
**REQUEST FOR PROPOSAL NO. HSS-20-029
AMERICORPS REQUEST
FOR
COMPETITIVE AND FORMULA APPLICATIONS:
2020-2021
FOR
DIVISION OF STATE SERVICE CENTERS**

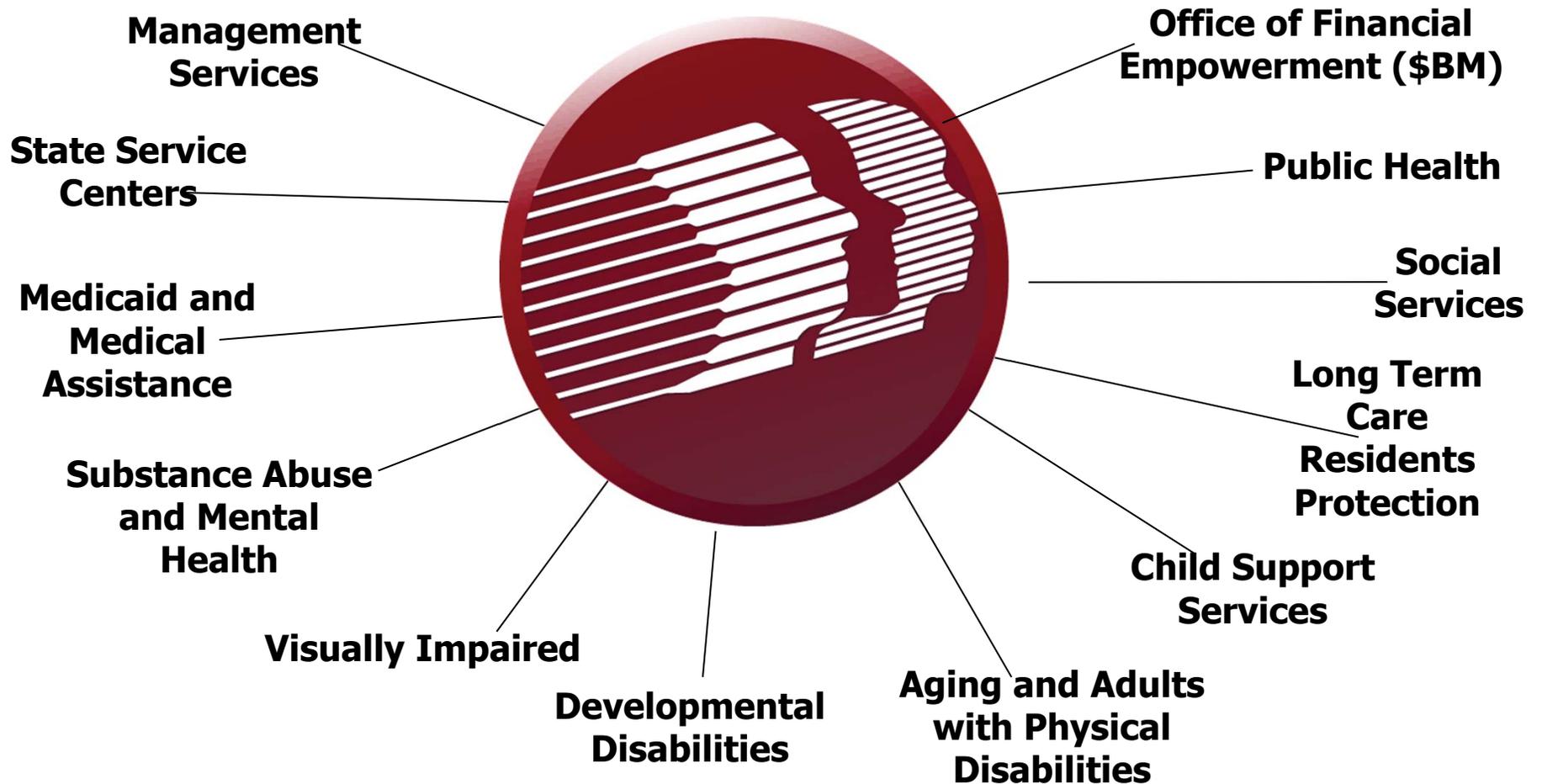


