

LOUISIANA DEVELOPMENTAL DISABILITIES COUNCIL
Solicitation of Proposals for the
Seminars on Hiring Individuals with Developmental Disabilities Initiative

The Louisiana Developmental Disabilities Council (Council) is soliciting proposals from community partners on the design and implementation of a program to conduct seminars in partnership with statewide Chambers of Commerce to educate businesses on the benefits and advantages of hiring individuals with developmental disabilities.

Project Purpose

The Council seeks to increase employment opportunities for individuals with developmental disabilities by ensuring business entities are informed of inherent and financial incentives for employing persons with developmental disabilities. The goal of the seminars will be to:

- Involve community business entities and/or personnel tasked with hiring employees;
- Provide education/information on requirements in employment/labor laws and regulations on inclusive and competitive hiring practices, options and supports available for incorporating employees with disabilities within a business entity; and financial and non-monetary incentives available for employing individuals with disabilities;
- Demonstrate the effectiveness and successes of employing persons with developmental disabilities; and,
- Motivate businesses to incorporate inclusive hiring practices for people with developmental disabilities, create a standard operating procedure for continued sustainability of these inclusive employment practices, and provide accommodations for employees with disabilities.

The selected entity will serve to coordinate at least one seminar within each region of the state (using the structure of the 10 LDH Regions) within the FY 2021. Proposals may indicate plans for additional outreach and provision of services to include other locations statewide.

Project Timeline

This project will contract for services from October 1, 2020 to September 30, 2021.

Project Funding

A maximum of \$32,000 has been allocated for funding of 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 seminars, supporting technical assistance efforts, and developing resources to support businesses in increasing their capacity to employ individuals with developmental disabilities.

LOUISIANA DEVELOPMENTAL DISABILITIES COUNCIL
SOP for Seminars on Hiring Individuals with Developmental Disabilities

Page 2 of 3

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

- Developing working relationships with Chambers of Commerce statewide and other entities/agencies with expertise related to the employment of people with developmental disabilities.
- Coordination and arrangements of any relative training events/seminars and technical assistance provided to all participating entities involved throughout this initiative.
- Evaluation of short-term and long-term outcomes through pre and post assessments of entities participating in this initiative.

In-Kind Contributions: The project shall identify any in-kind contributions, including but not limited to, development of training and coaching content for this project, and time commitment 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 and/or first-hand knowledge of employing individuals with developmental disabilities.
3. Coordinating and hosting training sessions/seminars to a variety of groups including professional organizations, business entities, and/or other state/local governmental agencies.
4. Skills and abilities utilizing technological equipment to conduct virtual and in-person sessions.
5. 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

LOUISIANA DEVELOPMENTAL DISABILITIES COUNCIL
SOP for Seminars on Hiring Individuals with Developmental Disabilities

Page 3 of 3

- 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.