



Solicitation Information
26 June 07

RFP #: 7012698

TITLE: R.I. Developmental Disabilities 5 Year Plan

Submission Deadline JULY 24, 2007 @ 2:00 P.M. (Eastern Daylight Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than July 13, 2007 @ 12:00 Noon (EDT) _Please reference the RFP # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, CPM, CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION I – INTRODUCTION/INSTRUCTION & NOTIFICATIONS TO OFFERORS

To obtain this document in alternate formats please call (401)737-1238 V/TDD, fax (401) 737-3395, or e-mail riddc@riddc.org

The Rhode Island Department of Administration, Office of Purchases, on behalf of the RI Developmental Disabilities Council is seeking proposals from individuals or agencies to carry out the following activities in order to achieve the goals and objectives developed by Council Committees. **The goals and objectives have been designed as multi-year projects. Continuation of contracts / projects is contingent upon receipt of federal funds and vendor performance.**

FY 2007 - 2011

1. **Long Range Planning** - To provide technical assistance to the Council's Executive Committee for development and implementation of long range plans, to conduct orientation sessions for new Council members, provide facilitation for Council's Annual meeting.
Funds available: \$8,000/ year
2. **Public Education/Information** - To develop and disseminate public education materials that will promote the Council's mission and enhance the positive acceptance of persons with developmental disabilities in all aspects of community living.
Funds available: \$60,000/ year
3. **Administrative Support** – To assist the Council and its staff in handling administrative details, budgetary, clerical, and office work and to perform important staff work as an assistant to the Council staff.
Funds available: \$50,000/year
4. **Five Year Plan** - To conduct research and provide technical assistance to the Council in order to develop, write and print the Council's 5 year state plan.
Funds available: \$10,000/year

5. **Leadership Development Activities** - Agency to assist Council's Executive Committee to carry out goals and objectives that include leadership development and training for self-advocates, family and Council members at the local, state and national level, including assistance to Council Members for informed decision making.
Funds available: \$30,000/year

6. **Individual/Agency to assist Council's System Advocacy Committee** - To carry out committee goals and objectives which include: Developing statewide self-advocacy coalition, Educating policymakers.
Funds available: \$15,000/year

7. **Individual/Agency to assist Council's Individual & Family Advocacy Committee** - To carry out committee goals and objectives which include the following: Adult continuing education, Service learning, & Inclusive education activities, and Self-determination training.
Funds available: \$20,000/year

Separate applications must be submitted for each goal. Applicants are free to apply for one or more goals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

- Potential offerors are advised to review all sections of this solicitation carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- The RI Developmental Disabilities Council reserves the right to award to one or more offerors.
- All cost associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor.
- Proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Office of Purchases website at www.purchasing.ri.gov.
- Bidders are advised that all materials submitted to the State of Rhode Island, Division of Purchasing, for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Contract is expected to be awarded on or about August 10, 2007. Any award resulting from this Request will be subject to the State's General Conditions of Purchase, which is available on the Internet at: www.purchasing.state.ri.us, as well as the terms of this Request.

Interested individuals should submit applications containing the following information:

SECTION 2 - BACKGROUND INFORMATION

The Rhode Island Developmental Disabilities Council (RIDDC) is a federally mandated program and is the official planning and advisory body in Rhode Island created to promote and increase opportunities and alternatives for individuals with developmental disabilities and their families.

A developmental disability is defined by P.L. 106-402 as:

"a severe, chronic disability of a person who is five (5) years of age or older which -

- (a) is attributable to a mental or physical impairment or combination of mental and physical impairments;
- (b) is manifested before the person attains the age of 22;
- (c) is likely to continue indefinitely;

- (d) results in substantial functional limitations in three or more of the following areas of major life activity;
 - 1. self care
 - 2. receptive and expressive language
 - 3. learning
 - 4. mobility
 - 5. self-direction
 - 6. capacity for independent living, and
 - 7. 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 five, inclusive, who have substantial developmental delay or specific congenital or acquired conditions with a high probability of resulting in developmental disabilities if services are not provided".

