

**REQUEST FOR PROPOSAL NO. HSS-25-008
AMERICORPS
COMPETITIVE AND FORMULA GRANT
APPLICATIONS: 2025-2026
FOR
DIVISION OF STATE SERVICES**

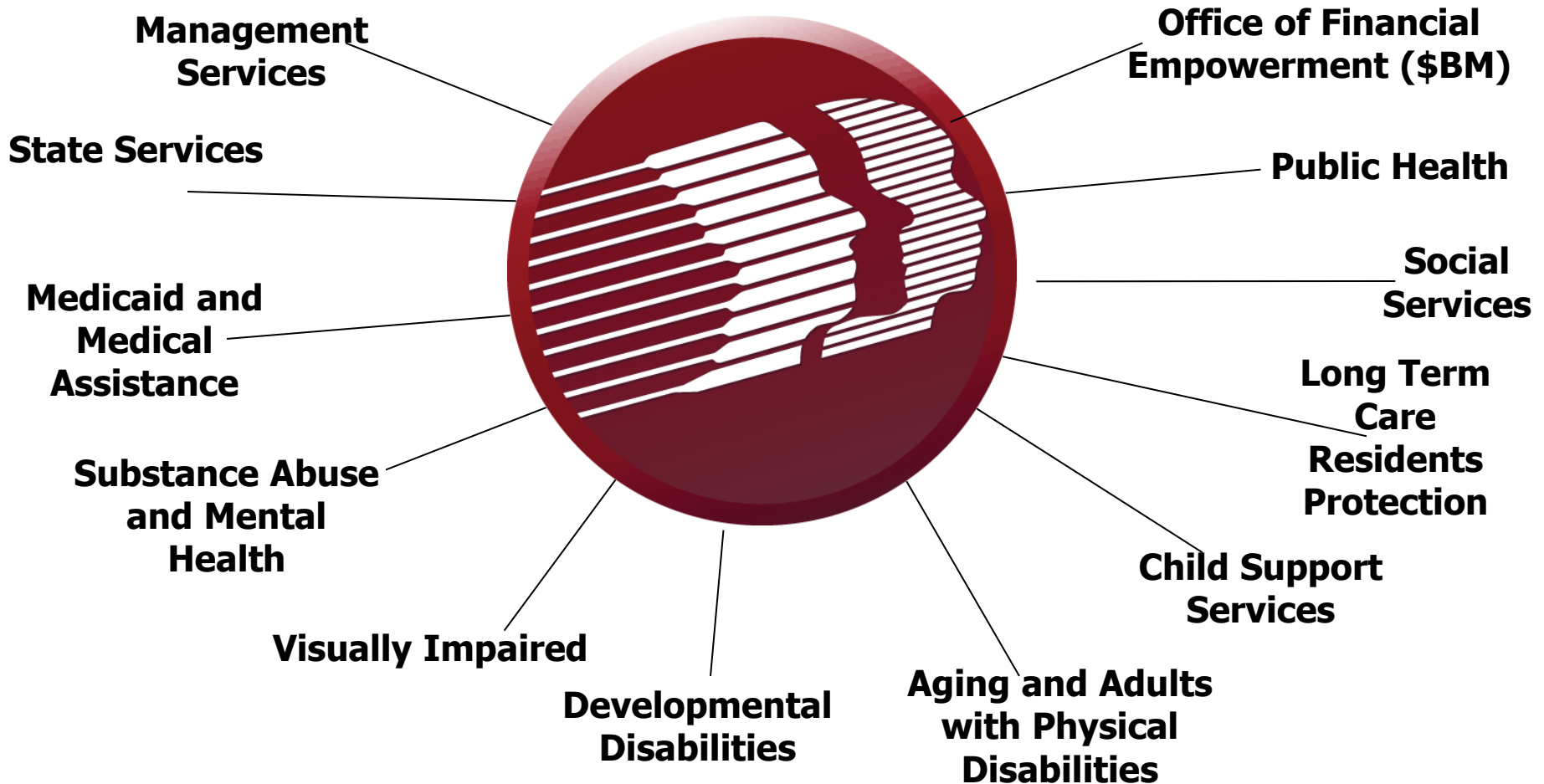


Department of Health and Social Services
Division of State Services

