



RFP 2020-0005
NHCDD 2021 Annual Retreat Facilitator – State Plan Development

Date of Release: October 30, 2020

Due Date: All submissions must be received by 4:00 pm (EDT) December 4, 2020

Notification of Winning Proposal Results: December 18, 2020

Contact: All questions related to this RFP shall be sent via email by to: November 27, 2020

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QUESTIONS ARE TO BE SUBMITTED IN WRITTEN FORMAT ONLY. THIS IS A LEGAL PROCESS AND WE CANNOT ANSWER QUESTIONS VERBALLY.

Applicable Laws and Regulations: All applicable Federal and State laws, county and municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over the services to be provided shall apply to the bid/proposal throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.

Funds Available: The New Hampshire Council on Developmental Disabilities Council has set aside a maximum of **\$6,000** federal funds for a period not to exceed 4 months for fiscal support of this proposal. The award will remain firm for the contract period unless addendums to the scope of work are required by the funder.

Funding Source: 100% federal funds, CFDA#93.630 from the U.S. Department of Health & Human Services, Administration on Intellectual and Developmental Disabilities, through Council.

Ineligible Entities: Federal regulations limit and restrict the ability of individuals or entities debarred or suspended by a Federal Agency from doing business with, or contracting for the use of federal funds with, through the New Hampshire Council on Developmental Disabilities. See 29 CFR, Part 98; 45 CFR, Part 76.

Evaluation of Award: All proposals received by the due date and time will be evaluated by the Council. An offeror that meets the qualifications and price will be considered by the selection committee for an award. No work shall begin until a contract is executed by the Council. The Council reserves the right to reject any or all proposals.

Project Contract Type: Cost reimbursement consultant agreement based on review of deliverables that demonstrates a satisfactory level of performance and expenditures.

Project Contract Period: All work shall be completed within 4 months of the consultant agreement execution date.

Background and Purpose of Proposal

About The New Hampshire Council on Developmental Disabilities (Council):

The Council, authorized by NH RSA 19-J:2, serves as the "state designated agency" to administer funds under Part B of the Developmental Disabilities Assistance and Bill of Rights Act. These funds are made available to states to be used for improving the quality, extent, and scope of the broad range of community services needed by persons with developmental disabilities. Priority is given to improving needs that are not otherwise met under the Individuals with Disabilities Education Act, the Rehabilitation Act of 1973, or other health, education, or welfare programs.

To receive funds under this subtitle, each designated state agency is required to submit a five-year strategic State Plan that addresses very specific requirements prescribed by the Developmental Disabilities Assistance and Bill of Rights Act. Measurable goals, objectives, and activities, along with goal outcomes and objective outcomes, must be developed and based on the following:

- A Comprehensive Review and Analysis that demonstrates a thorough understanding of 1) the extent to which services, supports, and other assistance are available to individuals with developmental disabilities and their families, and 2) the extent of unmet needs for services, supports and other assistance for those individuals and their families in the state (including health/healthcare, mental health, employment, information and formal services and supports, interagency initiatives, quality assurance, education/early intervention, housing, and transportation).
- Public input that includes individuals with developmental disabilities (including culturally diverse groups); family members; service providers; and other people concerned with services for people with developmental disabilities.
- Assessing progress on the current state plan and determining whether existing goals, objectives, and/or activities should be carried into the new state plan.

Key considerations throughout development of all components of the next five-year State Plan, must include Council member engagement in the planning process; collaboration with the Developmental Disabilities Network and other partners; and stakeholder input on the state needs and the proposed plan.

The next five-year state plan will cover the time period from October 1, 2021 to September 30, 2026. This plan must be completed and submitted to the Administration on Intellectual and Developmental Disabilities on or before August 15, 2021.

The Council is seeking entities to apply who meet the following qualifications and can demonstrate the ability to fulfill the scope of work outlined in this proposal.