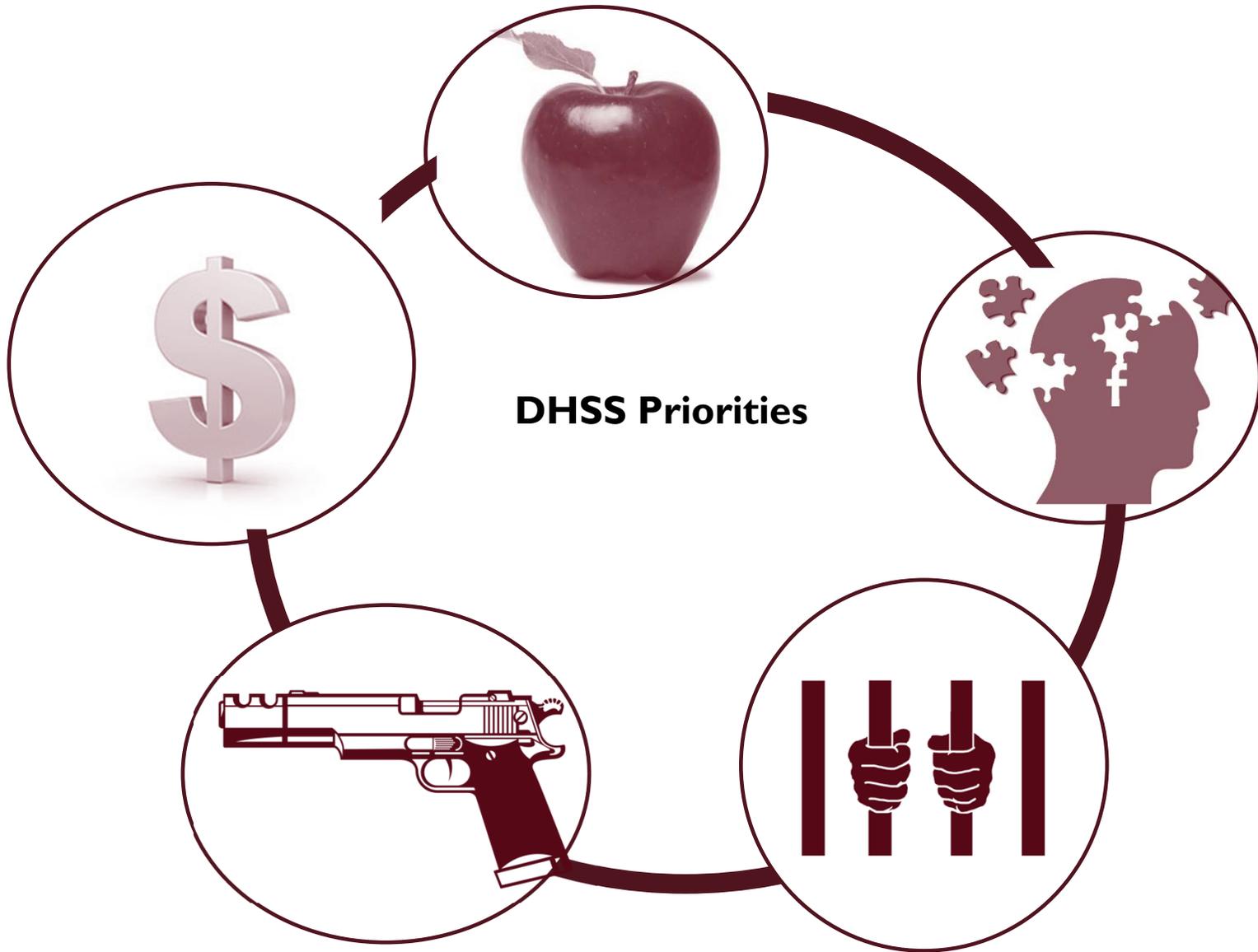
Department of Health and Social Services
Division of State Service Centers

State Office of Volunteerism/AmeriCorps
Competitive, Formula, and Planning Grants

