



**Maryland Developmental
Disabilities Council**

EMPOWERMENT • OPPORTUNITY • INCLUSION

REQUEST FOR PROPOSALS
Person-Centered Planning Training
For People with Developmental Disabilities and their Families
“My Life - My Plan - My Choice”

Two-Year Initiative: \$150,000
Proposals Due: July 1, 2019 at noon

OVERVIEW

The Maryland Developmental Disabilities Council (Council) seeks proposals to develop and provide training for people with developmental disabilities and their families about the Developmental Disabilities Administration’s (DDA) person-centered planning (PCP) process. The initial focus is on individuals who currently receive or who are expected to begin receiving DDA funded services, such as transitioning youth and people on DDA’s waiting list. The scope of work also includes a train-the-trainer component to broaden and sustain the impact of this initiative. People with developmental disabilities and family members will be engaged meaningfully in guiding all components of this initiative.

The goal of this initiative is to increase people with developmental disabilities and their family members’ understanding of the DDA PCP process and increase their ability to play an active and central role in their PCP plan development and implementation. The desired outcome is that people with developmental disabilities have person-centered plans that focus on what they personally define as important. This is a two-year initiative.

BACKGROUND

The Council’s mission is to advance the inclusion of people with developmental disabilities in all facets of community life. Our 5-Year State Plan, which furthers our mission by identifying our priorities, includes an objective that states: *Improve the ability of people with developmental disabilities to advocate for what they want through meaningful participation in the individual planning process.*

According to the Developmental Disabilities Administration, “person-centered planning is a process that begins with the understanding that all people have the right to live, love, work, play, and pursue their aspirations in their community. To that end, people have the right to figure out and pursue their good life. What defines a good life is as individual and unique as the person being supported... Although supports and needs may change across the lifespan, pursuit and enjoyment of what is important to the person remains the guiding force... We place people at the center of planning a vision for their personally-defined good life. This is done through Person-Centered Planning.” The overarching theme of person-centered planning in Maryland is “My Life, My Plan, My Choice.” For more information, see DDA’s Person-Centered Planning website resources listed [here](#).

DDA has instituted a new person-centered planning process, utilizing new approaches and tools. The initial focus by DDA has been on developing training for Coordinators of Community Service who facilitate the PCP process. The Council and DDA believe that people with developmental disabilities must be informed and engaged fully in their own planning and to do this effectively they must understand PCP concepts, process, and tools. That is the focus of this initiative.

There are approximately 17,000 individuals throughout Maryland receiving ongoing DDA-funded services that are driven by a person-centered plan. Another 8400 people are on the DDA waiting list. This initiative will reach a portion of these individuals and their families based on their interest and the number of trainings that can be offered utilizing the funds made available by the Council.

SCOPE OF WORK

The two-year scope of work includes these key components:

1) Develop two standardized PCP training modules specifically for people with developmental disabilities and family members, including adaptations and iterations to address different learning styles and capabilities. This should include principles of person-centered thinking.

One version of the training will not exceed two hours and a shorter version will not exceed one hour. The purpose is to have modules that can be used under various circumstances and in various settings where time constraints must be considered. The modules will be pilot tested, revised, and finalized before widespread training is offered.

Examples of the type of topics that should be addressed include the following:

- Person-centered thinking
- Person-centered planning processes and tools – How things should work
- Roles and responsibilities
- How to be active in your PCP development and implementation
- How to get what you want in your plan
- How to advocate for yourself when the PCP process doesn't work as it should

The focus is not limited to initial PCP development. This list is not comprehensive and will be further developed by the selected grantee in collaboration with an advisory group. The advisory group should provide input and feedback on training content, format, and related issues.

Materials available on DDA's [website](#) may be helpful. In addition, DDA has a contractor that is finalizing a much more extensive training module for Coordinators of Community Services, which may provide guidance regarding content.

2) Develop a user-friendly written guide specifically for people with developmental disabilities and family members that covers similar topics as the training developed under #1 above. This should be concise and user-friendly and created so it is a useful resource for people who cannot attend training, as well as a reference for those who do. The grantee will be expected to work with key stakeholders to gain input and feedback.

3) Train people with developmental disabilities and family members throughout Maryland using the modules. In addition to in-person trainings, webinars should be planned.

4) Develop a comprehensive trainer's guide that prepares others to offer the PCP training developed under #1 above to people with developmental disabilities and family members. This comprehensive guide should prepare others to offer the PCP training without having to attend a training themselves. The guide should include effective ways to use people with developmental disabilities and family members as trainers.

5) Train interested people throughout Maryland to provide the training developed in #1 above to people with developmental disabilities and families. This could include people with developmental disabilities, family members, provider on-staff trainers, DDA staff, advocates, and other interested individuals and organizations.