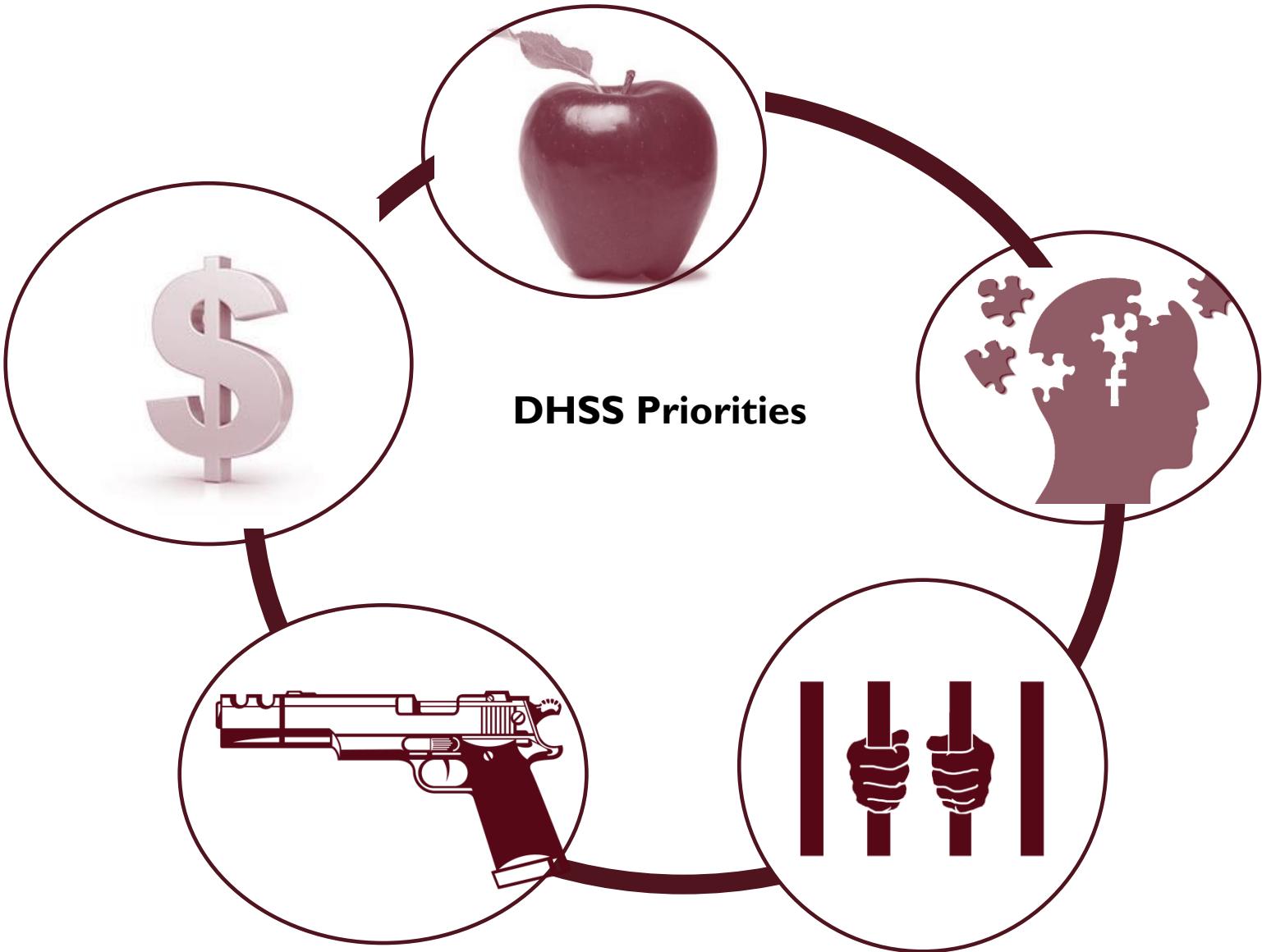
State Office of Volunteerism/AmeriCorps
Competitive, Formula and Planning Grants

DHSS MISSION: Improve the quality of life for Delaware's residents by promoting health and well-being, fostering self sufficiency and protecting vulnerable populations

