

Alabama Council on Developmental Disabilities
RSA Union Building
100 North Union Street, Suite 682
Montgomery, AL 36130-1410
www.acdd.org

January 4, 2021

Innovative Ideas Request for Proposal (RFP)

RFP #ACDD 012021-01

The Alabama Council on Developmental Disabilities (ACDD) is established by and funded under Federal Law and state Executive Order. The mission of the Council is to promote and support independence, advocacy, productivity, and inclusion for Alabamians with developmental disabilities. The Council is responsible for developing a State Plan and approving grant projects and other activities to carry out objectives in the State Plan.

The Council's grant and contractual investments are designed to advance its mission and support the philosophy of full inclusion by working with organizations and communities to achieve our goals. This announces the intention of the ACDD to solicit creative ideas from public or private entities to support advocacy, system change, and/or capacity building for one of the following **Areas of Interest:**

1. **Educating/Informing Communities Projects or Initiatives** that educate and provide information to people with I/DD, their family members, and others to increase community inclusion. Projects or initiatives should include one of the following activities:
 - a. Provision of information about opportunities to participate in Think College Transition Programs for students with I/DD, leading to more participation in such programs
 - b. Provision of information about housing accessibility options for people with disabilities and/or provision of other housing-related information to individuals with I/DD and their families, leading to more people with I/DD living independently in the community

2. **Leadership Development and Advocacy Training Projects** provided to families and people with I/DD that will increase their knowledge about self-determination, service delivery systems, person-centered supports, educating and influencing policymakers, and awareness of rights and federal law. Projects or initiatives should include one of the following activities:
 - a. Provision of opportunities for individuals with I/DD and families to increase their awareness of rights and federal law
 - b. Provision of opportunities for individuals with I/DD and families to increase their knowledge about person-centered supports

3. **Self-advocacy Projects** led by self-advocates with I/DD that increase self-advocacy skills, leadership skills, confidence, and participation on cross-disability and culturally diverse coalitions to develop new leaders in the self-advocacy movement. Projects should include one of the following activities:
 - a. Strengthen an existing statewide self-advocacy organization, or establish a new statewide self-advocacy organization, led by individuals with I/DD, by improving members' skills, etc.
 - b. Provision of leadership training opportunities and/or implementation of a peer mentoring initiative for self-advocates with I/DD from other self-advocates with I/DD
 - c. Support self-advocates with I/DD to develop skills and capacity to serve on cross disability and culturally diverse boards, committees, advisory groups, workgroups, commissions, and/or coalitions

4. **Improvement of Service Delivery Projects** that address barriers to service delivery for individuals with I/DD. Projects should include one of the following activities:
 - a. Identify at least one barrier to service delivery and create and implement at least one initiative to address the identified need or barrier
 - b. Train stakeholders on improving service delivery

We are interested in receiving innovative proposals that indicate a well-planned project that is quickly and easily understood, that has direction, has broad based support and high priority in the community. The applicant should demonstrate expertise in the project area and creative collaboration and leveraging of other resources. Applicants may submit multiple proposals; however, only one area of interest should be addressed per proposal. The ultimate outcome of Innovative Projects is to support promising ideas, expand best practices, improve services and supports, and capacity building that will contribute to sustainable system changes. Please note that grant funds are not intended to replace or supplant existing funding or duplicate services. Proposals should propose an entirely new project. Projects should be focused on improving the lives of people with developmental disabilities and their families.

Number of Grants Awarded: The number of grants awarded depends on the number of proposals submitted, the quality of the proposed projects, and the availability of funds. **Entities should propose a reasonable, justifiable budget for implementing requested activities.** (In general, for Innovative Ideas projects within organizations providing supports to individuals with developmental disabilities, awards range from \$25,000 to \$75,000 per year.) The initial grants are generally for a one-year period. Funding is available for up to a 12-month grant period tentatively scheduled to start **April 1, 2021.**

Expectations for All Proposed Projects:

- Include specific activities to recruit, include, and support people from varied cultural backgrounds and unserved or underserved populations

- Demonstrate cultural and linguistic competence
- Use of technology to reach as many citizens of Alabama as possible
- Collect data to show evidence of the project's success

Issuance of this RFP does not obligate the ACDD to award grants. All proposals become the property of the ACDD and will not be returned. Late or incomplete proposals will not be accepted.

