



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

RFP# CYF16-02

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

SERVICE COMPONENTS

2016 FATHERHOOD/HEALTHY FAMILY RELATIONSHIPS

INFORMATIONAL BIDDERS CONFERENCE: There is none scheduled.

PROPOSALS DUE: Tuesday May 10, 2016 by 2 pm ET

The RFP schedule is as follows:

Submit all questions to H. Ryan Bolles, DSCYF Procurement Administrator, at herbert.bolles@state.de.us **by COB May 2, 2016** to ensure a response prior to proposal due date.

N/A There is no bidders' conference for this RFP

**Tuesday,
May 10,
2016
by 2:00 PM
ET** Please submit 1 original proposal marked "ORIGINAL". Please submit 4 copies of your proposal marked "COPY". Please submit **1 electronic copy of your proposal on CD, DVD or flash drive.**
Proposals **must be delivered by 2:00 PM ET on Tuesday, May 10, 2016.**
Proposals arriving after 2:00pm ET will not be accepted.

You are encouraged to double-side copy/print your proposals.

Express Courier or hand deliver the sealed bids as follows:

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

PROPOSAL DELIVERY: 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
1825 Faulkland Road
Wilmington, DE 19805

The proposing firm bears the risk of delays in delivery. The contents of any proposal shall not be disclosed to competing entities during the negotiation process.

As soon as possible The Department will work diligently to complete the proposal review and selection process in an expeditious fashion. While DSCYF reserves the right to contact bidders for additional information proposals are expected to be able to stand alone based upon the written information submitted.

As soon as possible Decisions are expected to be made and awards announced as soon as possible. Initial notification to all bidders will be by email.

Announcement

Under the State of Delaware's Department of Services for Children, Youth and their Families' (DSCYF) Division of Prevention and Behavioral Health Services (DPBHS) the Promoting Safe and Stable Families Program fatherhood initiative announces its **Fatherhood/Healthy Family Relationship (FHFR) and Technology funding opportunity**. The FHFR is seeking to award Delaware programs that have a strong emphasis on engaging Fathers or Father figures with children and their families across Delaware. **This opportunity is funded by Title IV-B subpart II federal funding.**

Project Goal

Fatherhood/Healthy Family Relationship

To encourage and strengthen collaboration among communities, for private non-profit and for profit organizations, state and local government and support a targeted approach designed to engage, educate, and infuse fatherhood and healthy family relationship components into internal systems. The grant to DSCYF supports the growth of coalitions, professionals, community members, parents, groups, and organizations. The area of programming and education should be in healthy adult partnerships, parenting/co-parenting skills, fatherhood, parent education on youth tobacco, substance abuse, and use of social media platforms by youth and child bonding activities with a primary focus on fatherhood.

PSSF Delaware Fatherhood Initiative Intent

- Increase participation and support sustainability of the Delaware Fatherhood initiative
- Strengthen the male leadership role to form a movement which supports father involvement and positive co-parenting.
- Reduce the stressors single parents face by involving non-residential parental support.
- Expand the community's capacity to collaborate and provide supportive services for non-residential fathers
- Enhance the collaborative efforts of the community
- Create father-friendly environments and infuse fatherhood /healthy adult components into new or existing services

The mission of the Promoting Safe and Stable Family Program Fatherhood Initiative is to promote the well-being of children by strengthening and preserving families, in a safe and caring community, when safety can be assured. Bidders must demonstrate how funds will be used to implement Prevention programming. The programming and/or activities may occur in community centers, faith-based institutions, educational settings and youth groups. Bidder's programs shall focus on at least (1) one of the following:

Areas of Focus:

- Engaging of Fathers and Father Figures
- Enhancing parents skills for teens
- Healthy parent/child relationships
- Building healthy co-parenting relationships

- Parent education on youth tobacco, drug and alcohol use, youth use of social media platforms
- Support groups focused in the areas of: fatherhood, co-parenting, and/or teen development
- Increasing educational opportunities for parents, professionals, coalitions, lay persons and members of Faith-based communities.

The purpose of this funding opportunity is to enhance, upgrade or build the educational or technical program capacity in support of a universal approach to promote awareness and engagement. Funds will be used to educate the public and inform the targeted audience on the importance of father involvement, services and resources supporting fathers and relationship building. These funds are to be focused on social branding and creating a father-friendly environment.

