



## Vermont Developmental Disabilities Council

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**Mailing Address:**

Vermont Developmental Disabilities Council  
322 Industrial Lane  
Berlin, Vermont 05633-0206

**Phone:** 1-802-828-1310  
**Toll Free:** 1-888-317-2006  
**FAX:** 1-802-828-1321

[vtddc@vermont.gov](mailto:vtddc@vermont.gov)  
[www.ddc.vermont.gov](http://www.ddc.vermont.gov)

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### REQUEST FOR PROPOSALS (RFP) CROSS-DISABILITY COORDINATOR

The Vermont Developmental Disabilities Council (VTDDC) is seeking to fund a position for a Coordinator who would support and strengthen Vermont's Cross-Disability Movement. This funding is intended to support a new position, rather than underwrite an existing position. Organizations interested in overseeing this position are invited to apply following the stipulations in this RFP. This grant would provide \$25,000 for the first six (6) months, renewable for up to four (4) years at a minimum of \$50,000 annually, based on performance and the availability of federal funds.

#### 1. BACKGROUND

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The Vermont Developmental Disabilities Council (VTDDC) is a state-wide board created under the federal Developmental Disabilities Assistance and Bill of Rights Act [the Act]. Its mission is *to help build connections and supports that bring people with developmental disabilities and their families into the heart of Vermont communities*. Sixty percent of VTDDC members are people with disabilities or family members who are appointed by the Governor; other members are representatives from state and nonprofit agencies.

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

VTDDC follows the federal definition of "developmental disability"; specifically, a disability that happens before the age of 22 that affects three areas of daily living. This is broader than the definition used for developmental services by the State of Vermont, and includes people covered by Choices for Care and other Vermont

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programs for people with certain physical disabilities. For more information about VTDDC, please visit our website: [www.ddc.vermont.gov](http://www.ddc.vermont.gov).

## 2. OVERVIEW OF REQUEST FOR PROPOSALS

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The Disability Rights Movement (DRM) -- and its corollary, the Independent Living Movement -- began in the 1970's. DRM advocates sought acknowledgement of the needs of people living with a disability and championed the right of people with disabilities to own their movement for social change. The DRM advanced a social model of disability, as opposed to the prevailing medical model that identified disability as an individual deficiency in need of cure or amelioration. In the social model, disability is understood as a social construct in which disability results from the interaction of an individual's specific condition and the social, political, spatial, architectural, linguistic and cultural environment. It is a collective problem that requires collective political action.

While originating among people who experience a physical disability, a wide array of disability groups came to identify with the social model of disability and the DRM. These include people with cognitive, intellectual, mental, sensory, or developmental differences, or a combination of these. The Cross-Disability Movement is an umbrella that encompasses these diverse groups, finding common cause in advocating for laws and cultural norms that support universal access to education, employment, information, medical care, and other public goods.

VTDDC believes there is strength in a disciplined, well-organized coalition of individuals and organizations that advocate at all levels of government for policies and practices that protect and advance the rights of people who live with a disability. One in five Americans experiences some type of disability, making it the largest minority group in the nation. However, the number of individuals who claim a disability identity and advocate for disability rights is much smaller. This represents a lost opportunity to shape public perception and harness the power of collective action.

Toward this end, VTDDC is seeking proposals from qualified organizations to coordinate, expand, and strengthen Vermont's Cross-Disability Movement.

### 2.1 Term of Agreement

The term of the grant agreement arising from this RFP shall be for an anticipated six (6) months, from April 1, 2017 to September 30, 2017, and renewable for up to four (4) additional years based on performance and the availability of federal funds.

## 2.2 Funds Available

VTDDC has made up to \$25,000 available for the six-month period from April 1, 2017 to September 30, 2017. Based on performance and the availability of federal funds, VTDDC will commit a minimum of \$50,000 annually to renew this grant for up to four (4) years.

