

**REQUEST FOR PROPOSAL NO. HSS-25-042**  
**AMERICORPS**  
**FORMULA GRANT APPLICATIONS:**  
**2025-2026**  
**FOR**  
**Division of Social Services**

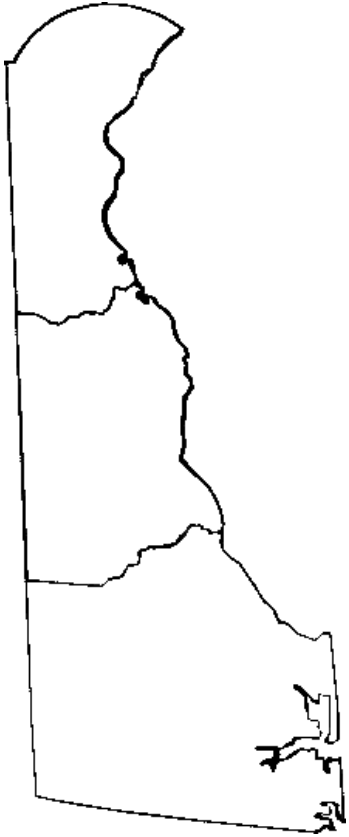
**REQUEST FOR PROPOSAL NO.  
AMERICORPS REQUEST  
FOR  
FORMULA GRANT APPLICATIONS:  
2025-2026  
FOR**



Department of Health and Social Services  
Division of Social Services

State Office of Volunteerism/AmeriCorps  
Competitive and Formula Grants

# 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**

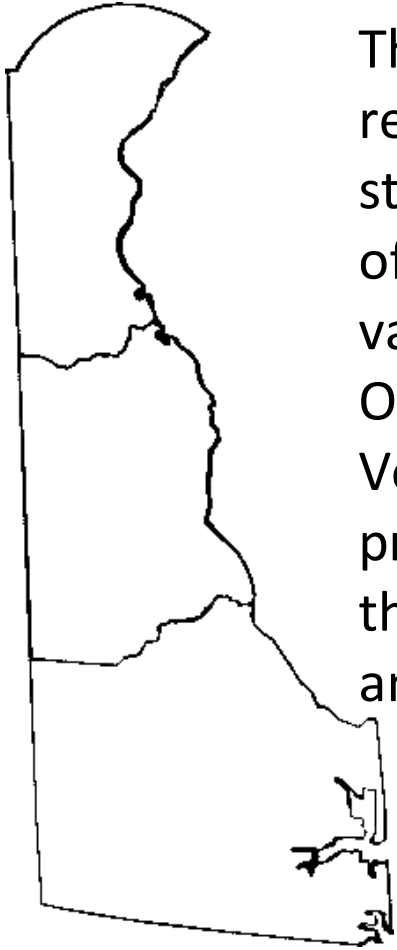
**Division of Social Services**

**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.**



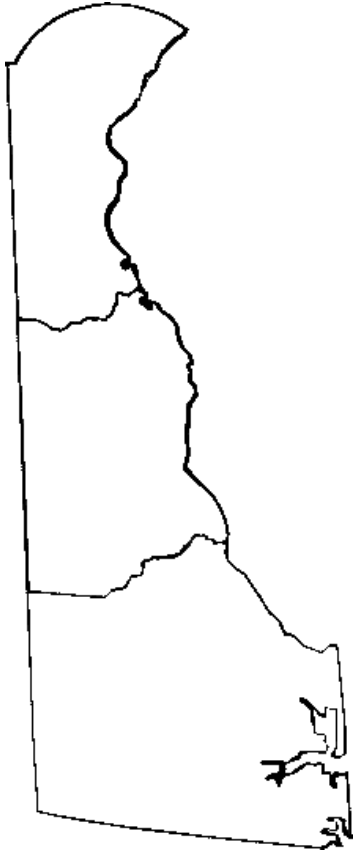
# GCCVS Grant Process

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 AmeriCorps, the federal agency. A minimum of 10 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 AmeriCorps Notice of Funding Opportunity), which are:

