



Invitation for Proposal 2022-AS-7000
Title: Research for a Statewide Access to Services Information System

Attention Interested Parties

Date of Release: April 26, 2022

Funding Summary: The Florida Developmental Disabilities Council, Inc. (FDDC) has set aside a maximum of **\$500,000** federal funds contingent upon funding for a period beginning September 1, 2022, or earlier and ending September 30, 2023. See "Funds Available" on page 2 for anticipated continuation funding through September 30, 2026.

Due Date: All submissions must be received by 4:00 p.m. (EDT) on June 8, 2022.

Proposal Results posted on the FDDC website: August 1, 2022

QUESTIONS ARE TO BE SUBMITTED IN WRITTEN FORMAT ONLY. THIS IS A LEGAL PROCESS AND WE CANNOT ANSWER QUESTIONS VERBALLY.

Contact: All questions related to this Invitation for Proposal shall be sent via email by 4:00 p.m. (EDT) on May 10, 2022, to:

Christina DeMeo, Contracts Coordinator
Florida Developmental Disabilities Council, Inc.
proposal@fddc.org

Answers to any questions received will be posted on the FDDC website (fddc.org) by May 17, 2022.

PROJECT PURPOSE:

This project seeks to conduct significant research to identify community resources used by family members of persons with intellectual and developmental disabilities (I/DD), the ways they identify and share information, assist each other with information, refer people to useful resources, and utilize existing web-based platforms. The Access to Services through Knowledge (ASK) project will require significant collaboration with the Florida developmental disability family networks and the Family Care Councils.

BACKGROUND on ISSUE:

The Florida Developmental Disabilities Council contracted with the North Central Florida Health Planning Council dba WellFlorida Council to conduct a Comprehensive Review and Analysis (CRA) of state-wide and national data regarding issues facing individuals with intellectual and developmental disabilities (I/DD). Primary sources that were used to gather information included focus groups and

surveys. Government reports, agency websites, and research articles served as secondary sources to provide information to the FDDC members to base their recommendations for identifying priority areas.

Concerns with access to information about available services, access to services, and system coordination for continuity of services were recurring themes among focus groups, key informants, and survey respondents during the development of the Council's 2022-2026 State Plan. 99.3% of public respondents strongly supported the Council's plan for addressing access to services and supports.

Among the most critical findings is that there is no useful, interactive clearinghouse to connect individuals and their families to services, supports, and programs.

There are estimated to be over 336,000 individuals in the State of Florida with I/DD (This calculation was based on the prevalence rate of 1.58 percent of the general population as reported by Larson and Lakin (2001). The general population used in these calculations was based on the U.S. Census Bureau ACS Single-Year Population Estimates for 2016-2018, Table DP05, 2016-2018. This overall prevalence rate is recommended for use in the development of 5-year plans by the National Association of Councils on Developmental Disabilities, 2020. Based on this prevalence rate, the number of persons with I/DD has increased as Florida's population has grown. These individuals, along with their caregivers, need to access comprehensive, timely information at various times across their lifespan (e.g., diagnosis, early education, school years, transition to postsecondary, adulthood, aging, and aging caregivers). There are also critical factors that can increase the need to locate new, additional, or different services and supports (e.g., mental health issues, medical conditions, co-occurring disorders, changes to life circumstances).

Approximately 50,000 individuals are known to, and meet the eligibility for, the Agency for Persons with Disabilities' services and supports; this includes over 22,000 Floridians reported on the DD Waitlist for services (University of Minnesota, Residential Information Systems Project (RISP), Research and Training Center on Community Living, Institute on Community Integration, 2017). In addition to the individuals on the waitlist who are not receiving any services or supports, there are others who are receiving inadequate/insufficient services and supports due to personnel shortages and other factors, and individuals who are at large (e.g., not identified and not on the waiting list), along with families simply not knowing what exists or how to access.

