

State of Delaware

Department of Safety and Homeland Security
Delaware Developmental Disabilities Council (DDC)

Request for Information Description:
**SHS-18-002-Strat_Plan: Program Ideas and Information
to Address the DDC's 2017-2021 Strategic Plan**

Date:

August 8, 2018

**- *Deadline to Respond* -
August 31, 2018
*4:30 PM (Local Time)***

Date: August 8, 2018

This Request for Information (RFI) will **not** result in award of a competitively bid contract.

The State of Delaware, Delaware Developmental Disabilities Council (DDC) is seeking information and ideas regarding existing or potential programs which will assist the DDC in the completion of its 2017-2021 Strategic Plan objectives. The information gathered may or may not lead to the issuance of a Request for Proposals.

Responses to this Request for Information may be subject to 29 Del.C. ch. 100, The Delaware FOIA law. Each response to this Request for Information should specifically identify any information contained in the response that you deem confidential or proprietary. Responses will remain confidential until such time as a determination is made on whether the State will move forward with a Request for Proposal for any one or more suggestions received. If a decision is made to move forward with a Request for Proposal, the responses to this Request for Information will remain confidential until the completion of the Request for Proposal process.

All responses to this Request for Information shall be submitted in a sealed envelope **clearly displaying the request for information description and vendor name** by August 31, 2018 at 4:30 PM (Local Time).

Responses must be mailed to:

**Delaware Developmental Disabilities Council
Attn: Administrator
410 Federal Street, Suite 2
Dover, DE 19901**

Please review and follow the information and instructions contained in this Request For Information (RFI). Should you need additional information, please contact Stefanie Lancaster at Stefanie.lancaster@state.de.us or Kristin Harvey at kristin.harvey@state.de.us.

I. INTRODUCTION

A. RFI DESIGNATED CONTACT

All requests, questions, or other communications about this RFI shall be made in writing to the State of Delaware, DDC. Address all communications to the person(s) listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid. Vendors should rely only on written statements issued by the RFI designated contact.

**Delaware Developmental Disabilities Council
Attn: Administrator
410 Federal Street, Suite 2
Dover, DE 19901**

Or

Stefanie.lancaster@state.de.us or kristin.harvey@state.de.us

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

B. CONTACT WITH STATE EMPLOYEE

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact(s) regarding this RFI is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their response from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

C. RFI OBLIGATION

The RFI is a request for information only. There will be no contract awarded as a result of this RFI. Nothing in the materials vendors provide, further referred to as Vendor Information Packages (VIP) as a response to this RFI nor the State's remarks or responses to the VIP's of any individual vendor, will be considered binding for a future contract.

D. RFI QUESTION AND ANSWER PROCESS

The State of Delaware will allow written requests for clarification of the RFI and its attachments. All RFI questions shall be received no later than August 15, 2018. All questions will be consolidated into a single set of responses and posted on the State's website at www.bids.delaware.gov by the date of August 22, 2018. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.

Section number

Paragraph number

Page number

Text of passage being questioned

All questions may be submitted by email to: Stefanie.lancaster@state.de.us or kristin.harvey@state.de.us

Or, questions may be submitted by mail to the RFI designated contact address identified above, but must be received by the “no later than” RFI questions deadline specified.

Questions not submitted electronically shall be accompanied by a CD and all questions shall be formatted in Microsoft Word.

II. SCOPE OF WORK

A. PURPOSE / BACKGROUND

The purpose of this RFI is to provide the DDC with information regarding existing or potential programs which will assist the DDC in addressing its 2017-2021 Strategic Plan Objectives. The State of Delaware invites vendors to submit their capabilities and interests relative to this Request for Information (RFI). The State of Delaware may reference this material as indicative of industry capabilities and in the event the State of Delaware issues a Request for Information (RFI), the State may use this material to facilitate the development of the RFP or the establishment of standards and policies.

B. STATEMENT OF NEEDS

The Delaware Developmental Disabilities Council (DDC) is federally funded through the Administration on Intellectual and Developmental Disabilities (AIDD) and is authorized by Public Law 106-402 to address the unmet needs of people with developmental disabilities through system wide advocacy, planning, and capacity building efforts that promote self-determination, integration, and inclusion. More than 60 percent of the Delaware DDC membership consists of individuals with developmental disabilities or their family members. The remainder of Council membership includes advocates and state agency representatives. This diversity enables Delaware DDC to better analyze and improve systems and services within Delaware and ensure that the voices of people with developmental disabilities and their families are heard. The Delaware DDC believes that, given the appropriate supports, all people with disabilities can fully participate in community life. Although people with developmental disabilities have equality under the law; vision and leadership are vital if they are to have equality in their everyday lives. The Delaware DDC strives to create opportunities in the everyday lives of children and adults with developmental disabilities. We are committed to improving the quality of services for this population in Delaware and to serve as an advocate and an instrument of system change.

The DDC is seeking information regarding any existing or potential programs that will assist them in addressing the objectives specified in their 2017-2021 Strategic Plan. The DDC's 2017-2021 Strategic Plan can be found here: <https://ddc.delaware.gov/pdfs/2017-2021%20State%20Plan.pdf>

III. VENDOR INFORMATION PACKAGE (VIP) REQUIREMENTS

A. COVER LETTER

Each VIP response will have a cover letter on the letterhead of the company or organization submitting the response. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFI. The cover letter must also identify a contact person which includes a phone number and email address.

B. DESCRIPTION OF SERVICES AND QUALIFICATIONS

Each response must contain a detailed description of how the Vendor could provide the goods and services outlined in this RFI. This part of the response may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFI.

C. NUMBER OF COPIES WITH MAILING OF RESPONSE

Each VIP response must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk. VIP responses are to be sent to the State of Delaware and received no later than 4:30:00 PM (Local Time) on August 31, 2018. The VIP response may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**Delaware Developmental Disabilities Council
Attn: Administrator
410 Federal Street, Suite 2
Dover, DE 19901**

Any response submitted by US Mail shall be sent by either certified or registered mail. Any response received after the date and time deadline referenced above shall be returned unopened.

D. VENDOR INFORMATION PACKAGE (VIP) RESPONSE

1. SERVICE

Identify which service under Statement of Need, DDC 2017-2021 Strategic Plan, you have the capability to provide. In the event a vendor is capable of providing more than one of the services identified, please separate the VIP response by service.

2. EXPERIENCE

Identify if your company has ever worked with or is a government agency. Include any federal, state or local experience that relates to the services in the Statement of Need.

Identify if you have experience working in the field of disability-related services and programs, particularly in program development and assessment.

3. PRICING

Provide pricing details for any services under the Statement of Need you have the capability to provide.

4. EQUIPMENT / DATA / WEB

Provide details regarding any information technology that is used for any services under the Statement of Need you have the capability to provide.

5. REPORTING

Provide details regarding your capability and willingness to comply with required state and federal reporting requirements.

6. CONFIDENTIALITY

How do you ensure the security of participant information?