

DELAWARE MIGRANT EDUCATION PROGRAM

RFP Vendor Orientation Guidance

DOE27005-MEP

A reference guide to requirements, proposal expectations, and submission procedures.

Delaware
Department of Education

How to Use This Deck

Orientation

Highlights requirements likely to be discussed during a pre-bid meeting. It does not replace the solicitation.

Read the RFP

Review the complete RFP, Appendix B, forms, attachments, addenda, and posted Q&A.

Ask formally

Questions must follow the RFP question process. Rely only on written statements issued through procurement.

Procurement at a Glance

NOV 13

Public Notice

2026

DEC 2

Questions Due

2026

DEC 9

Responses Posted

2026

JAN 5

Proposals Due

2027 • 2:00 PM local time

Estimated Award Notification: February 2027

A pre-bid meeting has not been established for this RFP. Late proposals will not be accepted or considered. Vendors should monitor the State and DDOE bid sites for written Q&A and addenda.

Who May Apply—and for What

Eligible Applicants

Delaware school districts and charter schools (LEAs), and nonprofit or private organizations with which an LEA makes an arrangement.

Geographic Scope

Proposals may cover New Castle County, Kent County, Sussex County, multiple counties, or all three.

Award Structure

DDOE may make one or more awards for individual counties, multiple counties, or all counties.

Multi-County Proposals

Provide a separate program narrative and budget for each proposed county.

What the Summer Program Is Expected to Accomplish

- **Academic Continuity** — Reduce educational disruption from mobility and help migrant students meet the same challenging academic standards expected of other students.
- **Comprehensive Support** — Coordinate instructional and support services addressing language, health-related, cultural, social, and other needs that can interfere with school success.
- **Successful Transitions** — Support school readiness, academic progress, graduation preparation, and transitions to postsecondary education or employment.

Core Program Requirements

Pre-K	Developmental screenings, family education on milestones, school readiness, and kindergarten registration.
Reading & English	Improve reading proficiency and English reading, writing, speaking, and listening using DDOE-approved curricula.
Secondary Students	Provide graduation preparation and other appropriate academic supports.
Priority for Service	Provide intensive supports in addition to the regular program.
Family Engagement	Opening and closing family events in each proposed county; closing event includes individual parent conferences.
Enrichment & Supports	Educational field trips/activities, health information, school supplies/backpacks, and a culinary arts day in each proposed county.

Operating Model: What Vendors Should Plan For

Schedule

Seven consecutive weeks, Monday–Friday, beginning during the last full week of June and concluding in mid-August. Specific dates are set annually by the DDOE MEP Office.

Daily Program

Instruction and age-appropriate activities for Pre-K through high school, with a strong focus on reading and English language proficiency plus enrichment.

Coordination

Plan for registration coordination with the State Migrant Recruiter and bi-weekly check-ins/program evaluation with the State MEP Director.

Staffing, Communication, and PFS Capacity

Instructional Capacity	Employ enough instructional staff to provide appropriate instruction and intensive support for PFS students while maintaining appropriate teacher/student ratios.
Bilingual Support	Employ sufficient bilingual instructional and support staff to communicate effectively with students and families.
Cultural Responsiveness	Staff should communicate with families in English and their languages of origin and be culturally responsive.
Proposal Detail	Identify instructional/support staffing, job descriptions, certifications/licensures of key staff, and personnel responsible for data management.
Pre-Program Training	The awarded organization must participate in a full day of training and co-planning before the summer program begins.

Transportation, Meals, and Attendance

Transportation	Safely transport students in accordance with DDOE School Transportation Regulations. Maintain bus routes no longer than one hour.
Meals	Serve breakfast, lunch, and a snack daily. Explain how meals will be provided and how they will meet CACFP Nutrition Guidelines.
Attendance	Monitor daily attendance, conduct follow-up, document efforts to support continuous participation, and communicate concerns to the DDOE Migrant Recruiter.

