

LOUISIANA DEVELOPMENTAL DISABILITIES COUNCIL
Solicitation of Proposals for the
Emergency Preparedness and Response Training Initiative

The Louisiana Developmental Disabilities Council (Council) is soliciting proposals from community partners to establish a training program on emergency preparedness and response relative to people with developmental disabilities.

Project Purpose

The Council seeks innovative approaches to develop a statewide training program for individuals with developmental disabilities, their families, and others responsible for assisting them during times of emergencies and natural disasters. The goal of the training should be to build the capacity of individuals with developmental disabilities and their caregivers to prepare for, respond appropriately to and recover from emergencies and natural disasters.

The selected entity will serve to coordinate at least ten trainings in each region of the state during FFY2021. Proposals should indicate plans for expanding the number of trainings, whether virtually or in-person, and ensuring training material remains up to date over time. Proposals may indicate multiple years of projected activities; however, currently Council funding is only committed for FFY2021.

Project Timeline

The initial year of this project will be from October 1, 2020 to September 30, 2021.

Project Funding

A maximum of \$20,000 has been allocated for the initial year of funding for this project. Indirect costs associated with this project shall not exceed eight percent (8%) of actual project expenditures.

Project Responsibilities

Reimbursable costs responsibly billed by the selected agency will include, but are not limited to, all expenses associated with conducting training sessions, supporting technical assistance efforts, and developing resources and training materials to support individuals with developmental disabilities and their caregivers to prepare for, respond appropriately to and recover from emergencies and natural disasters.

Anticipated administrative support responsibilities of the selected agency include, but are not limited, to:

- Developing related training and marketing materials, presentations and participant evaluations.
- Coordination and arrangements of any relative training events and technical assistance provided by or to individuals with developmental disabilities, their family members and others responsible for their care during emergencies and natural disasters; and,
- Evaluation of activities and short-term and long-term outcomes.

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In-Kind Contributions: The project shall identify any in-kind contributions, including but not limited to, development of training content for this project, time commitment of any other participating organizations, or other contributions which fulfill the purpose of this initiative.

Contractor Requirements

Selection will be determined by the applicant's demonstrated ability to meet the following requirements:

1. Understanding and commitment to the principles of full inclusion for persons with disabilities, including those with the most intense support needs.
2. Successful experience in emergency preparedness and response and programs for individuals with developmental disabilities.
3. Coordinating and hosting training sessions to a variety of groups including to individuals with developmental disabilities, their family members and other caregivers.
4. Fiscal stability and capacity to manage contract dollars and reporting requirements.

Information Requested

1. Cover Sheet and Information Packet
 - a) Application for Funding Cover Sheet (online)
 - b) W-9 tax form (online)
 - c) Board Resolution or Disclosure of Ownership (online)
2. Summary of Qualifications - clearly demonstrate Contractor Requirements above.
3. Proposal/Work Plan (maximum of 5 pages)
 - a) Activities
 - b) Timelines
 - c) Methods of Evaluation
 - d) Budget Details¹
4. Diversity Inclusion – Describe how you or your organization intend(s) to conduct outreach and assure inclusive participation among diverse communities relative to race, ethnicity, sexual orientation, gender, and all marginalized communities.
5. Letters of Support (no less than 2)

Reply Procedure

For consideration, submissions must be emailed to Courtney.Ryland2@la.gov, no later than **4:30 p.m. on Friday, August 28, 2020.**

¹ Note: If significant changes occur in the COVID-19 pandemic status which impact projected in-person activities the vendor selected for this initiative may seek to renegotiate proposed activities and subsequent budget details with the Council.