



Request for Proposal

The Developmental Disabilities Council invites proposals from individuals, agencies and educational institutions under the Developmental Disabilities Council's Grant Funds in accordance with the DD Assistance and Bill of Rights Act Amendments of 2000.

RFP Number: 1001

Issue Date: November 8, 2009

Project: The DD Council believes that, by providing programs to special school graduates, the State will not only meet its social responsibility to those graduates and their families, but will also exercise fiscal responsibility. Therefore, the Developmental Disabilities Council will provide funding up to **\$15,500** for a contractor to conduct a study on the economic and social impact for special school graduates and their families if the Division of Developmental Disabilities Services (DDDS) provides no funding for these transitioning students.

Project Term: 4 months (December 1, 2009 – March 31, 2010) (Preliminary data is due March 1, 2010 and the final report is due March 31, 2010)

Proposal Due Date: Thursday, November 26, 2009, 4:30 p.m.

Voluntary Bidder's Conference: Friday, November 13, 2009, 1:30 p.m. Margaret O'Neill Building, 2nd Floor Conference Room, 410 Federal Street, Dover, DE 19901

Contractor's Scope of Services for the Project:

This RFP seeks a contractor to accomplish the following:

1. Develop a survey that will determine the economic/social impact on both the parents of special school students due to graduate at the end of the 2010 school year and the students themselves if DDDS services are not available when the students graduate.
2. Provide the survey to the Department of Education to be distributed to the above families.
3. Conduct qualitative interviews with the families of at least three special school graduates to "tell their stories" about the economic/social importance to both the parents and the young adult of receiving DDDS services.
4. Solicit data from the Division of Developmental Disabilities Services on the numbers of 2007 and 2008 special school graduates that are currently in programs.
5. Conduct a cost benefit analysis with the information found in paragraphs 2 through 4 above.
6. Put those findings in a report suitable to be presented to the Delaware General Assembly for the March Joint Finance Committee hearings.
7. Brief the Developmental Disabilities Council's Adult Issues Committee on the study's progress upon request.

Contractor's Administrative Requirements:

1. Submit a proposal with a detailed budget clearly specifying how you will accomplish the Contractor's Scope of Services. **Proposals must follow the format found in the Proposal Booklet under *Instructions for Application Content*.**
2. Provide consumer and stakeholder satisfaction data as specified in the contract.
3. Submit program and fiscal reports as required by the contract.

Sustainability:

Each proposal submitted to the Developmental Disabilities Council will include a plan to sustain the project upon full expense of Council funds and completion of the contract unless otherwise directed by the Council.



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PROPOSAL EVALUATION CRITERIA	PERCENT ALLOCATION	MAX POINTS
1. The proposal meets at least one objective in the State Plan.	20%	40
2. The proposal Scope of Service is clear and provides a clear plan to successfully complete the project.	10%	20
3. The proposal funding request is realistic and sufficient to successfully complete the project.	20%	40
4. The proposals time frame is sufficient to successfully complete the project.	20%	40
5. The proposals main personnel are qualified and appear capable of successfully completing the project.	10%	20
6. The proposals logistics (supplies, facilities, etc.) are realistic and sufficient to successfully complete the project.	10%	20
7. The proposal was professionally prepared and received on time.	10%	20
	- TOTAL -	- TOTAL -
	100%	200

How to Apply:

Go to the DD Council web-site at www.ddc.delaware.gov and click on Proposal Guidelines which will take you to the Preparation of Proposal Booklet or request a copy of the Proposal Booklet from the DD Council Office at 302.739.3333. When you contact us, refer to the RFP number listed above. When applying, please submit ten (10) copies of the proposal.