The overall purpose of the Council is to advocate that persons with developmental disabilities have access to an array of services that will enable them to reach their maximum potential, thereby becoming independent, productive, integrated and included in their community.

The Council accomplishes this purpose through planning and coordinating activities and through monitoring and evaluating current services in order to obtain a broad perspective of the available services in Rhode Island. These activities assist the Council in determining where to focus its efforts in improving the service system.

The Council is a 24-member body appointed by the Governor. At least 60% of the membership includes individuals with developmental disabilities, their relatives or guardians. The remaining membership includes representatives of principle State, private and local agencies.

The Council functions through the combined efforts and participation of related State and local agencies, non-governmental organizations, and consumers of services. The Council's diverse representation enhances its ability to influence changes in policies, priorities, and methods of operation of service programs and agencies in order to improve services. The Council's fiscal resources are provided by Federal Basic State grant dollars administered by the Department of Health and Human Services, Administration on Developmental Disabilities.

FUNDING AND MATCHING DOLLAR REQUIREMENTS

The federal government requires an in-kind contribution or matching dollars. All proposals must include a match equal to 33% or more of the total budget as an in-kind contribution. Examples of in-kind contribution that are allowable are:

- office space, heat, light, electricity
- telephone, travel, staff time, postage
- equipment (computer, audio-visual equipment, etc.)

SPECIFICATIONS

The Council is seeking qualified and experienced individuals or agencies to carry out the following activities. Candidates with experience in the field of developmental disabilities, accurate and concise writing, and communication skills will be viewed most favorably. Applicants with disabilities and persons from diverse cultural backgrounds are encouraged to apply. It is the policy of the Council to reimburse contractors based on successful completion of objectives and products within specified time lines. Contracts will not be awarded to applicants who have a conflict of interest.

PRODUCTS

Individuals awarded contracts for specific goal areas are required to perform the following activities in addition to fulfilling the goals, objectives and activities. These requirements will be written into the contract agreement:

- To clearly identify themselves as Consultants/Representatives of the Council when carrying out all Council contract activities.
- To identify all written material, conference sponsorship, A/V media products, etc. as products sponsored by the Council.
- To forward to the Council Office copies of all written correspondence prior to such mailings by the Consultant.
- To attend Council Committee meetings as requested, and prepare quarterly summaries.
- To present updated reports to the Executive Committee and Council as requested.
- To initiate regular meetings (monthly or more frequently as needed) with designated Council staff for the purpose of reviewing grant activities.
- To attend consultant meetings convened by the Executive or Associate Director.

- To prepare monthly expenditure and program reports.
- Request in writing any change in the original line items in the contract budget, goals/objectives/activities or timelines to the Council staff person administering the contract and the appropriate Council committee chair. Contractors will be notified of the committee's decision.
- Submit final written reports for project goals, objectives and activities by specified time line.

Contract agreement timelines are to be strictly adhered to.

GOALS AND OBJECTIVES FOR 2007 - 2011

Executive Committee

GOAL#1: The Rhode Island Developmental Disabilities Council promotes the development of an individual and family–centered service system. To this end, the Executive Committee (ExCom) will promote and develop information, activities and materials that will assist persons with developmental disabilities to achieve independence, productivity, integration, inclusion and self-determination.

OBJECTIVE 1: Long-Range Planning Area of Emphasis – Cross-Cutting

To provide technical assistance to the Executive Committee of the Council. Activities include facilitating meetings for the Executive Committee, preparing analyses and/or summaries of information based upon the request of the Committee, and providing organizational consultation upon request.

Activities:

To provide orientation training.

Activities include offering orientation sessions on four different occasions. These sessions will be offered in conjunction with Council staff and/or members.

To conduct an ongoing evaluation of Council's activities.

