



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

December 20, 2019

TO: ALL OFFERORS

FROM: WALT GORMAN  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS19848A-SELF\_ADVOC  
SELF-ADVOCACY SUPPORT

**ADDENDUM # 1**

The purpose of this addendum is to answer questions received regarding the solicitation. No written questions were received regarding this solicitation during the allotted time. The following information was discussed during the pre-bid meeting held on December 10, 2019.

1. The RFP is open to self-advocacy organizations or businesses representing a self-advocacy group
2. Developmental Disabilities Council:
  - a. Federally Funded.
  - b. Made up of 23 members
    - i. Majority of members are persons with disabilities or parent/guardian
    - ii. Council member information can be found at <https://ddc.delaware.gov/index.shtml?dc=members>
  - c. Council is housed under Homeland Security to avoid potential conflicts of interest with agencies that provide services to people with disabilities.
3. As Part of the DDC State Plan, they are to provide project funds to a self-advocacy group each year.
4. The self-advocacy group can be either existing or a new group
  - a. Example only: a group that has a goal to improve social skills among young adults with disabilities
  - b. Maintain a set meeting schedule
  - c. Actively recruit
  - d. Diverse membership
  - e. Must provide a budget plan and outline of the group
5. Budget discussion
  - a. Federal funds



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- b. Must follow federal guidelines
- c. 25% match by awarded vendor
  - i. Ineligible costs found on page 53
  - ii. Match can be in-kind rather than actual money/revenue.
  - iii. Example: Donated salaries
  - iv. Example: Total value of office supplies used
  - v. Example: Travel- mileage/tolls
  - vi. Example: Volunteer hours – page 53 informs that volunteer rates must be identified and how the value was determined.
  - vii. Everything that can be assigned a monetary value that will be used for the project but not charged to the project/agency.
- d. All money must be used to the penny
- e. It is the goal to single award
- f. Funds must be spent by 9/30/2020.
- 6. The State of Delaware has no preference laws in awarding vendors
  - a. As an Example of past awardee: DDC awarded Delaware people first –who put on a self-advocacy conference
    - i. Had break out sessions with presentations about self-advocacy
- 7. It was encouraged that proposals be concise with plain language
- 8. The final decision regarding award must be approved by DDC Council
- 9. [Mymarketplace.de.gov](http://Mymarketplace.de.gov) is a useful resource for contracting information

The following are answers to direct questions asked at the Pre-Bid meeting.

- 1. How are the funds provided to the vendor?
  - a. The funding is on a repayment schedule.
    - i. Expenditure form (provided after award) must be submitted by the 15<sup>th</sup> of the month for previous months expenses.
    - ii. Approximately 2 weeks turn around
- 2. Are there any objections to partnerships?
  - a. There is a section regarding partnerships in the RFP
    - i. Page 8 section 13
    - ii. Page 10 subcontracting