

SECTION 1:

PROGRAM OVERVIEW FOR RFP #2011 IP 100

TITLE: Training and Conferences RFP

SECTION 1: BACKGROUND, NEED AND PURPOSE, STATEMENT OF WORK, AND REQUIRED PROPOSAL CONTENT

NOTE: The grantee must apply for the grant during a quarter having a proposal submission deadline of a minimum of six months before the event. *(To determine the deadline date to apply, Step 1. Determine the date of proposed event or date of first in multiple events. Step 2. Determine date six months before that date. Step 3. Determine the quarterly deadlines for submitting proposal in Section 7 of this RFP. The proposal must be submitted no later than in the quarter in which the date in step 3 falls.)*

1. Background

The Florida Developmental Disabilities Council, Inc. (FDDC), also known as the "Council", a non-profit corporation organized pursuant Chapter 617, Florida Statutes, was authorized by Section 393.002 Florida Statutes, and Executive Order of the Governor (E.O. 95-478), empowered the Council to act as the "state designated agency" to administer the funds under Part B of the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402).

The administrative service provisions for the Council are found in federal regulations Office of Management and Budget (OMB) Circular A-110 and 45 Code of Federal Regulations (CFR) 74.

The developmental disabilities formula grant funds come from the U.S. Department of Health and Human Services (DHHS) and are administered by the Administration for Children and Families (ACF). Funds are authorized by P.L. 106-402: Developmental Disabilities Assistance and Bill of Rights Act of 2000, and are cited in 42 U.S.C. 6000, et. seq., as amended. Funds are made available to the states to be used for improving the quality, extent, and scope of the broad range of community services needed by persons with developmental disabilities. Priority is given to those persons whose needs are not otherwise met under the Individuals with Disabilities Education Act, the Rehabilitation Act of 1973, or other health, education, or welfare programs.

In accordance with the federal Developmental Disabilities Assistance and Bill of Rights Act, 42 U.S.C. s. 6001(8), developmental disabilities is defined as a severe, chronic disability of an individual which: A) is attributable to mental or physical impairment or combination of mental and physical impairments; B) is manifested before the person turns age twenty-two; C) is likely to continue indefinitely; D) results in substantial functional limitations in three or more of the following areas of major life activity --self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and E) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated; except that such term, when applied to infants and young children means individuals from birth to age nine, inclusive, who have substantial developmental delay or specific congenital or acquired conditions, may be considered to have a developmental disability described above, if, without services and supports, they have high probability of meeting those criteria later in life.

2. Need and Purpose

This Request for Proposal (RFP) is being issued by the Florida Developmental Disabilities Council to provide opportunities for public and private sector agencies, organizations, and other interested individuals to conduct local, regional, or statewide workshops, training sessions, and conferences that are directed at enhancing the quality of life for families and individuals with developmental disabilities in their community and reflect the Council's mission and goals. This RFP is in response to the need

demonstrated by the numerous requests received by the Council for funds to support workshops, training sessions and conferences. The Council believes that individuals with developmental disabilities should be included in all aspects of life – school, community, work, and play. Appropriate supports and services are needed to ensure full participation in the community. Successful inclusion and attainment of services and supports requires advocacy by individuals with developmental disabilities and their families. Such advocacy necessitates knowledge of disabilities, available supports and services, program requirements, best practices, federal and state laws, and numerous other aspects of the issues and systems for disability services. Advocates who are more informed are better equipped to obtain the supports they need to live successful lives in the community. Advocates need training and access to information to help them navigate the complex disability system and empower them to obtain the support they need.

3 Statement of Work

This RFP is being issued by the Florida Developmental Disabilities Council to provide funding for organizations, agencies, and other interested parties to conduct trainings, conferences, and other events that benefits individuals with developmental disabilities and their family members. These events are expected to promote meaningful participation in all aspects of life for Floridians with developmental disabilities.

The project may be an event or series of events that focuses on identified need(s) of individuals with developmental disabilities and/or their families or professionals. The project must be a local, regional, or statewide training, conference, or other such event to benefit individuals with developmental disabilities and family members. It should correspond with the Council's mission statement and one or more of the FDDC state plan goals. The event(s) should continue to build on or serve the needs gaps after the event.

4. Required Proposal Content

Proposal content must respond to this RFP solicitation adequately and appropriately. This section provides required content for proposal(s) to be evaluated using the proposal evaluation criteria (Section 3 # 2).

A. Response to Need and Purpose

This section should provide a narrative that demonstrates the offeror understands the need for and purpose of the project, including the scope and complexity. The offeror should include any unique perspectives or insights concerning the issue(s) of the training or conference.