Activities include using evaluation methodology designed for evaluating outcomes of selected grantees and activities.

To provide facilitation for the Council's Annual Meeting.

Activities include planning for the Annual Meeting with the Executive Committee and

staff as well as facilitating the meeting.

Expected Outcomes

The products of this objective will be dependent upon the activities requested by the Executive Committee.

The delivery of the orientation sessions per the request of the Executive Committee will constitute the completion of this objective.

The evaluation will result in both a written report and an oral presentation to the Executive Committee.

The successful facilitation of the Annual meeting will constitute the completion of this objective.

Type of Bid Requested: Competitive

Total Cost per Fiscal Year: \$8,000

Executive Committee

OBJECTIVE 2: Public Education/Public Information Area of Emphasis - Cross-cutting

Develop and disseminate public education materials that will enhance the positive acceptance of persons with developmental disabilities with an emphasis on employment and job creation.

Activities:

Research, develop and present a Public Information Plan identifying public information objectives and activities of the Council.

Research, write, take photographs for, produce and distribute four quarterly newsletters, 4,000 copies.

Revise and produce an annual report, black and 1 color, 1500 copies, including photographs.

Summer Recreation Guide - research, write, edit, print and distribute a program listing of inclusive and disability related summer recreation opportunities, 4,000 copies.

Update and maintain the Council's web site on a quarterly basis. Maintain standards for website accessibility according to state and national governmental guidelines.

Revise and produce Council's orientation manual, 10 copies, in 3 ring binders with designed cover (1 color); develop program on a CD or video.

Create a customer satisfaction survey of Council activities to be included in the newsletter.

Type of Bid Requested: Competitive

Total Cost per Fiscal Year: \$60,000

Executive Committee

OBJECTIVE 3: Administrative/Support Area of Emphasis – Cross Cutting

To assist the Rhode Island Developmental Disabilities Council and its staff in handling administrative details, budgetary, clerical and office work, and to perform important staff work as an assistant to the Council staff.

Activities:

Assist Council staff by performing a variety of routine administrative duties relating to planning, coordinating, directing and controlling the policies and functions of the Rhode Island Developmental Disabilities Council.

Assist in planning and organizing the daily operations of the Council, including fielding important information and referral phone calls and e-mails.

Conduct research and gather information for use as a basis for important decisions, as requested.

Assist with:

- Studies, analyses and recommendations for proposed changes in policies, programs, and procedures.
- Contacting officials and personnel for the purpose of obtaining information and recommendations relating to specific problems, activities or policies.
- Handle important and routine verbal, electronic and written correspondence.
- Process and maintain important Council documents and procedures.
- Maintain Council's database.

- Support the activities of the Council's grantees, as requested.

To participate in the processing and maintenance of financial, personnel or other important records.

To conduct, analyze and make recommendations that will improve Council's financial management system to comply with state and federal requirements.

To review, update and maintain financial information for all Council awards and contracts in order to implement accounting procedures that will effectively track and comply with federal and state fiscal years.

To keep Council members and staff apprised of current and future financial issues.

To review Council's database system and recommend improvements and modifications that will streamline the data and information.

To redesign and improve the quality of the data in order to improve the efficiency of the Council's overall and day-to-day operation/function.

To provide computer/tech support and troubleshooting in order to improve the efficiency of the Council's overall and day-to-day operation/function.

Type of Bid Requested: Competitive

Total Cost Per Fiscal Year: \$50,000

OBJECTIVE 4: Five Year Plan Area of Emphasis - Cross-cutting

To develop a comprehensive State Plan that satisfies Federal guidelines and that will inform and guide Council activities through the years 2012-2016.

Activities:

Provide Council with a review of research conducted for Council's previous 2007-2011 Five Year Plan and an update of projects completed by Council. Recommend a topical area for further research.

Provide Council with a review of one topical area in the current system, such as new strategies and models of service/support provision being used in other states and

countries (as well as models underutilized here in RI).