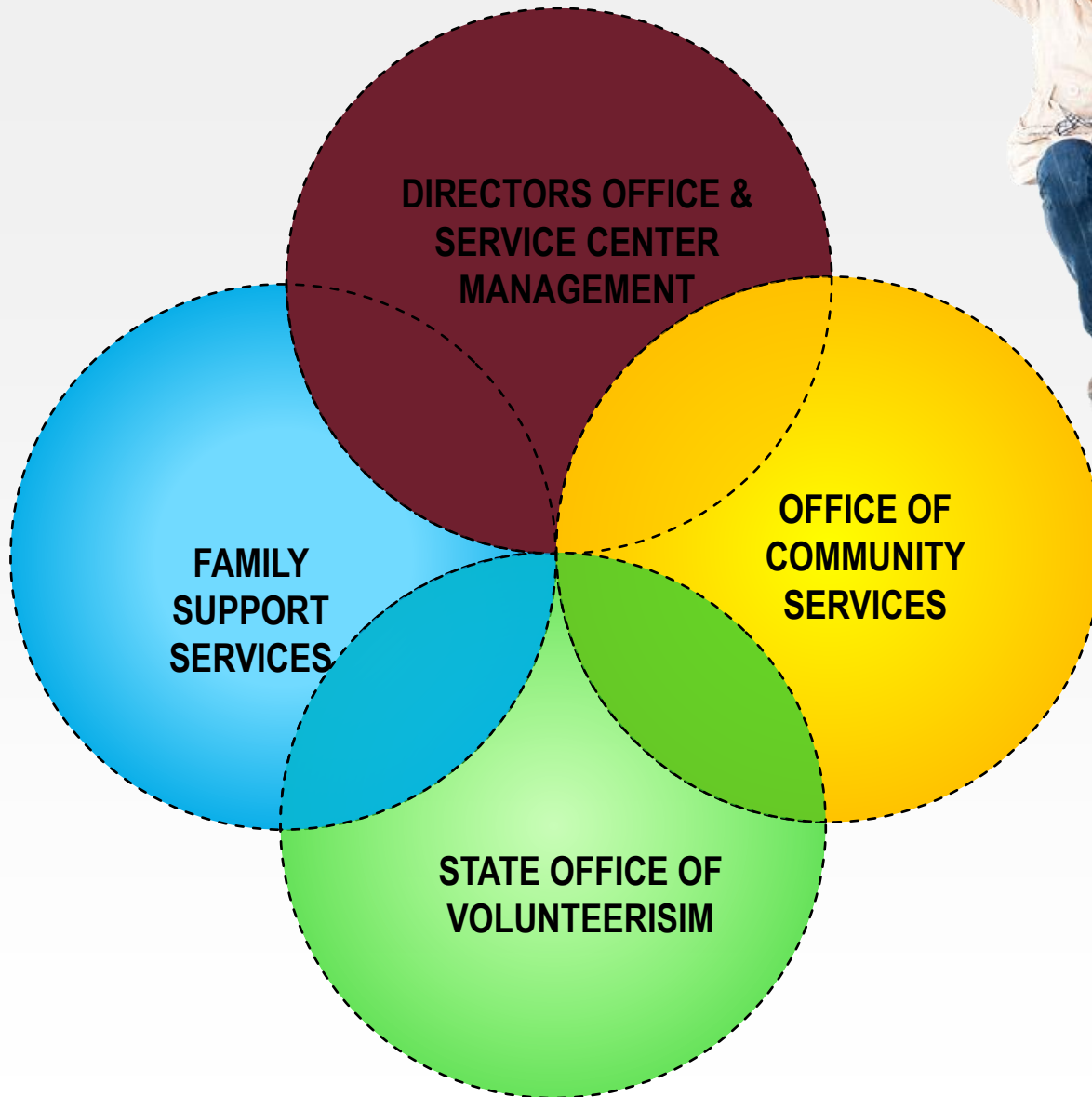
ALWAYS USE CAPTIVATING GRAPHICS THAT GET TO THE POINT



DHSS Priorities

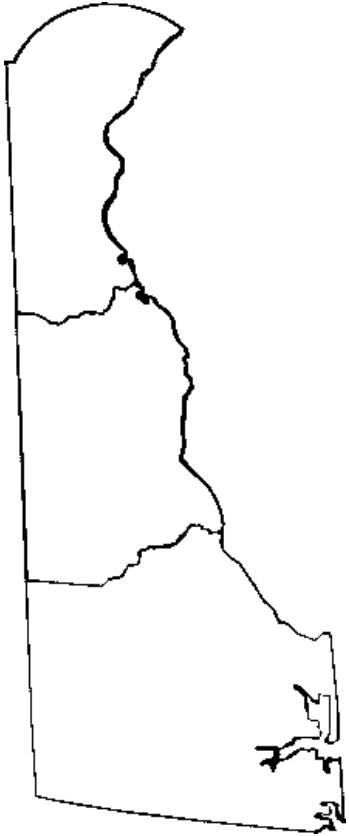


Division of State Services



The mission of the Division of State Services is to provide convenient access to human services, assist vulnerable populations, support communities and promote volunteer and service opportunities.

INFORMATION SESSION



This information session will explain the RFP boilerplate, the RFP process and address any questions or concerns from potential bidders.



