



## Vermont Developmental Disabilities Council

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## REQUEST FOR PROPOSALS (RFP) SEEDS

### *BUILDING GREATER CAPACITY TO SUPPORT PEOPLE WITH DEVELOPMENTAL DISABILITIES*

The Vermont Developmental Disabilities Council (VTDDC) announces a unique grant opportunity for innovative projects that increase community capacity to support Vermonters with developmental disabilities and family caregivers. SEEDS grants are nonrenewable awards that provide \$10,000 to \$15,000 in project support. SEEDS grants are intended to “jump start” a new approach or to spread a new way of thinking about a disability issue. VTDDC also places priority on projects that will improve the lives of people with developmental disabilities living in underserved rural areas of Vermont where there is significant poverty.

This is the fifth SEEDS RFP. Although proposals may support any section of VTDDC’s Five-Year State Plan, the Council is particularly interested in reviewing proposals that support one of two specific objectives: (1) the development of a story bank; or (2) projects that support entrepreneurial opportunities and innovative approaches to job training for people with developmental disabilities. A list of previous recipients and projects can be found in the attachments.

### 1. BACKGROUND

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The Vermont Developmental Disabilities Council (VTDDC) is a statewide 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 government 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

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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 programs for people with certain physical disabilities, as well as Vermonters living with developmental disabilities who do not qualify for community-based services. 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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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.** To review the VTDDC Five-Year State Plan for 2017–2021, please see the attachments or: [www.ddc.vermont.gov/projects](http://www.ddc.vermont.gov/projects).

### 2.1 Term of Agreement

The term of the grant agreement arising from this RFP shall be for an anticipated twelve (12) months, from January 1, 2019 to December 31, 2019. The timeline may be shorter depending upon specific project needs, but the term of the agreement shall not be shorter than six (6) months.

### 2.2 Funds Available

Individual awards will range from \$10,000 to \$15,000. VTDDC anticipates making one (1) or two (2) awards as a result of this RFP, based on the quality of the applications and availability of funds.

### 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)

Actual contact with other State of Vermont personnel or Council member -- or attempts by bidders to contact any other State personnel or Council members -- specific to this RFP could result in the rejection of their proposal.

## 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	October 15, 2018
Questions and Requests for Assistance due	November 1, 2018
VTDDC's response to questions, posted	November 5, 2018
Applications due	December 1, 2018
Selection notification	December 7, 2018
Proposed date for grant agreement	January 1, 2019, anticipated (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 November 1, 2018. Electronic submission is acceptable. Answers to all collected questions will be posted on or before November 5, 2018 at VTDDC's website ([www.ddc.vermon.gov/grants](http://www.ddc.vermon.gov/grants)).

## 2.6 Request for Assistance

VTDDC cannot provide technical assistance to a potential grantee beyond addressing questions submitted under 2.5 above. However, if there is a need for assistance in either identifying an appropriate nonprofit sponsor or in obtaining support to complete the application, VTDDC will refer potential applicants to appropriate partner organizations. Request for Assistance must be provided in writing to the sole point of contact by November 1, 2018. This can be done through a simple email. Applicants are encouraged to seek this assistance as soon as possible in the application process.

### 3. SCOPE OF WORK

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SEEDS Grants are “capacity-building grants.” This means that they are intended to increase the ability of an organization or community to support people with intellectual or other developmental disabilities (I/DD). Capacity-building activities include:

- **Training:** Teaching people about a new approach to supporting people with I/DD or a new way of thinking about a disability-related issue. Training can be provided to paid staff, people with disabilities, the public, or other groups.
- **Outreach and Coalition Building:** Reaching out and bringing together people from different groups or communities who work together to change a policy or practice in a way that will positively impact people with I/DD and their families.
- **Strategic Planning:** Developing a plan that lays out how an organization will grow and change in the future for the benefit of people with disabilities.
- **Demonstration Projects (pilots):** Trying out a new approach on a small scale to see if it works and how it can be replicated in other communities. There are additional requirements when applying for a demonstration project. See instructions in Section 3.2 below for application question 2.8.

