



## **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:** 1706

**Issue Date:** May 25, 2017

**Project:** The Developmental Disabilities Council (DDC) will provide funding up to \$5,000 for a contractor who will provide mentorship to identified self-advocacy organizations for people with intellectual/developmental disabilities. This mentorship shall provide assistance to a self-advocacy organization by coaching, training, advising, motivating, and providing administrative support and direction to help the organization reach its goals.

**Project Term:** One Year

**Voluntary Bidder's Conference:** Tuesday, June 13, 2017 from 10:00 AM to 12:00 PM at the Margaret O'Neill Building, 410 Federal Street, 2<sup>nd</sup> Floor Conference Room, Dover, DE 19901. *Questions regarding this RFP or the application process may also be directed to Kristin Harvey at the DDC (Email: [Kristin.harvey@state.de.us](mailto:Kristin.harvey@state.de.us), Phone: 302-739-3623) at any time between Thursday, May 25, 2017 and Friday, July 7, 2017.*

**Proposal Due Date:** Monday, July 10, 2017

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

This RFP seeks a contractor to accomplish the following:

1. Provide assistance to an identified self-advocacy organization through the use of coaching, training, advising, motivating, and providing administrative support and direction to help the organization reach its goals.
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 seeking opportunities and arranging for group 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](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.

**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
	<b>- TOTAL -</b>	<b>- TOTAL -</b>
	<b>100%</b>	<b>200</b>

**How to Apply:**

Go to the DD Council website at [ddc.delaware.gov](http://ddc.delaware.gov) and click on Proposal Guidelines which will take you to the Preparation of Proposal Booklet. You may also 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 methods:

**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 or require further information, please call Kristin Harvey at the DD Council's main phone number, (302) 739-3333.