Veterans and Military Families

Economic Opportunity

Education

Environmental Stewardship

Healthy Futures

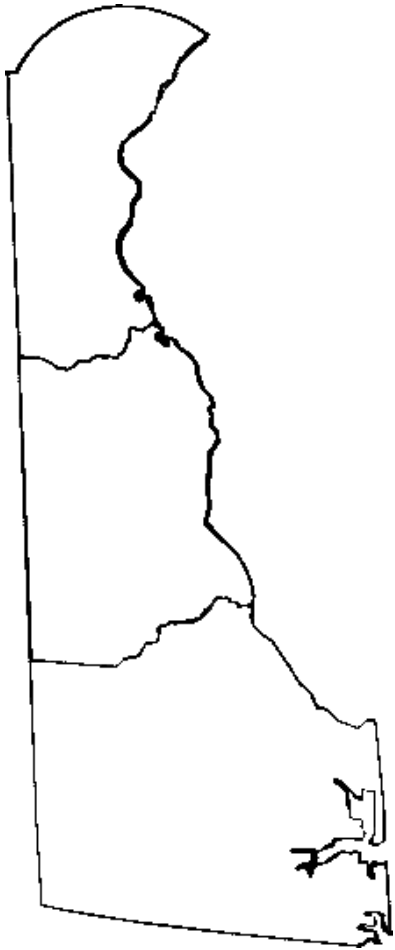
Disaster Services



## RESPONSE TO RFP

All components listed in this section  
are mandatory.

Proposals will be accepted until  
**1p.m., June 3, 2025** at which time  
the proposals will be opened and  
recorded. The proposals must  
include:



# RESPONSE TO RFP

## BONFIRE

<https://dhss.bonfirehub.com>

Vendors must register on the DHSS Bonfire Portal to access and bid on DHSS projects.

Vendors will find instructions on accessing and using Bonfire in Addenda documents posted on the [bids.delaware.gov](https://bids.delaware.gov) web page.

# Bids

Bid Solicitation Directory – Click Here to Expand for More Information +

Open

Recently Closed

Not Awarded

Agency Info

UNSPSC Info

## Bids Information

Contract Number	Contract Title	Open Date	Deadline Date	Agency Code	UNSPSC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OMB_MJ0208000002E	<a href="#">New Sussex County Family Court Building Bid Pack 03A</a>	2022-09-21	2022-10-06	OMB	3019,3912,7212
T201980103	<a href="#">HARRINGTON YARD SITE IMPROVEMENTS</a>	2022-09-20	2022-10-18	DOT	7214
DTCC22094-PRINTSVCS	<a href="#">DTCC Printing Services Workforce Catalogs</a>	2022-09-20	2022-10-07	DTCC	5510
NAT22828-BIDENETC	<a href="#">Biden Environmental Training Center Renovations</a>	2022-09-19	2022-10-20	NAT	7210,7212,7215
BSD23101-MENTALHLTH	<a href="#">Brandywine School District-Combined Mental Health Services 2</a>	2022-09-19	2022-10-05	BSD	4214,4225,8512,8590
DOE23008-RMTS	<a href="#">Random Moment Time Study for School Based Healthcare Services</a>	2022-09-16	2022-10-18	DOE	8613
OMB-ARPA18809	<a href="#">Department of Correction- Chiller Replacement Central Region</a>	2022-09-15	2022-11-03	OMB	4110
OMB-MC3511000062	<a href="#">Stockley Campus – Sanitary Sewer Upgrades Phase 2</a>	2022-09-15	2022-10-20	OMB	7214
OMB-MJ1002000060	<a href="#">Delaware Public Archives Roof Replacement</a>	2022-09-15	2022-10-18	OMB	7215
NAT02022-HEARNSMIL	<a href="#">Historic Mill Roof Replacement</a>	2022-09-15	2022-10-06	NAT	7215
NAT22301-TROUT_STOCK	<a href="#">Trout Stocking Program</a>	2022-09-15	2022-09-29	NAT	1000
NAT22010-BAIT_TACK	<a href="#">Bait and Tackle Shop at Cape Henlopen Fishing Pier</a>	2022-09-14	2022-11-09	NAT	8016
HSS22057-CHILDCARE	<a href="#">Child Care Eligibility and Subsidy Authorization Case Review</a>	2022-09-13	2022-10-28	HSS	8411,9314,9315
OMB-MC4506000148	<a href="#">Delaware State Police Troop 1 – Roof Replacement</a>	2022-09-13	2022-10-19	OMB	7215
T202207901	<a href="#">PILE JACKETING SUSSEX COUNTY, FY 23</a>	2022-09-13	2022-10-18	DOT	7214
T202280203	<a href="#">OPEN-END, RIGHT OF WAY FENCE REPLACEMENT, NORTH &amp; CANAL, FY22-FY23</a>	2022-09-13	2022-10-18	DOT	7214