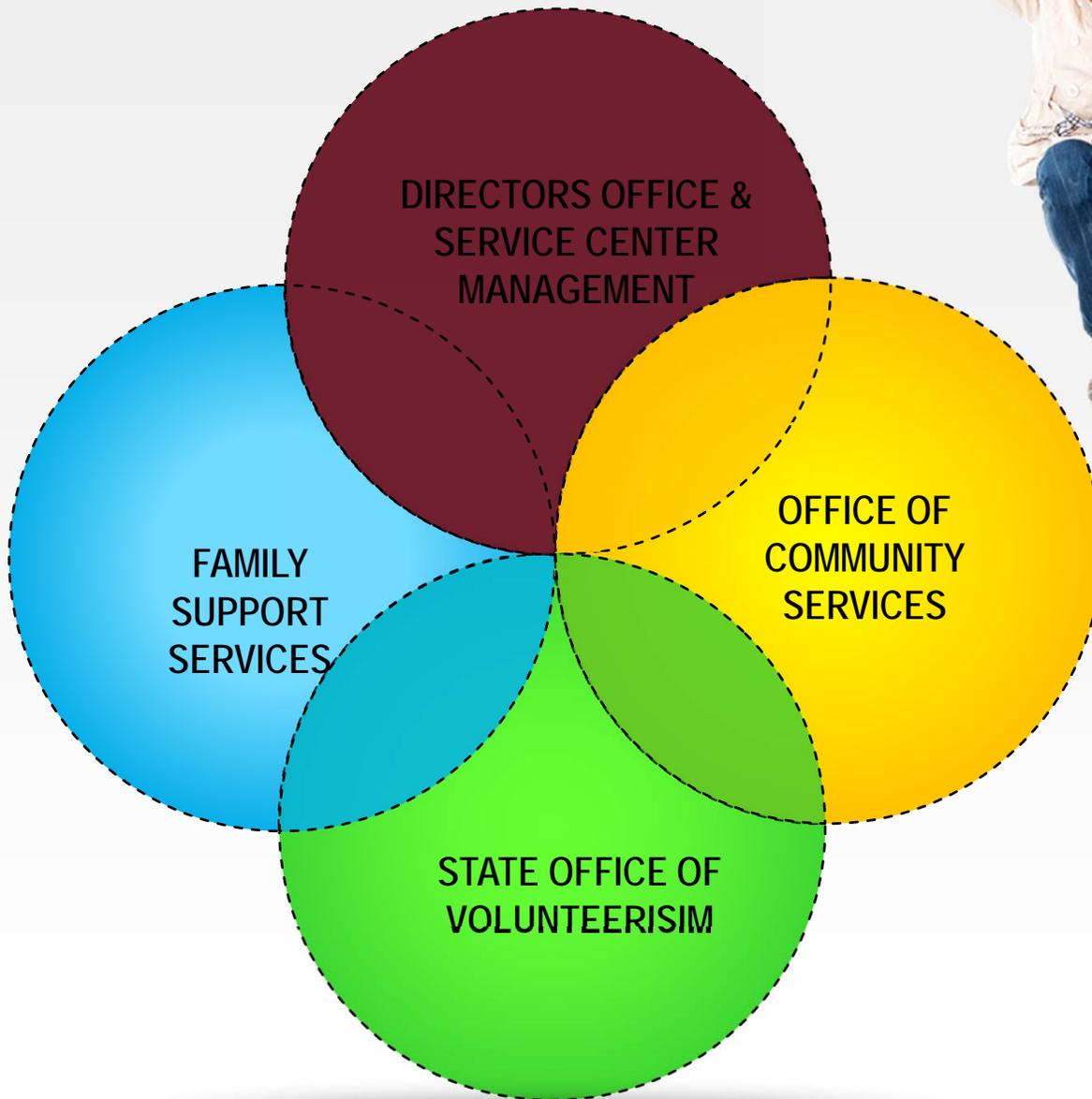
DHSS MISSION: Improve the quality of life for Delaware's residents by promoting health and well-being, fostering self sufficiency and protecting vulnerable populations

ALWAYS USE CAPTIVATING GRAPHICS THAT GET TO THE POINT





Division of State Service Centers



The mission of the Division of State Service Centers is to provide convenient access to human services, assist vulnerable populations, support communities and promote volunteer and service opportunities.

INFORMATION SESSION



This information session will explain the RFP boilerplate, the RFP process and address any questions or concerns from potential bidders.



