



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: 1703

Issue Date: March 8, 2017

Project: The Developmental Disabilities Council will provide funding up to \$5,000 to establish a new or strengthen an existing self-advocacy organization led by individuals with developmental disabilities, with a focus on increasing cultural diversity in the membership and leadership of the organization.

Project Term: One Year

Proposal Due Date: **Thursday, April 13, 2017.**

Contractor's Scope of Services for the Project:

This RFP seeks a contractor to accomplish the following:

1. Establish a new or strengthen an existing self-advocacy organization led by individuals with developmental disabilities in order to ensure they have sufficient operating expenses and support, plus a facility for meetings and training.
2. Actively recruit new members, with a focus on increasing diversity in the membership and leadership of the organization.
3. Facilitate the collection of demographic information at meetings/events (e.g. race, county of residence, disability status, etc.).
4. Promote leadership of members through training, peer support and other activities that allow individuals with developmental disabilities to more actively participate in decisions concerning their lives.
5. Compile and submit required data on outcomes, such as the number of new members recruited, the number of meetings held, number of meeting attendees at each meeting, number of community contacts established, etc...
6. Enhance members' ability to live in the community by training in self-determination, advocacy, social skills and other related areas.

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.



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 Kristin Cosden at the DD Council office (302) 739-3333.