

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

October 1, 2021

Request for Proposals (RFP)

Employment

RFP #ACDD FY2022-02

The Alabama Council on Developmental Disabilities (ACDD) is established by and funded under Federal Law and state Executive Order. The Council was established by the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402) and Executive Order of the Governor of Alabama in 1971. By federal law, Councils on Developmental Disabilities are established in the states and territories to engage in systems change, advocacy, and capacity building. The council receives funding to provide assistance in the development and coordination of services and other assistance and opportunities needed by people with developmental disabilities and their families. By law, not less than 60% of the membership of each Council must consist of people with developmental disabilities or their family members. Specific state agency representatives also serve as members.

In accordance with the law, Developmental Disabilities Councils support specific priority areas (Areas of Emphasis). The ACDD selects priority areas from the allowed federal Areas of Emphasis based on identified needs. Requests for Proposals (RFPs) and grant award decisions are based on these priorities and needs. 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. The mission of the Council is to promote and support independence, advocacy, productivity, and inclusion for Alabamians with developmental disabilities.

The ACDD announces the availability of funds to support the Council's 2022-2026 Goals and Objectives. 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. 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 supplement existing funding or duplicate services. Proposals should propose an entirely new project with innovative strategies aimed at implementing the stated goal and objectives. Projects should be focused on improving the lives of people with

developmental disabilities and their families. Applicants may submit multiple proposals; however, only one goal and objective should be addressed per proposal.

The ACDD is specifically looking for proposals to help meet the Goal and Objectives listed below. Please select one objective per project. **Please note that funding is dependent on federal approval of the Council’s 2022-2026 Five-Year State Plan.**

ACDD Priority Area: Employment

Note: As stated on our website, employment is among the Areas of Emphasis for State Councils on Developmental Disabilities (DD Councils), and the ACDD seeks partnerships with entities in such areas to enhance the quality of life of individuals with developmental disabilities and their families. Employment-related activities are defined in the Developmental Disabilities Assistance and Bill of Rights Act of 2000 as “advocacy, capacity building, and systemic change activities that result in individuals with developmental disabilities acquiring, retaining, or advancing in paid employment, including supported employment or self-employment, in integrated settings in a community.”

Also, as found by Congress in the Developmental Disabilities Assistance and Bill of Rights Act of 2000, “individuals with developmental disabilities often encounter discrimination in the provision of critical services, such as services in the areas of emphasis.” Additionally, “the public needs to be made more aware of the capabilities and competencies of individuals with developmental disabilities, particularly in cases in which the individuals are provided with necessary services, supports, and other assistance.”

ACDD Employment Goal and Objectives

Goal 2: Alabamians with intellectual and developmental disabilities, their families, their support networks, and others statewide will have increased employment supports so that individuals with intellectual and developmental disabilities can obtain competitive, integrated employment.

Objective 2.1: By 2026, through partnerships with other stakeholders, the ACDD will promote or expand employment opportunities, training, and/or resources for 500 people with intellectual and developmental disabilities and their families.

Identify one or more of the following activities that will be utilized in your project:

1. Train people with intellectual and developmental disabilities in employment in the community; for example, include the utilization of telework, assistive technology, or peer supports
2. Provide employment resources or training to families of people with intellectual and developmental disabilities and other stakeholders; for example, disseminate resources on various employment related topics (e.g., Protection and Advocacy for Beneficiaries of Social Security [PABSS] program; Work Incentives Planning and Assistance [WIPA] project; Ticket to Work program)
3. Collaborate to strengthen transition supports and improve employment outcomes for students with intellectual and developmental disabilities who are preparing to transition

from school to competitive, integrated employment; for example, provide information on various topics (e.g., Community of Practice)

4. Inform the public about barriers (e.g., perceptions, expectations) to employment for people with intellectual and developmental disabilities and develop strategies designed to reduce such barriers
5. Develop or provide employment related resources via translation or interpretation for people with intellectual and developmental disabilities and their families who are members of culturally and linguistically diverse communities

Your project should result in one or more of the following expected outcomes:

1. More community awareness about employment barriers for people with intellectual and developmental disabilities
2. Individuals with intellectual and developmental disabilities will have more skills or supports to become competitively employed
3. Families of people with intellectual and developmental disabilities will have more awareness of employment resources
4. Communication barriers for people with intellectual and developmental disabilities and families with limited English proficiency will be reduced so that they have more awareness of supports and access to employment opportunities
5. Individuals with intellectual and developmental disabilities demonstrate employment related skills in employment preparation opportunities
6. More people with intellectual and developmental disabilities will engage in competitive, integrated employment opportunities

Objective 2.2: By 2026, through education and collaboration, the ACDD will facilitate one or more systemic changes to reduce barriers to competitive, integrated employment for individuals with intellectual and developmental disabilities.

