



*State of Delaware*

*The Department of Services for  
Children, Youth and Their Families*

# **RFP# CYF13-05**

**Request for Proposals  
For Professional Services  
Bid under Title 29 Chapter 69 Section 6981**

**SERVICE COMPONENTS**

After School and Summer Youth Prevention Programming

INFORMATIONAL BIDDERS CONFERENCE: Tuesday September 3, 2013 at 1:30 pm ET

PROPOSALS DUE: **Thursday September 26, 2013 by 2 pm ET**

## REQUEST FOR PROPOSALS TIMELINE

Questions? Questions shall be submitted to H. Ryan Bolles, DSCYF Procurement Administrator at [herbert.bolles@state.de.us](mailto:herbert.bolles@state.de.us) OR (302) 633-2701. Questions submitted **after 9/20/13** may not be answered.

**Tuesday  
September 3,  
2013 at 1:30  
pm ET**

An informational bidders' conference is scheduled for September 3, 2013 at:  
Delaware Youth & Family Center  
1825 Faulkland, Administration Building #2, Room 199  
Wilmington, DE 19805

**Proposals Due  
By Thursday  
9/26/2013  
By 2 pm ET**

Sealed Cover Letter and Proposals shall be submitted as follows:

Please submit 1 original paper proposal marked "ORIGINAL" and 8 paper copies marked "COPY". **Double sided copying is encouraged.** Also, submit 1 electronic copy (CD or DVD) of your proposal AND 1 electronic copy of your most recent business fiscal audit or tax filing. These may be on the same CD/DVD.

**Do not include your audit or tax information as part of your paper proposals.**

**For these purposes an electronic copy can be either CD or DVD.**

If you are or plan to establish a new business organization and are without a previous fiscal audit or tax filings please indicate that in your Cover Letter.

Sealed cover letter and proposals must be delivered by the deadline above. Letters and proposals arriving after the deadline will not be accepted.

Express Courier or hand deliver the sealed bids as follows:

State of Delaware  
Ryan Bolles  
1825 Faulkland Road  
Administration Building #2  
Wilmington, DE 19805

Please allow time to get through security to delivery proposals. A date/time stamped receipt for your records is available upon request at the front desk in lobby.

Although it is not recommended to ship by the US Postal Service, if this is your preferred delivery method, please address as follows:

State of Delaware  
Ryan Bolles, Grants & Contracts Unit  
1825 Faulkland Road  
Wilmington, DE 19805

**The proposing firm bears the risk of delays in delivery and missed deadline.**

As soon as possible

The Department will work diligently to complete the proposal review and selection process in an expeditious fashion. Bidders may be asked to be available to respond to questions from the review panel by telephone or in person, if necessary. However, proposals are expected to stand alone based upon the written information submitted. The contents of any proposal shall not be disclosed to competing entities during the negotiation process.

Minority or Women Owned Business Enterprise?

Visit <http://gss.omb.delaware.gov/omwbe/index.shtml> to register with the State of Delaware.