

Department of Services for Children, Youth & Their Families (DSCYF)  
Contracting  
Frequently Asked Questions

Q. I have questions about the request for proposals process, where can I find answers?

A. There is a separate list of frequently asked questions for requests for proposals posted on the DSCYF RFP internet site. Return to the page where you found this list of questions and click on “*Request for Proposals*” at the top of the page. Once on the *Request for Proposals* look for the “Frequently Asked Questions” link near the top.

Q. Are all Department of Services for Children, Youth & Their Families (DSCYF) contracts competitively bid?

A. No, professional service purchases under \$50,000 a year can be purchased on the open-market without the use of a competitive bidding process.

Q. Under what part of the Delaware Code does DSCYF competitively bid its professional services?

A. DSCYF bids most of its services under Title 21 Chapter 69 Section 6981 *Large professional service procurement process* ([http://www.delcode.state.de.us/title29/c069/sc06/index.htm#P25\\_789](http://www.delcode.state.de.us/title29/c069/sc06/index.htm#P25_789)) of the Delaware Code. However, occasionally another section of the code is used for a service when it is more appropriate. The governing section of the Delaware Code is identified in the newspaper advertising for the Request for Proposals (RFPs).

Q. Do I need a business license to contract with DSCYF?

A. You are required to have all licenses required by the jurisdictional authority where you provide services. If you provide services within the State of Delaware you are required to have a State of Delaware business license unless you are a non-profit/not-for-profit agency for which this requirement is waived. However, regardless of your tax filing status you are required to have any other professional/clinical licenses required to provide the specific services you provide. Delaware business licenses can be obtained from the Division of Revenue at 302-577-5800.

Q. Where can I get information about being licensed by DSCYF to provide residential child care services, day treatment services, child placing services, transitional living services or to be a daycare provider?

A. The Office of Child Care Licensing within DSCYF is responsible for licensing these types of agencies. You can find information by going to <http://www.state.de.us/kids/occl/occl.shtml>.

Q. How can my agency be added to a potential mailing/email notification list for various RFPs?

A. An individual or agency can be added to the DSCYF RFP mailing/emailing list for specific professional services by completing the “*Bidders’ Survey Form*” on the DSCYF Contracting page and submitting it online. Keep in mind there is no generic list to be notified of all DSCYF RFPs. Mailing lists are generated by specific professional service only. If you or your agency has indicated you provide a specific professional service being bid then you will be included on that list.

Q. Who do I contact if I have questions related to the DSCYF Contracting Process?

A. You should contact the DSCYF Contract Administrator. The contact information is posted on both the DSCYF *Contracting Information* and *Request for Proposals* internet pages where you found this list of frequently asked questions.

If you have questions not addressed above, please contact the DSCYF Contract Administrator via the contact information on the DSCYF *Contracting Information* and *Request for Proposals* internet pages.