

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: 1702

Issue Date: February 8, 2017

Project: The Developmental Disabilities Council will provide funding up to \$25,000 for a contractor to plan and coordinate the 2018 LIFE Conference.

Project Term: One Year

Proposal Due Date: Friday, March 24, 2017 no later than 4:30pm.

Voluntary Bidder's Conference: A voluntary bidder's conference will be held on Wednesday, March 1, 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. Meet monthly with the LIFE Conference Planning Committee.
2. Secure a fully-accessible meeting location for the LIFE Conference Planning Committee to meet, and also provide a teleconference number for the committee's use at their monthly meetings.
3. Draft and distribute the monthly LIFE Conference Planning Committee agenda and previous month's meeting minutes to the committee.
4. Secure, develop, maintain and monitor the conference registration website.
5. Process all registrations and registration fees.
6. Actively pursue sponsors and other sources of funding for the conference.
7. Actively pursue exhibitors and coordinate their attendance at the conference.
8. Contract with the selected conference venue. Manage planning and oversight of the required registration area, breakout rooms, tables for exhibitors and sponsors, signs for exhibitors and sponsors, audio visual equipment requirements, technical requirements (laptop computers, etc.), continental breakfast, and lunch for attendees.
9. Coordinate all travel and lodging arrangements for conference speakers who require such arrangements.
10. Develop and coordinate the printing of save-the-date cards, conference brochures and other conference materials as requested by the committee.
11. Collect all speaker biographies and handouts. Facilitate distribution of materials either by including them in the conference program and/or posting the materials on the conference website.
12. Arrange for a personal care room on the first floor of the conference venue.
13. Proactively manage any requests from conference registrants for special accommodations (such as interpreters, large print materials, braille materials, captioning, etc.).
14. Work collaboratively with the LIFE Conference Planning Committee to draft the conference program which will be provided to each conference attendee. Work with sponsors and exhibitors to coordinate all advertisements in the program. Work with the conference planning committee to facilitate the printing of the program.
15. Assist with procuring items to be given as door prizes for attendees.
16. Develop and administer evaluations for each session and the conference as a whole, using the guidelines established by the Delaware Developmental Disabilities Council (DDC).
17. Present a final conference report that includes conference statistics and data as directed by the conference planning committee.

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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
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 Al Rose at the DD Council office (302) 739-3333.