STAKEHOLDERS



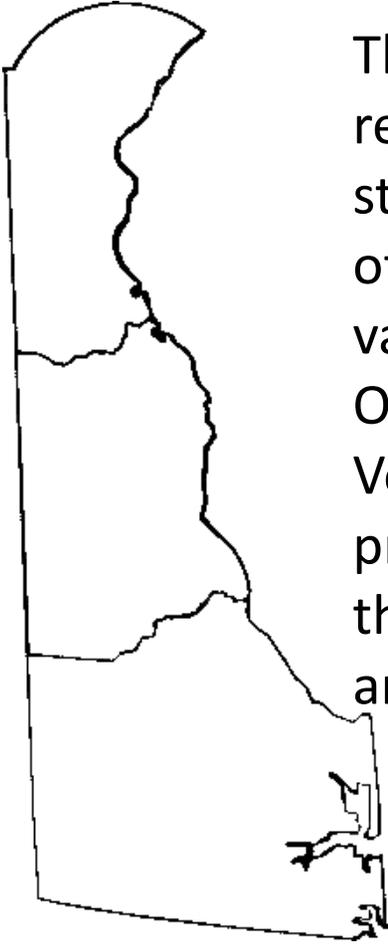
Delaware Health and Social Services

Division of State Service Centers

State Office of Volunteerism

**Governor's Commission on
Community and Volunteer Service**

State Office of Volunteerism



The State Office of Volunteerism (SOV) is Delaware's primary resource for volunteerism and national service. SOV provides statewide leadership for the promotion and encouragement of volunteerism to persons of all ages, and coordinates a variety of volunteer events, including: The Governor's Outstanding Volunteer Awards, and the Governor's Youth Volunteer Service Awards. The State Office of Volunteerism provides coordination and linkages with volunteer programs throughout the state, hosts a Volunteer Service Conference, and manages four direct volunteer service programs.

State Office of Volunteerism programs include:

- AmeriCorps
- Foster Grandparent Program
- Volunteer Delaware 50+
- Volunteer Delaware



Governor's Commission on Community and Volunteer Service (GCCVS)

Established in 2004, by a Governor's Executive Order, The Governor's Commission on Community and Volunteer Service was established to facilitate volunteerism and service initiatives throughout the State of Delaware.

This Act consolidates the Delaware Community Service Commission (federally mandated through the Code of Federal Regulations 45 CFR 2550) with the Council of Volunteer Services.



GCCVS Grant Process



GCCVS is charged with administering the state's process. The process begins with a Request for Proposals (RFP) to solicit proposals that will be considered for submission to either the National Competition or Formula funding

“Competitive funds” compete with others nationally and are decided upon by the Corporation for National and Community Service. A minimum of 20 members is required.

- Applicants that are submitted for competitive funds and are not successful could also be considered for formula funds.

“Formula funds” compete at the state level with others for federal formula funding allotment (based on population) with decisions made by GCCVS in mid to late May. A minimum of 5 members is required. Planning grants are an option.

SCOPE OF SERVICES

AmeriCorps State grants support a broad range of local service programs that engage thousands of Americans in intensive service to meet critical community needs. Applicants should respond to at least one of the Focus Areas (as outlined in the 2018 CNCS Notice of Funding Opportunity), which are:

- Veterans and Military Families
- Economic Opportunity
- Education
- Environmental Stewardship
- Healthy Futures
- Disaster Services



RESPONSE TO RFP

All components listed in this section
are mandatory.

Proposals will be accepted until
11a.m., **May 18, 2020** at which time
the proposals will be opened and
recorded. The proposals must
include:



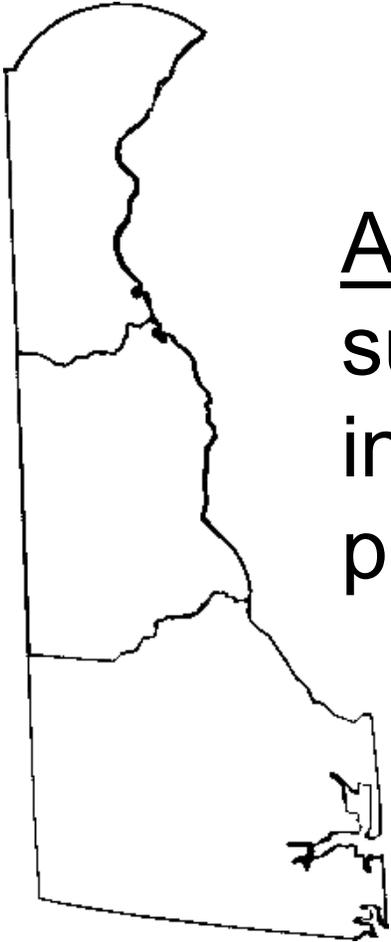
RESPONSE TO RFP



Transmittal Letter



RESPONSE TO RFP



A Transmittal Letter (page 1) briefly summarizes the proposing firm's interest in providing the required professional services.