B. Description of the Objectives/Services to be Provided

1. This section should thoroughly describe the offeror's plan for performing the functions as described in Section 1 # 3 Statement of Work. A narrative should be provided that describes how the offeror intends to perform the various activities projected to address the need and accomplish the purpose of the project. The narrative should reflect values that are consistent with the values and mission of the Council. For information on the Council's mission visit www.fddc.org.
2. The proposal should describe how the event will address the Council's mission and specifically address one or more state plan goals. (The Council's mission and state plan can be accessed at www.fddc.org.) The statement of work must also indicate how the identified needs gap will continue to be reduced following the event(s).
3. The proposal should describe how the full participation of individuals with developmental disabilities and family members are served in the project. This may include provision for accommodations and financial assistance for individuals to attend.
4. The proposal should describe how individuals with developmental disabilities and/or family members are included in the planning and execution of the training, conference, or other such event.

5. The proposal should describe how the conference, training, or event will be marketed to individuals with developmental disabilities and/or their families, with a particular emphasis on outreach to the rural areas, individuals from diverse ethnic backgrounds, and traditionally underserved groups.
6. The proposal should describe how the project will be evaluated. This evaluation must include, but is not limited to, the effectiveness of the outreach/marketing strategies; the extent to which the purposes of the grant were met; and the outcomes/results of the project.
7. The proposal should identify any tangible product resulting from the project (advertising, workbooks, video tapes, etc.)
8. The proposal should include a copy of the latest Uniform Business Report filed with the Department of State, if the grantee is a Florida Corporation.
9. A detailed work plan should be included to chart the progress of the actions to be undertaken. For each major activity included in the work plan, the time frames for completion and the person(s) responsible should be identified.
10. In addition to the narrative, the provider will outline (e.g.: list) the services to be provided.
11. Measurable outcomes need to be identified.
12. Deliverables that will be submitted, as part of this project, need to be identified.
13. Sustainability Plan (i.e., describe how initiative will continue after Council funding; or, how what was learned will be utilized to sustain the initiative)

C. Description of Staffing

Offerors must provide a detailed description of staffing in their proposals. Below is a list of minimum requirements for this section of the RFP proposal:

1. A description of the staff who will be employed or contracted by the provider and their qualifications. Include resumes of the individuals proposed to work on the project. The resume shall include education, years of work experience, role and management responsibilities, licenses, certificates, and any relevant technical courses or training.
2. A synopsis of corporate or individual qualifications, indicating ability to manage and successfully complete the functions required in this proposal.
3. Any evaluations or descriptions of past or current projects similar to the functions of this proposal.
4. The offeror must demonstrate expertise and experience in the area of the training and conferences.

D. Description of Project Monitoring and Evaluation

This section should describe the system used to monitor and evaluate project implementation and effectiveness.

1. The description should include an explanation of :
 - a. how the provider will monitor the progress of the work and accomplishment of the outcomes;
 - b. how the provider will identify and address any project issues, problems or concerns, as they emerge;
 - c. how the provider will evaluate the effectiveness of the project beginning in year one and subsequent years (should additional years of this project be funded, based on Council approval and the availability of funds).

E. Budget and Budget Narrative

Respondents should submit proposals not exceeding \$12,500.00 in requested funds. Awardees of RFP100 funding can receive RFP100 funding two years in a row, but then will not be eligible for additional funds under this RFP for a period of twenty-four (24) months from the end date of the last award. The Council may opt at its discretion to continue to support a project for up to two additional years through the Council's other funding sources outside of the RFP 100 funds.

Offerors will include in this section a proposed line item budget, accompanied by a detailed budget narrative, for each proposed funding year, using the format provided. The budget narrative must explain and demonstrate that each entry on the line item budget sheet is allowable, reasonable and necessary. For each proposed funding year, the budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project. The form for submitting the budget may be found in Section 2 # 15 & 16. Allowable and non-allowable costs can be found in Section 6: Terms & Conditions, items 8-10.

F. References

Each proposal should contain three (3) references who can be contacted to obtain a recommendation concerning the provider's performance in providing services similar to those required by the RFP. A minimum of two references will be contacted. For providers with a history of contracting with the FDDC, one of the references will be the FDDC assessment of performance. A form for submitting the references and contact information may be found in Section 2 # 14 V.

G. Glossary of Terms

1. **Deliverables-** submission of information to document provision of services(e.g. workplans, curriculums, training materials and handouts, PowerPoints, advisory committee minutes, etc.)
2. **Evaluation-** an assessment mechanism to ensure the project is making progress
3. **Measurable Outcomes-** A statement that specifies in quantifiable and qualitative terms the outcomes to be achieved.
4. **Monitoring-** a mechanism to track progress of project activities
5. **Objectives-** Each objective is a description of what is anticipated to be achieved through the project.
6. **Services to be Provided-** a listing of the services that will be provided to successfully achieve project outcomes