

**DIVISION OF VOCATIONAL REHABILITATION
REQUEST FOR PROPOSALS-FY 2012-2013
PROFESSIONAL SERVICES, SIGN LANGUAGE INTERPRETING AND COORDINATING
SERVICES**

(Under the Laws of the State of Delaware, Title 29, Chapter 69, Subchapter VI of the Delaware Code)

PLEASE TAKE NOTICE that the Division of Vocational Rehabilitation (DVR) is seeking proposals to provide twenty hours (20) per week of sign language interpreting and coordinating services for DVR staff and clients as needed. Successful offerors will be awarded contracts to provide sign language interpreting and coordinating services for two years - January 1, 2012 through December 31, 2013 in the State of Delaware.

The following is a description of specific services covered under the Request for Proposals.

Sign Language Interpreting/Coordinating Services:

1. Providing sign language interpreter services for DVR staff and for others as directed by DVR.
2. Provide scheduling services to coordinate sign language interpreting needs for DVR staff and consumers.
3. Secure the services of other sign language interpreters as required by DVR.
4. Educate DVR staff, vendors, contractors and consumers on deaf culture, community based resources and ASL services available in the State of Delaware.
5. Interpreter shall maintain absolute confidentiality of all information acquired in the course of providing sign language interpreting services, including information relating to the Division of Vocational Rehabilitation, DVR personnel, DVR applicants and clients.

Unit of Service:

Per hourly rate as negotiated by offeror and DVR.

Instructions for proposal submission:

Instructions for proposal submission are more particularly described in Appendix A of this notice and can also be obtained from www.bids.delaware.gov. 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 the responsibility of the offeror (50%), the description of services submitted meeting RFP requirements (30%) and the cost of services (20%). The evaluation criteria are described in further detail in Appendix B of this notice.

Deadline for submitting Proposals:

Three (3) copies of each **sealed** proposal shall be delivered by **December 16, 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 **December 20, 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.

Office of Minority and Women Business Enterprise:

If you consider yourself a Minority and/or Women Business Owned Enterprise in the State of Delaware, we encourage you to apply to:

Enterprise Business Park
100 Enterprise Place, Suite 4
Dover, DE 19904
SLC: D100
302-857-4554

<http://gss.omb.delaware.gov/omwbe/index.shtml>

Please address any questions regarding this Request for Proposals to Daniel Madrid at (302) 761-8275, Daniel.madrid@state.de.us.

APPENDIX A
DIVISION OF VOCATIONAL REHABILITATION
INSTRUCTIONS FOR PROPOSALS - FY2012-2013
SIGN LANGUAGE INTERPRETING AND COORDINATING SERVICES

I. INFORMATION FOR OFFERORS:

This packet is designed to assist interested individuals who wish to submit proposals for Sign Language Interpreting/Coordinating Services to 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:
 - a. An up to date resume or curriculum vitae,
 - b. Proof of certification or results of testing,
 - c. Hours/days of service offered at the identified rate per hour,
 - d. Copy of current Delaware business license,
 - e. Copy of liability insurance,
 - f. Completed proposal information summary included in the RFP package.
4. The proposal must be delivered in a sealed package or envelope.

III. CONTENTS OF RÉSUMÉ/CURRICULUM VITAE:

Each resume/curriculum vitae shall:

- ◆ describe offerors 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.

IV. PRICE INFORMATION:

Each proposal must state offeror's fee(s) for service and identify the number of hours, days, weeks you will be available to provide the services in the proposal.

V. DEADLINE FOR SUBMITTING PROPOSALS:

The deadline for receipt of **Three (3)** of each sealed proposal is **December 16th, 2011 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.

VI. 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.

PROPOSAL INFORMATION SUMMARY

Name and Address of Offeror

Name

Street Address

City, State

Telephone: H: _____ W: _____ FAX: _____

Proposal services offered:

Sign Language Interpreter Services

Fee Proposal:

Price per hour of service offered: \$ _____

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)

APPENDIX B PROPOSAL EVALUATION/ SCORING

Scoring.

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

Offeror: _____ **Rater:** _____
Service: _____

ITEM	SCORE	COMMENTS
A. RESPONSIBILITY OF OFFEROR	50%	
<p><i>Considerations:</i> Offeror's financial condition, management, and physical facilities are adequate to provide the services identified in the proposal. Offeror has a demonstrated record of performance and integrity with respect to the services in the proposal. Offeror has identified qualified personnel and appropriate credentials/certifications necessary to provide the services identified in the proposal.</p>		
B. DESCRIPTION OF SERVICES	30%	
<p><i>Considerations:</i> Describes how services are provided to meet the needs of DVR consumers and staff. Description of service provided meets RFP requirements.</p>		
C. COST OF SERVICES	20%	
<p><i>Consideration:</i> Cost is competitive and reasonable.</p>		
Total Score (Possible 100 points):		

In accordance with the selection criteria, this bid is hereby:

1. Likely to be Accepted _____ 2. Recommended for Negotiation _____ 3. Rejected _____

Reason for rejection:

**1. Non-Responsive/Responsible Offeror ____ 2. The Proposal is Unacceptable ____
 3. The Price is Unreasonable ____ 4. The Proposal is Not Advantageous to DVR/State _____**