RESPONSE TO RFP

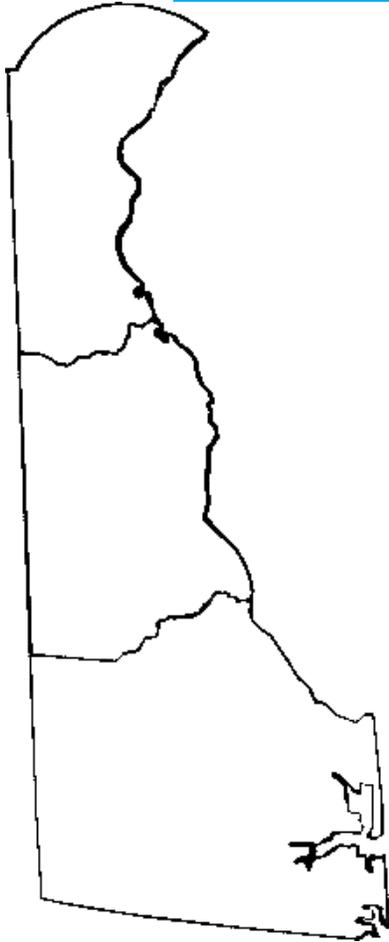


✓ Transmittal Letter

Attachment 2 – Non-Collusion Statement



Attachment 2 - Non-Collusion Statement



NON-COLLUSION STATEMENT

This is to certify that the undersigned Vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, **and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation** submitted this date to the State of Delaware.
Enter Agency Name

It is agreed by the undersigned Vendor that the signed delivery of this bid represents, subject to any express exceptions set forth at Attachment 4, the Vendor's acceptance of the terms and conditions of this solicitation including all specifications and special provisions.

NOTE: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware. Enter Agency Name

COMPANY NAME _____ (Check one)

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Individual

NAME OF AUTHORIZED REPRESENTATIVE _____
 (Please type or print)

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

FEDERAL E.I. NUMBER _____ STATE OF DELAWARE LICENSE NUMBER _____

COMPANY CLASSIFICATIONS: CERT. NO.: _____	Certification type(s)	Circle all that apply	
	Minority Business Enterprise (MBE)	Yes	No
Woman Business Enterprise (WBE)	Yes	No	
Disadvantaged Business Enterprise (DBE)	Yes	No	
Veteran Owned Business Enterprise (VOBE)	Yes	No	
Service Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes	No	

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
 (COMPANY NAME) _____

ADDRESS _____

CONTACT _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES _____ NO _____ if yes, please explain _____

THIS PAGE SHALL HAVE ORIGINAL SIGNATURE, BE NOTARIZED AND BE RETURNED WITH YOUR PROPOSAL

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 _____

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____

This document
 must be
 notarized.

RESPONSE TO RFP



- ✓ Transmittal Letter
- ✓ Attachment 2 – Non-Collusion Statement
- Attachment 3 – Exception Form



Attachment 3 – Exception Form



EXCEPTION FORM

Proposals must include all exceptions to the specifications, terms or conditions contained in this RFP. If the vendor is submitting the proposal without exceptions, please state so below.

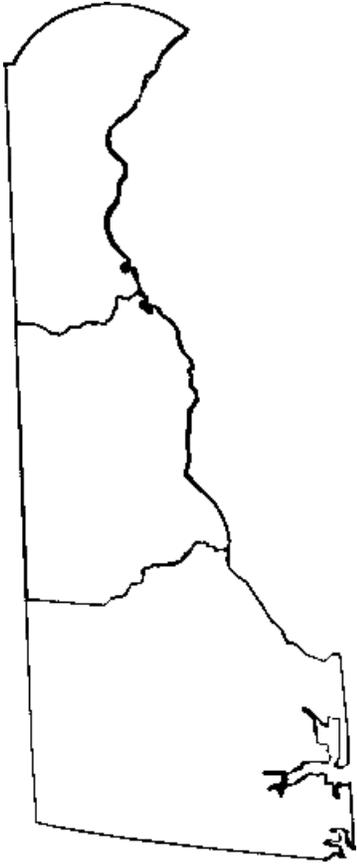
By checking this box, the Vendor acknowledges that they take no exceptions to the specifications, terms or conditions found in this RFP.