Questions relative to this RFP must be received, by email, no later than **Friday, January 8, 2021, at 12:00 PM CST**. Questions should be emailed to melissa.sylvester@mh.alabama.gov.

Proposal Due Date: Friday, January 29, 2021, at 12:00 PM CST

Eligibility Criteria

Applicants are welcome from public or private non-profit entities including state and local governments and organizations, faith-based organizations, hospitals, institutions of higher education, and for-profit organizations. To apply for a project grant from the ACDD, an organization must be a non-profit entity (as described in Section 501© Internal Revenue Code), for profit corporation, educational institution, state agency, or local government agency. Applicants must be sufficiently organized to stand for an audit of their financial records and be prepared to show that they will not incur a profit from the receipt of these funds. Applicants must meet the following eligibility criteria in order to submit a proposal in response to this RFP:

State of Alabama vendor requirements: In order to do business in the State of Alabama, all businesses, domestic and foreign, must be registered with the Alabama Secretary of State Office.

If contracted with the State of Alabama, all vendors must: Enroll in E-Verify System thru Homeland Security. Register with STAARS Vendor Self Service at:

<https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>

Dates and Deadlines

Proposals are due by the deadline. See the last page for more information on grant dates and deadlines.

Funding

The number of grants awarded depends on the number of proposals submitted and the quality of the proposed projects and funding from the Administration on Intellectual and Developmental Disabilities (AIDD).

The initial grants are generally for a one-year period unless otherwise noted. The Council may renew the grant for an additional 12-month period, dependent upon availability of federal funds, performance evaluations of the project, and the recommendations of the ACDD.

Selection Process

Applications are submitted to the ACDD office and reviewed by staff to determine completeness. Proposals deemed complete are reviewed by the ACDD Program Planning Committee who will in turn make recommendations to the Executive Committee. The Executive Committee will then make recommendations to the full Council membership for final approval. Upon Council approval, Grant Award Notices and letters of approval are issued to applicants whose projects have been approved.

Content Requirements

Section 1: Project Profile Form (See Appendix 1)

Complete form as specified. Note the following definitions for the terms used on the form:

1. **Contracting Entity:** The fiscal agent responsible for receipt of ACDD funds, disbursement of funds to the implementing entity as requested by the implementing entity, and submission to ACDD of vouchers/invoices for expenditures made by the implementing entity. The contracting entity must have a federal identification number.
2. **Implementing Entity:** The implementing entity is the individual, group, or agency responsible for the implementation of the project. It may or may not be the same as the contracting agency.
3. **Project Director:** The individual who will be making programmatic decisions throughout the funded period.
4. **Authorized Official:** The individual who will be responsible for contractual agreements and fiscal accountability. It may or may not be the same individual as the project director.

Section 2: Abstract

Provide an abstract of the proposed project. The abstract must succinctly state the goals, objectives and activities contained in the proposed project and the specific outcomes expected from the project. Abstract may not exceed one (1) page.

Section 3: Narrative

The narrative should include the following content with sub-headings:

A. Purpose of Project

1. What is the long-term goal(s) of the project?
2. Explain the role of people with developmental disabilities in the proposed project.
3. Explain how the proposed project builds capacity and/or promises system change or advocacy efforts.
4. How does the proposed project benefit people with developmental disabilities and their families?
5. Explain how your organization will address the selected Area of Interest and at least one of the activities listed under the Area of Interest that you have chosen.

B. Project Management Plan (See Appendix 3) - Project Goal(s), Objectives, Activities, and Outcomes

The following elements are required:

1. **Project Goal** – Identify the overall project goal and briefly explain how it will achieve the project's scope of work.

2. **Objectives** – Identify the project objectives that are specific and measurable and will achieve the selected outcomes.
3. **Activities** – For each project objective, include: a list of all activities (specific tasks, including any project deliverables and products) that will be accomplished; realistic start and end dates for accomplishing each activity; and the primary personnel who will carry out each activity. Any project products should include dissemination plans for potential project replication.
4. **Outcomes** – For each activity, state the expected Outcomes.

