

December 15, 2018

Request for Proposals

Implementing New Strategies for Addressing the Needs of Individuals with a Dual Diagnosis of Intellectual/Developmental Disabilities and Mental Health Needs

Deadline for Receipt of Proposals: **February 15, 2019**

Proposal Inquiries: All questions about this Request for Proposals (RFP) should be submitted in writing by email or faxed (include your fax number) to:

Executive Director
NH Council on Developmental Disabilities
2 ½ Beacon St. Suite 10, Concord, NH 03301
603-271-1157 fax 603-271-1156
nhcdd.director@ddc.nh.gov

The NH Council on Developmental Disabilities will address inquiries received by the deadline of February 15, 2019, if they are determined to be vital to the competitive bidding process. In addition, any modifications to the specifications contained in this RFP shall be made only in writing by the Council immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. Verbal agreement or instructions from any source are not authorized or binding on the State of New Hampshire (State) or the New Hampshire Council on Developmental Disabilities (Council).

PURPOSE

The purpose of this RFP is to seek proposals and bids from individuals, agencies, or organizations interested in developing and implementing a new/emerging service approach that addresses the specific needs of people with a dual diagnosis of Intellectual/Developmental Disability (I/DD) and mental health (MH), including training to increase capacity in the system and data collection that can capture progress and successes. In addition it is requested that a description of measurable benchmarks be provided.

OBJECTIVES

- Demonstrate emerging/best practices leading to systems change
- Training/education to increase capacity in the system to serve individuals with a dual diagnosis of I/DD and MH
- Data collection for the purpose of capturing progress and success with description of measurable benchmarks
- Identify and share best practices for project replication

TERMS AND CONDITIONS

1. The State/Council shall not be responsible for or pay for any cost incurred by the bidder in the preparation of the proposal submitted in response to this RFP.
2. The Council reserves the right to seek clarification of any information contained in a proposal submitted in response to this RFP.
3. The Council reserves the right to reject all proposals submitted in response to this RFP. In addition, the distribution of this RFP shall not commit the State to issue a contract.
4. If the Council chooses to award a contract in response to this RFP, the successful bidder shall be notified by letter. A contract shall then be developed by the Council for approval by Governor and Council. The contract shall incorporate, by reference, all provisions of this RFP and the successful bidder's proposal. In preparing a contract with the successful bidder, the Council reserves the right to clarify any terms and conditions contained in that firm's proposal.
5. Public announcements or news releases pertaining to the award of a contract shall not be made without the written permission of the Executive Director of the Council.
6. The State/Council shall not be responsible for any work performed by the successful bidder prior to the effective date of a contract approved by Governor and Council or a limited, short-term contract issued by the Council to cover the period before Governor and Council approval.
7. Unless otherwise deleted or modified by mutual agreement between the State/Council and the contractor, all general provisions contained on page 2 of Form P-37 State/Council Contract shall be incorporated in the contract.
8. All obligations of the State/Council, including the continuation of payments under an approved contract, shall be contingent upon the availability and continued appropriation of State or federal funds, and in no event shall the State/Council be liable for any payments in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State/Council shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.
9. When delivering services under an approved contract, the contractor shall work under the broad oversight of the Council Finance or Executive Committee for this project.
10. The State of New Hampshire adheres to the Uniform Guidance: Any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs as required by 2 CFR 200.414. Therefore, the Indirect Cost rate for the proposal cannot exceed 10%, unless the chosen awardee has received a negotiated indirect cost rate that is higher.
11. The Council expects to award an annual Contract to the successful Bidder, with the option to renew/extend the contract for an additional year (not to exceed 2 years in total). Unless there is a change in the program requirements and/or services to be delivered, the cost for this biennium contract shall not exceed the amount(s) identified in the *Total Funds Available* subsection of the Project Description of this RFP, if the Council chooses to exercise any or all of its renewal options.

LIMITATIONS ON PRICE

The amount of the award will be based on the scope of the proposed products and services for the length of this contract.

