



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: May 20, 2008

PSC#820

TITLE III E RESPITE CARE SERVICES

FOR

DIVISION OF SERVICES FOR AGING ADULTS WITH PHYSICAL  
DISABILITIES

Date Due: June 23, 2008  
11:00 AM

ADDENDUM # 2

**PLEASE NOTE:**

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE  
ABOVE MENTIONED BID.

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1.	Question:	I DON'T UNDERSTAND CELL D25 ON THE MATCHING FUNDS WORKSHEET. OUR MATCH IS 10% YET THERE IS ALWAYS A NEGATIVE NUMBER I CANNOT IDENTIFY IN D25 AFTER I PUT THE MATCHING FUNDS IN. PLEASE LET ME KNOW SOMETHING AND WHAT I HAVE TO DO TO CORRECT IT.
Answer:		<p>Fill out the Matching Funds Worksheet to itemize what you are showing on the Budget Worksheet (cell H44) for the In-Kind/Local Cash total and disregard the Validation portion of the Matching Funds Worksheet.</p> <p>Basically, the validation portion of the Matching Funds Worksheet should show a negative number and a TRUE validation to indicate that the Grand Total on the Matching Funds Worksheet is less than the In-Kind/Local Cash total shown on the Budget Worksheet. (Refer to page 52 of RFP 820)</p>
2.	Question:	<p>QUESTION – SHOULD I INCLUDE VOLUNTEER HOURS AS IN-KIND SALARIES ON THE SALARY WORKSHEET? – IF I DO THAT, THE FORM AUTOMATICALLY CALCULATES FRINGE ON LINE K36. IF I INCLUDE THE VOLUNTEERS ON THE SALARY WORKSHEET AND THEN LIST JUST THE SALARY ON THE MATCHING FUNDS WORKSHEET (LINE 14C), THEN THE MATCHING FUNDS VALIDATION COLUMN COMES OUT “TRUE” LIKE IT’S SUPPOSED TO. IF I DON’T INCLUDE THE VOLUNTEERS ON THE SALARY WORKSHEET, THE MATCHING FUND COMES OUT “FALSE”. OR IF I COMBINE THE VOLUNTEER SALARY AND FRINGE AND LIST IT ON THE MATCHING FUND WORKSHEET, THEN MATCHING FUND COMES OUT “FALSE.”</p> <p>ALSO, THE INSTRUCTIONS IN THE RFP SUGGEST THAT I DEVELOP THE BUDGET JUSTIFICATIONS IN WORD AND THEN CUT/PASTE ONTO THE BUDGET WORKSHEET SUPPLEMENT. I’VE TRIED EVERYTHING, BUT THAT DOESN’T WORK. WHEN I TRY TO PASTE, A MESSAGE COMES UP SAYING THE CELL IS PROTECTED. IF I JUST TYPE DIRECTLY ONTO THE SUPPLEMENT, I HAVE TO GO CELL BY CELL. WHAT AM I DOING WRONG??</p>
Answer:		<ol style="list-style-type: none"> <li>1. Complete the Local Cash/In-Kind column on the Salary Worksheet for the Volunteers’ salaries and allow the Salary Worksheet to calculate the associated Fringe Benefits. These totals (e.g. salary and fringe benefits) will automatically transfer to the Budget Worksheet. Then, enter the match attributed to any other line items on the Budget Worksheet under the Local Cash/In-Kind column. The total in cell H44 should equal 10% of the total cost of the project (e.g. the contract value plus the match). For example, if the contractor requests \$100 from DSAAPD for the contract value, the 10% match is based on \$100 plus the match, or \$111. H44 should equal \$11 (which is 10% of \$111).</li> <li>2. In this example, use the Matching Funds Worksheet to itemize the \$11 (no more and no less). Disregard the validation cells (e.g. True or False) since that part of the Matching Funds Worksheet is currently under revision.</li> <li>3. Also, the Budget Worksheet Supplement is under revision to allow for word wrap</li> </ol>