Some families and individuals with I/DD simply give up; others turn to peers, advocates, or state and local agencies and organizations with the wherewithal to serve as an advocate and/or assist them with negotiating the process.

Funds Available: The Florida Developmental Disabilities Council, Inc. (FDDC) has set aside a maximum of **\$500,000** federal funds contingent upon funding for a period beginning September 1, 2022, or earlier and ending September 30, 2023, for fiscal support of this proposal. The award will remain firm for the contract period unless addendums to the scope of work are required by the funder. It is anticipated that additional funding for continuation and expansion activities will be available, in the amount of \$250,000 for the period beginning October 1, 2023, and ending September 30, 2024, with \$200,000 for each subsequent year through the end of the Council's current state plan on September 30, 2026.

The FDDC is seeking entities to apply who meet the following qualifications and can demonstrate the ability to fulfill the scope of work outlined in this proposal.

Preferred Qualifications:

Offeror should have relevant experience in:

- a. Collaborating and facilitating diverse stakeholder groups (experience working with individuals with disabilities and/or their family members preferred).
- b. Planning and conducting a state-wide research project, including focus groups and/or structured interviews
- c. Managing projects

Scope of Work and Services to be Provided:

- 1. Establish and convene a steering committee comprised, at minimum, of the Council, the Mailman Center at the University of Miami, the Florida Center for Inclusive Communities at the University of South Florida, and Disability Rights Florida who will advise on and oversee all facets of the service delivery system.
 - a. Facilitate a minimum of four remote meetings.
 - b. Solicit input and assistance from the Steering Committee on all facets of work.
- 2. Plan and conduct an Access to Services through Knowledge (ASK) state-wide research project designed to identify key community resources along the lifespan.
 - a. Utilize focus groups and/or structured interviews to work with families of individuals with I/DD across the lifespan in Florida's 15 Family Care Council areas to:
 - i. Discover the types of services needed by families.
 - ii. Catalog and report on existing ways that families access and share information including web-based platforms.
 - iii. Determine elements that would strengthen the usefulness of the information to families and the barriers they face when trying to locate resources (including those found on web-based platforms).
 - iv. Identify key community resources across all life stages.
 - 1) Include public, private, for-profit, and nonprofit community-based organizations that deliver services (e.g., hospice offering respite; YMCA offering free yoga classes; senior center offering craft activities, meals) in all 67 counties.
 - b. Present research findings to the Council.

How the Proposal will Be Evaluated

- 1. Understanding the Need/Purpose (10 points)
- 2. Experience with and capacity to perform the work required (including discussion of relevant work experience and/or work samples) (30 points)
- 3. The methodology in how the work will get completed as described in the work plan (30 points)
- 4. The budget supports the work that will be conducted and is within the allowable amount (30 points)

See the 2022-AS-7000 Scoring Rubric for discrete evaluation elements.

Project Contract Type: Cost reimbursement with a fixed payment schedule based on review of deliverables that demonstrates a satisfactory level of performance and expenditures.

Project Contract Period: All work shall be completed prior to September 30, 2023.

Cone of Silence: For purposes of this solicitation, FDDC has established a solicitation silence policy (Cone of Silence) that prohibits oral and written communication regarding all formal solicitations for goods or services (formal proposals, Request for Proposals, Invitation for Proposals, Request for Bids) issued by the FDDC with the exception of the formal written questions that may be submitted as described above. The period commences from the date of advertisement until award of contract.

Applicable Laws and Regulations: All applicable Federal and State laws, county and municipal ordinances, orders, rules, and regulations of all authorities having jurisdiction over the services to be provided shall apply to the bid/proposal throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.

Funding Source: 100% federal funds, CFDA #93.630 from the U.S. Department of Health & Human Services, Administration on Intellectual and Developmental Disabilities, through FDDC.