STAKEHOLDERS



Delaware Health and Social Services

Division of State Services

State Office of Volunteerism

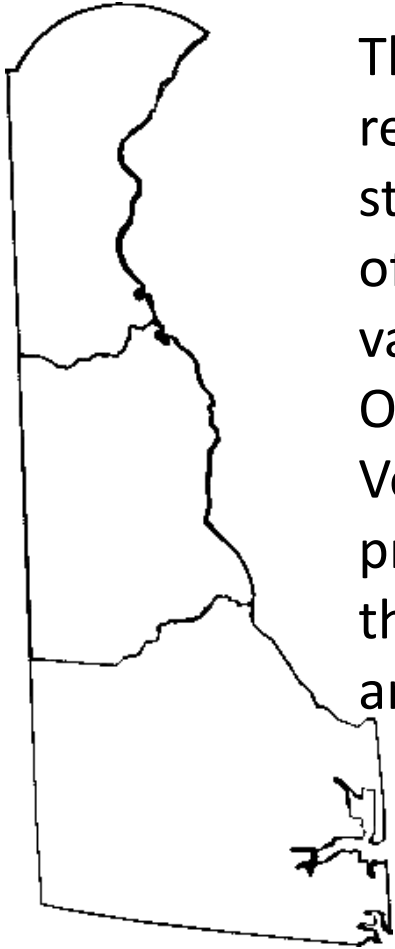
**Governor's Commission on
Community and Volunteer Service**

State Office of Volunteerism

The State Office of Volunteerism (SOV) is Delaware's primary resource for volunteerism and national service. SOV provides statewide leadership for the promotion and encouragement of volunteerism to persons of all ages, and coordinates a variety of volunteer events, including: The Governor's Outstanding Volunteer Awards, and the Governor's Youth Volunteer Service Awards. The State Office of Volunteerism provides coordination and linkages with volunteer programs throughout the state, hosts a Volunteer Service Conference, and manages four direct volunteer service programs.

State Office of Volunteerism programs include:

- AmeriCorps
- Foster Grandparent Program
- Volunteer Delaware 50+
- Volunteer Delaware





Governor's Commission on Community and Volunteer Service (GCCVS)

Established in 2004, by a Governor's Executive Order, The Governor's Commission on Community and Volunteer Service was established to facilitate volunteerism and service initiatives throughout the State of Delaware.

This Act consolidates the Delaware Community Service Commission (federally mandated through the Code of Federal Regulations 45 CFR 2550) with the Council of Volunteer Services.

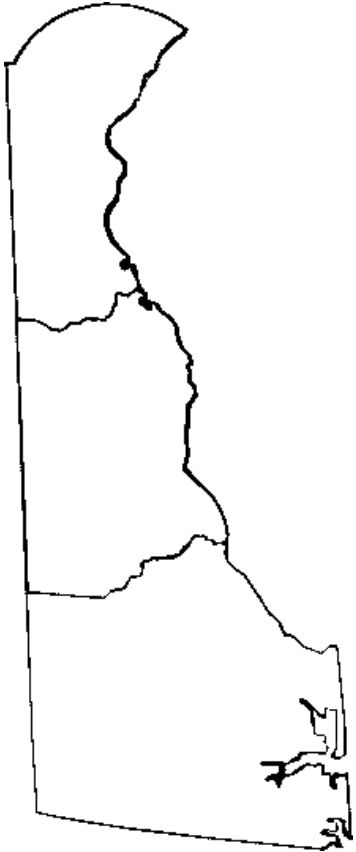
GCCVS Grant Process

GCCVS is charged with administering the state's process. The process begins with a Request for Proposals (RFP) to solicit proposals that will be considered for submission to either the National Competition or Formula funding

“Competitive funds” compete with others nationally and are decided upon by the Corporation for National and Community Service. A minimum of 20 members is required.

- Applicants that are submitted for competitive funds and are not successful could also be considered for formula funds.

“Formula funds” compete at the state level with others for federal formula funding allotment (based on population) with decisions made by GCCVS in mid to late May. A minimum of 5 members is required. Planning grants are an option.



