



NEW HAMPSHIRE COUNCIL ON DEVELOPMENTAL DISABILITIES

RFP 2022-0003

Expanding the Public Health Workforce within the Disability Network: DD Councils

Date of Release: April 18, 2022

Due Date: All submissions must be received by 4:00 pm (EDT) May 20, 2022

Notification of Winning Proposal Results: June 3, 2022

Contact: All questions related to this RFP shall be sent via email by to: May 18, 2022

Isadora Rodriguez-Legendre, Executive Director
NH Council on Developmental Disabilities
2 ½ Beacon Street, Concord NH 03301
isadora.rodriguez-legendre@DDC.NH.gov

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 (Council) has set aside a maximum of **\$83,569.00** federal funds for fiscal support of multiple proposals. The funding available is up to \$83,569.00 for FY2022, FY2023, and FY2024 with an expiration date of September 30, 2024. Multiple awards may be considered, not to exceed the total award. The award will remain firm for the contract period unless addendums to the scope of work are required by the funder or for an extension of time only.

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 the agreed contract period.

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.

The Council administers demonstration grants to community-based organizations to fund new and innovative projects. All projects are intended to implement the Council's five-year plan's goals and objectives and improve and enhance services for New Hampshire (NH) citizens with developmental disabilities and their families. Moreover, demonstration grants provide funding for new approaches to serving NH citizens with developmental disabilities that are part of an overall strategy for systemic change.

Demonstration grants are an important vehicle used by the Council to meet both the federal and state mandates. These projects are the primary method of directly providing the resources needed to initiate new and innovative programs/services for NH citizens with developmental disabilities and their families.

Project Scope

The Council is seeking proposals that provide for funding to recruit, hire, and train public health workers to respond to the COVID-19 pandemic and prepare for future public health challenges (this may include temporary staffing and/or independent contractors). This funding may be used to offset costs of hiring a range of public health professionals, including but not limited to the following list of professional categories, which represent a wide range of jobs, functions, and responsibilities found through the aging and disability networks:

- Community health worker
- Program manager
- Public health nurse
- Communication and policy experts
- Case investigator
- Contact tracer
- Social support specialist

- Disease intervention specialist
- Epidemiologist
- Laboratory personnel
- Informaticians
- Other positions required to prevent, prepare for, and respond to COVID-19.

Moreover, this funding may be used to pay for staff to plan, organize, and participate in meetings with local health officials and other entities, and/or collect and analyze data on COVID-19 vaccination rates of the people with disabilities and older adults, family caregivers, and network staff and volunteers.

The intent of the proposal shall be to **increase** the number of public health professionals within the aging and disability networks, to support the public health or older adults and people with disabilities. In addition, the Council encourages proposals that target those with greatest needs, by finding ways to use this funding to advance cultural competency and equity. Must not supplant current funded positions.

Qualifications:

Describe your organization's qualifications to implement the proposed project, including your experience working with people with developmental disabilities.

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 #2022-0003.

Due Date: All submissions must be received by 4:00 pm (EDT) May 20, 2022

Submit proposal to: Isadora Rodriguez-Legendre, Executive Director
NH Council on Developmental Disabilities
2 ½ Beacon Street, Concord NH 03301
grants@nhcdd.us