# RESPONSE TO RFP

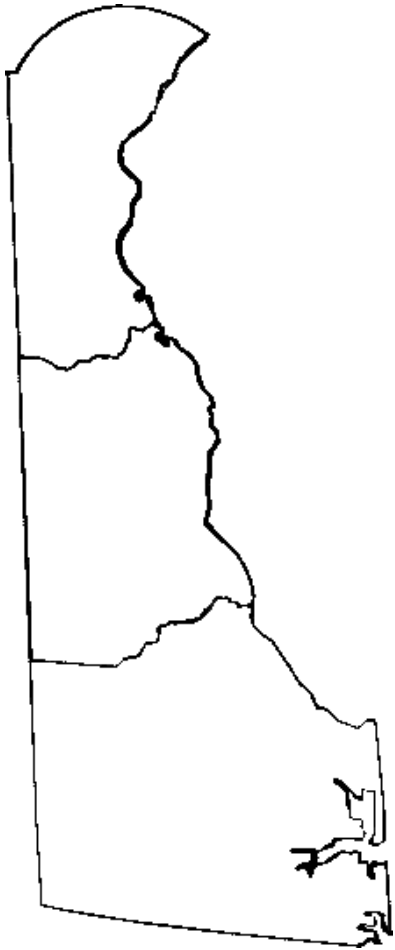
Transmittal Letter



# RESPONSE TO RFP

Each proposal must be accompanied by a signed **transmittal letter** which briefly summarizes the proposing firm's interest in providing the required professional services.

The transmittal letter must also clearly state and justify any exceptions to the requirements of the RFP which the applicant may have taken in presenting the proposal. (Applicant exceptions must also be recorded on Attachment 3).



# RESPONSE TO RFP

✓ Transmittal Letter

Attachment 2 – Non-Collusion Statement



# Attachment 2 - Non-Collusion Statement



## 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, Enter Agency Name

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, Enter Agency Name.

COMPANY NAME \_\_\_\_\_ (Check one)  
 NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_  
 (Please type or print)

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

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FEDERAL E.I. NUMBER \_\_\_\_\_ STATE OF DELAWARE LICENSE NUMBER \_\_\_\_\_

COMPANY CLASSIFICATIONS:	CERT. NO.:	Certification type(s)	Circle all that apply	
		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 \_\_\_\_\_

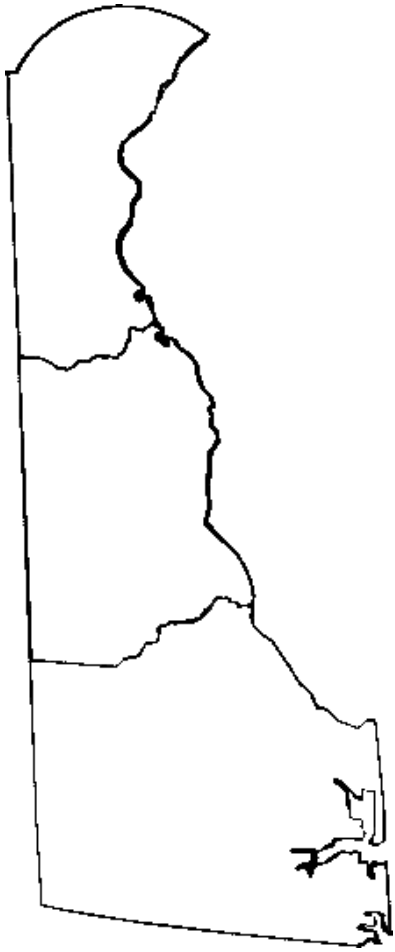
**AFFIRMATION:** Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES \_\_\_\_\_ NO \_\_\_\_\_ if yes, please explain \_\_\_\_\_

**THIS PAGE SHALL HAVE ORIGINAL SIGNATURE, AND BE RETURNED WITH YOUR PROPOSAL**

# RESPONSE TO RFP

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



# Attachment 3 – Exception Form



## 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 checking this box, the Vendor acknowledges that they take no exceptions to the specifications, terms or conditions found in this RFP.