SCOPE OF SERVICES

AmeriCorps State grants support a broad range of local service programs that engage thousands of Americans in intensive service to meet critical community needs. Applicants should respond to at least one of the Focus Areas (as outlined in the 2025 CNCS Notice of Funding Opportunity), which are:

Veterans and Military Families

Economic Opportunity

Education

Environmental Stewardship

Healthy Futures

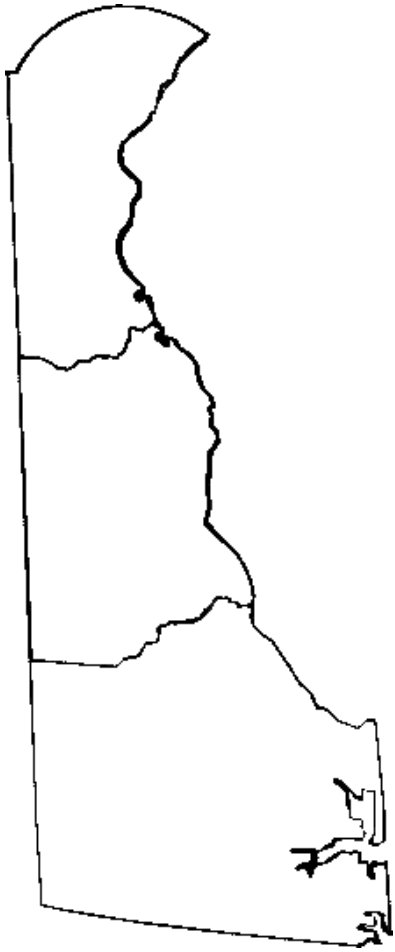
Disaster Services



RESPONSE TO RFP

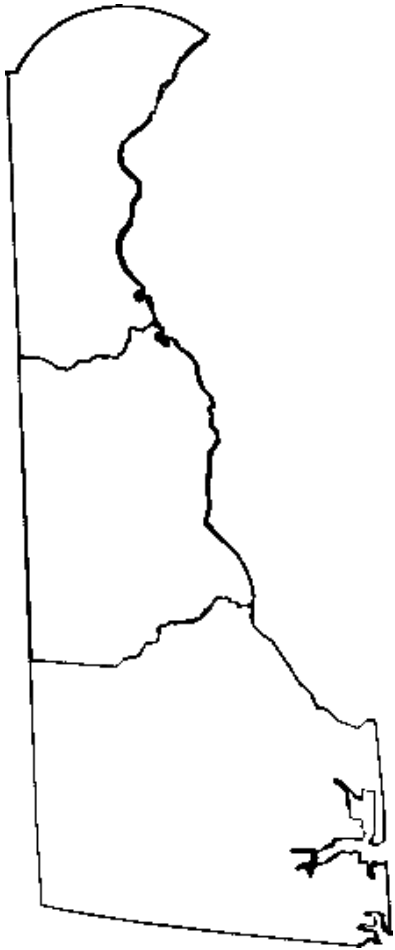
All components listed in this section
are mandatory.

Proposals will be accepted until 1
PM EST on December 10, 2024,
at which time the proposals will be
opened and recorded. The
proposals must include:

