

State of Delaware

Division of Social Services

HSS-14-035

Request for Information: Indigent and Deceased Infants Burial/Cremation Services

Key Dates

Release Date: May 27, 2014

Response Date: July 14, 2014

Purpose

The purpose of this RFI is to provide the Division of Social Services (DSS) with information regarding the process for an indigent cremation. DSS invites vendors to submit their capabilities and interests relative to this Request for Information (RFI). DSS may reference this material as indicative of industry capabilities and in the event DSS issues a Request for Proposal (RFP), DSS may use this material to facilitate the development of the RFP or the establishment of standards and policies.

Background

Legislation was recently passed to allow for cremation of adult indigents in the State of Delaware. We currently receive approximately 6 requests a month for cremations that we are unable to honor.

Information Requested

The information provided must have, but is not limited to, the following:

- Who is legally authorized to give consent for cremation
- Process of a cremation from receipt of body to final step

RFI Obligations

The RFI is a request for information only. There will be no contract awarded as a result of the RFI. Nothing in the materials vendors provide, further referred to as Vendor Information Packages (VIP), as a response to this RFI nor DSS' remarks or responses to the VIP's of any individual vendor, will be considered binding for a future contract.

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Contact Person and Submission

DSS is the sole point of contact with regard to all QUESTIONS relating to the scope of services relating to this RFI. Questions should be forwarded to Dana Chant via email at :dana.chant@state.de.us

DHSS Procurement will serve as the recipient and point of contact for RFI submissions and submission related questions.:

Kieran Mohammed
DHSS Procurement Administrator 1901 N DuPont Hwy Herman
Holloway Campus
Room 257 , Main Administration Bldg. New Castle , DE 19720

Responses to this RFI should provide a straight-forward concise description of the Vendor's offer to meet the requests of the RFI. Responses should be submitted electronically.

To streamline the review process, the VIP needs to:

- Have a cover letter on the letterhead of the company submitting the VIP. The cover letter must briefly summarize the vendor's ability to provide the services specified and identify all the materials and enclosures being submitted.
- Identify a contact person which includes a phone number and email address.
- Include a table of contents with page numbers for each component of the VIP.
- Reply to the requirements listed with a detailed description of how the Vendor will provide each of the services outlined in this RFI. This part of the VIP should also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFI.

Neither DSS nor the State of Delaware shall be liable for any of the costs incurred by a Vendor in preparing or submitting a VIP. Each VIP should be prepared simply and economically, providing a straight-forward, concise description of the Vendor's ability. Emphasis should be on completeness and clarity of content.

Schedule

RFI Issued: May 27, 2014

Vendor Questions Due: June 13, 2014

Answers to Questions published: June 23, 2014

Vendor Responses Due: July 14, 2014 AT 11:00AM