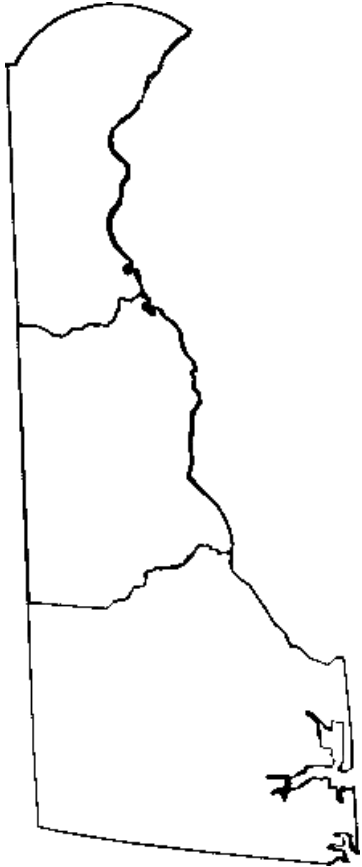
Exception Paragraph Section and Page #	Referenced Text from RFP	Proposed Language from Vendor
Vendor Comments on Proposal		
State Response		
Vendor Response		

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.

<b>Confidentiality and Proprietary Information</b>

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

Appendix C – Letter of Intent

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# Appendix B – Letter of Intent

## Basic Applicant Info

Type of Applicant (nonprofit, government, etc.): \_\_\_\_\_  
\_\_\_\_\_

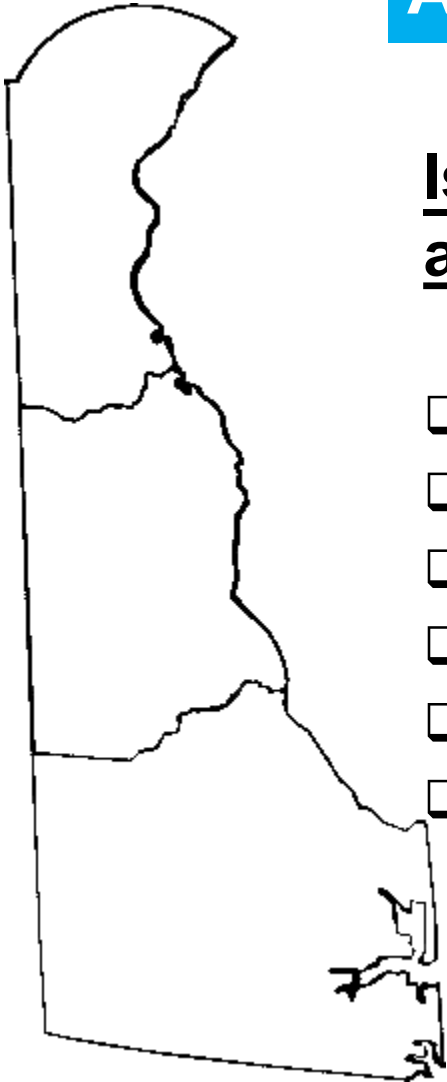
Geographic Area of focus (city/town, county, statewide): \_\_\_\_\_  
\_\_\_\_\_

Amount of Funds Requested: \_\_\_\_\_

**Briefly describe the purpose of your proposed program, including the need to be addressed and the desired impact on the community (300-word limit).**