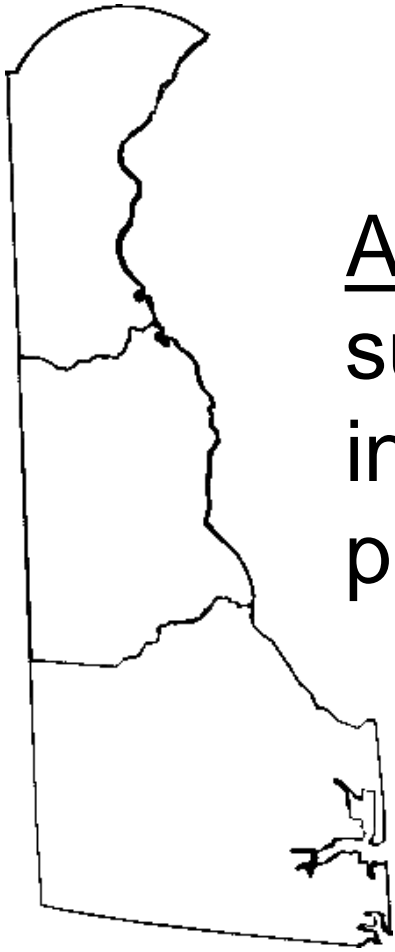


RESPONSE TO RFP

Transmittal Letter



RESPONSE TO RFP



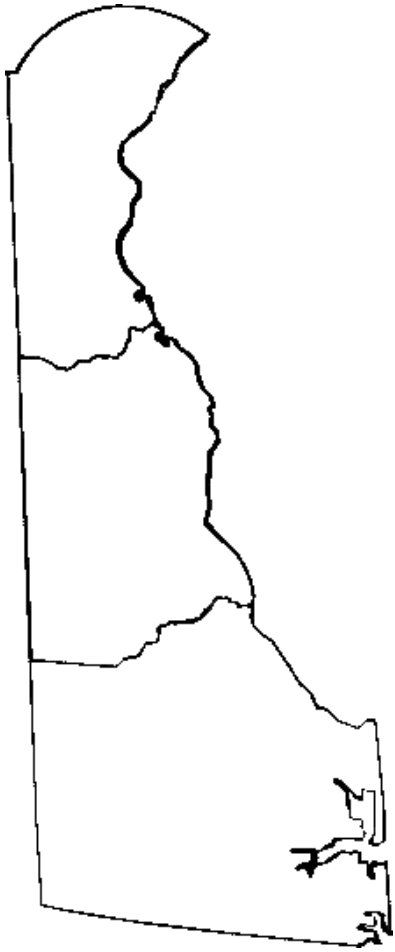
A Transmittal Letter (page 1) briefly summarizes the proposing firm's interest in providing the required professional services.



RESPONSE TO RFP

✓ Transmittal Letter

Attachment 2 – Non-Collusion Statement



Attachment 2 - Non-Collusion Statement

Attachment 2

CONTRACT NO.: HSS-25-008
 CONTRACT TITLE: AMERICORPS COMPETITIVE GRANT APPLICATIONS 2024-2025
 DEADLINE TO RESPOND: 12/10/2024 at 1:00 PM EST

NON-COLLUSION STATEMENT

This is to certify that the undersigned Vendor has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, and further certifies that it is not a sub-contractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation submitted this date to the State of Delaware, Division Of State Service

It is agreed by the undersigned Vendor that the signed delivery of this bid represents, subject to any express exceptions set forth at Attachment 3, the Vendor's acceptance of the terms and conditions of this solicitation including all specifications and special provisions.

NOTE: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Division Of State Service .

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Individual

COMPANY NAME _____ (Check one)

NAME OF AUTHORIZED REPRESENTATIVE _____
 (Please type or print)

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

FEDERAL E.I. NUMBER _____ STATE OF DELAWARE LICENSE NUMBER _____

COMPANY CLASSIFICATIONS:	Certification type(s)	Circle all that apply	
		Yes	No
CERT. NO.:	Minority Business Enterprise (MBE)	Yes	No
	Woman Business Enterprise (WBE)	Yes	No
	Disadvantaged Business Enterprise (DBE)	Yes	No
	Veteran Owned Business Enterprise (VOBE)	Yes	No
	Service Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes	No

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
 (COMPANY NAME) _____

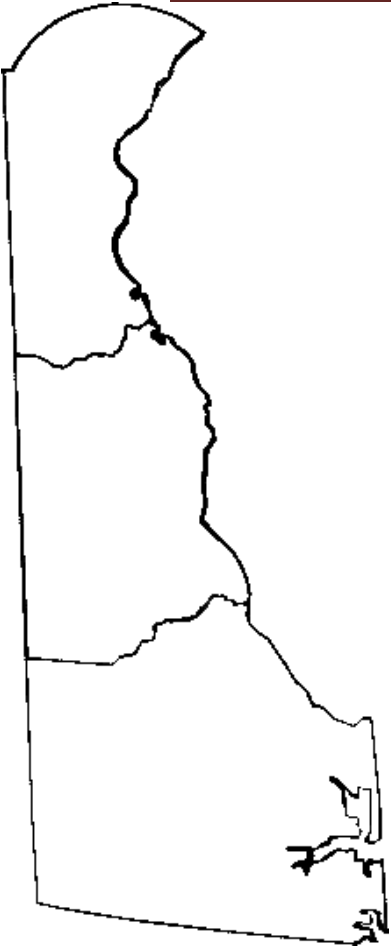
ADDRESS _____

CONTACT _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?
 YES _____ NO _____ if yes, please explain _____

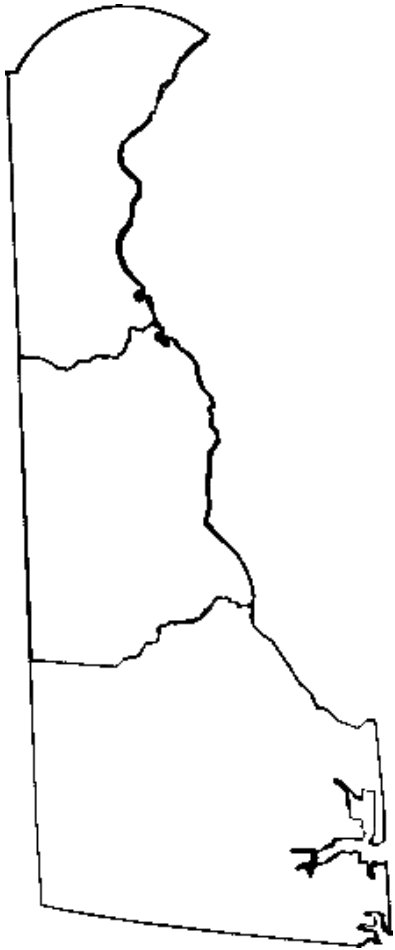


This document
 does NOT
 have to be
 notarized.



