

Request for Proposals

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: 1701

Issue Date: March 9, 2017

Project: The Developmental Disabilities Council will provide funding up to **\$20,000** for a contractor to utilize an existing or develop a new education and awareness resource program focused on promoting healthy sexuality for young adults with disabilities, and develop and/or utilize an existing separate companion program for parents/caregivers. Contractor would be responsible for coordinating a minimum of two education/resource sessions during the project term. Targeted attendance for the project term is at least 20 young adults with disabilities.

Project Term: One year

Proposal Due Date: Friday, April 14, 2017 by 4:30 PM.

Voluntary Bidder's Conference: A voluntary bidder's conference will be held on Wednesday, March 29, 2017 from 9:30 AM to 11:30 AM at the DDC office in Dover, DE. (See complete office address under How to Apply section)

Contractor's Scope of Services for the Project:

This RFP seeks a contractor to accomplish the following:

1. Identify and utilize an existing OR develop a new freestanding education, awareness and resource program focused on promoting healthy sexuality for young adults with disabilities.
2. Plan and implement *at least* two new community education/resource sessions for young adults with disabilities focused on the topic of healthy sexuality, with the goal of reaching a diverse group of at least 20 young adults with disabilities.
3. Work with the DDC Adult Issues Committee for all phases of project and education development and implementation, including session duration and content.
4. Work with the DDC Adult Issues Committee to develop ideas for sustainable resources (e.g. a fully-accessible list of books, videos, resource links, and contact information) for young adults with disabilities to take away from their education/resource session.
5. Serve as, or designate staff from within your organization to serve as, Head Facilitator for each education/resource session.
6. Research and secure fully-accessible meeting locations in Delaware for the sessions to take place. *All areas* of the facility must be accessible (e.g. restrooms, walkways, entryways, parking lots, meeting rooms, etc.)
7. Track session registration and tailor program to participants' needs.
8. Arrange for any necessary accommodations such as (but not limited to) an interpreter, Braille materials, special dietary needs, large print materials, etc.

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9. Promote session attendance by utilizing a multi-faceted participant recruitment approach. This may include requesting inclusion of information about the education and resource event information on selected email listservs, appropriate use of social media and outreach at conferences and meetings. A detailed plan of how the contractor plans to promote the program should be included in the proposal.
10. Actively pursue opportunities to promote the education and resource program at disability-related events, such as conferences, symposiums, 5K run/walks, community days, etc....
11. Facilitate the design and printing of any informational/takeaway materials for distribution at each session.
12. Procure all necessary supplies to promote the participants' full participation in each session. Examples of supplies needed may include paper, post-it notes, markers, flip charts, pens, charts, visual aids, pencils, etc.
13. Coordinate all session details, including researching and securing each venue, venue setup, including setup of any audio-visual needs (projectors, teleconference), providing copies of all printed materials, arranging for refreshments and special dietary needs if necessary, initial meeting room set up and after-session tear down.
14. Collect and record anonymous participant demographic information such as gender, race, age, county of residence, whether the individual lives in the community or in a group home and type of disability. Include this information in the final report to the Council.
15. While maintaining session participants' privacy, summarize findings from the sessions in the final report to the Council.
16. Collect program evaluation survey data to be referenced in the final program report to the Council (required evaluation form to be provided to the contractor).
17. Attend DDC Adult Issues Committee meetings as requested to provide updates and information on the progress of 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. **Proposals must follow the format found in the Proposal Booklet under *Instructions for Application Content*** which can be found on the DD Council web site www.ddc.delaware.gov.
2. Provide consumer and stakeholder satisfaction data as specified in the contract.
3. Submit program and fiscal reports using the DD Suite System as required by the contract.
4. Provide a 40% match either in money or in-kind.

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.

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

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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. When you contact us, please refer to the RFP number listed above.

Proposals can be submitted via the following:

E-mail: kristin.cosden@state.de.us

Fax: (302) 739-2015

Mail: Developmental Disabilities Council
Margaret O'Neill Bldg. 2nd Floor
410 Federal Street, Suite 2
Dover, DE 19901

When mailing proposals please provide ten (10) copies. If you have any questions or require further information, please call Kristin Cosden at the DD Council office (302) 739-3333.