



# STATE OF CONNECTICUT

## COUNCIL ON DEVELOPMENTAL DISABILITIES



### Request for Proposals # 2-4 FY 2019

Date: October 1, 2018

Title: Statewide Self-Advocacy Organization for Parents with Cognitive Limitations.

Scope: The purpose of this project is: 1) to facilitate the development of a statewide self-advocacy organization for parents with cognitive limitations in Connecticut; 2) to serve that organization with fiscal and administrative services; and 3) to make a plan for it to become a sustainable independent organization.

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. Recruit a core leadership team of parents with cognitive limitations that shall include at least one parent from each county in Connecticut;
2. Mentor and assist the leadership team in developing statements of vision, values, mission and a name for the organization;
3. Mentor and assist the leadership team in defining an independent organizational structure;
4. Mentor and assist the leadership team in developing appropriate bylaws for the organization;
5. Coordinate and collaborate with the Connecticut Department of Developmental Services and the Connecticut Family Support Network;
6. Serve as the fiscal agent for the organization and manage funds provided by the Connecticut Council on Developmental Disabilities;
7. Provide administrative support to including organizing meetings, providing meeting spaces, publishing agendas, taking minutes of meetings, printing, copying, mailing and other appropriate assistance as needed;
8. Mentor and assist the leadership team in developing a plan for financial sustainability such as annual dues or annual fundraising;
9. Provide monthly reports of status and finances to the Connecticut Council on Developmental Disabilities.

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 \$26,000 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:

- individuals who live with cognitive limitations;
- successfully organizing grass-roots advocacy groups;
- successfully managing projects of this nature;
- fiscal management;
- 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](mailto:donna.devin@ct.gov), or by facsimile to (860) 418-6184.

**Proposals shall be submitted before November 1, 2018.**