Applicants are strongly encouraged to review the VTDDC’s Five-Year State Plan, which outlines the goals and objectives that the VTDDC has filed with its federal funder, the Administration on Intellectual and Developmental Disabilities (AIDD), to accomplish by September 30, 2021 (see attachments). Successful proposals must describe how the grantee will assist VTDDC in implementing at least one goal or objective in this plan.

PLEASE NOTE THAT THE FOLLOWING GUIDANCE APPLIES SPECIFICALLY TO THIS ROUND 5 FOR SEEDS PROPOSALS: VTDDC is especially interested in reviewing proposals that help it advance one of two objectives in its Five-Year State Plan. Specifically, VTDDC welcomes proposals that would support:

- 1) Goal 2, Objective 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.”
- 2) Goal 1, Objective 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, rural, low income Vermont communities.”

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

The applicant must be a nonprofit organization. Individuals who wish to apply for a SEEDS grant should partner with a nonprofit organization that agrees to act as the project’s fiscal agent. VTDDC can help link individual applicants with potential nonprofit sponsors. Request for assistance must be submitted in writing by November 1, 2018.

SEEDS projects and the mission of their nonprofit sponsor must be consistent with the values of the federal DD Act: Specifically, *“to assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.”*

### 3.2 Application Form and Instructions – *how to apply*

To simplify the application process, SEEDS uses an application form with eight (8) questions and a project budget. The questions provide an opportunity for you to describe why the project is important, how you will get it done, and why you and/or the sponsoring organization are in a strong position to undertake this project. Please be as specific as possible. NOTE that you do not need to use the form itself; you may answer each question sequentially in a separate document.

Instructions for Project Narrative Questions:

**2.1 Provide a *one-paragraph* summary that clearly states the project’s goal.**

- What will be different as a result of this project?

**2.2 What issue or problem for people with developmental disabilities does this project address?**

- Remember that SEEDS grants focus on capacity building. How does this project increase the ability of your organization — or of the State of Vermont — to address a problem or issue for people with disabilities?

**2.3 How will this project help VTDDC to accomplish one of the goals or objectives in its Five-Year State Plan?**

- What goal or objective does this project address? How? Describe the activities you will undertake. Please be as specific as possible, stating the timeline you will follow and each step you will take. Where appropriate, use numbers to specify the scope of your work – for example, how many trainings, sessions, or meetings will you hold? How many people do you expect to participate?

**2.4 Describe your organization’s qualifications to implement the proposed project.**

- Describe any skills, experience, or knowledge that puts you or your sponsoring organization in a strong position to undertake this project.

**2.5 How will you measure your success?**

- How will you know that you have reached your project goal(s) as stated in question 2.1? Again, be as specific as possible.

**2.6 What role will people with I/DD or their family members play?**

- Describe how people with developmental disabilities will be part of your project. VTDDC is especially interested in whether individuals and families have a leadership role – for example, acting as project advisors, delivering training, or participating in coalitions.

**2.7 Will your project benefit people with developmental disabilities and their families living in underserved rural areas of Vermont?**

- Councils nationwide must identify an unserved or underserved group in their Five-Year State Plan and undertake activities that will address needs specific to this group. VTDDC’s Plan seeks to improve employment opportunities, education, healthcare, and peer-to-peer support for people with I/DD and their families living in rural communities characterized by significant economic poverty. Does your project assist this group and if so, how?

## **2.8 What will happen to your project once the SEEDS grant ends?**

- VTDDC wants the good work you have done to have a lasting impact. How will you share the results of your project? Will it be implemented in other parts of the State? Have you trained leaders or educators who can continue to share this new approach or thinking?
  
- If you are applying for a demonstration project (pilot), you must attach a letter of intent from a state agency, nonprofit organization, or other entity stating their interest in evaluating your project for expansion or implementation in other regions of Vermont.

### Instructions for Project Budget Plan

#### **1. Staff**

List the total cost of paid staff working on this project, including the cost of benefits. This question refers to staff working directly for the sponsoring nonprofit organization.

#### **2. Sub-contracted Services**

List the cost of people who are hired outside the sponsoring organization for project activities. Examples include a sign language interpreter for trainings or a facilitator hired to run project meetings.