Provide Council with detailed information on a particular topical area, gathered from three discussion groups and a survey with individuals and families.

Provide Council with a review and analysis of services to persons with developmental disabilities and their families, based upon the review of 16 State Agency Plans.

Provide Council with input from State and private service providers re: the Council's priorities, through the development and dissemination of an agency survey.

Incorporate information gathered from the above activities, together with Council's Five Year Goals and Objectives developed by the Council based upon this information, into the Five Year Plan for 2012-2016.

Solicit public input into the Council's proposed State Plan, through two public forums, and incorporate public comment into the Five Year Plan.

Provide technical assistance to the Ex Com in writing the Plan and EDS data filing with the Administration on Developmental Disabilities.

Type of Bid Requested: Competitive

Total Cost Per Fiscal Year: \$10,000

OBJECTIVE 5: Leadership Development Area of Emphasis – Community Support

To assist the Council's Executive Committee to carry out goals and objectives that includes leadership development and training for self-advocates, family and Council Members, including assistance to Council Members for informed decision making.

Activities:

The Council will provide direction to the agency for the following activities:

To work with the Council staff to ensure that all arrangements are made and costs assumed for Council members, staff and relevant members of the DD community, to conduct or attend statewide and national workshops, meetings, conferences and training sessions (i.e., registration fees, lodging, food and transportation) as approved by the Council Executive Committee or its Executive Director.

To support Council members and staff to participate in leadership training opportunities. Leadership training opportunities should include, but not be limited to the following:

- Identify, involve, support and advance leaders who are people with developmental disabilities, especially self-advocates and family members to become involved at a state and national level in federal policy development and implementation; and
- Establish and sustain multiple strategies, including experiential learning, so that the participants gain a core of knowledge and skills to advance the goals of self-determination and choice through state and national level policymaking, program administration and oversight; and
- Evaluate and publicize the results of the impact of activities from an individual, state and national perspective.
- To make arrangements and manage fiscal resources for the Council’s Annual meeting;
- To purchase educational and other supportive materials as recommended by the Council, to increase Council members and staff knowledge of the state-of-the-art in the field of developmental disabilities.

Type of Bid Requested: Competitive

Total Cost Per Fiscal Year: \$30,000

System Advocacy Committee

GOAL #2: It is the purpose of the System Advocacy Committee (SAC) to identify areas of need for systems change to encourage effective service delivery models, which foster:

- **Increased levels of independence;**
- **Achievement of maximum potential;**
- **Improved quality of life;**
- **Meaningful employment opportunities**
for individuals with developmental disabilities and their families.

OBJECTIVE 1: Statewide Self-Advocacy Area of Emphasis – Community Support

Coordinate the development of an effective, cross-disability, statewide, self-advocacy organization. This organization would respond to currently identified and emerging issues on the local and state level. It would focus on:

- More comprehensive implementation of the “*Olmstead Decision*” and equal

access to a wide variety of supports;

- Advocating for changes to Medicaid policies, which will remove or reduce disincentives to employment such as the earned income limit in the (PARI) aged and disabled waiver.

This organization would also maintain affiliation with a national advocacy organization providing similar efforts at the federal level.

Activities:

Recruit and coordinate a cross-disability coalition among existing Rhode Island self-advocacy organizations interested in jointly pursuing this objective.

Through a Request For Proposals (RFP), provide financial resources for the establishment of a statewide affiliate of a national self-advocacy organization.

OBJECTIVE 2: Emerging Issues/Educate Policymakers Area of Emphasis – Cross Cutting

Annually identify three to five priority emerging issues for system advocacy. Educate key policymakers and legislators regarding the identified issues.

Activities:

By November 30th annually, either independently or jointly with other agencies, conduct research or public meetings. These efforts will identify three to five priority emerging systems advocacy issues during the next legislative session.