Required Match: A match of not less than 25% of the approved cost of the project is required. For this project, \$125,000 in match must be identified. Match can include cash or in-kind contributions, through contractor incurred costs or a combination of the two. Some examples of in-kind contributions are donated space, materials, supplies, and equipment, volunteer time, discounted fees from consultants, donated time for advisory committee members, prorated actual occupancy costs, and unrecovered indirect costs.

Ineligible Entities: Federal regulations limit and restrict the ability of individuals or entities debarred or suspended by a Federal Agency from doing business with, or contracting for the use of federal funds with, the Council. See 29 CFR, Part 98; 45 CFR, Part 76.

Sections for Offeror to Complete

Section 1: Cover page including the following contact information: Name of organization replying to invitation for proposal address (including city, state, and zip code); phone number; contact person's name, title, and email address; and Tax Identification Number (TIN).

Section 2: Describe the organizational capacity of the offeror to meet the specified qualifications, address the need/purpose of this project, and complete the scope of work and services to be provided as described on pages one through three of this Invitation for Proposal.

The offeror must complete the **Research for a Statewide Access to Services Information System** Work Plan Template, provided as a separate, editable document, and available on the Council's website at <https://www.fddc.org/invitation-for-proposals/> to describe their unique plans for implementing the scope of work, timeframes for completing the scope of work, and staff and/or providers who will perform the scope of work.

As prescribed by the Council's Invitation for Proposal Protocol, a sample of work must be provided and evaluated for projects with a primary end purpose of a written product or products. Attach a current sample of work, preferably aligned with the scope of work to be provided in this project.

Section 3: Provide the name of key staff who will work on the project, including educational background, length of time with the organization, and current title. Attach current resume or curriculum vitae (CV) of each team member to be involved in the project.

Section 4: Provide an all-inclusive cost to conduct work and a brief budget narrative using the attached format on page eight. Indirect cost cannot exceed a ten percent (10%) de minimus rate of modified total direct costs (MTDC) unless the entity has an approved federally recognized negotiated indirect cost rate in accordance with the Uniform Guidance. 2 CFR 200.414(f)

Calculate total hours to complete work and provide an hourly rate and total of hours for each team member involved. The budget narrative should explain and demonstrate that each entry on the line-item budget is allowable, reasonable, and necessary. **The funds requested from FDDC must remain within the identified range of available funding.** The budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project. **Costs must be in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance)** <https://www.gpo.gov/fdsys/pkg/CFR-2017-title2-vol1/xml/CFR-2017-title2-vol1-part200-subpartE.xml>.

Proposers must match \$1 for every \$4 requested to reach a 25% match of the total approved cost of the project. Costs paid by other federal grants may not be used for match. The match must fund activities directly related to the project. *Note: To calculate the match share for the 25% required match, divide the amount of your request by four. Then, to calculate the total project cost, combine the one-fourth figure with the dollars requested (e.g., funds requested \$500,000 divide by 4 = match amount of \$125,000. \$500,000+\$125,000 =total project cost of 625,000).*

All proposed budget items and amounts are subject to final approval.

Section 5: Provide completed required Forms 1-5 and Offeror Information by uploading electronically signed, dated, and scanned Portable Document Format (PDF) files at the specific Dropbox link.

Format for Submission

Offeror shall submit a written narrative answering each section in the “Sections for Offeror to Complete” (all five sections must be completed with section headings in the order listed above). Use a 12-point Arial font size, 1.5 space, and limit your response to 20 numbered pages, not including the Work Plan Template, resumes, curriculum vitae, and required forms. The Work Plan Template response must not exceed 20 numbered pages. Attachments beyond the Work Plan Template, Section 4 Budget Template with narrative, and required forms identified in Section 5 will only be used to support the IFP requirements.

All submissions must be in Portable Document Format (PDF) files.

All submissions must be marked with the Invitation for Proposal #2022-AS-7000.

