



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

July 25, 2025

TO: ALL OFFERORS

FROM: Steven Chillas  
STATE CONTRACT PROCUREMENT OFFICER II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS25872-DEMA\_EMC,  
DEMA Emergency Management Contractors

**ADDENDUM # 1**

The purpose of this addendum is to provide answers to questions received as outlined in the GSS25872-DEMA\_EMC, Request for Proposals, Section B, paragraph 14 (RFP Question and Answer Process). **Includes Appendix B1 – Pricing (BT-05MT) and Appendix B2 ACA Safe Harbor Fee (BT-78SV) previously omitted from posting.**

1. Appendix B1 - Pricing (BT-05MT) - REFERENCE TEXT: Hourly Bill Rate (Min) Hourly Bill Rate (Max). **QUESTION:** The pricing bid table includes columns for Hourly Bill Rate (Min) and Hourly Bill Rate (Max) for each Labor Category; can the government please confirm that they are seeking a range for each labor category?

**1. Correct; we are requesting a Minimum and Maximum Hourly Bill Rate for each Labor Category.**

2. Section IV.C.2, page 11, REFERENCE TEXT: ACA Safe Harbor Additional Fee \* (Appendix B2) 10. **QUESTION:** There is an asterisk provided after this requirement, but there isn't a corresponding annotation; can the government please confirm the asterisk has been included in error?

**2. Correct. The asterisk was left there in error, please disregard.**

3. Section IV.C.2, page 11, REFERENCE TEXT: ACA Safe Harbor Additional Fee \* (Appendix B2) 10. **QUESTION:** Can the government please clarify how the ACA Safe Harbor Fee (Appendix B2) will be evaluated during scoring, i.e., will lower fees receive higher scores, or is the evaluation based on completeness and justification of the methodology?



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**

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**3. The evaluation is based upon completeness, justification and cost.**

4. Section IV.C.2, page 11, REFERENCE TEXT: Criteria Weight: Familiarity and experience creating and running similar projects, including the ability to perform the work in a timely manner, company oversight and on-going project support and maintenance. **QUESTION:** Can the government please confirm that this information is to be provided in the Vendor Information Sheet and does not require a separate narrative?

**4. The State of Delaware cannot directly instruct potential vendors on how to construct their proposal outside of the information requested in the bid. Please review all details included in IV. Professional Services RFP Administrative Information C. RFP Evaluation Process 2. Proposal Selection Criteria**

5. Section IV.C.2, page 11, REFERENCE TEXT: Criteria Weight - The qualifications and experience of the persons to be assigned to the project. **QUESTION:** Can the government clarify whether the contractor is to provide information about the qualifications and experience of the internal resources to be assigned to the management of the contract or for the qualifications and experience of the personnel to be delivered on subsequent task orders?

**5. The State of Delaware cannot provide specific guidance on how potential vendors should structure their proposals beyond the information outlined in the bid. Vendors are encouraged to review Section I. Overview of the Request for Proposal. Please respond accordingly to the question as written provided within the Criteria section.**

6. Section IV.C.2, page 1, REFERENCE TEXT: Criteria Weight - The qualifications and experience of the persons to be assigned to the project. **QUESTION:** Can the government please clarify what information offerors should provide to demonstrate "the qualifications and experience of the persons to be assigned to the project"?

**6. Although the State of Delaware cannot directly advise potential vendors on how to structure their proposals, vendors should clearly detail the qualifications and experience of the individuals assigned to the project to demonstrate their capability to fulfill the required roles.**

7. Section IV.B.12, page 6, REFERENCE TEXT: Multi-vendor solutions (joint ventures) will be allowed only if one of the venture partners is designated as the "prime contractor". The "prime contractor" must be the joint venture's contact point for the State of Delaware and be responsible for the joint venture's performance under the contract, including all project management, legal and financial responsibility for the implementation of all vendor systems. **QUESTION:** Can the government please confirm that the venture partner that is not designated as the "prime contractor" is not considered a subcontractor in the case of a Small Business Administration certified Mentor-Protégé Joint Venture and in consideration of this solicitation, i.e., a subcontractor information form is not required?

**7. The organization that submits a Proposal with a valid and active Employer Identification Number (as assigned by the IRS to identify a business entity for tax reporting purposes) will be considered as the "Prime" contractor. Any other entity as part of the same solicitation will be considered as a subcontractor.**

8. Section III.A.2, page 2, Section IV.C.2, page 11, REFERENCE TEXT: (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.

(B.) General Evaluation Requirements

1. Experience and Reputation
2. Expertise (for the particular project under consideration)
3. Capacity to meet requirements (size, financial condition, etc.)
4. Location (geographical)
5. Demonstrated ability
6. Familiarity with public work and its requirements
7. Distribution of work to individuals and firms or economic considerations
8. Other criteria necessary for a quality cost-effective project

Criteria Weight – The qualifications and experience of the persons to be assigned to the project.