The DDC shall provide dedicated staff support (i.e., consultant) to the SAC to develop, implement and coordinate a plan to educate key policy makers and legislators.

As needed, the SAC will draft legislative or policy recommendations, negotiate with policy makers and legislators, and provide testimony.

Type of Bid Requested: Competitive

Total Cost Per Fiscal Year: \$15,000

Individual and Family Advocacy Committee

GOAL #3: It is the purpose of the Individual & Family Advocacy Committee (IFAC) to support activities designed to develop the capacity of individuals and families to participate fully in their community.

OBJECTIVE 1: Adult Continuing Education Area of Emphasis - Education

To research and demonstrate a model(s) of adult continuing education programs and enhance access to both specialized and mainstream adult education programs by individuals with disabilities, with an emphasis on courses that will promote better preparation for employment, including vocational and career-related information.

Activities:

Work jointly with RI Department of Education's (RIDE) consolidation effort to develop a comprehensive plan for adult education.

Research and demonstrate model program(s):

- Year 1 and 2 — Research current program model(s) available in state. Research model programs in other states and Canada. Publish findings.
- Year 3 — Develop RFP for demonstration or replication of model program(s) based on research findings, including financing options.
- Year 4 and 5 — Award grant for demonstration/replication of model program(s) and fully implement. Evaluate results.

Create and publish a statewide Accessible Adult Education Guide and make available in both print and on the internet.

OBJECTIVE 2: Service Learning Area of Emphasis - Education

To support service learning opportunities for all learners, to influence attitudes and behaviors regarding integration and full inclusion of people with developmental disabilities in the community

Activities:

Direct specific resources toward technical assistance for schools and youth programs

that include programs of service learning on the part of youth with disabilities.

Participate on state and local planning and advisory bodies that plan and finance such programs.

OBJECTIVE 3: Inclusive Education Area of Emphasis - Education

To promote effective access to the general education curriculum for students with developmental disabilities. To support families/students' advocacy efforts pertaining to universal design for learning and the inclusion of students with developmental disabilities in general education classrooms, in their neighborhood schools. Analyze the outcomes and support the replication of successful practices throughout the state.

Activities:

Use RIDE data to identify districts where access to the general curriculum is efficient, cost effective and producing desired outcomes. Identify key components of these districts and develop a presentation to encourage replication. Use RIDE data to identify districts that are less successful and provide support and incentives to replicate practices of successful districts.

By the end of June of each year, either independently or jointly with other agencies/councils, conduct research, hold public meetings, etc. to identify and prioritize emerging issues related to access to the general education curriculum, universal design,

and inclusive education in order to pursue policy changes with RIDE and/or local school district(s) during the following school year.

Provide dedicated staff support (i.e., consultant) to the IFAC to develop, implement and coordinate a plan for educating key policy makers with regard to the identified issues, including, if necessary, drafting of policy change proposals.

OBJECTIVE 4: Self-Determination Training Area of Emphasis – Community Support

To provide leadership and self-determination training opportunities for people with developmental disabilities, parents, family members and service learning students so that they may become effective advocates in influencing public policy at the community, state and national level.

Activities:

Coordinate and provide support to an advisory panel with diverse community leaders who will assist in recruiting trainees and provide technical assistance.

Recruit trainees and conduct training.

Create opportunities for self advocates to provide training and support to others interested in becoming self advocates.

Develop a pilot project to provide technical assistance to at least one school district to add Civil Rights Advocacy Issues Curriculum at the High School level for all students (including those with disabilities). This may include:

- Rhode Island for Community & Justice (RICJ)
- Martin Luther King, Jr. Nonviolence Training
- The use of members of Advocates in Action as paid trainers in the schools

Include self advocates in evaluation and planning of training activities.

Collaborate with Systems Advocacy Committee (SAC) on establishment of an effective, cross-disability, statewide, self-advocacy organization capable of responding to both currently identified and emerging issues on the local and state level, with affiliations to a national organization, which provides similar advocacy efforts at the federal level.

