

**DIVISION OF VOCATIONAL REHABILITATION
REQUEST FOR PROPOSALS-FY 2012-2013
SELF EMPLOYMENT CONSULTING SERVICES**

PLEASE TAKE NOTICE that the Division of Vocational Rehabilitation (DVR) is seeking proposals to provide self employment services for DVR staff and clients as needed. Successful offerors will be awarded contracts to provide self employment services for two years - August 1, 2011 through July 31, 2013 in the State of Delaware. The services for which proposals are sought are:

- **Self-Employment Consulting Services**

Instructions for proposal submission.

Offerors shall submit Three (3) copies of proposal, consisting of an up to date resume or curriculum vitae, along with Delaware business license, and hours/days of service offered at the identified rate per hour. Instructions for proposal submission and proposal evaluation criteria are included in the RFP Package, which shall be provided to any interested party upon request from Daniel Madrid, Division of Vocational Rehabilitation, 4425 North Market Street, Wilmington, DE 19809, Tel. (302) 761-8275; FAX (302) 761-6611, Daniel.madrid@state.de.us. Failure to comply with instructions will result in the proposal being rejected, without further review, as not conforming to the RFP requirements.

Multiple Source Contracts.

The Division of Vocational Rehabilitation reserves the right to award a contract to more than one offeror.

Proposal Evaluation.

Proposals will be evaluated based upon experience, expertise, demonstrated ability, availability, and description of services meeting the RFP requirements.

Deadline for submitting Proposals.

Three (3) copies of each **sealed** proposal shall be delivered by **July 15, 2011 at 4:30 p.m.** at the Central Office of the Division of Vocational Rehabilitation, located on the third floor of the **Department of Labor Fox Valley site, 4425 N. Market Street, P.O. Box 9969, Wilmington, DE 19809-0969** to the attention of Daniel Madrid, Vendor Specialist.

Opening of Proposals. Sealed proposals will be opened on **July 18, 2011 at 10:00am**, 3rd floor conference room, at the DVR Central Office located in Fox Valley, 4425 North Market Street, Wilmington, Delaware. The time and place for opening sealed proposals may be extended upon two days notice to all offerors who have submitted a proposal.

Please address any questions regarding this Request for Proposals to Daniel Madrid or Ed Tos at (302) 761-8275.