30. Familiarity and experience creating and running similar projects, including the ability to perform the work in a timely manner, company oversight and on-going project support and maintenance.

30. References – (3 References listed in Appendix D – Required Forms) 10

Pricing - (Appendix B1) 20. ACA Safe Harbor Additional Fee \* (Appendix B2) 10

**QUESTION:** Based on the variation in evaluation requirements in Section III.A.2 and Section IV.C.2, can the government please provide further guidance for the technical response?

**8. The State of Delaware cannot provide specific guidance on how potential vendors should structure their proposals beyond the information outlined in the bid. The General Evaluation Requirements listed on page 3 outline what the proposal is expected to cover that demonstrates those items outline in the Evaluation Criteria.**

9. Section I., page 2, Section B. Proposal Contents, page 1, REFERENCE TEXT: Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm's interest in providing the required professional services. 1.Cover Letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with Government Support Services. **QUESTION:** If the transmittal letter and the Cover Letter are not the same document, what distinct content should each separate file include?

**9. A transmittal letter is a brief document that accompanies a more detailed submission, explaining its purpose and possibly including instructions or requests. A cover letter is a formal, concise letter that introduces the accompanying document, may summarize its content, provide additional information, and— in this context—identify the company representative authorized to enter into a contract.**

10. Section I., page 2, Section B. Proposal Contents, page 1, REFERENCE TEXT: Each proposal must be accompanied by a transmittal letter which briefly summarizes the proposing firm's interest in providing the required professional services. 1.Cover Letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with Government Support Services. **QUESTION:** Can the government please confirm that the transmittal letter and the Cover Letter are the same document?

**10. A transmittal letter is a brief document that accompanies a more detailed submission, explaining its purpose and possibly including instructions or requests. A cover letter is a formal, concise letter that introduces the accompanying document, may summarize its content, provide additional information, and— in this context—identify the company representative authorized to enter into a contract.**

11. APPENDIX A - SCOPE OF WORK AND TECHNICAL REQUIREMENTS, page 35  
REFERENCE TEXT: To maintain the integrity and impartiality of the services rendered, vendors currently supporting municipalities or other sub-applicants under federally funded programs included in this scope must cease such services if awarded a contract under this solicitation. Support DEMA and sub-applicants in FEMA Public Assistance and Individual Assistance programs, including project development, documentation, appeals, reporting, and closeout.  
**QUESTION:** Can the government please clarify whether the FEMA Public Assistance program is considered to be a "federally funded program included in this scope"?

**11. The FEMA Public Assistance program is generally a set of appropriated funds that are paid to a State, then distributed through fiscal channels via the State's Emergency Management entity. Yes, these are considered to be federally funded programs.**

12. We have Commercial General Liability Insurance for \$1,000,000 per occurrence / \$2,000,000 aggregate. Will the State accept our Umbrella / Excess liability coverage of \$10,000,000 to cover the shortfall in aggregate coverage?

**12. Please review APPENDIX D "Exceptions" form and its use to determine how to submit this request as part of the proposal.**

13. How many vendors do you anticipate choosing for this opportunity? What minimum qualifications does Delaware have for firms applying for this opportunity?

**13. The State of Delaware and DEMA anticipates multi awarding the contract per category. Firms intending to submit a proposal must ensure that information included in section III. Required Information of the Request for Proposal has been provided.**

14. Section IV.C.2, page 11, REFERENCE TEXT: Criteria Weight - The qualifications and experience of the persons to be assigned to the project. **QUESTION:** Can the government please clarify what information offerors should provide to demonstrate "the qualifications and experience of the persons to be assigned to the project"?

**14. Refer to answer for question 6.**

15. 1. Would DEMA please confirm that offerors should fully incorporate all required taxes into their cost proposals, aligned with RFP clause V.G.14? 2. Is there an overall page limit or section limits for offerors to adhere to in responding to the evaluation criteria on page 11 of the RFP in their proposals?

**15. The State of Delaware cannot directly instruct potential vendors on how to construct their proposal outside of the information requested in the bid. The General Evaluation Requirements listed on page 3 outline what the proposal is expected to cover that demonstrates those items outlined in the Evaluation Criteria. Interested vendors should ensure their pricing structure includes all costs relative to the project.**

16. RFP section: full RFP Page number: N/A Text of passage being questioned: N/A Question: Is there an incumbent? If so, who?

**16. The prior iteration of the contract was primarily for Grant Management support personnel. Details of the prior iteration (current contract) can be found at: Contract Details GSS20872-GRANT PC - Delaware Bids and Contracts Under this iteration of the contract, job duties and description have been expended to more areas of the Emergency Management spectrum.**

17. RFP section: RFP Section III. Required Information and RFP Section A. Minimum Requirements, page 3, Text of passage being questioned: "The following information shall be provided in each proposal in the order listed below." "4. 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 the RFP, Section G, Item 8 (insurance)." Question: Please confirm Vendors may submit proof of insurance upon contract award rather than with their proposal.