DSCYF intends to make multiple awards resulting from this RFP. Private, public, non-profit, for profit, faith-based, and state and local government agencies have the opportunity to bid for one or both of the following two options to impact communities specifically in Delaware:

OPTION 1. Community Programming/Activities - funding for educational programming and activities under the aforementioned programming focus as outlined above.

Awards: The maximum amount available per bidder proposal for community programming/activities is \$4,000.

OPTION 2. Technology - funding for website enhancement, computers, lap tops, and other related equipment (printers, scanners, projectors, monitors, modems, and hardware/software) for organizations with program focus as outlined above.

Awards: The maximum amount available per bidder proposal for technology is \$4,000.

Technology funds must be used for website enhancement, computers, lap tops, and other related equipment (e.g., printers, scanners, projectors, monitors, modems, and hardware/software). The funds may be used for website enhancement, posters, newsletters, webinars, advertising, public service announcements and equipment to support the dissemination of information.

OPTION 3: To submit a proposal for both Community Programming/Activities funds and the Technology funds, a **separate proposal** for each is required. Each proposal may not exceed \$4,000.

The successful bidders must accept full payment by conventional check and/or other electronic means and/or procurement (credit) card at the State's option, without imposing any additional fees, costs or conditions.

Term of Award

This is a one-time opportunity which will end approximately 8/31/16.

Multiple Awards

The Department of Services for Children Youth and Their Families' (DSCYF) Division of Prevention and Behavioral Health Services (DPBHS) is committed to ensuring individual project success across a range of urban, suburban and rural communities. Therefore, in selecting bidders, consideration will be given to achieving representative equity across geographic Delaware, demographic distribution and to supporting a variety of innovative programs and activities by supporting upgrades to and/or build the technical capacity of an agency. As a result DSCYF intends to make multiple awards in order to impact a variety of geographic areas and communities across Delaware.

Important Dates

- All awarded funds must be spent by: 7/30/16
- If awarded, a final report detailing outcomes must be submitted to DSCYF by: 8/15/16
- All invoices must be submitted no later than 8/15/16. Final invoices will not be paid until the final report has been submitted to DSCYF.

Review Criteria

Bidders whose proposals meet all eligibility and submission requirements will be evaluated and rated by a review panel. Close attention will be given to the bidder's organizational capabilities, as well as its thorough and innovative project implementation. The maximum score for each category is indicated below:

- Bidder Information (10 points)
- Description of Program Design or Technology Purchases (35 points)
- Management and Organizational Capability (25 points)
- Project Evaluation (10 points)
- Detail and Explanation of Budget; and within allowable maximum request (20 points)

This is a one-time funding opportunity

Bidder Proposal Content Requirements

Bidder must complete or provide all of the following items

I. Bidder Information:

1. Completed Bidder Fact Sheet found below and online with this RFP in MS Word
2. Copy of current Commercial Liability insurance certification
3. Signed "Eligibility Requirements" document found below
4. Signed "Assurances" document found below
5. Signed "Certifications, Representation, and Acknowledgements" document below
6. Completed "Employing Delawareans Report" document found below
7. Description of the agency including mission and vision statements
8. Narrative for use of funds as described below in section II
9. Detailed proposed budget for use of requested funds

II. Narrative Describing Use of Funds:

The bidder must briefly without exceeding 4 pages in length (excluding forms or other pertinent documents listed above) clearly address the following:

1. Identify the type of grant (**Technology and /or Community Programming Activities**), the intended use, the goals, expected outcomes and how goals will be accomplished through the description of how the funding will be used.
2. Address how progress towards achieving the program goals and objective will be monitored. Bidder must describe how they will measure success.
3. Describe the target population including ages (number of youth, adults, and children you intend to serve), and specify why there is a need for this proposed service or technology enhancement.
4. **For Community Programming Activities Only**, identify days of the week, and hours of the day when the activities will occur. Identify the prevention activity related timelines. Bidder must also demonstrate completion of the additional programming by **August 15, 2016**.
5. Identify the principal individuals, their positions in the program and what functions they perform.
6. Describe how the agency or staff involved in the project has experience implementing this project/program.
7. Acknowledge willingness to submit a final demographic information report on the 2016 Program Data Reporting Form which will be provided to you if awarded.

III. BUDGET:

The bidder must provide a detailed budget* listing use of all requested funds which is complete, detailed, reasonable, and cost effective in relation to the activities to be undertaken. This worksheet must include calculations* to show how the bidder arrived at the total amount of the requested award. **Please remember to verify all computations to ensure budget accuracy. ***

APPENDIX A:

REQUIRED BIDDER'S FORMS
AND INSTRUCTIONS

DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH & THEIR FAMILIES

Submission Instructions

Failure to follow Departmental procedures may disqualify a bidder organization.