C. Description of Population Served

1. Geographic Description
2. Cultural, Ethnic, Racial, and Economic Diversity
3. Participation of Individuals with Developmental Disabilities and Minorities

(Note: Describe steps your project will take to ensure active and meaningful participation of individuals with developmental disabilities and minorities in your project. Such involvement should be, at a minimum, representative of the diversity of your geographic area.)

D. Coordination

1. Involvement of Individuals with Developmental Disabilities and/or Their Families

(Note: Describe how these individuals and their family members will be involved in planning, implementation, and evaluation of the project.)

2. Stakeholder Involvement and Collaboration

(Note: Describe how those other entities that will be impacted by the project (e.g., agencies, commercial and community entities, support groups, schools) will be involved in the planning, implementation, and evaluation of the project.)

E. Project Continuation (Sustainability)

Discuss how the project will be continued after the ACDD funding period is complete.

Section 4: Evaluation

In this section, present an evaluation plan for the proposal describing how the applicant will assess attainment of project objectives. The evaluation plan should describe the method(s) planned for assessing project activities and products.

Section 5: Budget

The budget must be completed using the budget form included in the Appendices of this application packet (See Appendix 4). The grant request (Federal Share) and the applicant's

contribution (Local Match) must be specified for each line-item. The Budget Section must include the following two documents:

1. Budget Form - completed as specified.
2. Line-Item Budget Justification Addendum (See Appendix 5).

The Line-Item Budget Justification Addendum must justify **each** of the items indicated on the Budget Form. The budget justification must state how each item will use grant funds to meet objectives of the proposed project.

Federal Grant funds are intended to minimize gaps in services and increase the independence, productivity, integration, and inclusion of individuals with developmental disabilities and their families into the community.

Project costs must include all proposed necessary charges to be made by the grantee in accomplishing the objectives of the grant during the specified grant period. These funds may not be used for activities that duplicate or supplant what is already available or required under existing laws and/or regulations.

Federal Share (ACDD Funds): This is the federal fund portion of the grant. The ACDD Federal Share is the amount you are requesting from the Alabama Council on Developmental Disabilities. If your proposal is accepted, funds will be **granted based on availability of federal funds** appropriated by the U.S. Congress.

Local Match: This is the portion of the grant for which the grantee is responsible. All grantees are required to contribute at least 25% match of the total project budget.

The Local Match Share may consist of in-kind value and/or non-federal cash contributions. Your match can be used only for approved grant activities.

The total cost of the project equals the federal share **plus** the local match share.

A non-federal share "in-kind" Local Match can be calculated by counting donated person-hours, cost of equipment, rent, utilities, or supplies that are necessary for the operation of the ACDD funded project.

Note: To calculate the local match share for the 25% required match, divide the amount of federal dollars you are requesting by 3. Then to calculate the total grant amount, combine the one-third figure with the federal dollar requested (see example below).

General Formula

Step 1: $\frac{\text{Federal Request}}{3} = \text{Local Match}$

Example: $\frac{75,000}{3} = \$25,000$

Step 2: Federal Request + Local Match = Total Grant

Example: \$75,000 + \$25,000 = \$100,000

Personnel: The personnel section of your proposed budget should show each position by job title, the number of hours per week that each person will work on the project, and each position's hourly rate of pay. Fringe benefits are to be shown as a separate line-item in the personnel category. The distribution between the federal and local (if applicable) shares must be specified for each item.

Operations: The operating expenses of your proposed budget should include all items that are not related to personnel or equipment costs. Included in operational expenses are sub-grant costs, consultant costs, travel costs, and leased equipment costs, etc. Again, the federal and local (if applicable) shares must be specified for each item.

Travel: Travel expenses must be detailed and may include mileage, per diem, and other travel costs. Each item must be justified on the Budget Justification Addendum.

Equipment: The Council does not encourage contractors to purchase major equipment unless a direct and imperative relationship to the project can be adequately described. The budget shall show, by line-item, each item to be purchased or to be used as the local match share under the grant. Each item to be purchased with Federal funds must be justified in the Budget Justification Addendum.

Indirect Costs: If you have a federally approved, negotiated indirect cost agreement, you may use that rate. The approved agreement must be attached to your budget.

If you do not have a federally approved rate, attach a justification to your budget that specifies the rate you are claiming and what is included in your indirect cost(s).