Paragraph # and page #	Exceptions to Specifications, terms or conditions	Proposed Alternative

Note: Vendor may use additional pages as necessary, but the format shall be the same as provided above.



RESPONSE TO RFP



- ✓ Transmittal Letter
- ✓ Attachment 2 – Non-Collusion Statement
- ✓ Attachment 3 – Exception Form
- Attachment 4 – Confidential Information Form



Confidential Information Form

By checking this box, the Vendor acknowledges that they are not providing any information they declare to be confidential or proprietary for the purpose of production under 29 Del. C. ch. 100, Delaware Freedom of Information Act.

Confidentiality and Proprietary Information

Note: Vendor may use additional pages as necessary, but the format shall be the same as provided above.



RESPONSE TO RFP



- ✓ Transmittal Letter
- ✓ Attachment 2 – Non-Collusion Statement
- ✓ Attachment 3 – Exception Form
- ✓ Attachment 4 – Confidential Information Form
- Attachment 5 – Business References



RESPONSE TO RFP

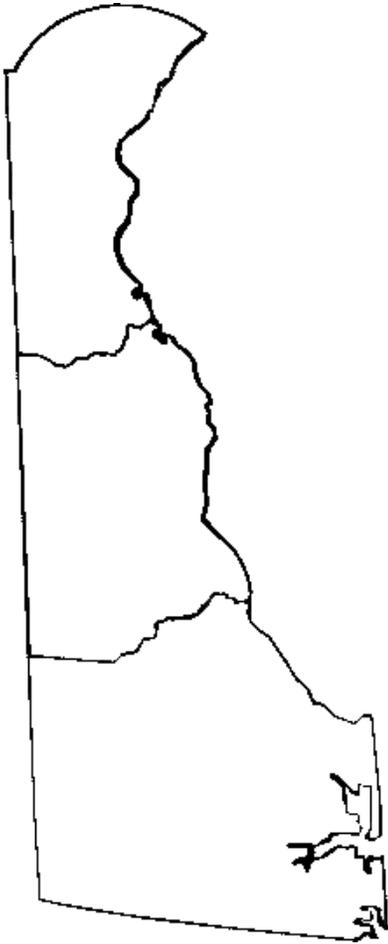


- ✓ Transmittal Letter
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- ✓ Attachment 5 – Business References

Appendix C – Letter of Intent



Appendix C – Letter of Intent



Basic Applicant Info

Type of Applicant (nonprofit, government, etc.): _____

Geographic Area to be Served:

Amount of Funds Requested and Total Project Budget
Number of AmeriCorps members (MSYs) X \$15,479.00

Question 1: Brief Description of Program (300 words)



Appendix C – Letter of Intent

Federal Focus Areas and Priorities

Education

Healthy Futures

Environment Stewardship Veterans and Military Families

Opportunity

Disaster Services

Question 1: Brief Description of Program (300 words):

Appendix C – Letter of Intent



Delaware Expectations of All Programs:

- Disability inclusion in the design and delivery of the program
- A collaborative approach to program planning, design and delivery
- Demonstrated ability to successfully administer an AmeriCorps or other federal grant
- Addressing underserved or areas of extreme poverty that are not currently served by AmeriCorps programs

Question 2: Describe how your program will address these expectations (max 300 words)



RESPONSE TO RFP



- ✓ Transmittal Letter
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- ✓ Attachment 5 – Business References
- ✓ Appendix C – Letter of Intent

Appendix D – Readiness Self-Assessment

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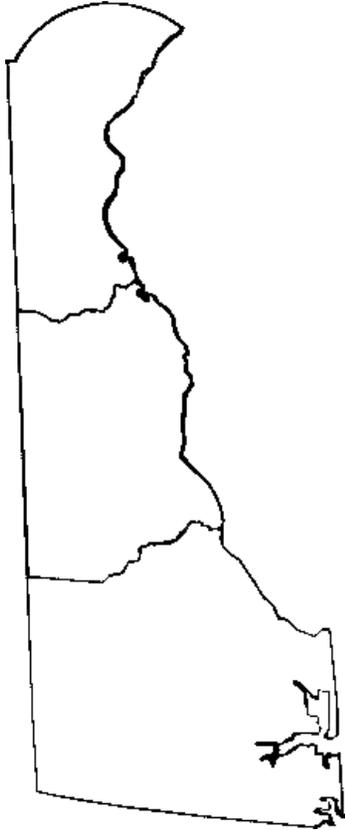


Is My Organization Ready to Apply for an AmeriCorps Grant?