Scope of Work and Services to be Provided:

Facilitate the Council's annual retreat meeting in March, 2021 and provide guidance in the solicitation of feedback from Council members on the draft five-year state plan, which will cover the time period from October 1, 2021 to September 30, 2026; Facilitate a discussion about the development of a strategic plan that incorporates the DD Council's newly drafted 5-year State Plan; Develop an action plan, which incorporates the member feedback provided, and which focuses on strategies for the Council to fulfill its mission and promote it work on behalf of people with disabilities, families, advocates and service providers across New Hampshire in the next 2-3 years.

1. Meet with the Council's Executive Committee in December 2020 and/or January 2021 to agree on process, focal areas, timelines and deliverables.
2. Use acquired survey data and information from the draft five-year state plan to develop discussion questions and activities for the annual retreat meeting/strategic planning session.
3. Conduct a one-day strategic planning retreat/meeting with the Council in March 2021 to review key elements of the draft five year state plan and provide Council members with opportunities to provide feedback and express their thoughts and hopes for the future action.
4. Use the feedback provided in the meeting, draft a written work plan with action items that address the goals, objectives and activities discussed, which align with the five year state plan.
5. Prepare final document to be presented to the Council's Executive Committee on April 1st, 2021.

Preferred Qualifications:

1. Have relevant experience in:
 - a. Planning and facilitation meetings of both in person and using virtual meeting platforms.
 - b. Structuring and conducting focus groups, interviews, and strategic planning sessions.
 - c. Developing professional reports of findings and summaries for diverse audiences.
 - d. Have demonstrated knowledge of the key areas of emphasis referenced within the Council's scope of work (i.e., developmental disabilities, health/healthcare, employment, informal and formal services and supports, interagency initiatives, quality assurance, education/early intervention, housing, and transportation).

Sections for Offeror to Complete

Section 1: Offeror Contact Information

Include the following contact information: Name of organization replying to invitation for proposal address (including city, state, and zip code); phone number; contact person's name, title, and email address; and an original signature of the person authorized to submit the proposal.

Section 2: Describe the organizational capacity of the offeror to meet the specified qualifications, address the need/purpose of this project, and complete the scope of work and services. (Please include examples of engagement strategies through virtual meeting platforms, as well as approaches used to engaging groups of people with varying disabilities and learning styles)

A sample of work must be provided and evaluated for projects with a primary end purpose of a written product or products. Attach a current sample of work, preferably aligned with the scope of work to be provided in this project.

Section 3: Provide the name of key staff who will work on the project, conveying specific roles in correlation to the required key elements, including educational background, length of time with the organization, and current title. Attach current resume or curriculum vitae (CV) of each team member to be involved in the project.

Section 4: Provide an all-inclusive cost to conduct work and a brief budget narrative. Administrative/Indirect cost cannot exceed ten percent (10%) of total salary and fringe benefits unless the entity has an approved federally recognized negotiated indirect cost rate in accordance with Uniform Guidance.

Calculate total hours to complete work and provide an hourly rate and total of hours for each team member involved. The budget narrative should explain and demonstrate that each entry on the line item budget is allowable, reasonable, and necessary. **The funds requested from Council must remain within the identified range of available funding.** The budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project. **Costs must be in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance)** <https://www.gpo.gov/fdsys/pkg/CFR2017-title2-vol1/xml/CFR-2017-title2-vol1-part200-subpartE.xml>. All proposed budget items and amounts are subject to final approval.

Section 5: Provide a list of references for all relevant and related work performed over the past five years, including a contact name, phone number, and email address for each reference. The references should describe the type of work conducted and when it was undertaken and completed. At a minimum, two (2) references will be contacted to obtain recommendations of the offeror's performance.

Format for Submission

Offeror shall submit a written narrative answering each section in the "Sections for Offeror to Complete" (all five sections must be completed with section headings in the order listed above). Please clearly mark your submission with the RFP #2020-0005.

Due Date: All submissions must be received by 4:00 pm (EDT) December 4, 2020

Submit proposal to: Isadora Rodriguez-Legendre, NH Council on Developmental Disabilities
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