## 2.3 Sole Point of Contact

All communications concerning this RFP must be addressed in writing to the attention of:

Kirsten M. Murphy, Executive Director  
Vermont Developmental Disabilities Council  
322 Industrial Lane  
Berlin, VT 05633—0206  
Email: [Kirsten.Murphy@Vermont.gov](mailto:Kirsten.Murphy@Vermont.gov)

Kirsten Murphy is the sole contact for this RFP and can be contacted at [Kirsten.Murphy@Vermont.gov](mailto:Kirsten.Murphy@Vermont.gov). Contact with or attempts to contact other State of Vermont personnel or citizen members of the Vermont DD Council specific to this RFP could result in the rejection of the proposal in question.

## 2.4 Time Table

The RFP procurement schedule is below. VTDDC reserves the right to modify these dates.

Estimated Procurement Schedule	Date
RFP release date	January 20, 2017
Questions Due, in writing	February 3, 2017
VTDDC's response to questions	February 6, 2017
Applications due	March 1, 2017
Selection notification	March 23, 2017
Proposed start date for grant agreement	April 1, 2017 (subject to approval by the State of Vermont)

## 2.5 Questions

Questions regarding this RFP must be submitted in writing to the sole point of contact by February 3, 2017. Electronic submission is acceptable. Answers to all collected questions will be posted on or before February 6, 2017 at VTDDC's website ([www.ddc.vermon.gov/grants](http://www.ddc.vermon.gov/grants)).

### 3. SCOPE OF WORK

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Every five years, VTDDC engages in a review of the needs of people with developmental disabilities in Vermont. From this, the Council builds a new Five-Year State Plan that will guide how the Council uses its resources—including VTDDC’s annual allocation of federal funds—to improve the lives of people with developmental disabilities.

**All VTDDC grants must support the implementation of one or more goals or objectives in the Five-Year State Plan.** Applicants are strongly encouraged to review this plan at [www.ddc.vermont.gov/projects](http://www.ddc.vermont.gov/projects) or in the Attachments to this RFP.

The successful proposal will describe how the grantee will assist VTDDC in implementing Goal 2 of its Five-Year State Plan.

*VTDDC will nurture and support a powerful movement of self-advocates and family members prepared to advocate for policies, programs, and funding that realize the vision of the Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 [42 USC 15,001 et seq. (2000)].*

Please note that there are four (4) objectives listed under this Goal. The applicant may also comment on how their organization, through the position of a Coordinator for Vermont’s Cross-Disability Movement, will assist VTDDC in meeting any of these objectives or other objectives in VTDDC’s Five-Year State Plan.

#### 3.1 General Guidance – *who can apply?*

The applicant must be a nonprofit organization.

#### 3.2 Timeline

It is assumed that there will be a start-up period during which the grantee will finalize a job description, post the position, interview, and hire the Coordinator (Phase I, 3.4.3 below). It is also assumed that activities undertaken during the initial six-month period of the grant will include building relationships and establishing organizational infrastructure such as setting up a database, developing a communication plan, and/or revising the grantee’s governance structure (Phase II, 3.4.4 below).

#### 3.3 Logic Model

A one page Logic Model, using the attached template or equivalent, is a required ATTACHMENT. The Logic Model summarizes the early activities and deliverables

to be funded by this grant, as well as providing a snapshot of how the applicant sees this work contributing to longer-term outcomes and impact. Please see Attachment 1 for specific instructions.

The applicant is encouraged to develop the logic model *before* writing the Proposal Narrative as this usually helps in clarifying your ideas and expectations.

### 3.4 Proposal Narrative

#### 3.4.1 Introduction

Please provide a brief overview of your proposal, with attention to how the addition of a Coordinator for the Cross-Disability Movement will assist your organization in fulfilling its mission and VTDDC in achieving Goal 2 and other components of its Five-Year State Plan.

