



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

New Castle County Office of Risk Management is seeking priced proposals from qualified firms to assist with implementation and coordination of the current occupational health and safety program for New Castle County.

Interested parties are asked to submit a priced proposal, in writing, with one (1) original and two (2) copies to New Castle County Purchasing Division, 87 Reads Way, New Castle, DE 19720, by **2:00 p.m. Wednesday, July 27, 2022** so stating their interests and qualifications.

NOTE: Bidders are responsible for obtaining the bid specifications and all addendums from the New Castle County Purchasing website at www.nccde.org/purchasing

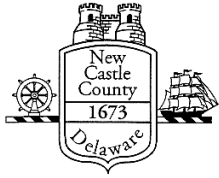
Questions about the project should be directed in writing by **noon, Monday, July 8, 2022**, to Clifton Crawford, Purchasing, by e-mail at Clifton.crawford@newcastlede.gov.

RFP Timeline

June 21, 2022	Advertise Bid
June 30, 2022	Zoom Pre-bid Meeting
July 8, 2022	Questions due to Clifton Crawford
July 14, 2022	Addendum Posted
July 27, 2022	Bids Due/Open
August 5, 2022	Committee Evaluation Due
Week of August 15th	Oral Presentation
August 26, 2022	Oral Presentation Evaluation
September 2, 2022	Award

RFP Pre-Bid Meeting

A Pre-bid Zoom meeting is scheduled for Monday, June 30, 2022 at 10:00 a.m. to answer questions in reference to this RFP. Please contact Clifton Crawford by email at Clifton.crawford@newcastlede.gov for the link.



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

Oral Presentation:

After the RFP evaluation process is completed, vendors will be selected to provide an oral presentation the week of August 15th.

INSTRUCTIONS FOR PROPOSAL

Sealed proposal envelopes shall carry a clear notation in the lower left quadrant, **Consultant To Assist With Implementation And Coordination Of The Current Occupational Health And Safety Program, Bid #23PP-001.**

Due to the coronavirus (COVID-19) emergency declared by the State of Delaware, New Castle County bid responses may be accepted electronically at bids@newcastlede.gov and the electronic receipt will serve as the official time stamp with hard copies to follow by mail, provided that the hard copy mailed shall match the electronic submission without exception.

In addition, New Castle County bid openings shall be recorded and published without in person attendance (provided that bid receipts are certified by the County) and will be timely announced on bids.newcastlede.gov.

FAX proposals cannot be accepted.

Pursuant to New Castle County Code and Delaware State Law, no contract will be awarded to any vendor unless, before or in conjunction with the actual award of the contract to such vendor, has submitted proof satisfactory to the County, or to the awarding agency, or the designated representative of the County or the awarding agency, as the case may be, that it and each and every subcontractor named by it in its bid, if any, will at the time it submits such proof have valid and effective licenses required by the State and the County, and the political subdivisions, if any, in which the project is located, and the United States government, in order for each of them (i) to do business therein; (ii) to comply with all tax laws thereof; and (iii) to perform the labor and/or supply the material involved in the performance of the contract.

Awards, if any, will be made in conjunction with the Delaware Code, Subchapter 2, Chapter 69, Title 29, and the New Castle County Code.

Minority and Women-owned Business Enterprises (MWBE) will be afforded full opportunity to submit proposals and will not be subject to discrimination on the basis of race, color, national



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

origin, sex, religion, age, disability, or sexual orientation in the consideration of this award.

Mailing address: New Castle County Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

SECTION I - GENERAL INFORMATION

1.1 Brief Overview of the Project

The Risk Management Division is seeking qualified and experienced firms to provide occupational health and safety training for employees to meet current regulatory requirements; provide related occupational health and safety services; and assist the Public Works Department staff with implementation and coordination of the Department's current occupational health and safety programs. The County is seeking a candidate that will be available Monday through Friday, 7:00 – 3:00 p.m. to perform these services for the Department. The duration of the contract is 12 months with a start date of July 4, 2022.

1.2 Public Works Department

Work performed by the Department of Public Works includes the installation and maintenance of the sanitary sewer system, development and upkeep of parks and open space, and the construction and maintenance of libraries and other government buildings.

1.3 The Risk Management Division

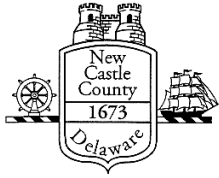
Risk Management plans, directs, and coordinates the insurance programs of the County to control risk and loss. This includes the classification of risk, measurement of financial impacts of that risk, selection of techniques to manage loss, negotiations of insurance coverage, and implementation of safety and loss prevention programs.

