



**Maryland Developmental  
Disabilities Council**

EMPOWERMENT • OPPORTUNITY • INCLUSION

**REQUEST FOR PROPOSALS**

**Rebuilding DDA Providers throughout Maryland through Technical Assistance**

**Funds Available: \$150,000**

**Proposals Due: April 9, 2021 at noon**

**OVERVIEW**

The Maryland Developmental Disabilities Council (Council) seeks proposals by consultants, business acumen development organizations, noted subject matter experts, and others to engage in a demonstration project to provide technical assistance to 5 community service providers licensed, certified, or approved by the Developmental Disabilities Administration (DDA) to reimagine, refocus, and rebuild their business and service models during and after the COVID-19 pandemic.

Specifically, the selected entity will support providers to transform service delivery models and business practices, recover and rebuild as needed due to the COVID-19 pandemic, and identify effective strategies that can be replicated.

The goal of this initiative is to ensure people with developmental disabilities receive services in a seamless, individualized, and sustainable way, whether they are at home, on-site with a provider, or in the community. The selected subject matter expert will work with the Council to select 5 community service providers to participate in this intensive technical assistance opportunity.

**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: *Increase access to community-based services and supports*. This demonstration project will help to meet that objective and should be approached with that in mind.

The COVID-19 pandemic created unprecedented responses by federal, state, and local governments that impacted the lives of all Marylanders, including people with developmental disabilities and their families. Specifically, the pandemic resulted in statewide requirements to engage in social distancing, self-isolation, and quarantine. As a result, many providers closed day programs, instituted shelter in place rules, and took other actions necessary to protect the health and safety of all people.

Providers have reacted to the challenges of the pandemic in a variety of ways. Some new practices have become industry-standard, but not in all places or for providers of all sizes. The project will help promote the best practices from inside and outside the industry to help providers become nimble, agile, pro-active planners, thinkers, and do-ers.

## **SCOPE OF WORK**

Applicants will be required to:

1. Provide technical assistance to 5 providers to transform service delivery models and business practices to recover, rebuild, and reimagine services and supports, including virtual and hybrid models, during and after the COVID-19 pandemic.
2. Work with the Council to select 5 diverse providers.
3. Develop sustainable practice models that transform and improve practices for the 5 providers.
4. Evaluate the effectiveness and impact of the changes and strategies developed in activities 1 & 3 above and the selection of providers in activity 2.
5. Identify effective strategies that can be replicated to inform systems change, and create more efficient, effective, and individualized services and supports, and develop recommendations.
6. Develop recommendations based on identified strategies and models.

## **EXPECTED OUTCOMES**

1. Improved services and supports reflected in the provision of more efficient, effective, flexible, and individualized services throughout Maryland.
2. An increase in the number of people with developmental disabilities who receive services in a seamless, customizable, and sustainable way, whether they are at home, on-site with a provider, or in the community.
3. Transformed and improved practices that positively impact the service delivery by the 5 providers
4. New ideas and approaches tried and evaluated that can be replicated.

Note: The grantee will be expected to work with an array of key stakeholders on 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.

## **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 transformative change to service-based businesses.
3. Briefly describe past educational/training initiatives your organization completed, lessons learned that apply to this RFP, and any ongoing impact they have had.

#### IV. Plan

**Produce a robust plan that is measurable and that meets each objective of the scope of work. Each part of the plan should directly speak to a thorough outline of the processes, timelines, resource allocations, and contingencies needed to complete the scope of work. Closely review the Scope of Work section to be certain all issues and details are addressed in the plan.**

- A. In partnership with the Council, select 5 regionally diverse providers to receive technical assistance. (Component 1 in Scope of Work)
- B. Provide technical assistance to transform service delivery models and business practices to recover, rebuild, and reimagine during and after the COVID-19 pandemic. (Component 2 in Scope of Work)
- C. Develop a set of recommendations to assure the repeatability of the results. (Component 2 in Scope of Work)
- D. Service and business model changes result in the provision of more efficient, effective, and individualized services throughout Maryland. (Component 1 of Expected Outcomes)
- E. Develop sustainable practice models that inform systems change for the five providers. (Component 2 of Expected Outcomes)
- F. Evaluation (Component 3 of Expected Outcomes)
- 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. Meaningful Involvement

Describe how you will involve people with developmental disabilities and family members. The budget should include costs related to supporting their participation and to compensate them.

#### I. Partners

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

#### J. Work Plan

Using the Council's template, complete a 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

Applicants 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 using the Council’s budget forms and budget instructions.

**VI. Attachments**

1. Work plan noted in J above.
2. Budget form as noted in V above.
3. Resume of the lead person responsible for this initiative.
4. Resume for the person(s) that will provide technical assistance and work with providers to develop the proposed changes to the provider’s service models.
5. Letters of commitment, where needed, 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 answers 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.

**FUNDS AVAILABLE**

A total of \$150,000 is available.

**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**

A pre-proposal information session will be held. **The pre-proposal information session will be the only opportunity to ask questions.** Attendance, however, is not mandatory.

Email or call Shawan Pearson at the Council to register for the information session: [spearson@md-council.org](mailto:spearson@md-council.org) or 410-767-6249.

**PROPOSAL DEADLINE**

To be considered, proposals MUST be received by **Friday, April 9, 2021 by 12pm (noon)**. Email your proposal to the Council at [info@md-council.org](mailto: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 April 9, 2021, contact Shawan Pearson at 410-767-6249. Applicants are responsible for ensuring the proposal is received.***

**DATE OF AWARD**

A grantee will be selected and an award made no later than May 1, 2021. Activities should be completed by September 30, 2022.

**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 applicant 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.

###