#### 3.4.2 Objectives and Outcomes<sup>1</sup>

This grant is renewable up to 4 additional years. In this section, the applicant should convey a vision for how, through the work of the Coordinator, the organization will enhance and strengthen Vermont's Cross-Disability Movement over time.

What are the short-term (18 month) objectives that your organization will task the Coordinator with accomplishing by September 30, 2018? What outcome(s) will result from the achieving these objectives?

If this grant is further renewed, what objectives does your organization hope to achieve by September 30, 2020? What will the outcomes be?

Finally, what will be the overall impact of this project at the end of the grant? What will be different for Vermonters with disabilities as a result of having a Coordinator for Vermont's Cross-Disability Movement?

#### 3.4.3 PHASE I: Start-up Activities.

- **Job Description:** The applicant may structure the Coordinator position (number of hours/week) in the manner deemed best for both recruiting the Coordinator and accomplishing the work assigned to the Coordinator. Briefly describe the qualities and knowledge your organization would seek in a Coordinator. How does your organization intent to structure the position (full or part time) and why?

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<sup>1</sup> Both objectives and outcomes should be specific and measurable. Objectives describe what your organization wants to accomplish. Outcomes describe what will be different as a result of achieving these things.

ATTACHMENT: A draft job description including the duties of the Coordinator and minimum qualifications for the job.

- **Search and Hiring:** Briefly describe the process that your organization will use to recruit, interview, and hire the Coordinator. How long do you estimate it will take to complete this process?
- **Supervisory Structure:** Describe how your organization will oversee the position, including setting short and mid-term objectives, supervising duties, and providing evaluation of performance, initially every six (6) months.

#### 3.4.4 PHASE II: Early Implementation

- **Activities:** What activities will the Coordinator undertake *during the first 6 months* of this grant? Activities appropriate for the Coordinator for Vermont's Cross-Disability Movement may include, but are not limited to the following, which are offered as examples:
  - Leading meetings of cross-disability coalition(s).
  - Community outreach, including one-on-one meetings to identify common areas of self-interest among people with disabilities, their family members, and other allies.
  - Assisting advocates in crafting strategic local initiatives to address barriers to full community access.
  - Coordinating a legislative breakfast in collaboration with disability organizations.
  - Building a database to manage communication with community contacts.
  - Developing and implementing a communication strategy that engages self-advocates and family members impacted by disability.

Please be as specific as possible: For example, stating the number of meetings or groups targeted for outreach.

- **Deliverables:** Please describe any specific products that your organization will expect the Coordinator to deliver by September 30, 2017.
- **Evaluation Plan:** Describe how your organization will evaluate the short-term success of the Coordinator. How will you demonstrate the value added when seeking to renew this grant at the end of the initial six (6) month grant period? Please be as specific as possible including

quantitative data such as an increase in the number of coalition participants (individuals or organizations), new funds or in-kind support leveraged, or expanded representation across disability types, Vermont regions, or other demographic indicators.

### 3.4.5 OTHER

- **Qualifications:** Please describe the mission, values, goals, and structure of your organization. What is your organization’s demonstrated success in working collaboratively across a broad range of disabilities to achieve objectives that collectively benefit people with disabilities? How will the addition of the Coordinator assist your organization in meeting its mission and goals?
- **Role of People with Disabilities:** What role do people with the lived experience of disability – either people with disabilities or their family members -- play in your organization?
- **Technical Assistance:** What, if any, assistance will your organization need to ensure that the Coordinator is successful? Assistance is typically in the form of technical support or training.
- **Budget:** Applicants must submit a project budget that is both realistic and reasonable to accomplish the work outlined. The budget must include information about how the applicant intends to provide the required non-federal matching funds (See Section 4.2 below). The budget should include, but is not limited to the following direct costs:
  - Wages and, if applicable, benefits for the Coordinator
  - Travel/mileage for the Coordinator
  - Equipment and supplies for the Coordinator

Total indirect costs such as insurance and fund management may not exceed 10%.