SECTION II - SCOPE OF SERVICES

The County provides occupational health and safety (OHS) services and training opportunities to all departments and staff to fulfill our requirements as an employer under the federal and state laws, and above all, to protect the employee's well-being. The County is currently seeking Safety Consultant services. The County is seeking proposals from individuals, firms, teams or consultants, hereafter called "proposer(s)," with demonstrated experience in writing and implementing safety programs and training resources in compliance with all local, state, and federal requirements, and proposes to engage the successful Proposer for the following services:

1. Employee Training and Development

- a. This training should educate employees, create a culture of safety, ensure that employees have baseline training, and comply with regulatory standards.
- b. Design and facilitate learning opportunities (in-person and virtual) for employees based on organizational assessment and which includes the following.



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

- i. Accident Analysis
- ii. Bloodborne Pathogen Exposure
- iii. Confined Spaces
- iv. Cranes/Hoists/Slings
- v. Electrical Safety-Related Work Practices
- vi. Emergency Preparedness and Response
- vii. Trenching and Excavations
- viii. Fire Prevention
- ix. Fall Protection
- x. First Aid
- xi. General Safety and Health Provisions
- xii. Hazard Communication
- xiii. Hazardous Waste Operations
- xiv. Hearing Conservation
- xv. Hot Work
- xvi. Laboratory Chemical Safety
- xvii. Lockout/Tagout (LOTO)
- xviii. Personal Protective Equipment (PPE)
- xix. Powered Industrial Truck Operation
- xx. Respiratory Protection
- xxi. Toxic Exposures/Substances
- xxii. Ergonomics
- xxiii. Working from heights

2. General Industry Health and Safety Services

- a. Conduct safety and health assessments, audits, and inspections;
- b. Identify industrial hazards;
- c. Conduct job hazard analyses on specific work processes;
- d. Develop accident prevention plans; and
- e. Develop health and safety plans.

3. Occupational and Environmental Health, Industrial Hygiene, and Safety Services

- a. Industrial hygiene assessments, inspections, and consultations;
- b. Air sampling and noise exposure monitoring; and
- c. Health risk analysis and hazard communication.



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

4. Program Development

- a. Complete an evaluation of the existing safety culture and propose a roadmap for safety culture excellence; and
- b. Recommend ongoing consultation needs and advisement for the safety program.

5. Safety inspections/audits

- a. Assess existing organizational safety practices, initiatives and culture through document review, personnel interviews, and onsite observations. Interviews will include individuals from all levels of the organization and each department.
- b. Assess service areas and departmental safety practices and initiatives.
- c. Assess policies and training materials.
- d. Identify staffing requirements necessary to achieve sustainable, effective and compliant program management.

Results of the audit shall, at minimum, identify and/or address the following:

- i. Areas where existing programs are out of compliance or can be improved
- ii. Areas where additional programs are required to ensure worker safety and/or to meet regulatory compliance
- iii. Hazards that have not been identified or mitigated by the Department, citation of standards or recommendations to remedy the identified hazards.
- iv. Outlining of appropriate staff qualifications and ongoing training requirements necessary to maintain proper certifications relative to program management and the performance of assigned duties
- v. Organizational Management
 - 1. Identify best management practices regarding organizational placement of programs with citation of available examples and benchmarking with other similar sized utility organizations
 - 2. Cited experience of where these programs are seen to reside in the organizational structure of similar sized utilities



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

3. Identify and thoroughly describe the viability of alternatives (e.g. outsourcing) of program management, organizational structure and staffing size, in whole or in part, and provide an estimated cost for each alternative identified.

The consultant's main objective will be to analyze the Department of Public Works' current safety program and advise as to means for improvement.

The County requests pricing rates for the perspective services including the delivery of OHS trainings, and program development, safety inspections/audits, and the generation of work procedures. Please provide the daily and half-day rates and the estimated cost per hour for document preparation (if not covered in the daily rates) in the attached fee proposal.

SECTION III - MINIMUM INFORMATION REQUIRED PROPOSAL FORMAT

Vendors should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposal
- E. Authorized Negotiator
- F. Attachments

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

A. Professional Qualifications – 20 points

1. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Delaware.

2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel. Evidence that the professionals have



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

worked with or trained employees in any/all of the training subjects (as referenced in Section 1-A) will be considered in the proposals. Identify any/all subcontractors to be utilized during the completion of the work requested in this RFP. For any subcontractors identified, provide company name, address, contact information and authorized principal.