I. FORMAT

Proposals must be printed on 8 1/2" x 11" paper and should be formatted with 1" margins using size 12 Times New Roman font. To be considered all proposals must be submitted in writing and respond to the items outlined in this RFP. Videos will not be presented to the panel. Binders, color graphics and extensive attachments are unnecessary. Double-side copying is strongly encouraged.

To be considered, bidders must submit a complete response to this RFP. An official authorized to bind the bidder to the proposal must sign proposals. The successful bidder must be in compliance with all licensing requirements of the State of Delaware if applicable. Bidders may be called, only at the discretion of the State of Delaware, for an interview concerning their proposal. The State reserves the right to reject any non-responsive or non-conforming proposals.

II. QUESTIONS

All questions shall be submitted as instructed on page 2 of this RFP. RFP updates and answers to substantive content questions will be posted on the State's solicitation portal at www.bids.delaware.gov. Please check for updates regularly.

III. ETHICS LAW RESTRICTIONS

Neither the Contractor, including its parent company and its subsidiaries, nor any subcontractor, including its parent company and subsidiaries, may engage, directly or indirectly, any person who, while employed by the State of Delaware during two years immediately preceding the date any Contract entered into as a result of this request for proposals, gave an opinion, conducted an investigation, was directly involved in, or whom otherwise was directly and materially responsible for said service described herein in this request for proposal in the course of official duties as a state employee, officer or official. The Department shall determine, at its sole discretion, whether a person was directly and materially responsible for said program, project, or contract or any other program, project, or contract related to the service described in any contract entered into as a result of this request for proposals.

IV. PROPOSALS BECOME STATE PROPERTY

All proposals become the property of the State of Delaware and will not be returned to the contractor. Proposals to the State may be reviewed and evaluated by any person other than competing vendors at the discretion of the State. The State has the right to use any or all ideas presented in reply to this RFP. Selection or rejection of the proposal does not affect this right.

V. RFP AND FINAL CONTRACT

The contents of the RFP may be incorporated into the final contract and become binding upon the successful bidder. If the bidder is unwilling to comply with the requirements, terms, and conditions of the RFP, objections must be clearly stated in the proposal. Objections will be considered and may be subject to negotiation at the discretion of the State.

VI. PROPOSAL AND FINAL CONTRACT

The content of each proposal will be considered binding on the bidder and subject to subsequent contract confirmation if selected. The content of the successful proposal may be included by reference in any resulting contract. All prices, terms, and conditions contained in the proposal shall remain fixed and valid

for ninety (90) days after the proposal due date. Contract negotiations will include price re-verification if the price guarantee period has expired.

VII. MODIFICATIONS TO PROPOSALS

Any changes, amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted proposal. Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

VIII. COST OF PROPOSAL PREPARATION

All costs of proposal preparation will be borne by the bidding contractor. All necessary permits, licenses, insurance policies, etc., required by local, state or federal laws shall be provided by the contractor at his/her own expense.

IX. EVALUATION REQUIREMENTS AND PROCESS

The Proposal Review Committee shall determine the firms that meet the minimum requirements pursuant to selection criteria of the RFP and procedures established in 29 Del. C. §§ 6981, 6982. The Committee may interview at least one of the qualified firms. The Committee may negotiate with one or more firms during the same period and may, at its discretion, terminate negotiations with any or all firms. The Committee shall make a recommendation regarding the award to the contracting Division Director of this RFP, who shall have final authority, subject to the provisions of this RFP and 29 Del. C. § 6982 to award a contract to the successful firm in the best interests of the State of Delaware. The Proposal Review Committee reserves the right to award to one or more than one firm, in accordance to 29 Del. C. § 6986.

The Proposal Review Committee shall assign up to the maximum number of points as stated above for each Evaluation Item to each of the proposing firms. All assignments of points shall be at the sole discretion of the Proposal Review Committee.

The Proposal Review Committee reserves the right to:

- Select for award or for negotiations, a proposal other than that with the lowest costs.
- Accept/Reject any and all proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all contractors during the review and negotiation.
- Negotiate any aspect of the proposal with any bidder and negotiate with more than one bidder at the same time. The Department reserves the right to award with more than one bidder.

