



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) SELF ADVOCACY 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 [DDAct]. 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:

VTDDC is committed to providing support to strengthen a state organization led by individuals with developmental disabilities. Key to self advocacy is a network of local and state-wide self-advocacy groups where people with developmental disabilities can get together, plan activities and trainings that expand opportunities, and grow leadership skills so members can support each other, become advocates for themselves, and join with others to use their voice to increase public awareness and educate policymakers.

The *purpose* of the Self Advocacy Project is to stabilize and expand the state-wide network of self advocacy groups; to provide leadership and other training opportunities that build self advocacy skills and support people to be healthy community members; and to expand participation of individuals with developmental disabilities in leadership groups, including other disabilities and other cultural backgrounds.

VTDDC seeks proposals that demonstrate the capacity to:

- Provide technical assistance that strengthens and expands the number of self advocacy groups, particularly for youth with developmental disabilities.
- Provide training for youth and adults about self advocacy and related topics that supports independence, productivity, community living and healthy relationships

- Train youth and adults to be leaders, trainers, mentors and peer educators, to include collaboration on the Vermont Leadership series.
- Support active participation of people with developmental disabilities in cross-disability and community initiatives, including government and non-profit boards.
- Promote positive perceptions of people with developmental disabilities through a variety of outreach and public awareness activities
- Strengthen a state-wide self-advocacy organization through fundraising and other organizational development activities

C. Funding: Up to \$60,000 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 DDAAct.
- 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.