3. State history of the vendor, in terms of length of existence, types of services provided, etc. Identify the technical details that make the vendor uniquely qualified for this work.

B. Past involvement with Similar Projects – 30 points

Provide three references for clients receiving similar services within the last three years. It shall include the vendor/agency name, address, telephone number, and contact person.

C. Proposed Work Plan – 30 points

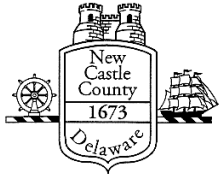
Provide a detailed and comprehensive description of how the Vendor intends to provide the services requested in this RFP. This discussion shall include, but not be limited to, how the project(s) will be managed and scheduled, how and when the services will be delivered to the County, communication and coordination, the working relationship between the vendor and County staff, and the company's general philosophy in regards to providing the requested services. Additional examples of training PowerPoint presentations, mixed media, or audio recordings directly relevant to the proposed training topics (as referred to in Section 1-A) will be accepted and reviewed by the selection committee. Vendors shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Fee Proposal - 15 points

Fee quotations shall be provided according to the format provided in Appendix A.

E. Authorized Negotiator

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the County.



New Castle County
 Purchasing Division
 New Castle County Government Center
 87 Reads Way
 New Castle, DE 19720
 (302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

APPENDIX A (FEE PROPOSAL)

Based on the requirements of this document, provide prices below:

1. Occupational health and safety training. For the creation and implementation of in person, or on-site training please provide the cost per program (as outlined in the proposed training program list on page 3). Training rates may be differentiated by course topic. Please note, travel time, mileage, hotel, per diem etc. are not to be billed separately. If applicable, please provide maximum class sizes.

Aerial Work Platforms/Working from Heights - \$_____ per training session

1. Proposed Course Duration _____ Max Class Size _____

Confined Space Entry - \$ Initial \$_____ Refresher

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Electrical Safety - \$_____ Initial \$_____ Refresher

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Excavation/Trenching - \$_____ Initial \$_____ Refresher

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Fall Protection - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Lock-out/Tag-out - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Aerial Work Platforms - \$_____ per training session

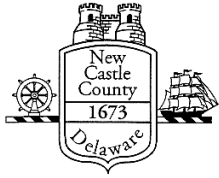
1. Proposed Course Duration _____ Max Class Size _____

Accident Analysis - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Bloodborne Pathogen Exposure - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

Cranes/Hoists/Slings - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Emergency Preparedness and Response - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Fire Prevention - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

First Aid - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

General Safety and Health Provisions - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Hazard Communication - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Hazardous Waste Operations - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Hearing Conservation - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Hot Work - \$_____ per training session

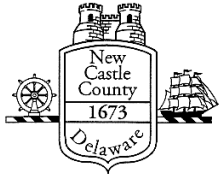
1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Laboratory Chemical Safety - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Personal Protective Equipment (PPE) - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____



New Castle County
 Purchasing Division
 New Castle County Government Center
 87 Reads Way
 New Castle, DE 19720
 (302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

Industrial Vehicle Operation - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Respiratory Protection - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Toxic Exposures/Substances - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Ergonomics - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

Safe Lifting - \$_____ per training session

1. Proposed Course Duration _____ Initial _____ Refresher 2. Max Class Size _____

If classes will be billed at an hourly rate vs a per class rate, please provide the hourly rate: \$_____

2. Program development, safety inspection/audits, and generation of written program(s), work procedure, or guidelines. Daily rates are for on-site activities only. Travel time, mileage, hotel, per diem etc. are not to be billed separately. Include any reporting costs within your rates.

A. Daily rate \$_____ per day. (Daily rate based on 8 hours on site).

B. Half-Day rate \$_____ per day. (Half-day rate based on 4 hours on site).

C. Hourly rate \$_____

D. Additional rate for document generation (if not included in sections A, B & C) \$_____ per hour for document preparation

E. Miscellaneous Charges: _____

(Please provide an additional sheet, if necessary).



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

INSURANCE REQUIREMENTS

Contractor shall provide certificates of insurance to the County on behalf of itself, and when requested any subcontractor(s). The certificates of insurance shall meet the following minimum requirements.

A. The Contractor shall have insurance that meets the following minimum requirements:

1. Professional Liability Insurance or Errors and Omissions Insurance protecting the Contractor and its employees in an amount not less than \$1,000,000.

2. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:

Bodily Injury by Accident - \$500,000 each accident

Bodily Injury by Disease - \$500,000 each employee

Bodily Injury by Disease - \$500,000 each policy limit

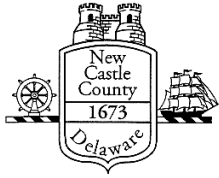
3. Commercial General Liability Insurance. The County shall be an additional insured. There shall be no added exclusions or limiting endorsements which diminish the County's protections as an additional insured under the policy. Further, the following minimum limits of liability are required: \$1,000,000 Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined \$2,000,000 Per Job General Aggregate \$1,000,000 Personal and Advertising Injury

4. Motor Vehicle Liability Insurance. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.

B. Insurance required under A.3 above shall be considered primary as respects any other valid or collectible insurance that the County may possess, including any self-insured retentions the County may have; and any other insurance the County does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Contractor agrees to waive any right of recovery by its insurer against the County.

C. Insurance companies and policy forms are subject to approval of the County Risk Manager, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional 30 day written notice of cancellation in favor of the County. Further, the documentation



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

must explicitly state the following: (a) the policy number; name of insurance company; name and address of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions which shall be approved by the County, in its sole discretion; (c) that the policy conforms to the requirements specified. Contractor shall furnish the County with satisfactory certificates of insurance and endorsements prior to commencement of any work. Upon request, the Contractor shall provide within 30 days a copy of the policy(ies) to the County. If any of the above coverages expire by their terms during the term of this contract, the Contractor shall deliver proof of renewal and/or new policies to the Risk Manager at least ten days prior to the expiration date.

Budget/Pricing Expectations

Price is a part of the evaluation. Please provide details of the cost required to complete the tasks assigned.

ORGANIZATION OF PROPOSAL

Proposal should be concise and focused. The introduction information should be included in the transmittal letter. To aid in the comparative evaluation of proposals, please include the following in the order in which it appears below:

1. **Introduction**
 - a. Name, address, phone, and fax number.
 - b. Brief background history of the firm.
 - c. Services offered by firm.
2. **Qualifications**
 - a. Firms shall describe their background and experience in software, services, training, and support in relation to proposed solution eCommerce platforms.
3. **References**
 - a. Provide a minimum of two (2) references, with links to completed projects where your firm was awarded an agreement to build or implement a user-friendly website platform
4. **Location of Firm**
 - a. New Castle County encourages the use of Delaware Labor. Please specify the office location(s) and percentage of the primary and sub-consultant (if applicable) that will be provided by each office.
5. **Supplier Diversity**



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

- a. New Castle County encourages supplier diversity among firms. Please provide information on your firm's effort to encourage supplier diversity in your workforce and in the selection of sub-contractors.
6. **Distribution of Work**
 - a. Please list any active project with New Castle County.
 - b. List any completed projects in the past (12) months.
7. **Pricing**

GENERAL PROPOSAL INFORMATION

1. Revisions to RFP – In the event it becomes necessary to revise any part of the RFP, addendums will be provided on the NCC bids website.
2. Acceptance of Proposal Content – The contents of the proposal of the successful firm will become a part of any contract awarded as a result of these specifications.
3. Firm's Responsibilities - The selected firm will be required to assume sole responsibility for the complete effort as required by the RFP. The County will consider the selected firm to be the sole point of contact with regard to contractual matters.
4. Termination of Contract – Either party may reserve the right to terminate for just cause any contract entered into as a result of the RFP, providing written notice has been given at least thirty (30) days prior to such proposed termination.
5. Rejection of Proposals – The County reserves the right to reject any and all proposals or to award in whole or in part if deemed to be in the best interests of the County to do so. The County reserves the right to extend this contract to include other County locations. The County shall have authority to award orders or contracts to firms best meeting specifications and conditions.
6. Ownership of Material – Ownership of all data, material and documentation originated and prepared for the County pursuant to this contract shall be transferred to the County upon completion of the contract.
7. No firm may use the name of the County in any advertisement without the written consent of the County.
8. Licensing – The successful firm must comply with appropriate Delaware law to conduct business in this State. Copies of all required licenses and certifications must be supplied prior to the award of any contract resulting from this RFP.
9. Non-Collusion – No firm shall directly or indirectly enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competition for this contract.