RESPONSE TO RFP

- ✓ Transmittal Letter
- ✓ Attachment 2 – Non-Collusion Statement
- Attachment 3 – Exception Form



Attachment 3 – Exception Form

Proposals must include all exceptions to the specifications, terms or conditions contained in this RFP. If the vendor is submitting the proposal without exceptions, please state so below by putting an “X” the box noted in the next sentence.

- By “X” this box, the Vendor acknowledges that they take no exceptions to the specifications, terms or conditions found in this RFP.

If you have more exceptions than the spaces provided, please copy the table & insert in the following (additional) pages.

Exception Paragraph Section and Page #	Referenced Text from RFP	Proposed Language from Vendor
Vendor Comments on Proposal		
State Response		
Vendor Response		

Note: Vendor may use additional pages as necessary, but the format shall be the same as provided above.



RESPONSE TO RFP

- ✓ Transmittal Letter
- ✓ Attachment 2 – Non-Collusion Statement
- ✓ Attachment 3 – Exception Form
- Attachment 4 – Confidential Information Form



Confidential Information Form

By checking this box, the Vendor acknowledges that they are not providing any information they declare to be confidential or proprietary for the purpose of production under 29 Del. C. ch. 100, Delaware Freedom of Information Act.

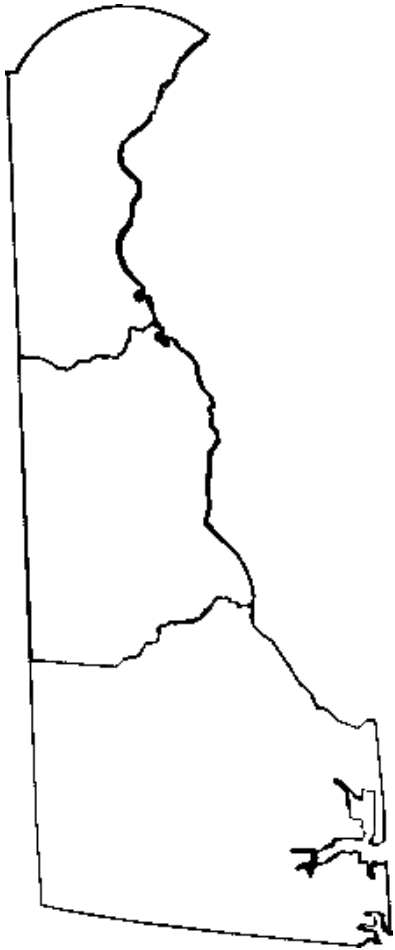
Confidentiality and Proprietary Information

Note: Vendor may use additional pages as necessary, but the format shall be the same as provided above.



RESPONSE TO RFP

- ✓ Transmittal Letter
- ✓ Attachment 2 – Non-Collusion Statement
- ✓ Attachment 3 – Exception Form
- ✓ Attachment 4 – Confidential Information Form
- Attachment 5 – Business References



RESPONSE TO RFP



- ✓ Transmittal Letter
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Appendix C – Letter of Intent

Appendix C – Letter of Intent

Basic Applicant Info

Type of Applicant (nonprofit, government, etc.): _____

Geographic Area to be Served:

Amount of Funds Requested and Total Project Budget

Question 1: Brief Description of Program (300 words)