At a minimum, at least one of the following activities should be utilized in your project:

1. Develop or strengthen collaborative working relationships among disability stakeholders, employers, and others to create and support a diversified workforce
2. Utilize best or develop promising practices that result in people with intellectual and developmental disabilities obtaining competitive, integrated employment
3. Increase the knowledge of employers about hiring people with intellectual and developmental disabilities in competitive, integrated employment; for example, provide resources (e.g., information about incentives) to employers regarding hiring people with intellectual and developmental disabilities; or conduct training (e.g., sensitivity training) targeting employers or hiring managers about developmental disability

Your project should result in one or more of the following expected outcomes:

1. Employers will be more knowledgeable about developmental disability

2. Collaborative working relationships among disability stakeholders, employers, and/or policymakers
3. More people with intellectual and developmental disabilities will engage in competitive, integrated employment opportunities

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.** The initial grants are generally for a one-year period unless otherwise noted. The Council may renew the grant for up to two additional years, dependent upon availability of federal funds, performance evaluations of the project, and the recommendations of the ACDD. Funding is available for up to a 12-month grant period tentatively scheduled to start **January 1, 2022.**

Expectations for All Proposed Projects:

- Include specific activities to recruit, include, and support people from varied cultural backgrounds and unserved or underserved populations
- Include activities to support people with intellectual and developmental disabilities and their families who are members of culturally and linguistically diverse communities
- 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, October 8, 2021, at 12:01 PM CT**. Questions should be emailed to melissa.sylvester@mh.alabama.gov.

Proposal Due Date: Friday, October 29, 2021, at 12:01 PM CT

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 up to two additional years, 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 goal and one objective provided in this RFP from the Council's 2022-2026 Five-Year State Plan.

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.

F. Innovation

Provide a description of how the project differs from other efforts in Alabama

G. Personnel

Provide information about the following:

1. Authorized Official
 - a. Name of individual who has authority to make contractual and fiscal decisions

2. Project Coordinator
 - a. Name of the individual who will be coordinating or organizing the project
3. Other Key Personnel
 - a. Names of all key personnel and/or a description of the required qualifications for each key position
 - b. Job description for each key position
 - c. Location(s) from which key personnel will be conducting project activities
4. Experience
 - a. Describe how your experience(s) specifically relate to the work proposed in your project
5. Prior Council Experience
 - a. Describe involvement, if any, of project staff with current or past Council grants, Council members, or Council employment in the last five years
 - b. Provide start and end dates, project titles, and total funding amounts for projects you have had with the Council in the last five years
 - c. Provide information about the sustainability of projects you have had that were supported by the Council in the last five years

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.

In this section, also provide a description of the method(s) you will use to collect the consumer satisfaction data. Data must be collected at least annually. (See Consumer Satisfaction Survey Form in Appendices).

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 |

Grant Selection Process

The grant selection process is highly competitive. The ACDD Program Planning Committee will recommend the proposal(s) that fully meet the intent of the Request for Proposal (RFP) as set forth by the ACDD. The recommendation is usually based on the highest scoring proposal; however, this may not always be the case if other ranked proposal(s) more adequately meet the RFP intent or have greater statewide significance or impact. Proposals recommended by the Program Planning Committee are forwarded to the Executive Committee. The Executive Committee will then make recommendations, which are forwarded to the full Council for a vote. ACDD awards contracts to applicants submitting proposal(s) offering the best value on the basis of meeting the intent of the RFP and providing the most optimized quality and cost efficiency. Upon Council approval, Grant Award Notices and letters of approval are issued to applicants whose projects have been approved.

ACDD Rights Reserved

As part of the grant award process, the grantee and ACDD must establish a mutually agreed upon Project Management Plan which becomes the contract deliverable. ACDD reserves the right to:

1. Reject an application that does not meet the intent of the RFP.
2. Negotiate with applicants regarding Project Management Plan, Budget levels and other issues within the RFP review to achieve maximum impact from the grant award and serve the best interests of the State of Alabama.
3. If unable to negotiate the contract with the selected applicants within 90 days, ACDD may begin contract negotiations with the next highest scoring qualified applicant(s).

The issuance of Request for Proposals 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. The Council reserves the right to accept or reject any or all of the responses received as a result of this RFP or to cancel this request in whole or in part, at any time if it is in the best interest of the Council. The Council also reserves the right to issue amendments to this RFP.

