



## NEW HAMPSHIRE COUNCIL ON DEVELOPMENTAL DISABILITIES

### **RFP 2022-0001**

### **NHCDD Demonstration Grant-Supported Decision Making**

**Date of Release:** November 19, 2021

**Due Date:** All submissions must be received by 4:00 pm (EDT) December 30, 2021

**Notification of Winning Proposal Results:** January 14, 2022

**Contact:** All questions related to this RFP shall be sent via email by to: December 28, 2021

Isadora Rodriguez-Legendre,  
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 has set aside a maximum of **\$50,000** federal funds for fiscal support of this proposal. The funding available is \$50,000 for a 12 month period within FY2022 and 2023, with the potential for renewal for a second year if funds are available and as agree on by both parties.

**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, unless amended by agreement of both parties.

### **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**

Project Scope Council is seeking proposals to develop a statewide Supported Decision-Making project that benefits persons with intellectual and/or developmental disabilities who are at risk of having limited or full guardianship imposed, or who want information and/or assistance with having guardianship revoked to seek a supported decision making agreement instead. The goal of the project is to support the education of persons with intellectual/developmental disabilities, their families and caretakers, attorneys and court personnel, school personnel, and other stakeholders on the importance of Supported Decision-Making as a viable alternative to guardianship for people with disabilities. The project may also provide technical assistance or direct assistance to agencies, individuals and families seeking information and support to develop/implement Supported Decision-Making agreements and/or revisit guardianship agreements already in place. This solicitation is open to legal service providers, nonprofits, universities or colleges.

## **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 #2022-0001.

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