Proposals must be electronically submitted via FDDC’s Dropbox at <https://www.dropbox.com/request/aYUztl386LJ77vzYMg9>

Due Date: All submissions must be received by 4:00 p.m. EDT on Wednesday, June 8, 2022. Please allow enough time to upload your proposal into the FDDC’s Dropbox. Depending on the size of the proposal, it may take additional time to upload. Any proposals received after the date and time set forth above will be considered unresponsive and will not be considered by FDDC.

Submit proposal to: Christina DeMeo, Contracts Coordinator
Florida Developmental Disabilities Council, Inc.
<https://www.dropbox.com/request/aYUztl386LJ77vzYMg9>

Evaluation of Award: All proposals received by the due date and time will be evaluated by the FDDC. Each submitted proposal that is responsive as determined by FDDC by meeting the minimum qualifications and price will be reviewed and scored according to the criteria set forth in the Invitation for Proposals by a scoring committee. The Council will then undertake a risk review of the offeror for each proposal scoring over 70. This review will consist of three components: (1) a self-assessment of risk completed by the applicant; (2) an inherent risk assessment; and (3) an assessment of prior performance if the offeror has previously contracted with the Council.

An offeror will receive a rating of LOW, MODERATE, or HIGH for each applicable component. A rating of HIGH risk does not preclude the offeror from receiving the subaward if determined appropriate under the circumstances by the Council’s State Plan Committee; however, the ratings may be used to determine which subawards may require specific award conditions, closer supervision, and/or more detailed monitoring strategies. The Council’s State Plan Committee may also choose not to fund an award based upon the risk assessment if it determines that elevated risk will adversely affect the Council’s ability to fulfill its duty as a steward of federal funds.

The Council’s State Plan Committee will utilize the Risk Assessment ratings in addition to the score received from the scoring committee as part of the evaluation in its decision to fund the sub-award. The State Plan

Committee will review the risk assessment ratings for the top-scoring offeror and determine whether or not to fund the top-scoring proposal. If the top-scoring proposal is not funded because the Risk Assessment has been determined to be too great by the Council's State Plan Committee or if negotiations with the top-scoring offeror are unsuccessful, the proposal will no longer be considered, and the State Plan Committee may review the risk assessment ratings for the second-highest scored proposal and determine whether or not to fund the proposal. This process will continue until a subaward is made, or until the State Plan Committee recommends otherwise. Please note that the State Plan Committee may use the prior performance ratings for proposers with a history of contracting with the Council as the deciding factor of an award based on specific experiences of compliance/non-compliance with Council guidelines.

The FDDC reserves the right to reject any or all proposals. No work shall begin until a contract is executed by the FDDC.

BUDGET REQUEST FORMAT

BUDGET ITEM	FDDC REQUESTED FUNDS	MATCH AMOUNT	BUDGET NARRATIVE
Personnel Salaries			
Benefits			
Contracted Services or Consultants (if applicable)			
Supplies, Printing, and Postage			
Translation/ Transcription Services			
Subscriptions (Survey Monkey, Zoom, etc.)			
Travel			
Indirect Costs			
Other: Describe any other budget items listed.			
TOTAL	\$		

Mandatory Terms and Conditions for Procurement

- 1. Offeror Information:** Completed information and authorized signature required.
- 2. Certification regarding Debarment, Suspension, and Other Responsibility Matters:** Authorized signature required on Form #1.
- 3. Conflict of Interest: Authorized** signature required on Form #2.
- 4. Cone of Silence: Authorized** signature required on Form #3.
- 5. Indemnification and Hold Harmless:** Authorized signature required on Form #4.
- 6. Self-Assessment of Risk:** Completed self-assessment with authorized signature required on Form #5.
- 7. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms:** Offeror will comply with the requirements of 2 CFR 200.321 to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