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

11. Confidentiality - All work performed under this contract shall be considered confidential in nature.

INDEMNITY

Vendor shall indemnify, defend, and hold harmless New Castle County from and against any and all claims, demands, suits, judgments, costs and expenses asserted by a person or persons, including, but not limited to, agents, employees, or volunteers of vendor, by reason of death or injury to persons, or loss of damage to property, resulting from operations or use of services, products and/or equipment purchased hereunder, or sustained in or upon the premises of New Castle County.

FUNDING OUT

The continuation of this contract is contingent upon funding appropriated by County Council.

STATE OF DELAWARE BUSINESS LICENSE

Within seven (7) days from receiving a notice of award, the successful vendor shall either furnish the County with proof of a Delaware Business License or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, PO Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to (302) 577-8200.

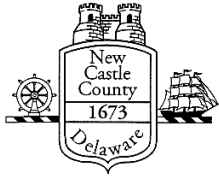
CONTRACT ACCESSIBILITY

This contract shall be accessible to State agencies, political subdivisions, school districts, and volunteer fire companies.

CONFIDENTIALITY

All documents submitted as part of the vendor's bid/proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than New Castle County's Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

New Castle County is a public agency and is subject to the Freedom of Information Act (FOIA). Firms must designate those items that are considered "trade secrets" as defined in the Delaware State Code Title 29, Chapter 100. Vendor(s) are advised that once a proposal/bid is received by



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

New Castle County and a decision on contract award is made, its contents will become public record, and nothing contained in the proposal will be deemed to be confidential except those proprietary items marked as “trade secrets”.

SUPPLIER DIVERSITY

New Castle County encourages supplier diversity among firms. Please provide information on your firm’s effort to encourage supplier diversity in your workforce and in the selection of subcontractors when permitted.

DELAWARE LABOR

New Castle County encourages the use of Delaware Labor. Please specify the office location(s) and percentage of the primary and sub-consultant (if applicable) that will be provided by each office.

EVALUATION COMMITTEE

Based on the criteria established pursuant to the *New Castle County Code*, an evaluation committee will be selected to read, screen, and rank in writing all proposals. The New Castle County Chief of Technology and Administrative Services and requesting agency shall have the right to negotiate with individual offerors after their proposals are ranked. The Chief of Technology and Administrative Services shall establish procedures and schedules for conducting negotiations. Disclosure of an offeror’s price(s) to another and any information derived from competing proposals is prohibited.

The Chief of Technology and Administrative Services shall issue a written request for best and final offer. The request shall set forth the date, time and place for the submission of best and final offer.

At any point in the negotiation process, the Chief of Technology and Administrative Services and the requesting agency may, at his or her discretion, terminate negotiations with any and all offerors.

Submitted proposals will be evaluated on the following criteria. A weighted average formula will be utilized.



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

At any point in the negotiation process, the Chief of Technology and Administrative Services and the requesting agency may, at his or her discretion, terminate negotiations with any and all offerors.

Submitted proposals will be evaluated on the following criteria. A weighted average formula will be utilized.

Evaluation Criteria:

Professional Qualifications	(0-20)
Past involvement with Similar Projects	(0-30)
Proposed Work Plan – ^^	(0-30)
Fee Proposal -	(0-15)
Location of Firm-Location of office(s) that will provide the consulting services	(0-3)
Distribution of Work	(0-2)
• List any active projects with New Castle County	
• List any completed projects in the past twelve (12) months	

Non-Collusion Statement

By signing below, the Vendor certifies they have neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, and further certifies that it is not a subcontractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation.



New Castle County
Purchasing Division
New Castle County Government Center
87 Reads Way
New Castle, DE 19720
(302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

SIGNATURE PAGE

Name of Company

Address

Telephone No.

Fax No.

Signature

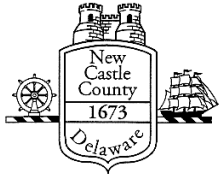
Federal Tax I.D. No.

Printed Name

Email (REQUIRED)

Date

How did you hear about this bid? _____



New Castle County
 Purchasing Division
 New Castle County Government Center
 87 Reads Way
 New Castle, DE 19720
 (302) 395-5250

Occupational Safety and Health Professional

BID #23PP-001

NEW CASTLE COUNTY, DELAWARE
PROCUREMENT AFFIDAVIT

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) _____, and I am duly authorized to represent and bind (business) _____, the “Business”), and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies has been excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and non-financial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency’s codification of the Common Rule for non-procurement suspension and debarment.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, AFTER DILIGENT INQUIRY.

Date: _____

By: _____
 Name:

Title: _____
 (Authorized Representative and Affiant)