An 8% indirect cost rate is the maximum allowed for this Request for Proposal.

If you have more than one ACDD contract, your indirect cost rate is subject to negotiation.

Unallowable Expenses: Through this RFP, we will **not** support the following:

1. Existing projects that are a part of an organization's current program or budget unless the grant program will expand upon the project.
2. Projects that would supplant or replace existing federal, state or local dollars to conduct the project.
3. Projects which have a federal, state or local mandate to be delivered by the applicant organization.
4. Projects which include capital expenditures for the acquisition of land or buildings, new construction or major repair.
5. Any costs associated with grant preparation cannot be reimbursed by the Council.

Section 6: Letters of Support

A letter of support from each entity that is included in activities described in your proposed project must be included in the appendices of your proposal. A letter of support from a representative of each group of stakeholders is recommended. Additional letters of support may be attached from other entities that have in the past, or will be in the future, a part of the collaborating force involved in your project. All letters of support must be current, signed originals.

Guide to Complete the Project Management Plan:

The Project Management Plan describes how you are going to achieve your objective(s) and goal(s), as well as the expected impact of the project. Please follow the guidelines below to complete the Project Management Plan Form (See Appendix 3). (Note: Make additional copies of the Project Management Plan/Work Plan Form, as needed, to include all goals, objectives, and activities.)

Steps in Completing Project Management Plan

1. State goal clearly and simply.
2. Define objective briefly, using only the words necessary to describe the components that are needed to achieve the goal.
3. List specific tasks, methods, and/or procedures in the Activities Column.
4. State who will be responsible for each activity.
5. State a specific time frame in which you will be implementing each activity.

Remember to include all activities you indicated in your narrative that you would be doing, as well as how and when you will include stakeholder coordination and project continuation activities.

Note: See **Sample of Project Management Plan** for sample form that demonstrates the preceding steps and guidelines.

Guide to Project Management Plan Terms

Goal: The goal statement is the ultimate outcome that you want to achieve. The statement must be brief and include **only** what you plan to impact. (i.e., “20 individuals with developmental disabilities obtain jobs of their choice.”)

Each word in a goal statement must indicate an impact you want to achieve. After you have developed your goal statement, go through it word by word to be sure that every impact you want to achieve is stated and the results you do not want to seek have not been included. (Note: The sample goal indicates the project will result in individuals with developmental disabilities obtaining jobs of their choice. If these words are used in the goal statement, then activities would have to be included in the project that facilitate individuals in making choices, as well as obtaining jobs.)

Objective: An objective statement describes what you want to do to obtain your goal (i.e., “50 Students will participate in employment activities in the classroom and community to develop career interests.”). (Note: You may need more than one objective to achieve a goal.)

Federal Outcomes: The federal government collects data for these outcomes. Generally, these outcomes are stated in the Request for Proposal (RFP). When selecting federal outcomes for your project management plan, choose those for which your outcome measures provide data. (Note: If you do not know the federal outcomes, you may leave boxes in this column blank. ACDD staff members will complete them. Some of your project’s outcome measures may not have Federal Outcomes.)

Activities: These are a series of steps (tasks, methods, and/or products) that you will implement to reach your objective as well as your goal.

For instance, the following activities might be listed under the sample objective:

- Students’ interests and skills are surveyed relating to various employment options.
- Classroom lessons are presented regarding skills needed for successful employment.
- Contacts are made with area businesses in students’ areas of interest.
- Students participate in job-shadowing tours at area businesses.
- Students participate in mock interviews . . .
- Ten Students submit job applications

(Note: Enter one activity per cell in the Activities Column.)

Outcome Measures: These are statements of how you are going to measure the outcomes of each activity. (Note: Each activity must have an outcome measure. Your series of activities and their outcomes should lead you to reaching your objective and your goal.)

Timeline: This indicates when each activity is expected to begin and end (this may be indicated by month or by fiscal quarter).

Responsible Person: The individual who is responsible for implementing each activity.

