



STATE OF CONNECTICUT

COUNCIL ON DEVELOPMENTAL DISABILITIES



Request for Proposals # 1-2 FY 2019

Date: October 1, 2018

Title: Self-Direction and other Under-Utilized State Services.

Scope: The purpose of this project is to promote self-directed services and other under-utilized state services that enable individuals who live with developmental disabilities to live great lives in their communities.

Schedule: The initial period of performance shall be from the time of award until September 30, 2019. This project may be renewed for not more than two (2) subsequent years.

Statement of Work: The contractor shall:

1. Consult with the Connecticut Council on Developmental Disabilities, the Connecticut Department of Developmental Services, the Connecticut Department of Social Services and others to compile a comprehensive list of state services that enable individuals who live with developmental disabilities to live great lives in their communities.
2. Recommend educational events and other promotional activities about self-directed services and other under-utilized state services for individuals who live with developmental disabilities and their families.
3. With approval from the Connecticut Council on Developmental Disabilities, implement an educational or promotional event or events.

Deliverables: The contractor shall deliver monthly reports and an annual report that shall include lists of expenditures, attendance at meetings, meeting agendas, meeting minutes, copies of presentations from meetings, membership rosters and any other salient materials produced using funds from the Connecticut Council on Developmental Disabilities.

Cost: The total payments for the initial period or performance of this project by the Connecticut Council on Developmental Disabilities shall not exceed \$30,000 and the contractor shall contribute at least 25% of the total cost of this project in the form of staff time, purchased materials, purchased services or in-kind services. (In the case of projects whose activities or products target individuals with developmental disabilities who live in urban or rural poverty areas, the contractor shall contribute at least 10% of the total cost of this project.) Indirect costs may not exceed 10% of the total cost of this project.

Qualifications: Organizations that would perform this work shall have demonstrated knowledge and experience with:

- educational and training activities for individuals who live with developmental disabilities and their families;
- individual- and family-centered, individual- and family-directed, systems of community services, individualized supports, and other forms of assistance for individuals who live with developmental disabilities.

Organizations that would perform this work shall have demonstrated support and commitment to the values of the Connecticut Council on Developmental Disabilities as articulated in the findings, purposes, and policy of the Congress of the United States in the Developmental Disabilities Assistance and Bill of Rights Act of 2000.

Evaluation Criteria: Proposals shall be scored according to the following rubric:

Approach	25%
Qualifications	25%
Cost realism	25%
Schedule	25%

Late proposals or proposals that do not follow the instructions may be summarily rejected.

Proposals by organizations that do not support the values of The Connecticut Council on Developmental Disabilities may be summarily rejected.

Terms: The agreement between the contractor and the Connecticut Council on Developmental Disabilities shall take the form of the attached Memorandum of Understanding.

Proposal Instructions: Please organize your proposal on not more than six pages plus appendices as follows:

- Cover Sheet using the attached form;
- A two-page narrative describing your approach to accomplish the Statement of Work;
- A two-page narrative describing your organization's Qualifications;
- Cost proposal using the attached form;
- Appendices. You may attach additional fact sheets, brochures, articles, resumes and other materials to support your approach, your qualifications, and your cost proposal.

Proposals shall be submitted via paper mail to Council on Developmental Disabilities, 460 Capitol Ave, Hartford, CT 06016, or by email to donna.devin@ct.gov, or by facsimile to (860) 418-6184.

Proposals shall be submitted before November 1, 2018.