

LOUISIANA DEVELOPMENTAL DISABILITIES COUNCIL

Solicitation of Proposals for the Videos and Visual Materials

The Louisiana Developmental Disabilities Council (Council) is soliciting proposals from community partners to produce and disseminate videos and other visual materials featuring information important to individuals with developmental disabilities and their families regarding but, not limited to, the following topics: self-advocacy; obtaining employment; and grade promotion/graduation pathways (April Dunn Act of 2014); and, accessing home and community-based services, including waivers.

Project Purpose

The Council seeks accessible and clear informational materials on a variety of topics. The project shall produce brief videos demonstrating effective approaches in self-advocacy; examples of successful employment of individuals with developmental disabilities; and, illustrating pathways for certain students with certain disabilities to be promoted and earn a high school diploma according to the April Dunn Act of 2014. Additional outcomes will include production of visual materials illustrating how to access home and community-based services, including waivers for people with developmental disabilities. All materials should be created in formats enabling full access to individuals requiring alternate forms of information and materials. The goal of these videos and materials should be to spread the outlined information across Louisiana, making it accessible to all Louisianans.

Project Timeline

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

Project Funding

A maximum of \$51,000 has been allocated for the FFY2021 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 the following: planning videos; filming, editing, and producing of videos; disseminating videos via television, internet, and other avenues, creation of visual materials; production of visual materials, dissemination of visual materials.

Anticipated administrative support responsibilities of the selected agency include, but not limited to, the following: support/ collaboration regarding content to be included in videos and visual materials; support/ collaboration in editing/ revising videos and visual materials to ensure they convey the appropriate content and messaging; 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, the following: development of content for this project 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 creating and producing videos and visual materials; and
3. 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 two letters)

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.