Content Management

B) The customer reference letter should be submitted by the Vendor.

C) The identifying information that may be included in the customer reference letter is listed in section (a) above. The Vendor may also include the contract number: FIN10126-PROF_SERV and the contract name: Delaware's Unclaimed Property Operating Database and Website Management.

D) The deadline for all submissions including the customer reference letters is February 9, 2026 at 1:00 PM (local time).

Reference letters are not separate from the Vendor's proposal. Any part of the Vendor's proposal received after the deadline of 1:00 PM on February 9, 2026 will not be considered.