

LOUISIANA DEVELOPMENTAL DISABILITIES COUNCIL

Solicitation of Proposals for the Emergency Response Resources

The Louisiana Developmental Disabilities Council (Council) is soliciting proposals from community partners to develop an emergency response resource in partnership with other organizations to have a clearing house of educational materials, videos and other resources for people with developmental disabilities and their family members.

Project Purpose

The Council seeks innovative approaches to build an emergency response resource for individuals with developmental disabilities and their family members to access during times of emergency and natural disasters. The goal of this initiative is to:

- Partner with other federal, state and local entities to develop a list of resources and guidance available to individuals with developmental disabilities and their families during times of emergencies; and to
- Ensure this resource is available publicly and easily accessible to the disability community.

The selected entity will serve to compile and make available this resource during FFY2021. Proposals should indicate plans for maintaining and updating the resource 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 \$7,500 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 developing and compiling this expansive list of resources, partnering with other organizations to determine what resources are available for inclusion in this resource, supporting any technical assistance efforts, and maintaining and updating this resource list.

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

- Researching current federal, state and local resources available to individuals with developmental disabilities and their families during times of emergency and natural disasters.

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- Partnering with other organizations to develop an expansive list of emergency and disaster preparedness resources and information pertaining to disaster preparations.
- Development of a clearing house of educational materials, videos and other resources for people with developmental disabilities and their family members.

In-Kind Contributions: The project shall identify any in-kind contributions, including but not limited to, time commitment of other 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. Knowledge of emergency resources and/or programs for individuals with developmental disabilities.
3. Experience assisting individuals with developmental disabilities and their family members during times of emergency and natural disasters.
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

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.

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