All proposals shall be evaluated using the same criteria and scoring process. The criteria stated previously in the RFP shall be used by the proposal review committee to review proposals. Bidders may be scheduled to make oral presentations in support of their written proposals. The Review Panel will assess the strength and clarity of any oral presentation and combine the evaluations of both written and oral presentations (when applicable) in determining the overall evaluation of the proposal and in making recommendations. A summary of the Panel's recommendations will be available for review upon request.

X. REJECTION OF PROPOSALS

DSCYF reserves the right to reject any/all proposals received in response to this RFP. Any information

obtained will be used in determining suitability of proposed support.

Any proposal called "not accepted" will mean that another proposal was deemed more advantageous or that all proposals were not accepted. Respondents whose proposals were not accepted will be notified as soon as a selection is made, or if it is decided, that all proposals are not accepted.

Any proposal failing to respond to all requirements may be eliminated from consideration and declared not accepted.

The proposal must conform to the requirements of the Proposal Procedures and the Required Information Sections of the RFP. The State specifically reserves the right to waive any informalities or irregularities in the proposal format or content.

XI. RESERVED RIGHTS OF THE DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES

Notwithstanding anything to the contrary, the Department reserves the right to:

- o Reject any and all proposals received in response to this RFP
- o Select for contract or for negotiations a proposal other than that with the lowest costs
- o Waive or modify any information, irregularities, or inconsistencies in proposals received
- o Consider a late modification of a proposal if the proposal itself was submitted on time; and, if the modifications make the terms of the proposal more favorable to the Department, accept such proposal as modified
- o Negotiate as to any aspect of the proposal with any proposer and negotiate with more than one proposer at the same time
- o If negotiations fail to result in an agreement within a reasonable period of time, terminate negotiations and select the next most responsive proposer, prepare and release a new RFP, or take such other action as the Department may deem appropriate
- o Negotiate a renewal of the contract resulting from this RFP with appropriate modifications.

XII. STANDARDS FOR SUBCONTRACTORS

The prime contract with the contractor will bind sub or co-contractors to the terms, specifications, and standards of this RFP, resulting prime contracts, and any subsequent proposals and contracts. All such terms, specifications, and standards shall preserve and protect the rights of the Department under this RFP with respect to the services to be performed by the sub or co-contractor. Nothing in the RFP shall create any contractual relation between any sub or co-contractor and the Department of Services for Children, Youth and Their Families.

All sub or co-contractors must be identified in the Contractor's proposal. The proposal's work plan must also state which tasks the sub or co-contractor will perform. Approval of all sub and/or co-contractors must be received from the Department prior to the contract negotiation.

The prime bidder will be the State's primary contractor.

XIII. CONTRACT TERMINATION CONDITIONS

The State may terminate the contract resulting from this RFP at any time that the Contractor fails to carry out its provisions or to make substantial progress under the terms specified in this request and the resulting proposal.

The State shall provide the Contractor with 15 days notice of conditions which would warrant termination. If after such notice the Contractor fails to remedy the conditions contained in the notice, the State shall

issue the Contractor an order to stop work immediately and deliver all work and work in progress to the State. The State shall be obligated only for those services rendered and accepted prior to the date of notice of termination.

With the mutual agreement of both parties, upon receipt and acceptance of not less than 30 days written notice, the contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.

Notwithstanding any other provisions of this contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming or insufficient, through the failure of the State of Delaware to appropriate funds or through discontinuance of appropriations from any source, the State of Delaware shall have the right to terminate this contract without penalty by giving not less than 30 days written notice documenting the lack of funding.

XIV. NON-APPROPRIATION

In the event that the State fails to appropriate the specific funds necessary to continue the contractual agreement, in whole or in part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available, at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

XV. FORMAL CONTRACT AND PURCHASE ORDER

The successful firm shall promptly execute a contract incorporating the terms of this RFP (unless renegotiated in the contract) within twenty (20) days after the award of the contract. No bidder is to begin any service prior to approval of a State of Delaware Purchase Order properly processed through the State of Delaware. The Purchase Order shall serve as the authorization to proceed in accordance with the bid specifications and the special instructions, once the successful firm receives it.

XVI. INDEMNIFICATION

By submitting a proposal, the proposing firm agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, DSCYF, its agents, and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the firm, its agents and employees' performance of work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, in whole or in part, to the State, its employees or agents.

XVII. LICENSES AND PERMITS

In performance of this contract, the firm is required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful firm. The firm shall be properly licensed and authorized to transact business in the State of Delaware as defined in Delaware Code Title 30, Sec. 2502.