OFFEROR INFORMATION

OFFEROR NAME (legal, registered entity name):	
ADDRESS (including city, state, and zip code):	
PHONE NUMBER:	
CONTACT PERSON'S NAME:	
CONTACT PERSON'S TITLE:	
CONTACT PERSON'S EMAIL ADDRESS:	
NAME, ADDRESS, TELEPHONE NUMBER, AND EMAIL ADDRESS OF THE REPRESENTATIVE OF THE PERSON WHO WILL BE RESPONSIBLE FOR ADMINISTRATION OF THE PROGRAM(S) IF FUNDED:	
NAME, ADDRESS, AND TELEPHONE NUMBER OF THE REPRESENTATIVE OF WHERE THE OFFEROR'S FINANCIAL AND ADMINISTRATIVE RECORDS WILL BE MAINTAINED IF FUNDED:	
TAX IDENTIFICATION NUMBER (TIN):	
SAM Unique Entity ID (if available)	
SAM.GOV REGISTRATION STATUS (CHECK ONE):	<input type="checkbox"/> ACTIVE REGISTRATION EXPIRATION DATE _____ <input type="checkbox"/> DATE REGISTRATION SUBMITTED _____

FDDC Federal Grantee Registration Requirements – FDDC is the state-designated agency to receive federal funds under a formula-based grant per P.L. 106-402 (Developmental Disabilities Act) from the U.S. Department of Health & Human Services, Administration for Community Living. To that end, entities receiving or applying for federal awards must meet certain registration requirements. Entities are defined by SAM.gov to include individuals, businesses, organizations, state governments, local governments, tribal governments, and foreign governments.

The following registration requirements must be met:

1. Provide legal, registered entity name;
2. Have a Tax identification number; and
3. Register at System for Award Management – www.SAM.gov prior to submitting an application for funding and update registration annually.

By signing this certification as an authorized official of the below-referenced offeror, we hereby certify that we have registered with the System for Award Management (SAM) or that our registration is pending.

OFFEROR NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

FORM #1

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

This certification is required by the regulations (2 CFR Part 200, Appendix (II)(H)) implementing Executive Order 12549 and 12689, 2 CFR part 180, Section 180.355.

As the duly authorized representative of the offeror, I certify, to the best of my knowledge and belief, that neither the offeror nor its principals:

- 1) Are presently excluded or disqualified;
- 2) Have been convicted within the preceding three years of any of the offenses listed in s.180.800(s) or had a civil judgment rendered against it for one of those offenses within the time period;
- 3) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in s.180.800(s); or
- 4) Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

OFFEROR NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

DATE: _____

FORM #2

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all offerors must disclose if any FDDC employee, appointed official, or if any of its agencies is also an owner, corporate officer, agency, or employee of their business.

Indicate either “yes” (an FDDC employee, appointed official, or agency is also associated with your business), or “no”.

YES _____

NO _____

If yes, give person(s) name(s) and position(s) with your business.

NAME(S)

POSITION(S)

OFFEROR NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

DATE: _____

FORM #3

CONE OF SILENCE CLAUSE

FDDC has established a solicitation silence policy for this procurement (**Cone of Silence Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Invitation for Proposals, Requests for Qualifications, Invitation to Quote, Invitation to Negotiate) issued by the FDDC through its staff.

The period commences upon release of the procurement proposal, by FDDC, and terminates upon FDDC's approval to award a contract or reject all responses.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective respondents and members of the FDDC, the Executive Director, employees or members of the FDDC approved review committee(s). All questions or requests for information regarding the solicitation **MUST** be directed to the designated Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids/proposals are due, should be directed to the Executive Director or an appointed representative. It shall be the Executive Director's decision whether to consider this information in the decision process.

Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

By signing this certification as an authorized official of the below-referenced offeror, we hereby agree to abide by the FDDC Cone of Silence Clause and understand that violation of such shall result in disqualification of the proposal.