Sample Project Management Plan

RFP/Project Title				
Goal: 20 individuals with developmental disabilities obtain jobs of their choice				
Objective: 50 students will participate in employment activities in the classroom and community to develop career interests				
Federal Outcomes	Activities	Outcome Measures	Timeline	Responsible Person
(Completed by ACDD Staff)	Students' interests and skills are surveyed relating to various employment options	50 students will have interest and skill surveys completed	Sept 07 – Oct 07	Jane Smith, classroom teacher; John Doe, Job Coach
	Students participate in lessons	50 students participated in lessons	Oct 07 – Dec 07	Jane Smith
	Contacts are made with area businesses in students' areas of interest	25 area businesses were contacted that had potential job opportunities that met students' interests and skill levels	Nov 07- Dec 07	John Doe
	Area businesses provide job shadowing tour opportunities	10 businesses provided job shadowing opportunities	Jan 08 –March 08	Jane Smith, John Doe
	Area businesses provide mock interview opportunities	5 businesses participated in mock interviews	April 08 - May 08	John Doe, Area Businesses
	<i>Series of activities may continue...</i>			
	Students submit job applications	20 students obtained jobs in the businesses of their choosing	May 08 - Sept 08	John Doe

Appendices

1. Project Profile Form
2. Assurances
3. Project Management Plan
4. Budget Form
5. Sample of Budget Justification Addendum

Project Profile Form

RFP/Project Title			
Contracting Entity	Name		
	Address		
	Email		
	Entity Type: State Agency		Private Non-Profit Agency
	Other Public Agency	Individual	Group
	Counties or Region Served		
	Federal Identification Number		
	SSN (if applying as an Individual)		
Implementing Entity	Name		
	Address		
	Telephone #		Fax #
Project Director	Name		
	Title		
	Address		
	Telephone #		Fax #
	Email		
Authorized Official	Name		
	Title		
	Address		
	Telephone #		Fax #
	Email		
Project Financial Information	Start Date		End Date
	Federal DD Dollars		Percentage
	Matching Share		Percentage
	Cash	In-kind	
	Total		

Assurances

The grantee assures:

1. Any product printed, published, and/or produced under the grant will be submitted for Council review and authorization; and, if approved, will include the following statement on the face of the product:

"The contents of this product were developed under a grant from the Alabama Council on Developmental Disabilities (ACDD). However, these contents do not necessarily represent the views or policies of the Council."

2. The grantee assures that ACDD funds will not be used for capital expenditures or acquisition.
3. The grantee assures the adequacy of financial accounting.
4. The grantee assures non-discrimination and affirmative action in hiring and service provision.
5. The grantee assures that each individual who is provided ACDD funded services will receive individualized services.
6. The grantee assures that all aspects of the ACDD funded services will meet all ADA requirements and be fully accessible.

In addition, each grantee will be required to assure provisions required by both federal and state law that include, but are not limited to, the above stated assurances.

I have read the assurances described above and understand contracting with the Alabama Council on Developmental Disabilities (ACDD) will require compliance with these assurances.

Agency Authorized Signature

Project Management Form

RFP/Project Title				
Goal				
Objective				
Federal Outcomes*	Activities	Outcome Measures**	Timeline	Responsible Person

* Federal Outcomes: Federal Outcomes section will be completed by ACDD Staff

**Outcome Measures: Indicate measurable outcomes (target Numbers)

Sample of Budget Justification Addendum

Note: If additional sheets are needed for justification, then please attach as necessary.

Personnel	Justification	Federal	Local Match	Total
Subtotal for Personnel			\$	\$
Operations				
Subtotal for Operating Expenses			\$	\$
Grand Totals				

Proposal Content: Innovative Ideas RFP

The following basic formatting instructions are required:

1. Use the **Project Profile Form** as the cover sheet (See Appendix 1). Please do not add an additional cover letter or other cover.
2. The **Assurance Form** (See Appendix 2) must be signed and placed after the Project Profile Form.
3. Include **Table of Contents** after Assurances page. Please include page numbers for each section, heading, and sub-heading.
4. Proposals must be typewritten.
5. Use “People First” language – in other words, write about the “person with a disability” not the “disabled person.”
6. All six Sections, their headings, and sub-headings must be included and labeled as specified in the Content Requirements section.
7. Each page of the proposal must be numbered, beginning with the Project Profile Form. Please consecutively number the narrative and all forms. (**Note: Be sure to include the Assurance Form, Project Management Plan pages, Budget Form, Letter(s) of Support**).
8. Submit 1 loose-leaf hard copy secured by clip(s) and 5 stapled hard copies of the proposal. Soft-sided binders or covers may be used.
9. Submit 1 electronic file (USB flash drive) of the proposal.

