



## **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:** 1705

**Issue Date:** August 21, 2017

**Project:** The Developmental Disabilities Council will provide funding up to \$25,000 to help collect data and input to create, market and distribute materials for a public awareness campaign focusing on the benefits of providing free or low-cost access to activities that support healthy lifestyles for children and youth with with developmental disabilities. The target audience for receipt of educational materials is: state policymakers, individuals with disabilities, families/caregivers of individuals with disabilities, and health and wellness service providers.

**Project Term:** One Year

Voluntary Bidder's Conference: A voluntary Bidder's Conference will be held on Wednesday, September 13, 2017 at the DDC office in the second floor conference room. The address is: 410 Federal Street, Suite 2, Dover, DE 19901. Questions about this RFP can also be directed to Kristin Harvey via email at [Kristin.harvey@state.de.us](mailto:Kristin.harvey@state.de.us) or by phone at 302-739-3333

**Proposal Due Date: Wednesday, October 6, 2017.**

### **Contractor's Scope of Services for the Project:**

This RFP seeks a contractor to accomplish the following:

1. Conduct statewide research to identify existing resources which support healthy lifestyles for children and youth with disabilities, to include, but not limited to, health, wellness, nutrition and recreation programs. Findings will be used to establish a utilization baseline for comparison data.
2. Consult with the DDC Children and Families Committee as requested.
3. Identify project outcomes, develop key messaging, and identify the most efficient and effective public awareness campaign distribution methods.
4. Using the committee's feedback, develop an innovative, multi-faceted, culturally competent, fully accessible, factual public awareness campaign.
5. Conduct outreach activities soliciting input and feedback on the key messages of the public awareness campaign from stakeholders (children and youth with disabilities and their families who use Medicaid/CHIP) and subject matter experts (to include the aforementioned group, as well as state policymakers, staff from accessible health and wellness facilities, data collection specialists).
6. Design and produce all marketing and public awareness campaign materials, ensuring that all materials meet the Committee's specifications and have final DDC approval prior to release.
7. Distribute all public awareness campaign materials to the targeted audience using a multi-faceted approach.
8. Track distribution of public awareness campaign materials (who, what, when, where).
9. Compile and submit required data on outcomes (number of meetings, number of activities, number of public awareness materials distributed)
10. Attend full DD Council meetings as requested to share information or hear feedback on the public awareness campaign.



**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](http://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
	<b>- TOTAL -</b>	<b>- TOTAL -</b>
	<b>100%</b>	<b>200</b>

**How to Apply:**

Go to the DD Council web-site at [www.ddc.delaware.gov](http://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.harvey@state.de.us](mailto:kristin.harvey@state.de.us)

**Fax:** (302) 739-2015

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

**When mailing proposals please provide ten (10) copies** If you have any questions about this RFP, or require further information, please call Kristin Harvey at the DD Council office (302) 739-3333 for technical assistance.