This Readiness Assessment asks simple questions to help you determine whether your organization is poised to successfully apply for and implement an AmeriCorps grant. Read each question carefully and answer honestly. This assessment is a tool to help you plan for the implementation and administration of an AmeriCorps grant-funded program.

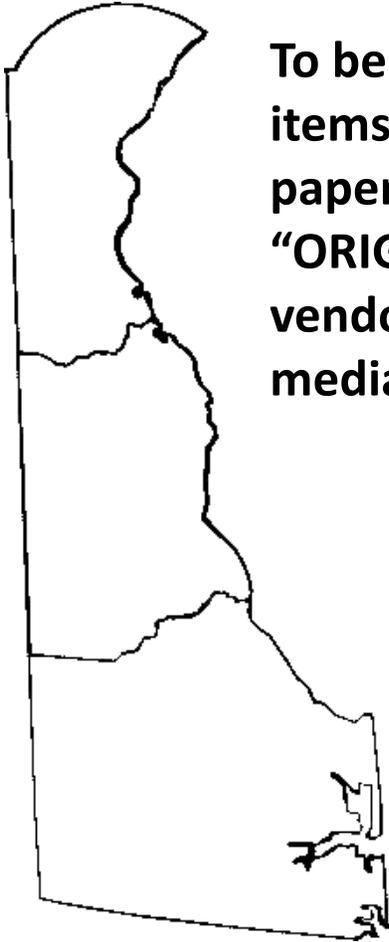
Completion of the assessment does not guarantee AmeriCorps funding through GCCVS or the Corporation for National and Community Service. The Readiness Self-Assessment will be used by GCCVS to determine if the organization is financially ready for an AmeriCorps Grant.

RESPONSE TO RFP



- ✓ Transmittal Letter
- ✓ Attachment 2 – Non-Collusion Statement
- ✓ Attachment 3 – Exception Form
- ✓ Attachment 4 – Confidential Information Form
- ✓ Attachment 5 – Business References
- ✓ Appendix C – Letter of Intent
- ✓ Appendix D – Readiness Self-Assessment
- ✓ Appendix E – Budget Narrative
- ✓ Appendix F – Verification of SAM.GOV Registration

RESPONSE TO RFP



To be considered, all proposals must be submitted in writing with items outlined in the RFP. Each proposal must be submitted with 2 paper copies. One (1) paper copy must be an original copy, marked “ORIGINAL” on the cover, and contain original signatures. The vendor must also provide three (3) electronic copies on CD or DVD media disk. **USB memory drives are not acceptable.**

Proposals are to be delivered to:

Kimberly Jones

Division of Management Services

Delaware Health and Social Services

Main Administration Building, Sullivan Street

Second Floor, Room 257

1901 N. DuPont Highway, New Castle, DE 19720

The selected proposals will be notified of award by June 16th and will be eligible to submit the Application for CNCS funding.

TIMELINE

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

Public Notice Date: March 18, 2020

Deadline for Questions Date: April 22, 2020

Response to Questions Posted by: April 29, 2020

Deadline for Receipt of Proposals Date: May 18, 2020
at 11:00 AM (Local Time)

Estimated Notification of RFP Award Date: June 16, 2020

Please Remember

Restrictions on Communications with State Staff

From the issue date of this RFP until a contractor is selected and the selection is announced, bidders are NOT allowed to contact any Division of State Service Centers staff, except those specified in this RFP, regarding this procurement. Contact between contractors and Charles A. Harris is restricted to emailed or faxed questions concerning this proposal. Questions must be submitted in writing and will be addressed in writing.

Questions are due by April 22nd. The complete list of questions and their answers will be released via e-mail or fax to the vendors that submitted any questions or participated in the webinar information sessions. The complete list of questions and their answers will also be posted on the internet, April 29th at <http://bids.delaware.gov>.

Following the questions deadline, bidder communication is limited to Kimberly Jones, Purchasing Services Administrator, Delaware Health and Social Services, via email: Kimberly.Jones@state.de.us