XVIII. INSURANCE

- As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract all required commercial liability insurance with a carrier satisfactory to the State.
- Forty-five (45) days written notice of cancellation or material change of any policies is required.

XIX. NON-DISCRIMINATION

In performing the services subject to this RFP, the firm agrees that it will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The successful firm shall comply with all federal and state laws, regulations and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of contract.

XX. COVENANT AGAINST CONTINGENT FEES

The successful firm warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of understanding for a commission or percentage, brokerage or contingent fee excepting bona-fide employees and/or bona-fide established commercial or selling agencies maintained by the bidder for the purpose of securing business. For breach or violation of this warranty, the State shall have the right to annul the contract without liability or at its discretion and/or to deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

XXI. CONTRACT DOCUMENTS

The RFP, the Purchase Order, and the executed Contract between the State and the successful firm shall constitute the Contract between the State and the firm. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter: Contract, Contract Amendments, RFP, Purchase Order and Vendor Proposal. No other documents shall be considered. These documents contain the entire agreement between the State and the firm.

XXII. APPLICABLE LAW

The Laws of the State of Delaware shall apply, except where Federal law has precedence. The successful firm consents to jurisdiction and venue in the State of Delaware.

XXIII. SCOPE OF AGREEMENT

If the scope of any provision of this Contract is too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the contract shall not thereby fail, but the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

PLEASE COMPLETE AND SUBMIT WITH THE PROPOSAL

This is a one-time funding opportunity*

Eligibility Requirements

(Requires check off in boxes and signature)

****Please closely review eligibility requirements carefully before applying ****

- Non-profit, for profit, faith-based, and state and local government agencies**
 - Agency must **attach** to the application proof of nonprofit status 501 (c) (3) from the United States Internal Revenue Service if claiming non-profit status.
 - The document must have the agency's current name and address. To obtain an updated copy of your 501c3 document, you will need to contact 1-877-829-5500.
 - Joint applications by two or more eligible bidders are welcome, provided one organization is designated as the primary bidder.
 - Tax ID # must be provided with on Bidder Fact Sheet below.

- Acknowledge this is a cost reimbursable funding opportunity.** The bidder must be able to pay for the program services or technology purchases first and then be reimbursed for incurred cost, not to exceed the grant amount.

- Agree to submit data** on target population and program activities based on expected outcomes proposed in the application. The purpose is to demonstrate how the funding was appropriately used and met program intent.

- Agree to advertise** The Division of Prevention and Behavioral Health Services (DPBHS) Promoting Safe and Stable Family (PSSF), Delaware Fatherhood/Family Coalition (DFFC), Title IVB-2 when advertising your program service or activity in a statement as the funding source. (If selected information will be provided upon request)

- Agree to submit a final report on 8/15/16 with the final bill** describing how the program goals and objectives were met. Final payment may be withheld until report submitted.

I have read and understand all of the eligibility requirements as part of my proposal submission.

Responsible Program Director

Date

PLEASE SIGN AND SUBMIT WITH THE PROPOSAL

ASSURANCES

The bidder represents and certifies as a part of this offer that:

The organization will complete or provide any information necessary for enrollment in Medicaid requested by the Department, concerning, but not limited to, such areas as licensure and accreditation, Medicaid rates paid by other states for services provided by the organization, the usual and customary charges for medical services, and/or past sanctioning by the Centers for Medicare and Medicaid Services (CMS).

The organization will maintain records, documents, and other required evidence to adequately reflect the service under contract.

The organization agrees to maintain or to make available at a location within the State, such records as are necessary or deemed necessary by the Department to fully disclose and substantiate the nature and extent of items and services rendered to the Department clients, including all records necessary to verify the usual and customary charges for such items and services. Organizations that show cause may be exempted from maintaining records or from making such records available within the State.

The organization understands that all records shall be made available at once and without notice to authorized federal and state representatives, including but not limited to Delaware's Medicaid Fraud Control Unit, for the purpose of conducting audits to substantiate claims, costs, etc., and to determine compliance with federal and state regulations and statutes.

The organization shall retain medical, financial, and other supporting records relating to each claim for not less than five (5) years after the claim is submitted.

The organization will maintain accurate accounts, books, documents, and other evidentiary, accounting, and fiscal records in accordance with established methods of accounting.

In the event that the Contract with the organization is terminated, the organization's records shall remain subject to the Department's regulations.