#### **3. Travel**

Provide transportation costs for staff working on this project. Typically, this is described as a cost per mile that includes gas, tolls, etc. If the sponsoring organization's current reimbursement rate is lower than the federal rate, the lower rate must be used.

#### **4. Supplies**

List all supplies and publications necessary to support the project.

#### **5. Other Direct Costs**

List any other direct costs for the project such as postage, phone charges, stipends for people with I/DD and/or family members.

## 6. Indirect Costs

Indirect costs are expenses that are incurred by the sponsoring nonprofit organization in the conduct of its general operations. The applicant may charge indirect costs to the project of no more than 10% of the subtotal for personnel, travel, supplies and other direct costs **only**. When calculating the indirect cost base to be charged to VTDDC, add the four categories above and multiply by 0.10.<sup>1</sup>

Notes: Provide an explanation for any budget items that are out of the ordinary and/or need clarification.

### 3.3 Format for the Proposal

- The proposal should be prepared simply and economically, providing straightforward answers in plain language. Answers may be written directly on the application form or provided as a separate document, provided all the requested information is included.
- 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 5.
  - The organization's federal tax ID number, its DUNS number, and its SAM's number.
- If you are proposing a demonstration project (pilot) a letter of intent must be attached, as described above in Section 3.2, instructions for application question 2.8.

## 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

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<sup>1</sup> If the applicant has an established indirect cost rate with a federal agency, the applicant must use that rate; the portion of that rate which exceeds 10% can be used as a non-federal match.

under Vermont’s Access to Public Records Act (1 V.S.A. §§ 315-320). All proposals shall become the property of the VTDDC.

#### 4.2 Terms of the Grant Agreement

If selected, the sponsoring nonprofit 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 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. In-kind support could include the hours that a sponsoring organization provides to oversee the project funds and/or to advise project staff.
- The grantee must submit two program and budget reports using VTDDC’s online grant management system (DD Suite). Reports will be required at the end of six months and again when the project is finished. Specific due dates will be identified in the grant agreement.
- The grantee will credit VTDDC in media and project publicity.
- The grantee may be asked to make a short presentation to the full Council about their project.

#### 4.3 Proposal submission

- One copy of the application form or equivalent document, transmittal letter, and if applicable, a letter of intent must be submitted by 5 p.m. on June 15, 2018.
- 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 representative of VTDDC on or before the due date/time and stamped by a representative with date/time received. Bids 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 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. Addenda, Questions and Answers, and any other 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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SEEDS grants will be made in the best interest of the VTDDC. Applications will be evaluated by a subcommittee of the Council, which will make a recommendation for consideration by the full Council at its December 6, 2018 meeting.

Proposals will be evaluated using a 100-point scale. The following rubric will be used in scoring proposals. Please note that some elements of the proposal are weighted more heavily in the evaluation process.

<i>Does the proposal outline a project that will result in greater capacity to support Vermonters with developmental disabilities?</i>	20
<i>Does the proposal outline an innovative strategy or new approach to solving a problem?</i>	15

<i>Does the proposal tie directly and meaningfully to a goal or objective in VTDDC's Five-Year State Plan?</i>	15
<i>Does the project include meaningful leadership by people with developmental disabilities or their family members– for example, as advisors?</i>	10
<i>Does the project staff and its nonprofit sponsor have the skills needed to carry out the project activities?</i>	15
<i>Will the project result in specific products and/or measurable outcomes?</i>	15
<i>Is the project budget reasonable and cost-effective? Is there a plan for securing the required non-federal match?</i>	10
<b>Total potential points</b>	<b>100</b>

## 6. ATTACHMENTS

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Attachment: SEEDS Grant Application Form

Attachment: VTDDC Five-Year State Plan Goals and Objectives

Attachment: List of previous SEEDS Grant Recipients

State of Vermont Grant Agreement Attachment C: State Customary Provisions for Contracts (revised: 9/1/2015)

State of Vermont Grant Agreement Attachment E: Business Associate Agreement (revised: 5/5/15)

State of Vermont Grant Agreement Attachment F: AHS Customary Contract Provisions (revised: 12/10/10)