

### **Request for Proposals Overview**

Sealed responses for Delaware State University's "Online courses instructional design and subject matter expertise - Contract No. 18-01-02-01 RFP" will be received by the Delaware State University, Office of Contracts and Data Administration, Room Number 103, Facilities Management Building, Attention: Zafar Chaudhry, Associate Vice President, 1200 North DuPont Highway, Dover, DE 19901-2277, until 3:00PM local time on February 02, 2017. Bidder bears the risk of late delivery or delivery at wrong location of the University. Any response received after the stated time will not be entertained. The outer envelope should clearly indicate: "DSU CONTRACT NO. 18-01-02-01 – Online courses instructional design and subject matter expertise."

Each proposal must be submitted with one original and two paper copies along with one electronic copy on USB memory drive or CD/ DVD media disk.

No Pre-Bid Meeting will be held for this Request for Proposals.

Bid bond requirements are also waived.

#### **Summary of Events and Dates:**

The proposed schedule of events subject to the RFP is outlined below:

<b>Deadline for Questions</b>	<b>January 08, 2018 at 10:00 AM (Local Time)</b>
<b>Response to Questions Posted by</b>	<b>January 17, 2018</b>
<b>Deadline for Receipt of Proposals</b>	<b>February 02, 2018 at 3:00 PM (Local Time)</b>
<b>Estimated Notification of Award</b>	<b>Date: TBD</b>
<b>Estimated Contract Start Date</b>	<b>March 15, 2018</b>

\* Each of the above date is subject to change. Local time means State of Delaware local time.

**Note:** All questions shall be in writing and sent to [zchaudhry@desu.edu](mailto:zchaudhry@desu.edu)

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Delaware State University reserves the right to reject any or all bids and to waive any informalities therein.

**END OF ADVERTISEMENT FOR BIDS**