



VT DEVELOPMENTAL DISABILITIES COUNCIL

The Mission of VTDDC is to help build connections and supports that bring people with developmental disabilities and their families into the heart of Vermont communities.

REQUEST FOR PROPOSALS (RFP) FAMILIES PROJECT

A. Introduction to VTDDC:

The Vermont Developmental Disabilities Council is a state-wide board created under the federal Developmental Disabilities Assistance and Bill of Rights Act [DD Act]. 14 of 23 members are people with disabilities or family members who are appointed by the Governor; other members are representatives from state and nonprofit agencies.

VTDDC uses the federal definition of developmental disability:

A disability that begins before age 22 that substantially affects three or more activities of daily life such as self-care, communication, movement, learning, self-direction, independent living, and employment.

VTDDC receives federal funding to support advocacy and improve services and supports for people with developmental disabilities. With these federal dollars, VTDDC funds activities to increase the availability of individual and family-centered supports and to promote independence, self-determination and community inclusion. VTDDC also advocates for and works to increase public awareness of issues affecting people with developmental disabilities and their families.

B. Purpose & Scope of Services:

Based on what Vermonters told us in our 2011 survey VTDDC has identified the need for a state-wide group that connects families of adults with disabilities and supports them to address public policy issues that affect their lives.

The purpose of the Families Project is to organize and grow a state-wide organization that is committed to providing timely information, tools, training and opportunities for family members of adults with developmental disabilities to effectively engage in meaningful ways with policymakers on policy issues, especially when decisions are being made that affect their lives.

We expect applicants to demonstrate the capacity to achieve the following through concrete activities with measurable results:

- An organizational structure that identifies, recruits and connects families of adults with developmental disabilities across the states that includes
 - Database and communication network that includes mailing list; phone-bank list; email list for timely alerts; regularly updated website; and frequent use of social media tools such as Facebook and Twitter

- Outreach activities that tap other organizations and offer opportunities to recruit family members and publicize policy issue engagement opportunities.
- Provide focused training and support that engages families of adults with developmental disabilities to be effective advocates by
 - identifying and informing them about key issues to work on with advocacy partners
 - creating materials and tools that are accessible and useful
 - host events and trainings
- Provide opportunities and support for family members to educate the Governor, agency and legislative policymakers about key concerns, to include specific opportunities for family members to
 - visit the statehouse, talk with legislators and testify
 - participate in stakeholder groups, talk with and engage in decision-making with administration officials.
- Provide opportunities and support for family members to connect with the media about their concerns, to include
 - Training, tools and support for effective media outreach
 - Arranging and supporting specific opportunities to discuss policy issues
 - ◆ interviews with broadcast, print and internet media
 - ◆ press conferences
 - ◆ letters to the editor and opinion editorials to local and statewide news

C. Funding: Up to \$40,000 per year; renewable for up to two additional years, conditioned on satisfactory performance; submission of extension materials; and continued availability of funds.

D. Project Time-Frame: October 1, 2012 to September 30, 2013 for the initial Work Plan, with extension as described above.

E. Requirements for Submission:

The proposal must be completed using the *VTDDC Application Form* and follow the *Application Instructions*.

The signed original application and 5 copies must be **received** no later than **noon** on July 6, 2012. An electronic version of the application also needs to be sent to vtddc@state.vt.us by that deadline.

To arrange delivery, call: 802-828-1310 or 888-317-2006 or **email** vtddc@state.vt.us

Please note that **mail service** for our temporary location in Berlin is routed through Waterbury. There will not be anyone there to receive it, and it will take extra time to reach us. The mailing address is:

VT Developmental Disabilities Council
103 South Main Street
One North, Suite 117
Waterbury, VT 05671-0206

F. Applications and Questions:

People or organizations interested in submitting proposals may obtain application instructions and forms at www.ddc.vermont.gov; by e-mailing vtddc@state.vt.us or calling (802) 828-1310 or toll-free (888) 317-2006.

The application form uses a fill-in format. If you need an alternate format please call as soon as possible.

There will be an **informational meeting** about RFPs and the application process on Tuesday **June 12** from **10:00 a.m. to 12 p.m.** in Berlin at the Central VT Chamber of Commerce, 33 Stewart Road, at the corner of Berlin Street and Paine Turnpike.

The deadline for submitting questions is **12:00 noon on June 21, 2012.**

Applicants may submit questions by e-mail to karen.schwartz@state.vt.us or by fax to (802) 828-1321.

G. Liability:

VTDDC will not be held responsible for any costs of any proposing organization or individual(s) for work done in the preparation and production of a proposal to this RFP or for any work performed prior to the formal signing of a contract. VTDDC reserves the right to reject any or all proposals received in response to this RFP, use any and all ideas submitted in the proposal(s) selected, adopt all or any part of a bidder's proposal, and amend the RFP requirements after release.

H. Notice of Award and Public Announcement:

VTDDC will notify the selected proposing organization or individual(s) in writing, and reserves the right to publicly announce its plan to award the contract.

I. Specific Award Requirements:

Requirements are outlined in the *Application Instructions and Information on Award Requirements*, including:

- Assure certain provisions required by both federal and state law, including non-discrimination and accessibility.
- Provide nonfederal matching funds equal to 25% of total Project costs. Matching funds may be in cash or in-kind.
- Submit quarterly program and financial reports per the formats required by VTDDC.
- Make presentations at VTDDC meetings on request.
- Participate in consumer satisfaction surveys.
- Credit VTDDC in media and project publicity.
- Provide draft copies of publications, videotapes or other products for VTDDC approval. VTDDC will also retain royalty-free, non-exclusive and irrevocable rights of use.

J. Evaluation Criteria:

VTDDC will review and evaluate the proposal as outlined in the *Application Instructions*, including:

- Capacity of applicant to carry out project, including demonstrated knowledge and experience working with individuals with disabilities and their families.
- Consistency with VTDDC's Mission; State Plan Goals and Objectives, and values in the federal DDAct.
- Overall responsiveness to the Request for Proposal
- Need for the project
- Project innovation
- Involvement of and benefit to people with developmental disabilities
- Diversity of target population
- Coordination and collaboration with other organizations
- Measurable products and/or outcomes, and evaluation plan
- Project impact, including potential for systems change
- Cost-effective budget, with expenses related to project activities.
- Plan for continuation at end of VTDDC funding

Thank you.