## Appendix B – Letter of Intent



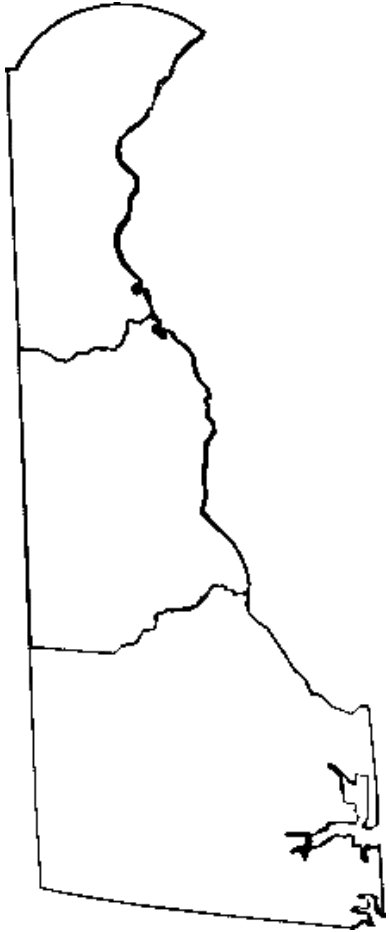
**Issue Areas – Which AmeriCorps focus area(s) will this program address?**

- Disaster Services**
- Economic Opportunity**
- Education**
- Environmental Stewardship**
- Healthy Futures**
- Veterans and Military Families**

# Appendix B – Letter of Intent

Describe how your program will address the following expectations of the Governor's Commission on Community and Volunteer Service (600-word limit):

- A collaborative approach to program planning, design, and delivery (examples of working with other organizations/partners):
- Demonstrated ability to successfully administer an AmeriCorps or other federal grant (examples of projects or grants managed):
- Addressing underserved or areas of extreme poverty that are not currently served by AmeriCorps programs (geographic and demographic references):



# Appendix B – Letter of Intent

**AMERICORPS MEMBERS: How many members (and what terms of service) will be recruited under the proposed program? \*Note: Planning grants are not required to fill out this portion as they will not have members.**

\_\_\_\_ Full-Time (1700 hours)

\_\_\_\_ Reduced Full-time (1200 hours)

\_\_\_\_ Half-time (900 hours)

\_\_\_\_ Reduced Half-time (675 hours)

\_\_\_\_ Quarter-time (450 hours)

\_\_\_\_ Minimum-time (300 hours)

\_\_\_\_ Total members

# 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 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 AmeriCorps State & National. 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 D – Verification of SAM.GOV Registration

**The unique entity identifier used in SAM.gov has changed.**

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

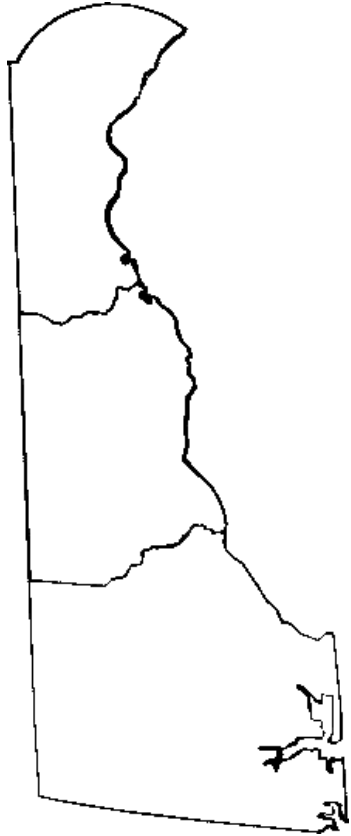
- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS # has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps:

[GSAFSD Tier 0 Knowledge Base - How can I view my Unique Entity ID?](#)

- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Please attach a PDF of the sam.gov entity registration and Points of Contact documents.