Type of Bid Requested: Competitive

Total Cost Per Fiscal Year: \$20,000

SECTION 3 - SPECIFIC INSTRUCTIONS FOR PREPARATION OF RFP APPLICATION

The following pages are to be used as described below:

A. Identification and Assurances

Complete and attach as page 1 the form titled, "Identification and Statement of Assurances". As page 2 and 3 complete and attach the form titled "Basic Data Sheet".

B. Project Narrative

Write the narrative of the proposal covering the areas identified in the attached outline.

Begin the narrative with page 4 and continue to number all additional pages.

C. Budget

Review the instruction sheet and complete the forms provided in this application package only. Applicants may include a budget commentary if so desired. Applicants should be prepared to answer specific budgetary questions at the interview with the Review Committee. All sections of the attached budget forms must be completed.

A. IDENTIFICATION AND ASSURANCES

PROJECT TITLE _____

APPLICANT AGENCY _____

ADDRESS: _____

CITY _____

STATE _____

ZIP: _____

TELEPHONE: _____

STATEMENT OF ASSURANCES

The applicant hereby agrees to conform to both the management procedures for grants, contracts and leases and the evaluation procedures of the Rhode Island Developmental Disabilities Council (RIDDC).

Date of Submission

(Leave Blank)

Signature of Person Authorized
to Contact and Provide Assurances

Date: _____

ORGANIZATIONAL BACKGROUND AND PRIOR EXPERIENCE

BASIC DATA SHEET

1. Name of Applicant Agency : _____

2. Address: _____

3. Date the corporation was formed or is being formed:

4. Officers of the corporation and their present occupation:

5. The approximate number of applicant's current employees:

5A. The approximate number of employees expected to work on the proposed program: _____

6. Has the applicant previously held,* or is the applicant currently holding any federally assisted contract or grant or subcontract?

YES _____ NO _____

If yes, please attach sheet explaining source, amount and purpose of funds.

7. Has the applicant previously held,* or is the applicant currently holding any contract, grant or subcontract from the State of Rhode Island? YES _____ NO _____

8. Has the applicant previously held,* or is the applicant currently holding any contract, grant or subcontract from any other source?

YES _____ NO _____

*If yes, please attach sheet explaining source, amount and purpose of funds, omit contracts more than five (5) years old, unless pertinent to goal area being applied for.

9. Organizational Status:

Non-Profit_____

Profit_____

Government Agency_____

Other (explain)_____

10. If appropriate, year and state of incorporation.

Signature of Authorized Official

Title

Date

B. PROJECT NARRATIVE

OUTLINE FOR NARRATIVE PORTION OF APPLICATION

1. UNDERSTANDING THE INTENT OF THE PROJECT (20 points)

Applicant should address and include in the narrative:

- the general need and purpose of the proposed project
 - the statement of purpose should be directly linked to the measurable goals and objectives in #2 below and the performance/outcome indicators in #3 below.
- the philosophy of the proposed project
- Project Design information (if applicable)

2. PROJECT METHODOLOGY (30 points)

Applicant should refer to description under Project Goals and objectives:

- measurable program goals and objectives
- innovativeness
- clearly defined strategies to accomplish the program goals and objectives
- data to be collected (if applicable)
- a timeline for completing project goals and objectives

3. PROJECT IMPACT EVALUATION (10 points)

- Applicants should develop simple, clearly written, measurable outcome indicators for each of the goals and objectives of the project.
- a plan for data collection or other evaluative method, which will determine the impact of the project's activities
- milestones in the project

- a description of and projected completion date for the final project report that evaluates the project's impact based on the performance/outcome indicator measures.

4. ORGANIZATION AND MANAGEMENT (10 points)

This section should address:

- organization of the applicant's current agency, if applicable
- resources needed to conduct the project (personnel, time, funds, facilities, etc.)
- organization of the proposed project including, staffing patterns, organizational chart, job descriptions for proposed staff and resumes.

