

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: 1602

Issue Date: October 19, 2016

Project: The Developmental Disabilities Council (DDC) will provide funding up to **\$12,000** for a contractor to serve as the Public Policy Manager for the DDC. The Public Policy Manager will oversee the DDC's work on disability policy issues, including the reauthorization of the Developmental Disabilities Act and other issues relevant to our membership. Preference will be given to proposals that show involvement of persons with disabilities and culturally diverse populations in the development of the proposal.

Project Term: One Year

Proposal Due Date: November 21, 2016 no later than 4:30 PM.

Bidder Inquiries: Bidders who have questions about the RFP or the application process should contact Kristin Cosden at 302-739-3623 or Kristin.cosden@state.de.us

Contractor's Scope of Services for the Project:

This RFP seeks a contractor to accomplish the following:

1. Report to the DDC Executive Director to implement the Council's legislative, state and federal advocacy priorities and strategies.
2. Oversee the DDC's work on disability policy issues relevant to our membership, which include, but are not limited to: health care, housing, employment, transportation, recreation, education, child care and community supports.
3. Coordinate and conduct activities that educate DDC members on policy issues.
4. Provide analysis of the impact of state and federal legislation and regulatory changes for DDC members and their families.
5. Develop and maintain working relationships with the members of the Delaware General Assembly as well as Delaware's Congressional delegation and their staff.
6. Prepare testimony for legislative hearings and use other appropriate methods of communicating the DDC's views and opinions.
7. Collaborate with various organizations, disability-related and others, for the purpose of developing and coordinating advocacy efforts.
8. Contractor will draft a final report containing the data collected over the one-year project.
9. Contractor will adhere to the DDC contract reporting guidelines.

Request for Proposals

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 at (302) 739-3333.