**17. Vendors are not required to demonstrate proof of insurance prior to contract award. If selected for award, upon notification of intent to award, Proof of Insurance as outlined in the RFP is required prior to the start of service. Failing to provide Proof of Insurance with required document at the time of a contract award will result in an award offer being rescinded.**

18. RFP section: RFP Section V. Contract Terms and Conditions, G. General Contract Terms, 13. Warranty - Page number: page 19 Text of passage being questioned: "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 State's requirements." Question: Please clarify if Vendors must include this warranty as a part of their proposal. If so, in which section of the proposal should this information be provided?

**18. The State of Delaware cannot directly instruct potential vendors on how to construct their proposal outside of the information requested in the bid. The General Evaluation Requirements listed on page 3 outline what the proposal is expected to cover that demonstrates those items outlined in the Evaluation Criteria. The warranty in this case is a demonstration/ guarantee of the vendor's ability to provide services as outlined in the RFP and should be reflected appropriately in the response.**

19. RFP section: Appendix B1 – Pricing (BT-05MT) Page number: Sheets 1 and 2 Text of passage being questioned: "If you decide to bid on an item, then you must select 'Bid' in the 'Bid/No Bid Decision' column and all of the other editable cells for the item must contain a valid value." "If you decide not to bid on an item, then you must select 'No Bid' in the 'Bid/No Bid Decision' column and all of the other editable cells for the item must be blank."

Question: Appendix B1 indicates that Vendors may choose to bid on certain labor categories. As the labor categories are tied to the Statement of Need categories via the "Functional Area(s)" column, may Vendors also bid only on specific Statement of Need categories in the Technical Approach?

**19. The State of Delaware cannot directly instruct potential vendors on how to construct their proposal outside of the information requested in the bid. The General Evaluation**

**Requirements listed on page 3 outline what the proposal is expected to cover that demonstrates those items outlined in the Evaluation Criteria.**

20. RFP section: Appendix B1 – Pricing (BT-05MT) Page number: Sheet 2 Text of passage being questioned: N/A Question: Please confirm if Vendors should provide rates that include travel and per diem, or will these factors be expensed separately?

**20. All expenses should be covered in the vendor's price structure.**

21. C. Request for Service, 2. Task Order Proposal Requirements, p. 36 The task order pricing structure identified is firm fixed price. However, for response and recovery engagements or engagements where the deliverables are unknown, a time and materials structure would be more appropriate. Would the State consider adjusting the pricing structure to be flexible to consider both FFP and T&M with NTE pricing on a task order basis?

**21. No.**

22. B. Statement of Need, Planning, p. 35 Under the Planning line of effort, can DEMA clarify the potential scope of services for “planning-related studies and assessments” if they are known at this time and if any specialized expertise may be required?

**22. Please review the Statement of Need beginning on page 35 to outline what the core explanation of each need will be. These are the minimum expectations of what interested persons may be requested to do.**

23. B. Statement of Need, Hazard Mitigation, p. 36 Can the State provide more information regarding the types and context of the engineering reports that would be required?

**23. Please review the Statement of Need beginning on page 35 to outline what the core explanation of each need will be. These are the minimum expectations of what interested persons may be requested to do.**

24. B. Statement of Need, Disaster Recovery, p. 35 Can the State provide further detail as to the audience for the Disaster Recovery just-in-time training and how many trainings are expected?

**24. Please review the Statement of Need beginning on page 35 to outline what the core explanation of each need will be. These are the minimum expectations of what interested persons may be requested to do.**

25. B. Statement of Need, Damage Assessment, p. 36 Can the State provide further detail as to the audience for the Damage Assessment just-in-time training and how many trainings are expected?

**25. Please review the Statement of Need beginning on page 35 to outline what the core explanation of each need will be. These are the minimum expectations of what interested persons may be requested to do.**

26. B. Statement of Need, Training & Exercise Support, p. 36 Can the State provide further information on the type of exercises and cadence of delivery?

**26. Please review the Statement of Need beginning on page 35 to outline what the core explanation of each need will be. These are the minimum expectations of what interested persons may be requested to do.**

27. B. Statement of Need, Training & Exercise Support, p. 36 Can the State provide further information on the type of exercises and cadence of delivery?

**27. Please review the Statement of Need beginning on page 35 to outline what the core explanation of each need will be. These are the minimum expectations of what interested persons may be requested to do.**

28. B. Statement of Need, p. 35 Can the State provide details as to which plans and/or functional or operational annexes are anticipated to be developed along the contract timeline?

**28. Please review the Statement of Need beginning on page 35 to outline what the core explanation of each need will be. These are the minimum expectations of what interested persons may be requested to do.**

29. c. Multiple Proposals, p. 7 "A primary vendor may not participate in more than one proposal in any form. Sub-contracting vendors may participate in multiple joint venture proposals." The RFP states that a primary vendor may not participate in more than one proposal in any form. Can the State clarify the intent of this restriction?