6) Evaluate the effectiveness and impact of the trainings and guides developed in activities 1-5 above.

Note: The grantee will be expected to work with an advisory group of key stakeholders on all components of the scope of work. This includes, but is not limited to, people receiving DDA-funded services and family members, and representatives from the Council, DDA, Coordinators of Community Services (CCS), and providers.

EXPECTED OUTCOMES

1. People with developmental disabilities throughout Maryland increase their understanding of person-centered thinking and person-centered planning and effectively use the process to create and implement plans that focus on what they personally define as important.

2. Family members throughout Maryland increase their understanding of person-centered thinking and person-centered planning and support their loved one to effectively use the process to create and implement plans that focus on what they personally define as important.

3. A wide range of people throughout Maryland have the knowledge and skills to provide PCP training for people with developmental disabilities and family members and continue to use the training to inform and empower more individuals and families.

4. PCP materials developed through this initiative are useful to people with developmental disabilities and their family members are available and disseminated throughout Maryland from many sources, including the Council, DDA, CCS agencies, providers, self-advocacy and parent groups, schools and others.

WHAT PROPOSALS MUST INCLUDE

NOTE: All RFP documents and forms referred to can be found on the Council's website under the Funding/Request for Proposals tab. The link to this page is also on our homepage.

I. Executive Summary

This should highlight all key aspects of the proposal. Not to exceed one page.

II. General Information

1. Organization's name and Mission Statement.
2. Organization's address and contact person's name, title, and contact information.
3. Organization's federal identification number.

III. **Organizational Capacity**

1. Succinctly describe your organization's experience with people with developmental disabilities and their families.
2. Describe past initiatives your organization completed and specific experience and capabilities you possess that would contribute to success on this initiative. Give particular attention to experience developing and providing training.

IV. **Two-Year Plan**

Closely review the Scope of Work section to be certain all issues and details are addressed in the plan.

A. Develop training (Component 1 in Scope of Work)

1. Describe your plan for this component of the project. *Detailed activities and timelines will be provided in the work plan noted below (this applies to all components).*
2. The training modules must be adaptable to different learning styles. Provide examples of how this will be done.
3. How will you utilize the stakeholder advisory group?

B. Develop user-friendly PCP guide (Component 2)

1. Describe your plan for this component of the project.
2. How will you utilize the stakeholder advisory group?
3. What specific activities will you undertake to reach a large and diverse audience with information about the guide and encourage its use? How will you reach people for whom English is not their primary language?

C. Train people with developmental disabilities and family members (Component 3)

1. Describe your plan for this component of the project.
2. How will you recruit and encourage individuals and family members to attend the trainings?
3. How will you ensure a statewide reach? How will you reach a diverse audience, including those for whom English is not their primary language?
4. How will you work with other organizations and groups to provide the trainings at their meetings or events? What types of organizations/groups?
5. How many trainings will you provide for people with developmental disabilities and family members? In total, how many people with developmental disabilities do you expect to train? How many family members?

D. Develop guide for trainers (Component 4)

1. Describe your plan for this component of the project.
2. What specific activities will you undertake to reach a large and diverse audience with the trainer's guide?

E. Train other trainers (Component 5)

1. Describe your plan for this component of the project.
2. How will you recruit participants for the train-the-trainer sessions?
3. How many train-the-trainer sessions will you provide?
4. How many trainers do you expect to train? Who do you expect them to be?

F. Evaluation (Component 6)

Describe how you will evaluate the effectiveness of: a) the training of people with developmental disabilities and families, b) the PCP guide for individuals and families, c) the training guide, and d) the train-the-trainer training.

G. Staffing Plan

Include all major roles and note the related qualifications each staff or consultant possesses for the roles they will assume. If someone is not identified yet for a role, note what qualifications the selected person will be required to possess.

H. Advisory Group

How will you ensure that the advisory group is diverse, including but not limited to race, geographic location, disability, perspective, and organizational representation?

I. Meaningful Involvement

1. Describe how you will involve people with developmental disabilities and family members in all 6 components of the scope of work. This must include having them play a meaningful role in the development and implementation of the trainings.
2. Describe how you will prepare them to be effective co-trainers. The budget should include costs related to supporting their participation, and to compensate them.

J. Partners

Describe any partners not already noted in your plan and describe their specific roles.