		and cut and paste from Word. However, for the RFP, you will need to complete one line at a time and scroll down to the next cell (e.g. cell line by cell line).
3.	Question:	WE ARE IN THE FINAL STAGES OF PREPARING OUR BUDGET, THE "BUDGET WORKSHEET" HAS A POSITIVE 2500 VALIDATION, DUE TO EXPENDING A 2500.00 CONTRIBUTION FOR IN-KIND FROM MILEAGE EXPENSES. DOES THE VALIDATION BLOCK HAVE TO BE "0"?
	Answer:	On the Budget Worksheet, the cells for individual line items (other than for the Salaries and Fringe Benefit lines) in the Total column need to be manually entered. In this case, the \$2,500 in In-Kind mileage needs to be manually entered in both the Local Cash/In Kind column on the mileage line and also in the Total column on the mileage line. That should resolve the validation issue.
4.	Question:	ON THE MANDATORY SUBMISSION CHECKLIST, DO PROVIDERS COMPLETE THE COMPLIANCE YES/NO COLUMN? ARE WE CHECKING OURSELVES?
	Answer:	<p>Yes, the provider fills out this form.</p> <p><b>Section 5 states:</b></p> <p><b>Application : Required Forms and Transmittal Letter</b></p> <p>The following Items 5.1.1 through 5.1.7 list the forms that must be completed and signed by an individual authorized to legally bind the bidder and must be included in your proposal. Item 5.1.8, a Transmittal Letter, as described below, must also be submitted.</p> <p><b>Page 13 of the RFP 5.1.7., states:</b></p> <p><b>Mandatory Submission Requirements Checklist</b></p> <p>This is the mandatory submission requirements checklist. Agreement to or acknowledgement of a requirement is shown by a Y (Yes) or N (No) next to the requirement and a signature at the bottom of the checklist. <b>Failure to adequately meet any one (1) mandatory requirement may cause the entire proposal to be deemed non-responsive and be rejected from further consideration.</b> However, the State reserves the right to waive minor irregularities and minor instances of non-compliance. This form is included in Attachment C.</p> <p><b>So you are to fill out the form acknowledging that you have met each requirement prior to submission or your proposal.</b></p>
5.	Question:	NEITHER OF OUR AGENCY'S ARE MINORITY OR WOMEN OWNED BUSINESSES. DO WE NEED TO INCLUDE THE SELF-CERTIFICATION TRACKING FORM?
	Answer:	If you do not wish to be considered a Minority or Women Owned Business you do not need to fill out the form.
6.	Question:	PAGE 17 OF THE RFP, SECTION 6.3 #4 SAYS TO INCLUDE THE STANDARD DEPT. CONTRACT. BUT IT'S NOT LISTED ON THE TABLE OF CONTENT. SHOULD IT BE INCLUDED AND IF SO WHERE?
	Answer:	On Page 14, the fourth bullet point from the top of the page states that the contractor will make a statement in the Transmittal Letter, which says that they will comply

	<p>with all parts of the RFP and Standard Department Contract, the instructions reads as follows:</p> <ul style="list-style-type: none"> <li>• A statement that the bidder will comply with all terms and conditions as indicated in the General Instructions for Submission of Proposals (Section 3), Terms and Conditions (Section 4) and in the Standard Department Contract (Section 7), included as part of this RFP, except as to modifications mutually agreed upon by the contractor and Department</li> </ul> <p>In the past, some contractors have put the statement “ABC Company agrees to abide by the following General Instructions for Submission of Proposal” at the top of page 12 above the words “GENERAL INSTRUCTIONS” and then print out all the pages under that section, and then they do the same for the “Terms and Conditions.”</p> <p>Since the Standard Department Contract is part of the RFP and as long as your proposals’ Transmittal Letter clearly states that you agree to comply with the General Instructions and Terms and Conditions of the RFP and the Standard Department Contract you do not have to include an entire copy of the Standard Department Contract.</p>
7.	<p><b>Question:</b> The instructions say to submit 2 with original signatures and 4 additional copies for a total of 6. XXXX believes we were told at the meeting to just submit the 2 with signatures and then if there are any revisions after review, to submit the other 4.</p>
	<p><b>Answer:</b> You must have 2 copies with original signatures (please specify which ones are originals if signed in black ink) and 4 additional copies for a total of 6 at the time the proposal is submitted.</p>