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

OFFEROR NAME: _____

DATE: _____

FORM #4

INDEMNIFICATION AND HOLD HARMLESS

Offeror shall indemnify and hold harmless FDDC, its officers, and employees from liabilities, damages, losses, and costs, including but not limited to attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Offeror and other persons employed or utilized by the Offeror in the performance of this Agreement.

OFFEROR NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

DATE: _____

FORM #5
SELF-ASSESSMENT OF RISK
PURPOSE AND BACKGROUND

The purpose of the Self-Assessment is to obtain an understanding of your organization’s capacity to adequately document, record, track, and report expenditures of federal funds as well as evaluate your organization’s risk of noncompliance with federal statutes, regulations, and the terms and conditions of the resulting sub-award. The assessment of risk is a requirement for use of our federal funds.

During the funding process, each submitted proposal will be reviewed and scored according to the criteria set forth in the Invitation for Proposals. The Council will then undertake a risk review of the offeror for each proposal scoring over a 70. This review will consist of three components: (1) a self-assessment of risk completed by the applicant; (2) inherent risk assessment; and (3) an assessment of prior performance if the offeror has previously contracted with the Council.

Based upon the following scale, an offeror will receive a rating of LOW, MODERATE, or HIGH for each applicable component. Please note that a rating of HIGH risk does not preclude the offeror from receiving the sub-award. The Council’s State Plan Committee will utilize the Risk Assessment ratings in its decision to fund the sub-award.

Score	Rating	Assessment
0-3	HIGH	Requires intensive follow-up and may require action plan to address identified risks. Specific follow-up requirements will vary but may include contract conditions such as providing additional or more detailed financial and project reports; establishing additional prior approvals; or undergoing specific technical assistance. An action plan may be required to address specific areas of identified risk.
4-6	MODERATE	May need improvement or technical assistance to improve identified risks. Specific follow-up requirements for improvement will vary but may include contract conditions such as periodically providing detailed financial and project reports; establishing prior approvals; or undergoing specific technical assistance.
7-12	LOW	Indicates offeror’s internal controls likely to reduce non-compliance or fraud. Requirements typically include standard contract conditions for providing detailed financial and project reports; prior approvals; or technical assistance.

**FORM #5
SELF-ASSESSMENT OF RISK**

INSTRUCTIONS: Each offeror **MUST COMPLETE** the following self-assessment questions and sign/date the form.

1	Does your organization have experience managing state or federal funds?	YES	NO
2	Is the amount of the proposed funding less than 50% of your average revenues for the last 24 months?	YES	NO
3	Does your organization have the capacity to operate on a cost-reimbursement basis?	YES	NO
4	Is it a correct statement that your organization has not experienced a significant change in personnel or accounting systems within the past 12 months?	YES	NO
5	Does your organization have an annual audit?	YES	NO
6	Is it a correct statement that your organization is not under a corrective action plan as a result of audit or monitoring findings?	YES	NO
7	Is it a correct statement that your organization is not involved in active lawsuits or has not been made aware of any potential lawsuits?	YES	NO
8	Does your organization have a history of submitting timely deliverables?	YES	NO
9	Does your organization have a history of submitting timely and accurate fiscal reports?	YES	NO
10	Does your organization have an accounting system that will track receipts and expenditures by grant/contract?	YES	NO
11	Does your organization have the ability to record and track staff time incurred by project?	YES	NO
12	Does your organization have written policies and procedures for procurement, personnel, property, and subcontracts (if applicable)?	YES	NO
<p>To calculate your total score, count 1 point for each “Yes” response.</p> <p>Total = ___ /12</p>			

I have made a good faith effort to complete this Self-Assessment form. The information provided is correct, current, and complete to the best of my ability. I understand that any false or misleading responses are grounds for dismissal of this proposal, termination of the resulting sub-award, and possible restrictions on future awards. I certify that my organization is currently not suspended or debarred from doing business with the federal government.

Offeror Name

Signature of Authorized Representative of Offeror

Date

Printed Name and Title