**29. A vendor that submits a proposal will be considered to be the responsive "prime" vendor. Should that vendor utilize multiple subcontractors to meet the needs of the RFP, the vendor and subcontractors must understand the subcontractors cannot submit a separate proposal for this solicitation. Vendors must also understand that the same subcontractor may be used by multiple vendors, however, the entity that submits the proposal is to be considered the prime contractor. Reminder that any sub-contractor must be approved by the State of Delaware.**

30. III. Required Information, A. Minimum Requirements, p. 2 "Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work." Can the State clarify which specific Delaware licenses and/or certifications are required to perform the identified services?

**30. At minimum, a State of Delaware Business License is required upon acceptance of an award. Proof of the State of Delaware Business License (copy) will accompany the returned award package. Currently no other primary licenses are required. Professional certifications may be required after award for a project; however, the awarded vendor(s) will be notified of the need as part of an individual project task order. Some professional certifications best outline individual abilities in relation to demonstrating capability and qualification.**

31. For Appendix B2 – ACA Safe Harbor Fee, if employees of the Vendor are already receiving benefits and are full-time, is the ACA Safe Harbor Fee still necessary?

**31. Please review G. General Contract Terms 4. ACA Safe Harbor and Appendix B2.**

32. On page 3 of the RFP for "III. Required Information; B. General Evaluation Requirement," please verify what information is being requested for 4. Location?

**32. What is the vendor's location as determined by the address provided? Can the vendor, from their location, provide the needed services physically within the State of Delaware.**

33. On Page 2 & 3 of the RFP Section III. Required Information, please verify that proposals shall be ordered according to B. General Evaluation Requirements.

**33. The State of Delaware cannot directly instruct potential vendors on how to construct their proposal outside of the information requested in the bid.**

34. 1. Can additional Labor categories be proposed? a. Section: Appendix B1 - Pricing (BT-05MT) b. Page Number: N/A c. Text of passage: N/A

2. How does the range between the maximum and minimum bill rate for the labor categories effect the scoring for that section? What permissible considerations should vendors account for to justify the range? a. Section: Appendix B1 - Pricing (BT-05MT) b. Page Number: N/A c. Text of passage: N/A

3. Can the State confirm whether expenses such as travel, lodging, and per diem are reimbursable under this contract? If so, should these be included in hourly rates or listed as separate line items in task order proposals using Appendix F? a. Section: Appendix A – Scope of Work and Technical Requirements b. Page Number: 36 c. Text of passage: “Any additional costs must be clearly itemized on the Appendix F Quote Sheet and justified based on the project scope.”

4. Can the State provide any guidance or historical averages regarding anticipated hours or level of effort per labor category (e.g., Planner, Fiscal Advisor, Training Specialist) to help vendors estimate staffing and pricing more accurately a. Section: Appendix B1 - Pricing (BT-05MT) b. Page Number: N/A c. Text of passage: N/A

5. If our firm intends to fulfill all contract requirements using only internal W-2 employees and independently operating subcontractor firms—none of whom would be considered temporary staff under the ACA—are we still required to include an ACA Safe Harbor Fee in our pricing submission (Appendix B2)? If not, would a statement of non-applicability suffice? a. Section: Appendix B2 – Pricing (ACA Safe Harbor Fee) b. Page Number: 15-16 c. Text of passage: “The State seeks to utilize the ‘Common-law Employer Safe Harbor Exception’ under the ACA... Vendors shall identify the Additional Fee to obtain health coverage from the Vendor...”

**34. (1-4) Pricing structure will include all costs and fees associated. (5) Please review G. General Contract Terms 4. ACA Safe Harbor and Appendix B2.**

35. How many vendors do you anticipate choosing for this opportunity? What minimum qualifications does Delaware have for firms applying for this opportunity?

**35. Refer to answer 13.**

36. Passage: DEMA anticipates awarding multiple contracts per category. **Question:** To clarify, will there be one prime that manages each of the categories (through prime or subcontracts)?

**36. The State of Delaware and DEMA anticipate awarding multiple contracts per category. Firms intending to submit a proposal must ensure that information included in section III. Required Information of the Request for Proposal has been provided.**

37. Passage: Proposals will be opened in the presence of the State of Delaware personnel. Any unopened proposals will be returned to the submitting Vendor. **Question:** This statement seems

to imply an award or awards to the lowest bidder (and therefore it conflicts with later sections on Proposal Selection Criteria and Criteria Weight. Can the Government please clarify this statement?

