



*Delaware Health
And Social Services*
Division of Management Services

PROCUREMENT

DATE: November 17, 2025

RFP HSS 26 031

**DELAWARE EMERGENCY MEDICAL REPORTING SYSTEM (DEMRS) DE -Trac
FOR**

DIVISION OF PUBLIC HEALTH

Date Due: January 6, 2026, AT 1:00 PM

ADDENDUM 1: Please Note:

THE ATTACHED SHEETS HEREBY BECOME APART OF THE ABOVE-MENTIONED SOLICITATION.

1. Project Cost Proposal -Appendix G is added to solicitation.

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APPENDIX G

PROJECT COST PROPOSAL

G1. Firm Fixed Cost Forms

The contractor shall complete sections G1.1 (Project Lifecycle Cost) and G1.2 (Annual Operations and Support Cost), the sum of which represents the firm fixed cost for the contract presented in section G1.3 (Total Project Cost).

G1.1 Project Lifecycle Cost

The following represents the deliverables and activities per the project lifecycle and phases presented in Appendix B, Section 1.2 (Project Lifecycle). In effect, the contractor’s Project Plan defines a payment schedule; and upon the successful completion and approval of the deliverables and activities for each phase, the contractor will be paid the set amount. This section covers the cost through deployment, and section G1.2 covers the cost post-deployment.

Phase	Project Phase Deliverables & Activities	Project Cost
1	Planning Phase	
	Activity: Schedule and conduct meetings	
	Activity: Finalize contractor and stakeholder staffing	
	Activity: Finalize subcontractor and/or vendor contracts, if applicable	
	Deliverable: Project Schedule	
	Deliverable: Change Management Plan	
	Deliverable: Continuity of Operations Plan	
	Deliverable: Interface Control Document(s)	
	Deliverable: Architecture Network Diagram	
	Project Phase Cost	\$

Phase	Project Phase Deliverables & Activities	Project Cost
2	Configuration and Customization Phase	
	Activity: Schedule and conduct meetings	
	Activity: Spin-up the cloud instance for the SaaS product	
	Activity: Configure the product	
	Activity: Customize the product, if applicable	
	Deliverable: Training Plan	
	Deliverable: Test Plan	
	Deliverable: Product Deployment Plan	
	Project Phase Cost	\$



Phase	Project Phase Deliverables & Activities	Project Cost
3	Testing and Deployment Phase	
	Activity: Schedule and conduct meetings	
	Activity: Implement the Test Plan	
	Activity: Implement the Training Plan	
	Activity: Implement the Product Deployment Plan	
	Deliverable: User Guide	
	Deliverable: Data Element Dictionary	
	Project Phase Cost	\$

G1.2 Annual Operations and Support Cost

The contractor shall set the annual operations and support cost, which can be specified as a single all-inclusive cost category or itemized into separate cost categories (e.g., product hosting cost, mailing cost, supply cost, contractor staff position, etc.). The contract effective date begins Base Year 1 of the contract, and the firm fixed cost for the contract includes Base Year 1 through Base Year 2. The Division of Public Health has the option to extend the contract with two (2) extensions for a period of two (2) years for each extension.

The annual operations and support cost begins with phase 4 of the project lifecycle, Operations and Support Phase, per Appendix B, Section 1.2 (Project Lifecycle). As such, the contractor shall prorate at a minimum Base Year 1 to exclude the Project Lifecycle Cost stated in section G.1.1, based on the projected start date of the Operations and Support Phase stated in the contractor’s Project Plan submitted per RFP Appendix B. This section covers the post-deployment cost, and section G1.1 covers the cost for the project lifecycle phases through deployment.

Operations and Support Cost Category	Years 1-2 Cost	Years 3-4 Cost	Years 5-6 Cost
Cost Category 1			
Cost Category 2			
Cost Category n			
Total Annual Cost	\$	\$	\$



G1.3 Total Project Cost

The contractor shall state the total project cost as the sum of sections G.1.1 and G.1.2.

Project Cost Category	Project Cost
Phase 1 – Planning Phase	
Phase 2 – Configuration and Customization Phase	
Phase 3 – Testing and Deployment Phase	
Phase 4 – Operations and Support Phase – Years 1-2	
Phase 4 – Operations and Support Phase – Years 3-4	
Phase 4 – Operations and Support Phase – Years 5-6	
Total Project Cost	\$