### 3.4.6 ATTACHMENTS:

The proposal must be accompanied by:

- A copy of your organization’s liability insurance certificate.
- A copy of your organization’s annual budget for the current fiscal year. This refers to the organization’s overall budget, of which the project budget is a part.

- Three short (one page) letters of support from disability-related organizations attesting to the applicant’s capacity to bring together individuals and organizations from a broad range of disability groups.
- Attachments identified above (draft job description, 3.4.3, and logic model, 3.3).

### 3.5 Format for the Proposal

- The proposal should be prepared simply and economically, providing straightforward answers in plain language.
- Proposals should be accompanied by a transmittal letter signed by the officer of the sponsoring organization who has the authority to bind the business. The transmittal letter should state that:
  - The RFP terms are accepted.
  - The organization agrees to the standard State grant agreement requirements in Attachment C, E, and F; which are included in Section 6.
  - The organization’s federal tax ID number, its DUNS number, and its SAM’s number.

## 4. General Conditions and Requirements

### 4.1 General Conditions

- The cost of proposal development is the sole responsibility of the applicant.
- All proposals submitted in connection with this RFP may be subject to disclosure under the State’s access to public records law.
- All proposals shall become the property of the VTDDC.

### 4.2 Terms of the Grant Agreement

The apparently successful applicant organization will be invited to enter into a Grant Agreement with VTDDC. Along with the legal terms set out in the standard State Agreements (See Section 6, Attachments), the following terms will also apply:

- The grantee must provide non-federal matching funds equal to 25% of the total project cost. Matching funds may be in cash, meaning funds directly supporting the project; or matching funds may be provided in-kind. Examples of in-kind support include the hours that the grantee



provides for supervising the Coordinator, office space for the Coordinator, or overhead that is not billed to this grant.

- The grantee must submit quarterly program and budget reports using VTDDC's online grant management system (DD Suite). Specific due dates will be identified in the grant agreement.
- The grantee's Coordinator must meet monthly with VTDDC staff to discuss current grant activities and any technical support needs. These meetings are not intended to substitute for supervision of Coordinator.
- The grantee will credit VTDDC in media and project publicity.
- The grantee may be asked to make a short annual presentation to the full Council about their project.

#### 4.3 Proposal submission

- One copy of the application form, transmittal letter, and three letter(s) of support must be submitted by 5 p.m. on Wednesday, March 1, 2017.
- Proposals must be addressed to the following single point of contact:

Kirsten M. Murphy, Executive Director  
Vermont Developmental Disabilities Council  
322 Industrial Lane  
Berlin, VT 05633—0206
- Hand carried proposals must be delivered to a staff member of VTDDC on or before the due date/time; these will be stamped with date/time received. Proposals not in possession of VTDDC's sole point of contact identified in Section 1.3 by the due date and time will not be considered and will be returned to the applicant organization unopened.
- Faxed proposals will NOT be accepted. Emailed proposals will NOT be accepted.

#### 4.4 Additional Conditions

VTDDC may, at any time and at its sole discretion and without penalty, reject any and all proposals and issue no grant agreements as a result of this RFP.

Furthermore, a proposal may be rejected for one or more of the following reasons or for any other reason deemed to be in the best interest of the VTDDC:

- The failure of the applicant to adhere to one or more provisions established in this RFP.

- The failure of the applicant to submit required information in the format specified in this RFP.
- The failure of the applicant to adhere to generally accepted ethical and professional principles during the RFP process.

VTDDC reserves the right to amend the RFP at any time prior to the proposal due date by issuing written addenda. Amendments, addenda, Questions and Answers, and any relevant information will be posted at [www.ddc.vermont.gov](http://www.ddc.vermont.gov). It is the applicant’s responsibility to check periodically for such information.

Read all instructions carefully. If you do not comply with any part of this RFP, VTDDC may, at its sole option, reject your proposal as nonresponsive. VTDDC reserves the right to waive any requirements of this RFP.