**37. This reference applied when paper proposals were accepted as we have recently transitioned to all digital. There is nothing in the paragraph that implies an award to the lowest bidder, in fact the proposal award is constructed so that the proposal cost is not the primary factor, but rather the overall content, completeness and responsiveness of the proposal. The statement refers to bids received after the scheduled bid opening. As with paper bids, they were not opened, simply returned to the vendor. In the current Bonfire solution, the system locks out at the due time so no further bids can be received.**

38. Passage: Proposals will be opened in the presence of the State of Delaware personnel. Any unopened proposals will be returned to the submitting Vendor **Question:** Under what circumstances would any proposal be returned to the submitting vendor unopened?

**38. This reference applied when paper proposals were accepted as we have recently transitioned to all digital. The statement refers to bids not received on time. As with paper bids, they were not opened, simply returned to the vendor. In the current Bonfire solution, the system locks out at the due time so no further bids can be received.**

39. Passage: Temporary Personnel are Not State Employees Unless and Until They are Hired **Question:** Can the government provide clarification on the circumstances in which Delaware will hire or intend to hire awarded contractor personnel under this contract?

**39. The statement is meant to emphasize that personnel are not employees of the State of Delaware. Someone is not considered to be a State employee until they go through the complete hiring and onboarding process for a specific job vacancy.**

40. Passage: Work Performed in a State Building **Question:** Will all the work be performed at the State facility or will there be some hybrid work?

**40. Vendors should plan for work to be executed physically within the State of Delaware.**

41. Passage: 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 State. **Question:** Are the insurance limits negotiable? As an example, if Automobile insurance is not applicable to the Contract, can the section be removed or marked "Reserved"?

**41. Please review APPENDIX D "Exceptions" form and its use to determine how to submit this request as part of the proposal.**

42. Passage: 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. **Question:** Is there any government funded/provided equipment, facility, furniture, systems, software or other under the terms of the contract?

**42. As of now there is not. Upon award of a contract, DEMA will coordinate with awarded vendors to ensure that all required equipment is either provided or otherwise allocated.**

43. Passage: The State of Delaware may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%). **Question:** Is the withholding percentage of 25% negotiable?

**43 . Please review APPENDIX D “Exceptions” form and its use to determine how to submit this request as part of the proposal.**

44. Passage: (Vendor) shall incorporate any costs into their proposals **Question:** Please clarify. If Vendor is not to charge additional fees for payment by Purchase Card, confirm, as stated in Appendix E, any fees associated with the PCard can be included in the pricing but not in addition to an invoice amount.

**44. Correct. All fees shall be incorporated in the pricing structure.**

45. These 2 documents are not located on the portal. Can the State provide?

**45. There are no documents referenced.**

46. Passage: The Contract may be renewed for four (4) one (2) year periods..... **Question:** Please confirm each period is a two-year period.. (i.e. "The Contract may be renewed for four (4) two (2) year periods.....")

**46. Correct. Each extension will be for two (2) years.**

47. Passage: All contractors must carry the following coverage depending on the type of service or product being delivered. **Question:** Are the insurance limits negotiable? As an example, if Automobile insurance is not applicable to the Contract, can the section be removed or marked “Reserved”?

**47. Please review APPENDIX D “Exceptions” form and its use to determine how to submit this request as part of the proposal.**

48. Will multiple contractors be awarded the RFP?

**48. Refer to answer 13.**

49. "To maintain the integrity and impartiality of the services rendered, vendors currently supporting municipalities or other sub-applicants under federally funded programs included in this scope must cease such services if awarded a contract under this solicitation." Is this specific to vendors supplying federally funded services only in Delaware? And can you clarify in more detail what that statement means?

**49. Vendors who are currently awarded other contracts that fall under this scope of the positions outlined in this contract may continue to work on open projects that currently support State of Delaware covered municipalities or other sub-applicants until the project completion. Upon successful award and start of this contract, the services/ positions outlined within will be considered as the central contract from which DEMA will assign project work. This will further allow for the expiration of projects covered under other**

**contracts and agreements. The State asks that within their proposal, vendors who are currently assigned to contracts or projects that support municipalities and other sub-applicants, acknowledge that the contract will take precedent upon expiration of current contracts/ agreements.**

50. Does DEMA anticipate that requests for quotes from ordering agencies will be competitive, i.e., that multiple pre-qualified contractors will be required to compete for an individual task?

**50. Multiple vendors will be awarded in order to better serve the needs of ordering agencies. Requests from covered entities will go through DEMA who will review and initiate a project scope and quote for new tasks/ jobs.**

51. Is there a maximum number of contracts that DEMA intends to award for these services?

**51. Upon review and evaluation of all received proposals, DEMA will determine, based on expected needs, the total number of vendors that will be awarded.**

52. How many individual task orders does DEMA anticipate under this contract each year?

**52. Due to the broad scope of area covered by Emergency Management, it is unclear specifically how many task orders will be created each year.**

53. Is there an incumbent(s) currently providing these services?

**53. The prior iteration of the contract was primarily for Grant Management support personnel. Details of the prior iteration (current contract) can be found at: [Contract Details GSS20872-GRANT PC - Delaware Bids and Contracts](#) Under this iteration of the contract, job duties and description have been expended to more areas of the Emergency Management spectrum.**

54. 1. On pg. 2 of the RFP, under II. Scope of Services, it states that “DEMA anticipates awarding multiple contracts per category...” Can Delaware confirm that a “category” refers to the eight categories listed on pgs. 35 and 36 (Appendix A) of the RFP?