Funded Contract Evaluation

ACDD grants will be evaluated on their relationship to the goals and objectives of the Council and compliance with the proposed and contracted goals, objectives, and timelines specified in the most current Project Management Plan. Compliance will be followed through reports the contractor submits quarterly, etc. Continuation of a grant beyond the first year is not guaranteed and is based on the Council's desire to commit additional funding based on the merits of the grant's program activities and impact.

Appendices

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

Project Profile Form

| | | | |
|---|------------------------------------|------------|---------------------------|
| RFP/Project Title: | | | |
| Goal and Objective Your Proposal Seeks to Address: | | | |
| 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 # | |
| | Email | | |
| 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 |
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* Federal Outcomes: Federal Outcomes section will be completed by ACDD Staff

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

**Budget Form A
(9-month Grant Period)**

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|----------------------------|-------------------------|--------------------------|--------------|
| Grantee Name | | | |
| Grant Period | From: | | To: |
| Budget Category | DD Federal Share | Local Match Share | Total |
| Personnel Title | | | |
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**Budget Form B
(3-month Grant Period)**

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|----------------------------|-------------------------|--------------------------|--------------|
| Grantee Name | | | |
| Grant Period | From: | | To: |
| Budget Category | DD Federal Share | Local Match Share | Total |
| Personnel Title | | | |
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| Fringe Benefits | | | |
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Sample of Budget Justification Addendum

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

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

Alabama Council on Developmental Disabilities

Consumer Satisfaction Survey

The Consumer Satisfaction Survey gathers input and determines satisfaction from the perspective of individuals with developmental disabilities, their family members, and others directly involved in Council activities. Results collected from this form will be used to meet federal reporting requirements.

| | | | | | | | |
|--|--|---------------------------|--|---|-------|---|----------------------------------|
| 1. | Name of Project, Event, or Activity: | | | | | | |
| Demographic Questions: Please circle/mark the category that best describes you. | | | | | | | |
| 2. | Self-advocate | | Family Member | | | Other | |
| 3. | Female | | Male | | | Other or Prefer to Self-Describe | |
| 4. | White | Black or African American | Native American, American Indian, or Alaska Native | Hispanic or Latino | Asian | Native Hawaiian or Other Pacific Islander | Other or Prefer to Self-Describe |
| 5. | Resident of a Rural Area in Alabama (Rural: Less than 50,000 people live there) | | | Resident of an Urban Area in Alabama (Urban: More than 50,000 people live there) | | | |
| Directions: Please circle/mark either Yes or No for the following statements. | | | | | | | |
| 6. | As a result of this activity, I have more knowledge of disability related topics, supports, or resources. | | | Yes | No | | |
| 7. | As a result of this activity, I learned a skill that I can use now or in the future. | | | Yes | No | | |
| 8. | As a result of this activity, I increased my advocacy or my advocacy skills. | | | Yes | No | | |
| 9. | As a result of this activity, I am better able to say what I want to say or say what is important to me. | | | Yes | No | | |
| 10. | As a result of this activity, I am now participating in advocacy activities. | | | Yes | No | | |
| 11. | As a result of this activity, I am serving on a cross-disability coalition, policy board, advisory board, or governing body. | | | Yes | No | | |
| 12. | As a result of this activity, I can access or participate more in the community. | | | Yes | No | | |
| 13. | I am satisfied with this project or activity. | | | Yes | No | | |
| Comments, Stories, or Suggestions (Feel Free to Write on the Back): | | | | | | | |

Proposal Content: Employment

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-G** 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, October 29, 2021, at 12:01 PM CT**. Proposals must be clearly marked **Employment Proposal**.

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, December 3, 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 10 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.

Employment RFP #ACDD FY2022-02

Dates and Deadlines

| Item | Date | Methods of Notification |
|--|--|--|
| RFP Release | Friday, October 1, 2021 | USPS, ACDD Website, ADMH Website, and/or STAARS Website |
| Deadline to submit RFP questions or requests for clarification | Friday, October 8, 2021, by 12:01 PM CT | Email to: melissa.sylvester@mh.alabama.gov |
| RFP Questions Posted | Friday, October 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, October 29, 2021, by 12:01 PM CT | USPS or FedEx or UPS (Review mailing note) |
| Notification of selection status | Friday, December 3, 2021 Approximately | USPS/Email (In writing) |
| Grants Proposal Start Date | January 1, 2022* | USPS/Email |

*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.