



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: 1704

Issue Date: May 11, 2017

Project: The Developmental Disabilities Council will provide funding up to \$25,000 to help create, market and distribute materials for a factual public awareness campaign focusing on the correlation between individuals who have Down syndrome and the development of early onset Alzheimer's disease. The target audience for receipt of educational materials is: individuals with Down syndrome, families/caregivers and also Delaware key policymakers.

Project Term: One Year

Proposal Due Date: Friday, June 30, 2017.

Contractor's Scope of Services for the Project:

This RFP seeks a contractor to accomplish the following:

1. Consult with the DDC Adult Issues Committee as requested, to identify desired project outcomes, develop key messaging, and identify the most efficient and effective public awareness campaign material distribution methods.
2. Using the committee's feedback, develop an innovative, multi-faceted, culturally competent, fully accessible, factual public awareness campaign.
3. Conduct outreach activities soliciting input and feedback from stakeholders (individuals with Down syndrome and/or their families/caregivers) and subject matter experts (to include the aforementioned group, as well as doctors, researchers).



4. Facilitate the design and production of all marketing and public awareness campaign materials, ensuring that all materials meet the Committee’s specifications and have final DDC approval prior to release.
5. Distribute all public awareness campaign materials to the targeted audience using a multi-faceted approach.
6. Track distribution of public awareness campaign materials (who, what, when, where).
7. Compile and submit required data on outcomes (number of meetings, number of activities, number of public awareness materials distributed)
8. Attend DDC Adult Issues Committee or full DD Council meetings as requested to share information or hear feedback.

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
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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.harvey@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 Harvey at the DD Council office (302) 739-3333.