

Maine Developmental Disabilities Council (MDDC) requests proposals to develop a Protecting Rights, Promoting Choices Toolkit

MDDC would like to hear from agencies and/or individuals who want to increase access to resources for individuals with developmental disabilities (DD), their families and friends, professionals who support individuals and families impacted by DD, and their legal representatives to understand and protect the rights and promote choices of individuals with DD. A total of up to **\$20,000** is available. MDDC anticipates making one award, with the potential of sub-awards.

Eligibility

Nonprofit and for-profit organizations, public agencies, and educational institutions in Maine are eligible to apply for funding, individually or collaboratively.

Timeline

Date of Release for RFP # 17.2.2	1/6/22
Due Date for Receipt of Proposals	2/17/22
Date of Award (estimated)	3/3/22
Estimated Contract Start Date	3/15/22

Questions?

Interested parties are encouraged to submit written questions to rachel.m.dyer@maine.gov. Questions and answers of broad interest will be posted on the website as they are received.

Background:

The Maine Developmental Disabilities Council (MDDC) <https://www.maineddc.org/> conducts advocacy, capacity building, and systemic change activities through a partnership of people with disabilities, their families, and agencies. MDDC identifies and resolves barriers to community inclusion, self-determination, and independence.

In developing its 2022-26 State Plan, MDDC members and stakeholders identified concerns related to the guardianship of adults with DD, including the lack of quality measures, both at a systems level: i.e., Maine's very high usage of public guardianship, and at an individual level "how do I know whether I'm doing a good job as a/my child's guardian?" The Council is interested in developing that question into a toolkit that can be used by both individuals and families, as well as by professionals supporting individuals and families.

Scope of Toolkit

MDDC envisions the development of (a hybrid or) web-based set of resources that are evidence informed, relevant, and useful to Maine families and its systems, that includes but is not limited to

- Managing expectations
- Making Decisions: decision making as a skill, the continuum of decisions, making the right choice, getting help with decisions
- Taking Risks: risk profile(s) and management
- Protecting Rights: understanding and exercising rights
- Communication
- Common Systems: Tips and Tricks

Proposal Contents

I Organization Qualifications and Experience: Please provide

1. A description of the applicant organization and any partners.
2. A summary of relevant experience.
3. Contact information for the people who will be responsible for grant activities.
4. A statement of commitment from the organization(s) leadership.

II Specifications of Work to be Performed: Please tell us how you intend to develop the toolkit, using this format:

Task or activity	Workplan	Person Responsible	Timeframe	Projected outcomes

III Cost Proposal Please provide adequate details to understand how grant funds will be used:

CATEGORY	
Staff	
Consultant(s)	
Travel	
Supplies/Publications	
Other	
Total Direct Costs	
Indirect Costs	
TOTAL	

Submitting the Proposal

Proposals must be received by 11:59pm on February 17, 2022. Please submit as attachments via email. We will send a confirmation during business hours. There is no page limit, but the application is intended to be brief.

Proposal Review

Evaluation of proposals is intended to be fair, objective, and to ensure that the contract is awarded to the proposal that best satisfies the stated criteria. Selected MDDC members and staff will review proposals using a rubric that includes stated criteria. MDDC may ask for additional information in reviewing proposals.

Scoring will be based upon

- Organization Qualifications and Experience (30%)
- Specifications of Work to be Performed (45%)
- Cost Proposal (25%)

Includes all elements addressed above in Proposal Contents, Section III.

The review team will use a consensus approach to evaluate the bids.

Decisions regarding the award of the contract(s) will be made by representatives of MDDC. Notification will be made in writing. Contract(s) will be negotiated at that time and awarded as soon as practicable.