



STATE OF DELAWARE
(Department of Delaware, Export Delaware)

November 18, 2020

ISSUED BY: Beth Pomper
302-577-8465

SUBJECT: **AWARD NOTICE**
CONTRACT NO. STA20001-GRANT_MGMT
Grant Management and Marketing

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KEY CONTRACT INFORMATION

1. CONTRACT PERIOD

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Each contractor's contract shall be valid for a (one year) period beginning (January 1, 2021) and ending (September 30,2022). Each contract may be renewed for (three) one (1) year periods through negotiation between the contractor and (Department of State). Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

2. VENDORS

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Vendor Name: Pautler Enterprises Inc. Address: 3617 N. Elm Street Apt 2N Greensboro, NC 27455 Primary Contact Name: Emma Pautler Phone: 302-353-0366 Email: Emma@pautlercreative.com FSF Number: 0000423018
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3. SHIPPING TERMS

N/A

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4. DELIVERY AND PICKUP

N/A

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5. PRICING

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Prices will remain firm for the term of the contract.
< \$6,000 / month >

ADDITIONAL TERMS AND CONDITIONS

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6. BILLING

The successful vendor is required to **"Bill upon completion of monthly services" to the Delaware Department of State.**

PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

7. PRODUCT SUBSTITUTION

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by <Department of State> to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

8. ORDERING PROCEDURE

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

9. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number <STA20001-GRANT_MGMT> on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

10. REQUIREMENTS

Responsibilities

- Assist in the federal SBA STEP grant writing and administration for the State.
- Perform ongoing record management for the SBA STEP Grant.
- With the guidance of the Export Director, update tracking spreadsheets for financial reporting.
- Assist in the planning of trade initiatives, supporting participants and the Export Director to ensure a successful endeavor.
- Perform outreach to business participants on behalf of the State of Delaware to fulfill the evaluation procedures for each trade initiative.
- Create and implement marketing campaigns to promote the Strategic Export Program.
- Manage all digital marketing activities, including web presence and email marketing.
- Design and create all digital and for-print marketing materials, publications and forms for the Strategic Export Program.
- Ability to work with tech developers, partner organizations, government officials, and executives.

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For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

11. HOLD HARMLESS

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

12. NON-PERFORMANCE

See Contract Terms and Conditions

13. FORCE MAJEURE

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

14. AGENCY'S RESPONSIBILITIES

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.

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