Appendix C – Letter of Intent

Federal Focus Areas and Priorities

Education

Healthy Futures

Environment Stewardship Veterans and Military Families

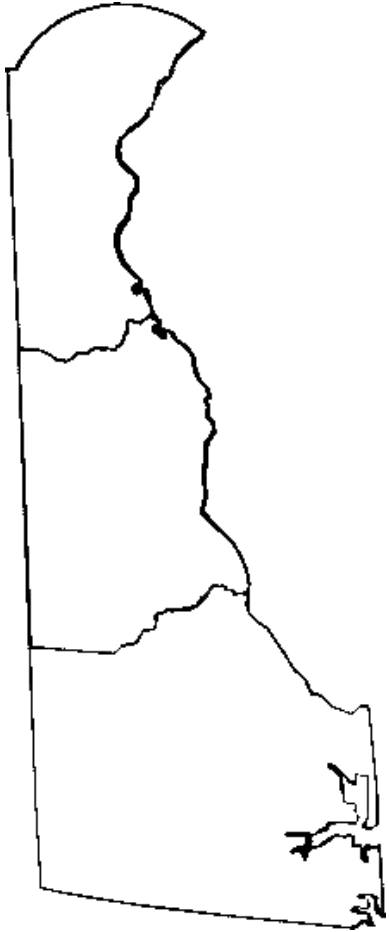
Opportunity

Disaster Services

Question 1: Briefly describe the purpose of your proposed program, including “the need” to be addressed and the desired impact on the community (300 words):



Appendix C – Letter of Intent



Delaware Expectations of All Programs:

- Disability inclusion in the design and delivery of the program
- A collaborative approach to program planning, design and delivery
- Demonstrated ability to successfully administer an AmeriCorps or other federal grant
- Addressing underserved or areas of extreme poverty that are not currently served by AmeriCorps programs

Question 2: Describe how your program will address these expectations (max 300 words)

RESPONSE TO RFP



- ✓ Transmittal Letter
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- ✓ Attachment 5 – Business References
- ✓ Appendix C – Letter of Intent

Appendix D – Readiness Self-Assessment

Appendix D – Readiness Self-Assessment

Is My Organization Ready to Apply for an AmeriCorps Grant?

This Readiness Assessment asks simple questions to help you determine whether your organization is poised to successfully apply for and implement an AmeriCorps grant. Read each question carefully and answer honestly. This assessment is a tool to help you plan for the implementation and administration of an AmeriCorps grant-funded program.

Completion of the assessment does not guarantee AmeriCorps funding through GCCVS or the Corporation for National and Community Service. The Readiness Self-Assessment will be used by GCCVS to determine if the organization is financially ready for an AmeriCorps Grant.



RESPONSE TO RFP



- ✓ Transmittal Letter
- ✓ Attachment 2 – Non-Collusion Statement
- ✓ Attachment 3 – Exception Form
- ✓ Attachment 4 – Confidential Information Form
- ✓ Attachment 5 – Business References
- ✓ Appendix C – Letter of Intent
- ✓ Appendix D – Readiness Self-Assessment
- ✓ Appendix E – Verification of SAM.GOV Registration
- ✓ Appendix F – Prebid PowerPoint Presentation (here!)

RESPONSE TO RFP



ALL PROPOSALS MUST BE SUBMITTED ONLINE at <https://dhss.bonfirehub.com/>.
Responses submitted by hard copy, mail, facsimile, or e-mail will not be accepted.

The State reserves the right to reject any non-responsive or non-conforming proposals.

The selected proposals will be notified of award by March 31, 2025 and will be eligible to submit the Application for CNCS funding.

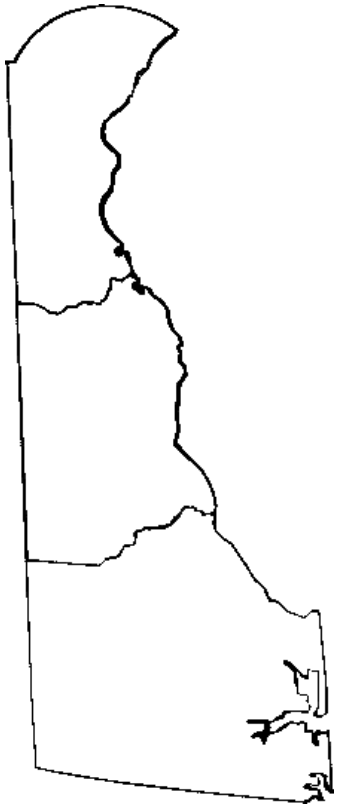


TIMELINE

The schedule of events subject to the RFP is outlined below:

Public Notice Date:	October 1, 2024
Deadline for Questions Date:	October 22, 2024
Response to Questions Posted by:	November 5, 2024
Deadline for Receipt of Proposals Date:	December 10, 2024 at 1:00 PM EST
Estimated Notification of RFP Award Date:	March 31, 2025

Please Remember



Restrictions on Communications with State Staff

All requests, questions, or other communications about this RFP shall be made through Bonfire at <https://dhss.bonfirehub.com>. 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 and may disqualify the vendor. Vendors should rely only on information posted at <https://dhss.bonfirehub.com>.