Format Requirements:

The Council encourages those who are submitting proposals to be brief and clear in the presentation of their ideas. The length of the proposal is generally open to the needs of each applicant. However, please note that the Council does not consider the length of the proposal to be an indication of the importance of the information it contains. Proposals that are unnecessarily long, too wordy, or too full of jargon may detract from readability and will not improve the proposal evaluation score. Each proposal should contain specific responses to each of the requests listed in **Section 3: Narrative A-E** and responders are encouraged to respond fully to each inquiry, but to be as concise as possible.

One original and five copies, and one electronic file on USB flash drive of your proposal, must be received at the following address no later than **Friday, January 29, 2021, at 12:00 PM CST**. Proposals must be clearly marked **ACDD Innovative Ideas**.

Alabama Council on Developmental Disabilities
RSA Union Building
100 North Union Street, Suite 682
Montgomery, AL 36130

Note: The ACDD assumes no responsibility for expenses incurred in the preparation of the proposal. The ACDD reserves the right to reject any and all proposals. Additionally, the ACDD

reserves the right to waive irregularities in any proposals and request clarification of any information and negotiate with the applicant submitting the best proposal to secure more favorable conditions.

Evaluation Process

A review committee will examine each eligible proposal submitted. The ACDD may elect to conduct interviews with finalists. ACDD expects a final selection on or around **Friday, March 12, 2021**.

Evaluation Criteria and Assigned Weights

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following:

Statement of Work	Page Limit	Assigned Weight
Section 1: Project Profile Form	Not to exceed 1 page	3
Section 2: Abstract	Not to exceed 1 Page	5
Section 3: Narrative	Not to exceed 8 pages	40
Section 4: Evaluation	Not to exceed 5 pages	32
Section 5: Budget	N/A	20
Section 6: Letters of Support	N/A	0
TOTAL		100

Selection Criteria

Selection shall be based on the factors to be developed by the procuring state entity, which may include among others, the following:

- Specialized expertise, capabilities, and technical competence, as demonstrated by the knowledge, qualifications, experience, prior work, and the budget to meet the Request for Proposal.
- Resources available to perform the work, including any specialized experience in working with agencies and/or organizations to meet the Request for Proposal.
- Record of past performance, quality of work, ability to meet schedules, cost control and contract administration to meet the Request for Proposal.
- Ability to meet deliverables as outlined in the Request for Proposal.
- Ability and proven history of working with diverse groups as outlined in the Request for Proposal.

Innovative Ideas RFP #ACDD 012021-01

Dates and Deadlines

Item	Date	Methods of Notification
RFP Release	Monday, January 4, 2021	USPS, ACDD Website, ADMH Website, STAARS Website
Deadline to submit RFP questions or requests for clarification	Friday, January 8, 2021, by 12:00 PM CST	Email to: melissa.sylvester@mh.alabama.gov
RFP Questions Posted	Friday, January 15, 2021	ACDD website: www.acdd.org ADMH website: www.mh.alabama.gov
RFP Submissions	1 original and 5 copies and 1 electronic copy on USB Flash Drive	USPS or FedEx or UPS (Review mailing note)
RFP Submissions Due	Friday, January 29, 2021, by 12:00 PM CST	USPS or FedEx or UPS (Review mailing note)
Notification of selection status	Friday, March 12, 2021 Approximately	USPS/Email (In writing)
Grants Proposal Start Date	April 1, 2021*	USPS

*Start date is tentatively scheduled for the indicated date.

Please Submit Completed Application Packet To:

Alabama Council on Developmental Disabilities
RSA Union Building
100 North Union Street, Suite 682
Montgomery, AL 36130

Mailing Note: Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the due date and time on the RFP. **Emailed or faxed responses are not accepted.** All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. **Postmarks of the date mailed are insufficient;** the proposal must actually be received at the listed office by the date and time specified regardless of the delivery service used. All proposals received after the deadline will be deemed untimely and will not be reviewed.