Data, Evaluation, and Reporting

Evaluation Plan	Provide a detailed overall program evaluation plan.
Student Performance	Summarize pre/post results from a DDOE-approved curriculum and complete required curriculum-specific reports.
Family Engagement	Document bilingual promotional materials, agendas, sign-in sheets, surveys, interpretation, and other evidence.
Student Records	Maintain individual enrollment/withdrawal and attendance records.
MIS2000	Electronically document supplemental instructional and support services in the DDOE MEP data system.
Collaboration	Identify federal, state, and local resources used to support inter-agency collaboration.

Build the Proposal Around the Scored Criteria

30%	**Goals & Objectives / Program Design**	Show how your design meets required goals and serves the proposed county or counties.
30%	**Project Work Plan & Schedule**	Provide a concrete schedule, logistics, staffing, coordination, enrichment, and service-delivery plan.
20%	**Administration & Reporting**	Demonstrate capacity, qualified staffing, data management, evaluation, and timely responsiveness.
20%	**Budget**	Provide a complete, realistic budget and justification tied to program goals and required activities.

Evaluators cannot assume capabilities that are not described. Be explicit and responsive to each scored item.

Budget Expectations

Complete Budget

Cover program expenses and justify each category by explaining why the expense is necessary and how it relates to program goals and objectives.

County-Level Detail

For multi-county proposals, include a separate budget for each proposed county.

NASDME Participation

Plan for the summer school site director and selected staff to attend; each county project also plans for one Migrant Parent Advisory Council Officer to attend the Parent Strand.

Realistic Pricing

Use the best estimate of time, materials, staffing, and other costs.

Payment basis

Detail all contract costs. Payments are based on defined and measurable milestones and are not made in advance of work performed.

Mandatory Proposal Package: Do Not Miss These Items

Transmittal Letter	Include required attestations and any exceptions.
Scope Response	Respond to the scope of work and evaluation requirements.
Required Attachments	Include all applicable forms. Attachments 2, 3, 4, and 5 are required; Attachment 6 is required if subcontractors will be used.
Federal Forms	Federal Subgrant Application, Federal Budget Form/Workbook, and FFATA form must be submitted to be considered.
References	Provide at least three business references using the required form; State employees may not be used.
Notarization	Attachment 2 (Non-Collusion Statement) must be signed and notarized as required by the form.

Submission Mechanics

Format

Submit one paper copy plus one USB. Failure to use the required format or submission method may result in a proposal being deemed non-responsive.

Delivery

Proposal must be received by January 5, 2027 at 2:00 PM local time at DDOE, 401 Federal Street, Suite 2, Dover, DE 19901.

Package marking

Clearly print “BID ENCLOSED” and “CONTRACT NO. DOE27005-MEP” on the outside of the submission package.

Formal Question-and-Answer Process

Submit Questions	Written questions are due December 2, 2026 through the DDOE Bid Solicitation site identified in the RFP.
Question Format	Identify the section number, paragraph number, page number, and text of the passage being questioned.
Responses	DDOE will consolidate questions and post responses by December 9, 2026; vendor names will be removed.
Official Communications	Rely only on written statements issued through the RFP process. Direct contact with other State employees is prohibited unless authorized.
Addenda	Monitor procurement sites. Revisions to the RFP are binding when formally issued.

Before You Submit: Final Responsiveness Check

County Scope	Is each proposed county clearly identified? For multiple counties, is there a separate narrative and budget?
Program Design	Does the response address every required component, including PFS, family engagement, transportation, meals, staffing, and data?
Scoring Alignment	Can an evaluator quickly find evidence for all four scored criteria?
Forms & Signatures	Are all mandatory attachments included, signed/notarized where required, and unchanged where the form says not to change format?
Budget	Are costs complete, justified, realistic, and separated by county when applicable?
Delivery	Will the package arrive before the deadline in paper + USB format with the correct exterior marking?

Important Procurement Reminder

This deck is an orientation aid only.

It does not amend, replace, or supersede the RFP, Appendix B, attachments, posted written responses, or addenda. Vendors are responsible for reviewing the complete solicitation and meeting all mandatory requirements.

When in doubt: submit a formal written question by the stated deadline.