The organization will physically secure and safeguard all sensitive and confidential information related to the service given. This includes service activities and case record materials.

The organization shall comply with the requirements for client confidentiality in accordance with 42 U.S.C. 290 and/or 290 cc-3.

The organization will cooperate with designated program monitors, consultants, or auditors from the Department of Services for Children, Youth and Their Families or the Criminal Justice Council in connection with reviewing the services offered under contract.

The organization will comply with all applicable State and Federal licensing, certification, and accreditation standards, including the Department's Generic Program Standards, and it will submit documentation of annual renewals of applicable licenses/certifications at whatever point they are renewed during the contract year.

The organization will not let subcontracts without prior approval from the contracting Division.

The organization will attempt to obtain all supplies and materials at the lowest practicable cost and to contain its total cost where possible by competitive bidding whenever feasible.

The organization will, upon signature of the contract, provide written assurance to the Department from its corporate counsel that the organization is qualified to do business in Delaware.

The organization agrees to comply with all requirements and provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Federal Equal Employment Opportunity and Non-Discrimination regulations, and any other federal, state, or local anti-discriminatory act, law, statute, regulation, or policy along with all amendments and revisions of these laws, in the performance of the contract. It will not discriminate against any applicant or employee or service recipient because of race, creed or religion, age, sex, color, national or ethnic origin, handicap, or any other discriminatory basis or criteria.

The organization shall comply with: the Uniform Alcoholism and Intoxication Treatment Act (16 Del.C., Chapter 22 as amended; Licensing of Drug Abuse Prevention, Control, Treatment, and Education Programs (16 Del.C., Chapter 48 as amended); Drug Free Work Place Act of 1988.

The organization shall comply, when applicable, with the Methadone Regulations (21 CFR, Part III), which prohibit use of methadone for children and youth.

The organization will establish a system through which clients receiving the service under contract may present grievances. Clients will be advised of their appeal rights by the organization.

The organization agrees that it is operating as an independent contractor and as such, it agrees to save and hold harmless the State from any liability which may arise as a result of the organization's negligence.

The organization will abide by the policies and procedures of the Department and will comply with all of the terms, conditions, and requirements as set forth in the contract. The organization understands that failure to comply with any of the terms, conditions, and provisions of the contract may result in delay, reduction, or denial of payment or in sanctions against the organization. The organization also understands that penalties may be imposed for failure to observe the terms of Section 1909, Title XIX of the Social Security Act.

Name of Organization's Authorized Administrator

Signature of Authorized Administrator

Date

PLEASE SIGN AND SUBMIT WITH THE PROPOSAL

CERTIFICATION, REPRESENTATION, AND ACKNOWLEDGEMENTS

By signing below, bidding contractors certify that:

- They are an established vendor in the services being procured
- They have the ability to fulfill all requirements specified for development within this RFP
- They have neither directly nor indirectly entered into an agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this proposal
- They are accurately representing their type of business and affiliations
- They have included in their quotation all costs necessary for or incidental to their total performance under contract
- Within the past five (5) years neither your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor has been the subject of a Federal, State, or Local government suspension or debarment

The following conditions are understood and agreed to:

- No charges, other than those shown in the proposal, are to be levied upon the State as a result of a contract.
- The State will have exclusive ownership of all products of this contract unless mutually agreed to in writing at the time a binding contract is executed.

Name of Organization's Authorized Administrator

Signature of Authorized Administrator

Date

PLEASE COMPLETE AND SUBMIT WITH THE PROPOSAL

EMPLOYING DELAWAREANS REPORT

RFP No. CYF 16-02

RFP Title: Fatherhood/Healthy Family Relationships

Bidder Name:	
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As required by House Bill # 410 (Bond Bill) of the 146th General Assembly and under Section 30, No bid for any public works or professional services contract shall be responsive unless the prospective bidder discloses its reasonable, good-faith determination of:

1.	Number of employees reasonable anticipated to be employed on the project:	
2.	Number of such employees who are bona fide legal residents of Delaware:	
3.	Percentage of such employees who are bona fide legal residents of Delaware:	
4.	Total number of employees employed by the bidder:	
5.	Total percentage of employees who are bona fide resident of Delaware:	
If subcontractors are to be used:		
1.	Number of employees who are residents of Delaware:	
2.	Percentage of employees who are residents of Delaware:	

“Bona fide legal resident of this State” shall mean any resident who has established residence of at least 90 days in the State.