

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

Q. I have questions about the contracting process, where can I find answers?

A. There is a separate list of frequently asked questions for the contracting process posted on the DSCYF Contracting Information internet site. Return to the page where you found this list of questions and click on “Contracts” under *Information* in the left hand column. Once on the *Contracting Information* page find 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, Delaware Code allows professional service purchases under \$50,000 a year to be purchased on the open-market without the use of a competitive bidding process.

Q. My agency is just starting out or my agency would like to better understand how to put a successful proposal together. Can you help?

A. Although DSCYF cannot help you write your proposal nor can DSCYF review it before you submit it, DSCYF will allow previous proposals to be reviewed since they are part of the public record for the previous RFP. Such reviews are by appointment only. Proprietary and personal information will be redacted from any proposal to be reviewed. You can make an appointment for such a review by contacting the DSCYF Contract Administrator via contact information on the page where you found this list of questions. Copying of any page(s) of a previous RFP will cost 25 cents per page.

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) 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. How are announcements made for available DSCYF RFPs?

A. Delaware code requires statewide advertising once a week for two consecutive weeks for all RFPs. DSCYF meet the required code for advertising once in two consecutive weeks by advertising the availability of RFPs in the legal notice section of both the Delaware State News and the News Journal on consecutive days such as "Wednesday, Sunday, Wednesday OR Sunday, Wednesday, Sunday. In addition, DSCYF posts all available RFPs on its internet page. Occasionally DSCYF utilizes a mailing/email list to announce the availability of an RFP to an individual or agency which has previously expressed interest in RFPs for specific services. Mailing and email list notifications are provided strictly as a courtesy by DSCYF. Bookmarking DSCYF's RFP internet site and checking it regularly is also a method for knowing when RFPs are available.

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 DSCYF is utilizing a notification list for a specific RFP and you or your agency has indicated you provide a specific professional service in your "*Bidders' Survey Form*" and that service is being bid then you will be included on that list.

Q. How often does DSCYF bid a particular professional service?

A. DSCYF usually includes in the RFP how long contracts are being awarded as a result of that RFP. Normally, this period will be three to five years; however, DSCYF reserves the right to re-bid a service at anytime it believes it to be in the best interest of the State. All awards made as a result of an RFP are based on satisfactory performance by the contractor and availability of funds for the service. If no specific period of time is announced in the RFP than the default period before the re-bid of the service is five years.

Q. Does DSCYF hold bidder's conferences and are they mandatory?

A. DSCYF often holds a bidders conference for some, but not all of its RFPs. If a bidder's conference is being held the date, time and location are announced in both the newspaper legal notice and on the cover and page 2 of the RFP itself. If the bidders conference is "MANDATORY" that information is also included where the date, time and location are announced.

Q. Who do I contact if I have questions related to DSCYF RFPs?

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.

Q. Do incumbent bidders receive extra points when they submit a proposal?

A. No, incumbent bidders do not receive extra points simply for being the incumbent. However, “experience, reputation, and demonstrated ability” is one area that gets scored during proposal review. Therefore, depending on the incumbents past performance, being the incumbent may work for or against the bidder.

Q. Do I need a business license prior to submitting a proposal?

A. No, you do not need a business license at the time you submit your proposal. However, you will be required to have all appropriate licenses before a contract can be signed if you are a successful bidder.

Q. How long do I have to submit a proposal in response to an RFP?

A. The due date for proposals is included in the legal notice advertising in the Delaware newspapers, on the cover and page 2 of the individual RFP and posted on the DSCYF RFP internet site.

Q. Does DSCYF have a cap on Administrative Cost and what if my agency has negotiated an administrative rate with the federal government?

A. No, but it is important to remember that the request for proposals process is competitive. Although DSCYF is not required by code to select the lowest bidder, price is certainly an important factor in the selection process. Though it is only a guideline, 10%-15% is the competitive statistical average for administrative cost in recent years. However, you are free to propose an administrative cost that is appropriate for your agency. DSCYF is not obligated to accept an administrative cost rate that has been negotiated with the federal government.

Q. What happens if proposals arrive late?

A. Delaware Code prohibits DSCYF from accepting any bid that arrives after the submittal deadline. The deadline is posted online and printed on the actual RFP itself both on the cover and on page 2. Bids arriving late will be rejected and/or returned to the bidder.

Q. After my agency has submitted a proposal should we expect to hear from DSCYF during the review process?

A. Submitted proposals are expected to stand alone as written. So, many times and agency will not hear anything until an award is announced. However, at times a DSCYF review panel may elect to contact a bidder by phone for additional clarifying information. DSCYF also reserves the right to invite select bidders to appear in person to answer questions generated by the panel regarding their proposal, agency capacity and experience, and work history.

Q. When and how are announcements made regarding proposals submitted in response to an RFP?

A. DSCYF works as quickly as possible to make a final decision and announcements regarding awards as a result of an RFP. The initial notification to a successful bidder will likely be made by phone followed by an official letter in the mail. Notification to unsuccessful bidders is made through a letter in the mail.

Q. What happens to proposals submitted in response to an RFP?

A. All proposals become the property of the State of Delaware and are kept on file as part of the official procurement file for the RFP. All documents in the procurement file are public information with the exception of any proprietary information and private individual information which will be redacted if a request is made to review any proposals.

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.