## 5. Scoring and AWARD

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This award will be made in the best interest of the VTDDC. Proposals will be evaluated by a subcommittee of the Council, which will make a recommendation for consideration by the full Council at its March 23, 2017 meeting.

The following are the major components and the corresponding allocation of points that will be used during the evaluation of proposals:

### Scoring Rubric

<p><b>Introduction</b></p> <p><i>Does the proposal support VTDDC’s Five Year State Plan, Goal 2? Does it support one or more objectives in the Plan?</i></p>	20
<p><b>Objectives and Outcomes</b></p> <ul style="list-style-type: none"> <li>• <i>Does the proposal describe a vision how this grant, if renewed, will have a positive impact for Vermonters with disabilities?</i></li> <li>• <i>Are the 18 month objectives and outcomes reasonable and measurable?</i></li> <li>• <i>Are the long-term objectives and outcomes reasonable and measurable?</i></li> </ul>	15

*Scoring rubric continues*

<p><b>Start-up Activities</b></p> <ul style="list-style-type: none"> <li>• <i>Does the proposal describe a reasonable plan for recruiting and hiring the Coordinator?</i></li> <li>• <i>Is the position of Coordinator structured in a manner that will support accomplishing work described in this proposal?</i></li> <li>• <i>Does the proposal describe a means of providing adequate supervision and support for the Coordinator?</i></li> </ul>	15
<p><b>Early Implementation</b></p> <ul style="list-style-type: none"> <li>• <i>Has the applicant identified appropriate activities to be completed by September 30, 2017?</i></li> <li>• <i>Has the applicant identified appropriate deliverables to be completed by September 30, 2017?</i></li> <li>• <i>Has the applicant described an evaluation plan that clearly measures the value added by the Coordinator?</i></li> </ul>	15
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• <i>Does the organization have the capacity to support the Coordinator?</i></li> <li>• <i>Has the organization have previous experience in building cross-disability partnerships?</i></li> <li>• <i>Will the addition of a Coordinator further the mission of the applicant organization?</i></li> </ul>	15
<p><b>Other</b></p> <p>Do people with disabilities or their family members have a leadership role in the applicant’s organization?</p>	10
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• <i>Is the project budget reasonable and cost-effective?</i></li> <li>• <i>Is there a plan for the required non-federal match?</i></li> </ul>	10

## 6. ATTACHMENTS

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Attachment: Logic Model Template and Instructions

Attachment: VTDDC Five-Year State Plan Goals and Objectives


Attachment C: State Customary Provisions for Contracts (revised: 7/1/2016)

Attachment E: Business Associate Agreement (revised: 5/5/15)

Attachment F: AHS Customary Contract Provisions (revised: 12/31/16)

## Attachment: Logic Model Template

Inputs/Resources	Activities First 6 months	Outputs/ Deliverables	Short Term Outcomes, by 9/30/18	Intermediate Outcomes By 9/30/20	Impact, by the end of FFY'21



### Instructions

1. **Inputs/Resources:** These are the resources that your organization is prepared to invest in coordinating, expanding and strengthening Vermont's the Cross-Disability Movement. Resources include grants and other funding, but they can also be knowledge, connections, membership, or previous work.
2. **Activities:** These are the tasks that the Coordinator or others will undertake between April 1, 2017 and September 30, 2017 that contribute to coordinating, expanding, and strengthening Vermont's Cross-Disability Movement.
3. **Outputs/Deliverables:** These are the products that your organization expects the Coordinator or others to produce by September 30, 2017 that will contribute to coordinating, expanding, and strengthening Vermont's Cross-Disability Movement.
4. **Short-Term Outcomes:** These describe what your organization expects to be different at the end of 18 months as a result of meeting a set of objectives funded by this grant. (Note: You may describe the objectives in your narrative; they are not required in this template).
5. **Intermediate Outcomes:** These describe what your organization expects to be different at the end of 42 months as a result of meeting a set of objectives funded by this grant. (Note: You may describe the objectives in your narrative; they are not required in this template).
6. **Impact:** How will the situation for Vermonters with a wide range of disabilities be different by the end of this grant cycle (54 months of funding).