K. Work Plan

Using the Council's template, complete a two-year work plan and submit as an attachment. This includes goals, objectives, activities, timelines, outputs, and outcomes. Definitions of each are at the bottom of the document. **The work plan incorporates and expands upon information provided in your narrative and serves as a clear roadmap. It must be very clear and specific in order to understand how you will undertake this initiative and accomplish the intended outcomes.**

K. Proprietary Information

Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

V. **Budget**

Submit a separate budget for year 1 and year 2 using the Council's budget forms and budget instructions. The year 2 budget should be based on your best thinking at this stage of planning and will be considered a draft. It will be considered when reviewing proposals, but the Council will work with the selected grantee to establish a final year 2 budget based on lessons learned in year 1. The \$150,000 does not have to be evenly split between years 1 and 2.

VI. Attachments

1. A two-year work plan noted in IV above.
2. Budget forms for year 1 and year 2 as noted in V above.
3. Resume of the lead person responsible for this initiative.
4. Resume for the person(s) that will develop the training modules and key trainer(s), if identified.
5. Letters of commitment from partnering organizations noted in your proposal. The letters should note what the organizations are committing to do relative to your proposal. Do not submit support letters that simply express support for your proposal. These will not be considered.

PROPOSAL DETAILS

1. Proposals may not exceed 12 pages, not including the budget and attachments.
2. Include the headings and questions in Sections I-IV in your proposal and provide separate and distinct answer for each one.
3. Number pages, double space, and only use one side of the page.
4. Use font point size 11 or larger.
5. Do not submit cover letters or any other attachment, except as listed above. They will not be reviewed.

DELIVERABLES

The Council will approve all deliverables before they are put into use.

1. Two person-centered planning training modules for people with developmental disabilities and their families – one training will be an hour or less and the other will be two hours or less.
2. Person-centered planning guide developed to be understood by people with developmental disabilities and families with different learning styles and capabilities.
3. Guide for trainers.

FUNDS AVAILABLE

A total of \$150,000 over two years is available. Year 1 is September 1, 2019 – September 30, 2020 (13 months) and year 2 is October 1, 2020 – September 30, 2021 (12 months). An initial award will be made for year 1 of the grant. Year 2 funding will be dependent upon satisfactory performance.

MATCHING FUNDS

A non-federal match is required for this initiative. Twenty-five percent (25%) of the total cost of the project (not of grant funds requested) is required from sources other than the Council. Matching funds may include in-kind supports or other non-federal sources of funds. Any in-kind support used for the match must have a value directly related to the grant. In-kind support includes, but is not limited to things like volunteer time, meeting space, and equipment not charged to the grant. See the Council's Match Instructions for more information.

WHO MAY APPLY

Any incorporated non-profit or for-profit organization may apply. Independent contractors are also eligible to apply. Collaborations between multiple organizations and/or individuals is permissible. Minority business enterprises are encouraged to apply.

PRE-PROPOSAL INFORMATION SESSIONS

Two pre-proposal information sessions will be held. The purpose and topics of the pre-proposal information sessions will be the same. **The pre-proposal information sessions will be the only opportunity to ask questions.** Attendance, however, is not mandatory.

- ❖ In-person Information Session **June 5, 2019 at 9:30 a.m.**
Location: Owen Brown Community Center, 6800 Cradlerock Way, Columbia, MD 21045
Hopewell room.

Reservations for the in-person session are not needed. However, email or call Shawan Pearson at the Council if you require an accommodation at the Information Session: spearson@md-council.org or 410-767-6249.

- ❖ Conference call Information Session **June 5, 2019 at 2:00 p.m.**

Email or call Shawan Pearson at the Council to register and get call-in information: spearson@md-council.org or 410-767-6249.

PROPOSAL DEADLINE

To be considered, proposals MUST be received by **July 1, 2019 at 12:00pm (noon).**
Email your proposal to the Council at info@md-council.org.

Important Note: Receipt of all proposals will be acknowledged by email or phone. If you do not receive confirmation by 2:00pm on July 1, contact Shawan Pearson at 410-767-6249. Offerors are responsible for ensuring the proposal is received.

DATE OF AWARD

A grantee will be selected and an award made no later than August 30, 2019.

HOW PROPOSALS WILL BE EVALUATED

The following criteria, each of which will be measured equally, will be used to select the most qualified applicant. The Council will select the offeror with the most favorable evaluated proposal based on these criteria.

- The proposal is comprehensive, reasonable, and demonstrates an understanding of all aspects of this initiative.
- The proposal is likely to achieve the desired outcomes.
- The work plan is detailed, comprehensive, and logical.
- The staffing plan is reasonable, and personnel possess qualifications and competencies necessary to effectively complete the scope of work.
- Partnerships are likely to support successful achievement of the activities.
- There is a clear and appropriate plan to meaningfully engage people with developmental disabilities and family members in planning and implementation activities.
- The budget is reasonable and likely will support successful completion of all proposed activities.

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