# RESPONSE TO RFP



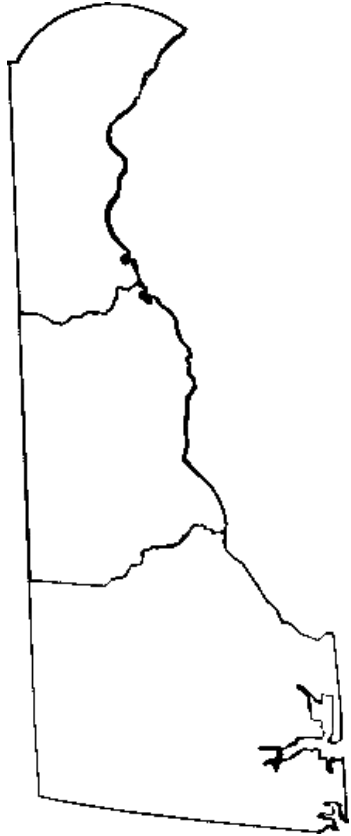
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Mandatory Three Questions

# Mandatory Questions

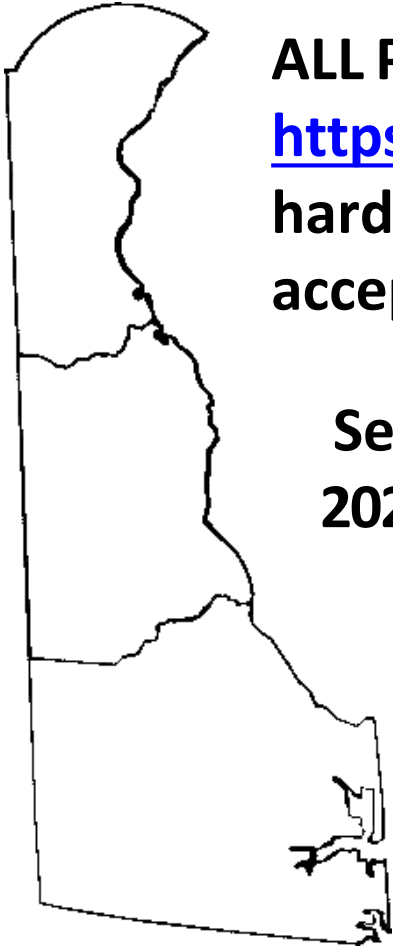
<b>Bidders must circle Yes or No to the following questions and include the answers in their response.</b>	
<b>1) Does the bidder have a Supplier Diversity plan currently in place?</b>	Yes/No
<b>2) Does the bidder have any diverse sub-contractors as outlined in Attachment 8 Tier II Sub-contractors?</b>	Yes/No
<b>3) Does the bidder have a written inclusion policy in place?</b> <b>If yes, attach a clearly identifiable copy of the inclusion plan to your proposal.</b>	Yes/No
<b>4) The vendor/bidder attest to the fact that, at a minimum, shall not store or transfer non-public State of Delaware data outside the United Stat</b>	Yes/No
<b>Answers to these 4 questions are mandatory and do not affect the weighted evaluation of this proposal. However, an affirmative answer to question 2 may directly impact quarterly sub-contracting reporting as illustrated in Attachment 8 in those instances where an awarded contract includes subcontracting activity.</b>	

# 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
- ✓ Mandatory Questions

# 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.**

**Selected proposals will be notified of award by July 1, 2025, and will be eligible to submit the Application for AmeriCorps the Agency funding.**



# TIMELINE

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

<b>Public Notice Date:</b>	<b>April 22, 2025</b>
Deadline for Questions Date:	May 06, 2025
Response to Questions Posted by:	May 20, 2025
<b>Deadline for Receipt of Proposals Date:</b>	<b>June 3, 2025</b> <b>at 1:00 PM EST Time</b>
<b>Estimated Notification of RFP Award Date:</b>	<b>July 1, 2025</b>



# Please Remember

## Restrictions on Communications with State Staff

From the issue date of this RFP until a contractor is selected and the selection is announced, bidders are NOT allowed to contact any Division of Social Services staff, except those specified in this RFP, regarding this procurement. Questions must be submitted in writing and will be addressed in writing.

Questions are due by April 29<sup>th</sup>. The complete list of questions and their answers will be released via Bonfire and will also be posted on the internet, May 27<sup>th</sup> . at <http://bids.delaware.gov>.

Following the questions deadline, bidder communication is limited to Eola Harter, Contracts Consultant Control Coordinator, Delaware Health and Social Services, via email: [DHSS\\_DMS\\_dmsprocure@delaware.gov](mailto:DHSS_DMS_dmsprocure@delaware.gov).