BID PROCEDURES

1. Description of the bidder's organizational capabilities to deliver the services, including a brief description of their company, a history of their firm's and/or personal experience in developing and implementing a program of this type (20%);
2. A plan for assessing statewide regional network(s) service needs annually as appropriate (10%);
3. A detailed management plan and program design, including the staffing pattern and a timeline for implementation (20%);
4. A comprehensive plan for the collection of data and evaluation of the proposed project's activities, effectiveness, and impact (20%);
5. Documentation of coordination and collaboration with other agencies and projects as applicable (10%);
6. Detailed budget, including budget notes, which clearly explain the relationship between proposed activities and expenditures (20%);
7. Bidders should present a comprehensive response to this RFP in 15 pages or less. The formal proposal must address all elements specified in this RFP. Supplementary materials may be included as part of the submittal and will **not** be counted toward page limits. These should either explain or expand upon information presented in the formal proposal.
8. Each bidder shall submit, along with the formal proposal, a "Certificate of Existence" or "Certificate of Good Standing" from the New Hampshire Secretary of State.

For your information, the successful bidder will be required to provide the Council with a recent financial statement. **Do not** supply this statement with your proposal. It will only need to be submitted by the successful bidder.

Proposals shall be submitted by **February 15, 2019 to:**

Executive Director
NH Council on Developmental Disabilities
2 ½ Beacon St. Suite 10, Concord, NH 03301
603-271-1157 fax 603-271-1156
director@ddc.nh.gov

EVALUATION OF PROPOSALS

All proposals will be reviewed and rated by an evaluation team (minimum of three members) appointed by the Executive Director of the NHCDD. Each proposal will be rated in accordance with the requirements established in this RFP. The maximum numbers of points for each of the required elements of a proposal are identified above in the *Bid Procedures*. The Council shall be under no obligation to contact bidders for clarification of their proposals, but it shall reserve the right to do so at any time prior to the award of a contract.

If the Council chooses to award a contract relative to this RFP, it shall be to the bidder that receives the highest total rating as a result of the proposal-evaluation process.

New Hampshire Developmental Disabilities Council

Request for Proposals

December 15, 2018

Request for Proposal (RFP)

The New Hampshire Developmental Disabilities Council (the Council) announces the availability of a grant for the following project to carry out the Council's mission of "dignity, full rights of citizenship, equal opportunities, and full participation for all NH citizens with developmental disabilities" and to achieve or make significant progress toward achievement of goals and objectives in its Five-Year Plan as set forth below.

Applicants, in order to be eligible, must meet the general eligibility guidelines and the specific eligibility requirements for the project(s) they are applying for.

The deadline for receiving all proposals is February 15th, 2019. The start date for this project will be on or after May 1st, 2019, subject to all state approvals including final Governor and Council approval.

General Eligibility Guidelines

Eligible applicants are legal entities who are eligible to receive federal funds, contract with the State of New Hampshire and do business in New Hampshire. Applicants must agree to submit quarterly and annual program and financial reports to the Council Executive Director. A copy of the reporting form is available upon request. Funding received through this grant may not be used to supplant current state or federal funds received by or available to the applicant. Grants are subject to all applicable New Hampshire government contract requirements.

Proposals must be organized in the format outlined below and include detailed and complete descriptions within each area:

A. Applicant Identification Statement

Detailed information on the applicant, its history, mission and relevant contact information.

B. Goals, Objectives and Outcomes

The specific quantifiable goals, objectives and projected outcomes of the project, such as number of persons served, dollars leveraged etc., as identified for each project in the descriptions below. Each of the performance targets that are applicable to the project must be identified, and for each of these, the specific measurable results the project expects to achieve and a brief explanation of how these projected results will be achieved.