2. The language mentioned in the question above makes it seem like bidders can compete for one or many of the categories (since Delaware states it is awarding multiple contracts per category). Can Delaware confirm this is correct and clarify where in the proposal bidders should state which categories they wish to be considered for?

3. Pg. 3 of the RFP, under B. General Evaluation Requirements lists out a series of requirements to include in the proposal. Do these General Evaluation Requirements apply to one category individually (e.g., just Training & Exercise Support) or should those General Evaluation Requirements apply to all categories in which the vendor wishes to be considered for? Specifically, section 2. Expertise (for the particular project under consideration) seems like it might be the appropriate location to describe which categories the bidder is competing for. Can Delaware confirm this is correct, and if so, consider changing the word “project” to “category(s)”?

4. Similarly, pg. 9 of the RFP under 23. Business References calls for vendors to “Provide at least three business references consisting of current or previous customers of similar scope and value, completing the Business Reference Form. Can Delaware clarify that the requirement is to provide three references to cover all the categories (out of those listed on pg. 35 and 36 of the RFP) that the bidder wishes to compete for, rather than needing to provide three references for each category the bidder wishes to compete for?

5. Pg 3 of the RFP, under B. General Evaluation Requirements includes 1. Experience and Reputation; 5. Demonstrated ability and 2. Expertise. Can Delaware clarify the difference between these items and what content should be included within each? Should "the qualifications and experience of the persons to be assigned to the project" (one of the eval criteria on pg. 11 of the RFP) be included in 2. Expertise?

6. On pg. 7 of the RFP, under 12c. Multiple Proposals, it states "a primary vendor may not participate in more than one proposal in any form. Sub-contracting vendors may participate in multiple joint venture proposals." Can a vendor bid as a primary vendor for some categories and on a separate proposal compete as a subcontractor for different categories?

**54. The State may award multi categories per vendor or multiple vendors per category based on anticipated need. While the State of Delaware cannot directly assist any vendor with the proposal preparation, vendors are encouraged to submit proposals that are responsive and demonstrate what the vendor is truly capable of. The vendor is required to submit three references for evaluation using the required form as well as 3 references per subcontractor they intend to use. Vendors are reminded that references will be contacted and scored as part of the award criteria and that the State of Delaware has final approval of subcontractors. The General Evaluation Requirements outline what a vendor should discuss in order to demonstrate ability and expertise. Vendors may submit a proposal as the "prime" only and will not be approved as a subcontractor if they are awarded under this solicitation.**

55. The final sentences in Paragraph A of Appendix A, on page 35 of the RFP state: "To maintain the integrity and impartiality of the services rendered, vendors currently supporting municipalities or other sub-applicants under federally funded programs included in this scope must cease such services if awarded a contract under this solicitation. Vendors must affirm this commitment in their proposals." Since the funding for many planning or exercise tasks can be traced back to Federal grants, does this mean that vendors currently holding contracts with the State of Delaware to provide local or state agencies with such services will be required to terminate those vehicles if awarded a place on the new DEMA Emergency Management Contract? If such a project is currently underway, and the vendor desires to be able to compete for the new contract, how would the State propose to wind the pre-existing task down with minimum disruption to the jurisdiction or agency?

**55. Vendors who are currently awarded other contracts that fall under this scope of the positions outlined in this contract may continue to work on open projects that currently support State of Delaware covered municipalities or other sub-applicants until the project completion. Upon successful award and start of this contract, the services/ positions outlined within will be considered as the central contract from which DEMA will assign project work. This will further allow for the expiration of projects covered under other contracts and agreements. The State asks that within their proposal, vendors who are currently assigned to contracts or projects that support municipalities and other sub-applicants, acknowledge that the contract will take precedent upon expiration of current contracts/ agreements.**

56. APPENDIX A - SCOPE OF WORK AND TECHNICAL REQUIREMENTS page 35  
REFERENCE TEXT: To maintain the integrity and impartiality of the services rendered, vendors currently supporting municipalities or other sub-applicants under federally funded programs included in this scope must cease such services if awarded a contract under this solicitation. Support DEMA and sub-applicants in FEMA Public Assistance and Individual Assistance programs, including project development, documentation, appeals, reporting, and closeout.

QUESTION: Can the government please clarify whether the FEMA Public Assistance program is considered to be a "federally funded program included in this scope"?

**56. Refer to answer 11.**

57. Section B. Proposal Contents page 1 REFERENCE TEXT: 1. Cover Letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with Government Support Services. 2. Table of Contents which clearly identifies the structure of the proposal and showing page numbers for each of the required sections and attachments. QUESTION: Can the government please confirm that the Cover Letter can include the Table of Contents, i.e., one file to fulfill both requirements?