In the event that staff have not been identified, the applicants should explain how recruitment and screening of staff will be done.

- coordination efforts to be used with other agencies, organizations and individuals
- any additional funds needed to support project
- fiscal management capabilities

5. APPLICANT'S BACKGROUND AND PRIOR EXPERIENCE (20 points)

Applicant should provide:

- resume
- previous experience and knowledge of developmental disabilities
- clear concise writing ability
- any licenses or certificates held by the applicant, agency, or staff
- references for major staff positions involved in the proposed project

6. DISSEMINATION OF PROJECT RESULTS (10 points)

Applicant should provide:

- a plan for disseminating the experiences and findings with the Developmental Disabilities Council and other interested groups.
- recommendations to the Developmental Disabilities Council

NOTE: THE PROJECT NARRATIVE SECTION OF APPLICATIONS SHOULD RANGE FROM A MINIMUM OF FOUR (4) PAGES TO A MAXIMUM OF TEN (10) PAGES. PLEASE NUMBER ALL PAGES.

C. BUDGET SUMMARY

Applicant's Name: _____

Applicant's Address: _____

Phone: _____ Employer Federal ID/SS#: _____

Project Title: _____

PROPOSED SOURCE OF FUNDS

RIDDC IN-KIND* TOTAL

I. PERSONNEL

A. SALARIES

--	--	--

B. FRINGE BENEFITS

--	--	--

C. CONSULTANTS

--	--	--

TOTAL PERSONNEL:

--	--	--

II. TOTAL PROGRAM COSTS

--	--	--

III. INDIRECT COSTS

% OF \$

--	--	--

IV. TOTAL COST

--	--	--

Signature of Authorized Program Official

Typed Name of Authorized Program Official

*In-kind: Refers to the 33% of the grant award that is provided by the applicant as an in-kind contribution. It is a federal requirement.

PROGRAM COST DETAIL

PROPOSED SOURCE OF FUNDS

	<u>RIDDC</u>	<u>IN-KIND</u>	<u>TOTAL</u>
A. PROGRAM ACTIVITIES			
B. FOOD			
C. EQUIPMENT (Specify)			
Rental () Purchase ()			

<u>ITEM</u>	<u>COST</u>

EQUIP. TOTAL:

D. TELEPHONE			
E. TRAVEL			
F. PRINTING			
G. POSTAGE			
H. ADVERTISING			
I. OFFICE SUPPLIES			
J. HEAT			
K. RENT			
L. UTILITIES			

OTHER COSTS (Specify)

TOTAL PROGRAM COSTS			
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BUDGET
PERSONNEL DETAIL

PROPOSED SOURCE OF FUNDS

		<u>RIDDC</u>	<u>IN-KIND</u>	<u>TOTAL</u>
A. SALARIES	%			
Effort				
TITLE/POSITION				
TOTAL SALARIES:				
B. FRINGE BENEFITS				
TOTAL FRINGE:				
C. CONSULTANTS				
TITLE / POSITION	# Hours x Hourly rate			
TOTAL CONSULTANTS:				
TOTAL PERSONNEL:				

Questions concerning this solicitation may be e-mailed to the Division of Purchases, in accordance with the terms and conditions expressed on page one of this solicitation. Please reference the RFP / LOI # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Purchases Help Desk at 401 222-3766

Responses (an original plus 7 copies) should be mailed or hand-delivered in a sealed envelope marked “ RFP# 70012698: R.I. Developmental Disabilities 5 Year Plan, 2007-2011” to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

RESPONSE CONTENTS

Responses must include the following:

1. An R.I.V.I.P generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.ri.gov>)
2. A statement of experience describing the Vendor’s background, qualification, and experience with and for similar projects, and all information described earlier in this solicitation.

Notwithstanding the above, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.