

## Appendix C – BUSINESS PROPOSAL REQUIREMENTS

Business proposals including budget information must be presented separate from the Technical Proposals.

The proposed annual operating budget is to capture the requirements of the successful vendor in meeting the service requirements of the program. The budget to be submitted as part of this RFP is to reflect the proposed operational costs of providing these services and will not be the basis of reimbursement in the awarded contract. Applicants must submit reasonable budgets based on the resources needed to implement their projects in their specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

Appendix C.1, Budget Workbook Instructions and Appendix C.2 Budget Workbook are provided for your convenience as separate documents via <http://bids.delaware.gov>.

### Organizational Capability

Awarded Contractors will demonstrate organizational capability as mentioned in **Appendix A and described in further detail below**:

- Organization must provide a copy of the last independent A-133 audit, if it is required to conduct A-133 audit according to the federal requirements). If your A-133 audit resulted in administrative findings or corrective actions, the findings/corrective actions must be included in your submission to us along with your organization's response to those findings. Organizations that are not subject to an A-133 Audit must submit their most recent Independent Audit/Evaluation.
- Organization will submit the most recent organizational chart and current Board of Director's roster (if applicable).
- The Department of Health and Social Services, Division of Substance Abuse and Mental Health reserves the right to terminate the contract, based upon merger or acquisition of the Contractor, during the course of the contract. Organizations must include a description of any current or anticipated business or financial obligations, which will coincide with the term of this contract.

### Appendix C.1: RFP Financial Survey

Organizations applying under this RFP must complete the RFP Financial Survey, Appendix C.1 (document can be found at <http://bids.delaware.gov>)

Financial stability as determined by completion of **Appendix C.1** and review of financial information provided by the Applicant; perceived ability to start up and manage the program in the time required using the staff, structure and phase in required in the RFP. Financial stability should be demonstrated through production of balance sheets and income statements or other generally accepted business record for the last 3 years that includes the following: the Applicant's Earnings before Interest & Taxes,

Total Assets, Net Sales, Market Value of Equity, Total Liabilities, Current Assets, Current Liabilities, and Retained Earnings.