# Five-Year State Plan 2017-2021

## Goals & Objectives

### Goal 1

VTDDC will reduce barriers to competitive employment and effective health care services for people with developmental disabilities in two (2) underserved Vermont communities characterized by significant economic poverty.

#### Objective 1.1

- ⇒ In collaboration with partner organizations, work to bring health outcomes for people with developmental disabilities closer to those of people without developmental disabilities in an underserved Vermont community.

#### Objective 1.2

- ⇒ Promote the use of available funding and programs for competitive employment for Vermonters with developmental disabilities living in two (2) underserved communities characterized by significant economic poverty.

#### Objective 1.3

- ⇒ Support initiatives that position Vermont as a leader in developing and expanding entrepreneurial opportunities and innovative approaches to job training for people with developmental disabilities, especially those living in underserved communities.

#### Objective 1.4

- ⇒ Promote peer-to-peer training and support as a highly valued part of person-and- family-centered care planning for people with developmental disabilities.
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## Goal 2

VTDDC will nurture and support a powerful movement of self-advocates and family members prepared to advocate for policies, programs, and funding that realize the vision of the Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 [42 USC 15,001 *et seq* (2000)].

### Objective 2.1

- ⇒ Identify and collect information about Vermonters who have a developmental disability, including those who meet the federal definition of “developmental disability” [42 U.S. Code §15002(8)] but who do not meet the State of Vermont definition of “developmental disability” for the purposes of receiving home and community based supports (HCBS) [18 V.S.A. §8722(2)].

### Objective 2.2

- ⇒ In collaboration with VTDDC’s Network Partners – Disability Rights Vermont and the UVM Center for Disability and Community Inclusion -- conduct multiple leadership training opportunities where self-advocates and family members come together to learn how to model and advocate for inclusion, self-determination, productivity, and independence.

### Objective 2.3

- ⇒ Engage self-advocates and family members through the dissemination of information and alerts; through soliciting their input about the issues impacting their lives; and through assisting them in practicing advocacy skills, including at the local and regional level.

### Objective 2.4

- ⇒ Build a repository of stories from self-advocates and family members in multiple formats (audio, video, or written) that can be used as advocacy and training tools.
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## **Goal 3**

VTDDC will vigorously seek changes in Vermont's many service systems so that Vermonters with developmental disabilities – including those who are currently not identified as having a developmental disability under Vermont law [18 V.S.A. §8722(2)] – and their family members have greater and more equitable access to supports that foster the four values in the Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000: community inclusion, self-determination, productivity, and independence.

### **Objective 3.1**

- ⇒ Through a public awareness campaign, disseminate information widely about the prevalence, accomplishments, stories, and needs of the estimated 86,000 Vermonters with developmental disabilities, including those who do not qualify for home and community based services (HCBS) through the state Developmental Services System of Care.

### **Objective 3.2**

- ⇒ Advocate that the Developmental Services System of Care place greater emphasis on pro-actively supporting individuals rather than reacting to crises, and expand the percentage of eligible individuals who receive home and community based services (HCBS).

### **Objective 3.3**

- ⇒ Promote access to existing care coordination services through provider training, appropriate accommodations, and targeted outreach for people with developmental disabilities.

### **Objective 3.4**

- ⇒ In collaboration with VTDDC's Network Partner, Disability Rights Vermont, which is Vermont's the Protection and Advocacy Agency, advocate that the Choices for Care program offer the same services and supports to people 18 to 64 years of age as the Developmental Services program offers to people with developmental disabilities, including supported employment.

*Continued*

### **Objective 3.5**

- ⇒ Advocate to expand family support funding, including funding for respite.
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