

**DIVISION OF VOCATIONAL REHABILITATION  
FY 2012-2013 REQUEST FOR PROPOSALS**

**VOCATIONAL REHABILITATION SERVICES NOTICE**

**PLEASE TAKE NOTICE THAT** The Division of Vocational Rehabilitation (DVR) is requesting proposals for **vocational rehabilitation services** for individuals with disabilities who are DVR consumers. DVR shall enter into purchase of service contracts effective October 1, 2011 through September 30, 2013. Parties interested in submitting a proposal to the Division of Vocational Rehabilitation, may contact Daniel Madrid, DVR Program Specialist, at 302-761-8281 or [Daniel.Madrid@state.de.us](mailto:Daniel.Madrid@state.de.us) to request the RFP application packet.

**Instructions for Proposal Submission:**

Instructions for proposal submission, descriptions of services and specifications are included in the RFP Package, which shall be provided to any interested party upon request to Daniel Madrid, Division of Vocational Rehabilitation, 4425 N. Market St, Wilmington, DE 19809, Tel. (302) 761-8281; Fax (302) 761-6611; Email [Daniel.madrid@state.de.us](mailto: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:**

DVR may award a contract to multiple offerors.

**Optional Pre-Proposal Offerors' Meeting:** An optional pre-proposal meeting shall be held by DVR on **July 14<sup>th</sup>, 2011, at 1:00 p.m.** at the Department of Labor, Fox Valley location in Wilmington, Delaware at the Training Annex Building. At the meeting, any and all interested parties will be provided an opportunity for discussion for the purpose of clarification to assure full understanding of and responsiveness to the request for proposals.

**Deadline for Submitting Proposals:** The deadline for receipt of **seven (7)** copies of each **sealed** proposal is **August 5th, 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 for services offered will be opened on **August 10th 9:00 a.m.** 3<sup>rd</sup> floor conference room, at the DVR Central Office located in Fox Valley, 4425 North Market Street, Wilmington, Delaware.

**Proposal Questions:** Parties interested in submitting a proposal to the Division of Vocational Rehabilitation, may contact Daniel Madrid or Ed Tos at 302-761-8275 for guidance on the process.