

**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.

**DIVISION OF VOCATIONAL REHABILITATION
REQUEST FOR PROPOSAL**

DESCRIPTION OF SERVICE

The Division of Vocational Rehabilitation (DVR) is seeking proposals to provide self employment consulting services. The following is a description of specific services covered under the Request for Proposals:

Self-Employment Consulting Services.

1. Assist individuals to prepare, revise, and implement business plans for self-employment;
2. Conduct evaluation of individuals' proposals for self-employment, and issue recommendation to DVR counselor following DVR Self-Employment Policy Guidelines;
3. Provide business guidance to individuals regarding development of business, marketing products, establishing and following a budget, implementing a business plan, and other activities relating to planning, developing, implementing and operating a business or self-employment operation.
4. Provide written and oral feedback and guidance to DVR Counselor regarding business planning, development and implementation.

**DIVISION OF VOCATIONAL REHABILITATION
INSTRUCTIONS FOR PROPOSAL - FY 2011**

I. INFORMATION FOR OFFERORS

This packet is designed to assist interested individuals who wish to submit proposals for Self-Employment Consultant Services for the Division of Vocational Rehabilitation (DVR).

II. INSTRUCTIONS FOR PROPOSALS

1. Offerors who submit are encouraged to follow the guidelines provided in this packet. Proposals shall be typewritten. Proposals, to be approved, must conform to the specifications, evaluation criteria, and acceptance requirements set forth in the RFP Package.
2. Three (3) copies of each proposal shall be submitted to DVR in writing, in conformity with and signed by the responsible party for offeror.
3. Proposals shall include:
 - ◆ Three copies of an up to date resume or curriculum vitae.
 - ◆ Hours/days of service(s) offered at the identified rate per hour.
 - ◆ Copy of current business license.
 - ◆ Completed proposal summary included in the RFP package.
4. The proposal must be delivered in a sealed package or envelope.

Contents of Resume/Curriculum Vitae:

Each resume/curriculum vitae shall:

- ◆ Describe offeror's experience and training relevant to the services identified in the Request for Proposal.
- ◆ Address the elements of the description of services.
- ◆ Describe your performance history as related to the services in the proposal.

Price Information:

Each proposal must state offeror's agreement to accept the fee identified in the Description of Services, and identify the number of hours, days, weeks you will be available to provide the services in the proposal.

Deadline for submitting Proposals:

The deadline for receipt of Three (3) of each sealed proposal is **July 15, 2011 at 4:30 p.m.** at the Central Office, Division of Vocational Rehabilitation, third floor of the Department of Labor, 4425 N. Market Street, P.O. Box 9969, Wilmington, DE 19809-0969 to the attention of Daniel Madrid, Vendor Specialist.

Evaluation and Selection of Proposals:

The Division of Vocational Rehabilitation may determine that it is in the best interest of the State to enter into contract with two (2) or more offerors for the service identified in this Request for Proposal.

Required Documents:

1. Curriculum vitae/ resume.
2. Proof of certification or results of testing.
3. Proposal information Summary.
4. Proof of Delaware Business License.

PROPOSAL INFORMATION SUMMARY

Name and Address of Offeror:

Name

Street Address

City, State

Telephone: H: _____ W: _____ FAX: _____

Proposal services offered:

Self-Employment Consulting Services

Fee Proposal:

Price per hour of service offered: **\$55.00**

Days/Hours of services offered:

Total weekly hours offered: _____

Days/Hours offered: _____

Certificate of information and authorized signature:

I hereby certify that to the best of my knowledge all information contained in the application is accurate and complete, that this is a valid proposal and that I am legally authorized to provide the services proposed in Delaware.

(Signature)

(Date)

(Name)

(Title)

PROPOSAL EVALUATION/ SCORING

Scoring.

Each proposal will be scored using the selection criteria, and relative points for each section.

Offeror: _____
Service: _____

Rater: _____

ITEM	SCORE	COMMENTS
A. Responsibility of Offeror.	25%	
1. Offeror's financial condition, management, and physical facilities are adequate to provide the services identified in the proposal.		
2. Offeror has a demonstrated record of performance and integrity with respect to the services in the proposal, including relationships, administration staff and with DVR.		
3. Offeror has identified qualified personnel and appropriate credentials/certifications necessary to provide the services identified in the proposal.		
B. Description of Services	50 %	
Describes of activities to be provided with participants, and DVR.		
Description of service provided meets RFP requirements.		
Describes: staff expertise, and services provided.		
C. Availability to provide services	25 %	
Weekly hours are reasonable and meet DVR needs.		
Total Score (Possible 100 points) Likely to be accepted ____ Unacceptable ____		