- C. **Narrative**
A narrative describing how the project will accomplish its work to achieve all identified goals, objectives and outcomes.
- D. **Budget**
A complete budget, identifying all matching (cash and/or in-kind) as required by the grant and any other sources of funds, including projected advertising revenue. Budget should be submitted on a separate page.
- E. **Role and qualifications of key participants**
A complete list of collaborators and partners and a description of the role and qualifications of the key participants in the project.
- F. **Sustainability Plan**
A plan for sustainability, if applicable, including identifiable resources of the project once Council funding ends.
- G. **Documentation of results**
A description of how the grantee would document its results in terms of meeting its goals, objectives and projected outcomes and measure its success.
- H. **Specific project information.**
Any additional information or materials required to be submitted for the specific project as set forth below.
- I. **Additional information**
Any other information required to demonstrate that the applicant and project meets all eligibility requirements and has the capacity to carry out the project and comply with all specified requirements.

Program Requirements

- A. **Reports**
 1. Quarterly reports on a form or format provided by the Council, containing the information requested, must be submitted by the grantee on all grant activities.
 2. Annually and/or at the conclusion of the grant, or whenever requested by the Council, grantees are required to send a summary of the project and its accomplishments on a form or in a format requested by the Council.
 3. If there are changes in personnel carrying out the grant, the grantee must notify the Council immediately. The Council reserves the right to terminate any contract if it determines that the grantee no longer has the organizational capacity or expertise to carry

out the project in the same manner or with the same quality of work represented in its application.

4. Grantees are required to keep financial records and records verifying the basis of the numbers reported for the performance targets for three years following the conclusion of the grant, including applicable non-federal match requirements.
5. The council may, in its discretion, make site visits or request verification of information provided.

UNLESS OTHERWISE AGREED, FUNDS ARE RELEASED ON A QUARTERLY BASIS AND ONLY UPON RECEIPT AND REVIEW OF ANY QUARTERLY OR OTHER REPORT (S) AND INVOICES DUE FROM THE GRANTEE AT THAT TIME.

B. Acknowledging Council

1. All written materials, conference flyers, publications and audio-visual materials (including website postings) must state the following:

Funding provided by the NH Council on Developmental Disabilities.

2. This acknowledgement is also necessary on products published with other funds, if those funds will be claimed as non-federal match for a DD Council project.
3. In addition to the required statement, if the grantee's logo appears on the product, the DD Council logo shall also appear in the same size and be given the same prominence.
4. If this statement/logo is not included on the product, costs may be disallowed.

C. Use of Works

1. The NH Developmental Disabilities Council shall have a royalty-free irrevocable worldwide right and license in perpetuity to reproduce, publish or otherwise use and authorize others to use any and all public or professional education products or other materials (the "works") in any format developed for, or as a result of this grant with the permission of and reference to the grantee.
2. Grantee shall indemnify and hold the Council harmless from any claims, actions, damages, penalties, or costs (including reasonable attorneys' fees) that may arise in connection with the work(s), including without limitation infringement and any other intellectual property based claims.

3. The Council shall be free to exercise publication rights and privileges in connection with professional or academic papers or other writings it may develop in connection with the work(s), project activities, findings and data relative to the Grant in conjunction with, and with reference to the grantee.

D. Insurance coverage

Grantee shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the Grantor, comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per incident. This requirement is waived for independent consultants.

Project – Implementing New Strategies for Addressing the Needs of Individuals with a Dual Diagnosis of Intellectual/Developmental Disabilities and Mental Health Needs

Total Funds Available – Total funds not to exceed \$50,000 in a one-year period, with the possibility to renew/extend the contract for a second grant awards of \$50,000 (total contract period not to exceed 2 years in total, with total possible funds available of \$100,000) contingent upon the availability and continued appropriation of State or federal funds.

A non-federal match of 25% is required by the grantee or the grantee's partners to accomplish the purposes of the grant. Activities or products targeted to individuals with developmental disabilities who live in urban or rural poverty areas require a 10% match.

Matching funds include non-federal public or private funds, funds that are not used as match for any other federal program, unrecovered indirect costs, either cash or in-kind, fairly evaluated.