**57. The cover letter is a stand-alone document that serves the purpose of a formal letter generally to introduce other documents. A table of contents is generally a separate page within a multi-page document that breaks the greater document down into chapters or subjects.**

58. Section C. Bid Submission page 1, REFERENCE TEXT: •Proposal Original – This upload will include your technical response to the solicitation, excluding any Questionnaire, Bid Tables, and Vendor Information Forms. **QUESTION:** The instructions provided make mention of "Questionnaires"; however, there are no attachments or appendices that are labeled as such. Can the government please confirm that there are no questionnaires to be completed for this proposal?

**58. Correct. There are no questionnaires required with this proposal.**

59. Section IV.B.12 page 6 - REFERENCE TEXT: Multi-vendor solutions (joint ventures) will be allowed only if one of the venture partners is designated as the "prime contractor". The "prime contractor" must be the joint venture's contact point for the State of Delaware and be responsible for the joint venture's performance under the contract, including all project management, legal and financial responsibility for the implementation of all vendor systems. **QUESTION:** Can the government please confirm that the venture partner that is not designated as the "prime contractor" is not considered a subcontractor in the case of a Small Business Administration certified Mentor-Protégé Joint Venture and in consideration of this solicitation, i.e., a subcontractor information form is not required?

**59. Refer to answer 7.**

60. Section B. Statement of Need (Page 35-36) Disaster Recovery - Would the Contractor be required to develop dashboards on internal, proprietary systems, or would the dashboards be developed with technology provided by the State or requesting agency? Planning - Is the Contractor required to provide printed hard copies of educational material, or will this be delivered in a virtual format? - Does the State envision having the educational materials developed in multiple languages or in large print/braille? - What is the level of agency participating in coordination with Contractor Support? General Management - Will Contractors be provided with network login for systems relating to finance, HR, and other internal operations? Emergency Response - Are there any specific positions DEMA or other State entities have in mind? - For exercises, is the State requesting exercise participants or exercise coordinators (evaluations, simulators, etc.) or both? Damage Assessment - To what level/extent of damage assessments

would the Contractor be required to perform? Training & Exercise Support - Would the Contractor develop & deliver exercises at the client site, or will this work be done virtually? Or both?

**60. The awarded contractor may assist in the development or creation, or maintenance of dashboards based on current proprietary or internal systems. Prospective vendors should be prepared to provide the full scope of service regardless of title or requirements. Often contracted vendors provide much needed field of expertise in an area where the State requires assistance. Network logins, access to systems, etc., will be discussed at the time of project tasking. Emergency Response is generally covered under other contracts, however awarded vendors may be able to and be tasked to assist in these functions. Vendors should plan to conduct exercises on site unless otherwise stated.**

61. RFP Page 19: Warranty - Would the State consider revising 13. Warranty to "13. Standard of Care. Vendor shall perform the professional services under this Agreement at the level customary for competent and prudent professionals performing such services at the time and place where the services are provided [Standard of Care]. These services will be provided by licensed engineers and other professionals and individuals skilled in other technical disciplines, as appropriate." 15. Liquid Damages (Page 20) Would the State consider the following: Liquid damages are not appropriate as the Vendor is not producing deliverables independent of DEMA management or augmented staff. If Liquid Damages are included, the RDOA 3.D.1 requirement must be followed.

**61. Please review APPENDIX D "Exceptions" form and its use to determine how to submit this request as part of the proposal.**

62. 8. Warranty (Page 5) - Would the State consider revising to 8. Standard of Care. Vendor shall perform the professional services under this Agreement at the level customary for competent and prudent professionals performing such services at the time and place where the services are provided [Standard of Care]. These services will be provided by licensed engineers and other professionals and individuals skilled in other technical disciplines, as appropriate." Medical/Professional Liability (Page 12): Would the State consider revising to "Per Claim" instead of "Per Occurrence?"

**62. Please review APPENDIX D "Exceptions" form and its use to determine how to submit this request as part of the proposal.**

63. RFP Section I, Page 2 states, "Furthermore, the transmittal letter must attest to the fact, at a minimum, that the Vendor shall not store or transfer non-public State of Delaware 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." Question: Please verify whether this statement is required based on the scope of services defined in this bid.

**63. This solicitation does not request nor require a technology solution. Reference to DTI Terms & Conditions may be otherwise omitted. However, should the need arise under one or more of the areas of support, for a technology solution, vendors would be expected to work within the Terms and Conditions outlined to assist DTI in its creation.**

64. RFP Section: II Scope of Services, Page 2. States, "DEMA anticipates awarding multiple contracts per category and intends to make these consulting services available to eligible partner agencies and public organizations throughout the state." Question: This section states that other

entities could utilize this contract for services, but Section A of Appendix A Scope of Work and Technical Requirements states, “vendors currently supporting municipalities or other sub-applicants under federally funded programs included in this scope must cease such services if awarded a contract under this solicitation.” These two sections appear to be in conflict, please clarify the intent of the restriction stated in Section II.

**64. Upon award, though primarily ran through DEMA, the contract is available for use by all covered entities within the State of Delaware to include but not limited to it's agencies, counties, municipalities, higher education, etc. There are some partner organizations that DEMA works with in a public/ private partnership that potential vendors may interact with. Awarded vendors that have current projects that may otherwise be covered by this solicitation will cease new agreements if award this contract upon expiration of the current project.**

65. RFP Section: III. B General Evaluation Requirements, Page 3 Question: The evaluation factors listed here are different than those listed in Section C.2 Criteria Weight (pg 11). Should vendors include responses to the evaluation factors in III B General Evaluation Requirements in their proposal responses? Or only those listed in Section C.2 Criteria Weight (pg 11)

**65. The State of Delaware cannot directly instruct potential vendors on how to construct their proposal outside of the information requested in the bid. The General Evaluation Requirements listed on page 3 outline what the proposal is expected to cover that demonstrates those items outline in the Evaluation Criteria.**

66. RFP Section: III. B General Evaluation Requirements, Page 3 Item 4 Location (geographical) Question: Please clarify what criteria the State is using the evaluation firms “Location (geographical).

**66. What is the vendor's location as determined by the address provided? Can the vendor, from their location, provided the needed services, physically within the State of Delaware?**

67. III. B General Evaluation Requirements, Page 3. Item 6. Familiarity with public works and it's requirements. Question: Please clarify if the reference in item 6 to public works is an error.

**67. Due to the nature of support that may be provided across the broad spectrum of Emergency Response and general Emergency Management functions, vendors should have a basic understanding of public works. Certain support and projects may be relative to an ongoing public works project or be impacted both directly and indirectly.**

68. Appendix B.1 Price Form Question: It doesn't appear to have a Labor category for Emergency Response positions. Please clarify

**68. These would fall under the Planner positions.**

69. Appendix B.1 Price Form Question: There is no labor category identified for Damage Assessments. Please clarify where vendors should price positions supporting this work.

**69. These would fall under the Planner positions.**

70. Appendix B.1 Price Form Question: The Fiscal Advisor III supports Functional Areas: Financial, Compliance, Strategic Budgeting. Should vendors assume these labor categories align with the General Management scope of work category?

**70. Fiscal Advisor positions generally cover financial, compliance and strategic budgeting. Those in this position should have at minimum experience with GAAP in order to maintain consistency in financial reporting.**

71. Appendix B.1 Price Form Question: The Fiscal Advisor I and Management Analyst positions lists "grants" as a functional area. Please clarify which scope of work category this falls into?

**71. There is a potential in each of these positions to work somewhere within the grants management space, whether research, creation, filing, execution, distribution or reporting.**

72. Appendix B.1 Price Form Question: There is no pricing labor category for the Emergency Response Scope of Work Category. Please clarify where vendors should price positions supporting this work.

**72. These would fall under the Planner positions.**

73. Appendix E Sample Processional Services Agreement. Page 9, Section 15.6 b and 15.6c. States, "b. In the event this Agreement is terminated as provided in 14.6.a hereof, Delaware shall be entitled to pursue the same remedies against Vendor it could pursue in the event of a breach of this Agreement by Vendor. c. The rights and remedies of Delaware provided in Section 14.6 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement. **Question:** This section references termination clauses and remedies described in Section 14.6. This section does not exist in the Appendix E. Please clarify what section this is referring to.

**73. The section refers to Gratuities and the State's right to terminate upon hearing a vendor is offering gratuities and remedies that the State may take against the vendor. Read 15.6, paragraph a.**

74. APPENDIX A - SCOPE OF WORK AND TECHNICAL REQUIREMENTS, page 35, REFERENCE TEXT: To maintain the integrity and impartiality of the services rendered, vendors currently supporting municipalities or other sub-applicants under federally funded programs included in this scope must cease such services if awarded a contract under this solicitation. Support DEMA and sub-applicants in FEMA Public Assistance and Individual Assistance programs, including project development, documentation, appeals, reporting, and closeout.

**QUESTION:** If the FEMA Public Assistance program is included in the "federally funded programs included in this scope", can the government please confirm that the requirement to cease services does not apply to vendors who are currently supporting municipalities or other sub-applicants in the FEMA Public Assistance program outside of Delaware as there would be no conflict of interest?

**74. Programs outside of the State of Delaware are not affected by this contract, therefor the rule does not apply. There would be no conflict of interest in this case. The statement applies to any and all programs within the State of Delaware, its counties, municipalities, and over government entities within its border.**

All other terms and conditions remain the same.

S:\ Addendum to RFP GSS25872-DEMA\_EMC