

The Delaware Developmental Disabilities Council  
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## **Request for Proposals**

The 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: RFP 0605**

**Issue Date:** November 19, 2006

**Project:** The Developmental Disabilities Council will provide funding up **\$15,000** to Develop and implement a statewide information campaign to promote accessible healthcare facilities in Delaware.

**Optional Bidders Conference:** Thursday, December 8, 2006, 10 a.m., 2<sup>nd</sup> Floor Conference Room, Margaret O'Neill Bldg., 410 Federal St., Dover, DE:

**Proposal Due Date: January 31, 2007 by 4:30 p.m.**

**Project Term: 1 year**

**Contractor's Scope of Services for the Project:** This RFP seeks a contractor to accomplish the following:

1. Conduct separate focus groups with consumers and their families, advocates, and representatives of the healthcare provider community to obtain their input about barriers to making doctors' offices totally accessible and their consequences.
2. Review the results of the Healthy Delawareans with Disabilities survey questions pertaining to access to healthcare facilities and equipment.
3. Identify the best practices for providing accessibility in healthcare facilities.
4. Develop, reproduce and distribute statewide a detailed information brochure geared to Delaware's healthcare community that highlights the need for accessible healthcare facilities and equipment; how to obtain accessible medical equipment and advantages in doing so.
5. Survey accessible healthcare equipment vendors to determine which Delaware healthcare facilities are currently using accessible healthcare equipment and identify several of those healthcare professionals to assist in the information campaign to their peers.
6. Collaborate with AARP and the Healthy Delawareans Program Coordinators on the Project

### **Contractor's Administrative Requirements:**

1. Submit a proposal with a detailed budget clearly specifying how you will accomplish the Contractor's Scope of Services.
2. Administer a consumer satisfaction survey as specified in the contract.
3. Submit program and fiscal reports as required by the contract.
4. Provide a 40% match to the DD Council project funds either in cash or in kind.
5. Comply with the requirements of the federal Davis-Bacon Act for any construction project in excess of \$2,000

**How to Apply:** Go to the DD Council web-site at [www.state.de.us/ddc](http://www.state.de.us/ddc) and click on Proposal Guidelines or request a copy of the Guidelines for the Preparation of Proposals from the DD Council Office.

When you contact us, refer to the RFP number listed above. Submit ten (10) copies of the proposal.

**If you have any questions or would like further information, call the DD Council office at 302-739-3333.**