Applicable Goals and Objectives in the Council's Five-Year Plan – This grant is designed to further the following goals and objectives in the Council's five-year plan:

Goal 3. Personal Choice: Promote and improve self-determination activities for people with developmental disabilities to lead meaningful lives through an increased level of personal choice and greater control over their lives including access to:

- (a) medical, dental and behavioral support and services
- (b) in home and community service delivery

Objective 3: The Council will collaborate with key partners to promote and strengthen best and emerging practices related to supports for individuals who experience developmental disabilities with co-occurring mental health/behavioral needs.

Activities:

- (1) The Council will partner with agencies, facilities, and other direct support providers to provide information, support and training on best and emerging practices related to the needs of individuals with co-occurring IDD and mental health needs.

Performance Targets

The Developmental Disabilities Council is accountable to the federal government for the projects it funds in terms of quantifiable performance targets. Performance targets are measurable, observable outcomes which describe a change in the circumstances or condition of target individuals, groups, programs or institutions, are bound in time, ambitious but achievable and which define success.

Ideas must be to implement a new service approach that addresses the specific needs of those with a dual diagnosis and to integrate multidisciplinary team members in a clinical setting.

This project must monitor and achieve results that are measurable according to the following criteria:

1. Demonstrate emerging/best practices for direct service delivery leading to systems change and quality improvement.
2. Develop trainings to increase capacity in the system to serve individuals with a dual diagnosis.
3. Data collection for the purpose of capturing progress and success with description of measurable benchmarks.
4. Developing a system in gathering information and data collection for the purposes of capturing the progress and the successes within the program.
5. Developing and sharing created reports/presentations/materials to demonstrate results and best practices for project replication.

Product/Deliverables

1. Development of appropriate eligibility evaluation to and from I/DD and mental health services.
2. Demonstration of how this project improves services/quality and leads to systems change.
3. Increase in MH providers who will be trained in how to work with individuals with I/DD through a curriculum based training program.
4. Multidisciplinary case coordination and conferencing that include all members of a treatment team.
5. Development of a system for documenting information to be analyzed, as well as showing progress and successes.
6. Strategies for developing, reporting, and promoting best practices that can lead to systems change.

Methodologies

1. Direct service delivery
2. Education and training
3. Data collection and analysis
4. Quarterly and annual reporting
5. Financial reporting

Applicant Requirements - Knowledge, skills, and abilities related to implementing direct service delivery for individuals with a dual diagnosis of intellectual/developmental disabilities and mental health needs. Experience conducting surveys, focus groups, trainings, presentations, and other forums. Understanding of strategies and resources needed to collect and analyze data effectively. Experience in collecting and analyzing data related to the subject matter/target group, as well as working with stakeholders in accomplishing project deliverables.

Disclaimer

The Council reserves the right to reject any and all proposals that do not on their face meet general or specific eligibility guidelines or that do not contain all information required. The award for each project will be based on which proposal is determined to be the best overall value for the Council, based on the scope and quality of the proposal, qualifications of the applicant and cost to the Council. Cost alone shall not be the determinative factor. Awarding of all grants is contingent upon receipt by the Council of anticipated funds allocated to the Council through the Developmental Disabilities Assistance and Bill of Rights Act.

Cover Sheet

Please include with all responses to NH Developmental Disabilities Council's Requests for Proposals (Not counted towards page limitations).

Project Title: _____

Contracting Entity/Organization: _____

Phone No.: _____ Fax No: _____

E-mail address: _____

Address:

Implementing Entity (if different): _____

Amount requested for this grant (must be the same amount as the total reflected in your budget submission):

Name of Project Director/Lead: _____

Name and Title of Authorized Official for signature on contract: _____

Federal Identification No. (if applicable): _____

Type of Organization [non-profit; proprietary, local government agency, higher education, or other (specify)]:

Other pertinent information Council should have when considering this proposal: