



## **Request for Bids #2024-ADM-9300**

### **Title: Statewide Comprehensive Review and Analysis**

This is a request for bids to conduct a Statewide Comprehensive Review and Analysis (CRA) that demonstrates a thorough understanding of (1) the extent to which services, supports, and other assistance are available to individuals with developmental disabilities and their families, and (2) the extent of unmet needs for services, supports and other assistance for those individuals and their families in the state. Included in this request for bids is information relating to the Scope of Work of the project and how the bid information is to be submitted.

**Date of Release:** Monday, May 20, 2024

**Due Date: Electronic bids will be accepted until 4:00 pm EDT on Wednesday, June 19, 2024.** All submissions must be marked with Request for Bids #2024-ADM-9300. Please allow enough time to upload your bid into the Florida Developmental Disabilities Council's (FDDC) Dropbox. Depending upon the size of the bid, it may take additional time to upload. Any bids received after the date and time set forth above will be considered unresponsive and will not be considered by FDDC.

Bids shall be electronically submitted via FDDC's Dropbox at <https://www.dropbox.com/request/76uwHeJK1mR2W9hKPSEI>

**Contact:** Questions regarding the requirements of the Request for Bids for the Statewide Comprehensive Review and Analysis project may be emailed to [proposal@fddc.org](mailto:proposal@fddc.org) and must be received by 4:00 pm EDT on Wednesday, May 29, 2024.

**QUESTIONS ARE TO BE SUBMITTED IN WRITTEN FORMAT ONLY. THIS IS A LEGAL PROCESS AND WE CANNOT ANSWER QUESTIONS VERBALLY.**

**Answers to the questions received will be posted on the Council's website ([www.fddc.org](http://www.fddc.org)) by Friday, May 31, 2024, at 4:00 pm EDT.**

**Bid results will be posted on the FDDC website on Friday, July 5, 2024.**

**Protest Period:** Any bidder who desires to protest either the content of this bid or the proposed ranking must do so in writing to Monica Moye at [proposal@fddc.org](mailto:proposal@fddc.org) within the 72-hour protest period. FDDC Protest Procedures will be made available upon written request. The protest period is within 72 hours of the posting of the Request for Bids or the posting of the selected bidder.

**Cone of Silence:** For purposes of this solicitation, FDDC has established a solicitation silence policy (Cone of Silence) that prohibits oral and written communication regarding all formal solicitations for goods or services (formal proposals, Request for Proposals, Invitation for Proposals, Request for Bids) issued by the FDDC, except for the formal written questions that may be submitted as described above. The period commences from the date of advertisement until award of contract.

**Applicable Laws and Regulations:** All applicable Federal and State laws, county and municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over the services to be provided shall apply to the bid/proposal throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.

**Funds Available:** The Florida Developmental Disabilities Council, Inc. (FDDC) has set aside a maximum of **\$200,000** federal funds for a period not to exceed 24 months for fiscal support of this bid request. The award will remain firm for the contract period unless addendums to the scope of work are required by the funder.

**Funding Source:** 100% federal funds, CFDA #93.630 from the U.S. Department of Health & Human Services, Administration on Intellectual and Developmental Disabilities, through FDDC.

**Ineligible Entities:** Federal regulations limit and restrict the ability of individuals or entities debarred or suspended by a Federal Agency from doing business with, or contracting for the use of federal funds with, the Council. See 29 CFR, Part 98; 45 CFR, Part 76.

## **Background**

### **A. Statement of Need**

The Florida Developmental Disabilities Council, Inc. (FDDC) authorized by Section 393.002, Florida Statutes serves as the “state designated agency” to administer funds under Part B of the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402). These funds are made available to states to be used for improving the quality, extent, and scope of the broad range of community services needed by persons with developmental disabilities. Priority is given to improving needs that are not otherwise met under the Individuals with Disabilities Education Act, the Rehabilitation Act of 1973, or other health, education, or public assistance programs.

To receive funds under this subtitle, each designated state agency is required to submit a five-year strategic State Plan that addresses very specific requirements prescribed by the Developmental Disabilities Assistance and Bill of Rights Act. Measurable goals, objectives, and activities, along with goal outcomes and objectives outcomes, must be developed and based on the following:

- a) A Comprehensive Review and Analysis that demonstrates a thorough understanding of (1) the extent to which services, supports, and other assistance are available to individuals with developmental disabilities and their families, and (2) the extent of unmet needs for services, supports and other assistance for those individuals and their families in the state comprised of primary and secondary data sources.

- b) Broad stakeholder input that includes individuals with developmental disabilities (including culturally diverse groups), family members, and other people concerned with services for people with developmental disabilities.
- c) Analysis of whether 2022-2026 goals, objectives, and/or activities should be carried into the new state plan based upon Council recommendations. This information will be provided upon contract execution, and further assessment of recommendations through stakeholder input.

Key considerations throughout development of all components of the next five-year State Plan, must include Council Member engagement in the planning process; collaboration with the Developmental Disabilities Network (i.e., Disability Rights Florida, The Mailman Center for Child Development at the University of Miami, and the Florida Center for Inclusive Communities at the University of South Florida) and other partners; and stakeholder input on the state needs and the proposed plan.

The Council must submit the next five-year State Plan to the Administration on Disabilities under the Administration for Community Living on or before August 15, 2026. It is imperative that the selected bidder remain within the proposed timelines for the Council to subsequently develop all elements of the State Plan for timely submission.

## **B. Project Description**

This project seeks to accomplish the following: (1) conduct research and develop the Council’s Comprehensive Review and Analysis for the 2027-2031 State Plan; (2) develop and implement a process for primary data collection to include surveys, focus groups, and structured interviews, including a facilitated discussion with Council members; (3) analyze and incorporate recommendations from the Council of the current state plan’s existing goals, objectives, and/or activities that should be carried into the new state plan; (4) develop summaries and necessary resources (e.g., PowerPoint decks) to present findings to the Council that will subsequently facilitate the Council’s work in developing five-year measurable goals, objectives, and activities, along with goal outcomes and objective outcomes, for the 2027-2031 State Plan; (5) develop the format for and facilitate discussion with Council members for Council approval of the 2027-2031 State Plan goals, objectives, and activities; (6) develop and issue 45-day public input surveys on the Council’s approved State Plan goals, objectives, and activities and provide summary of findings to the Council, and (7) develop content for a public-facing version of the Council’s 2027-2031 State Plan goals, objectives, and activities.

## **C. Scope of Work to Be Provided:**

**1. Develop all three sections of the Comprehensive Review and Analysis as prescribed below. All source data must be referenced in the final report. See Appendix A, B, and C for samples from the 2022-2026 Comprehensive Review and Analysis.**

**a. Part A: State Information (list of federal requirements to be addressed):**

- 1. Racial and Ethnic diversity

- a. Must include percentage of population for White alone, Black or African American alone, Asian alone, American Indian and Alaska Native alone, Hispanic or Latino (of any race), Native Hawaiian & Other Pacific Islander alone, Race unknown, Two or more races, Some other race, Do not wish to answer.
2. Poverty rate
  - a. Must include poverty rate identified from the Census Bureau.
3. State disability characteristics
  - a. Prevalence of developmental disabilities in the state
    - i. Must provide estimated number of people with developmental disabilities living in Florida.
    - ii. Must include a brief description of how the estimate was created (e.g., national prevalence rate or other sources).
  - b. Residential settings (Data from the National Residential Information Systems Project that tracks in-home and residential supports for persons with intellectual or developmental disabilities [University of Minnesota, Residential Information Systems Project, Research and Training Center on Community Living Institute on Community Integration] should be used for this section).
    - i. Must include year, total served, and a) number served in setting of six or less; b) number served in setting of seven or more; c) number served in family setting; and d) number served in home of their own.
  - c. Demographic information about people with disabilities
    - i. Must use information collected by the Census Bureau through the American Community Survey, and provide percentages for
      1. People in the state with a disability ages a) 5 to 17, b) 18-64, and c) 65 years and over.
      2. Race and ethnicity for White alone, Black or African American alone, American Indian and Alaska Native alone, Asian alone, Native Hawaiian and Other Pacific islander alone, Some other race alone, Hispanic or Latino (of any race), Two or more races, Do not wish to answer.
      3. Educational attainment of the population, age 25 and over, to include percentage with a disability and percentage without a disability.
      4. Employment of population age 16 and over to include percentage with a disability and percentage without a disability.

5. Earnings in the past 12 months for population age 16 and over with earnings to include percentage with a disability and percentage without a disability.
6. Poverty status for population age 16 and over to include percentage with a disability and percentage without a disability.

**b. Part B: Portrait of the State Services (list of federal requirements to be addressed):**

1. Health/Healthcare
  - a. Must adequately describe available medical assistance, maternal and child health care, services for children with special health care needs, mental health services for children and adults, institutional care options, and other comprehensive health and mental health services.
  - b. Must adequately describe public/private insurance access, prevention and wellness initiatives, and long-term services and supports available in state.
  - c. To the extent information is available, must include data regarding the number of children and adults with developmental disabilities and, as applicable, their families receiving each type of such health services and supports.
2. Employment
  - a. Must adequately describe job training, job placement, worksite accommodations, vocational rehabilitation, and other work assistance incentive and benefits programs that are available to people with developmental disabilities, including "school to work" transition efforts.
  - b. To the extent available, must include adequate information on competitive, integrated employment efforts; sheltered workshops; Employment First policies/efforts; and subminimum wage.
  - c. To the extent available, must include data regarding the number of youth and adults with developmental disabilities receiving each type of such employment services and supports.
3. Informal and formal services and supports.
  - a. Must adequately describe available social, child welfare, aging, independent living, and other such services not described elsewhere that are available to people with developmental disabilities and their families.
  - b. To the extent available, must include information on family support efforts/policies, peer support initiatives, faith-based community efforts, volunteer activities, home- and community-based services, and long-term services and supports.
  - c. To the extent available, must include data regarding the number of children and adults with developmental disabilities and, as applicable, their families receiving each type of such services and supports.

4. Interagency initiatives
  - a. Must adequately describe the extent to which agencies operating other federally assisted State programs, including activities authorized under Section 101 or 102 of the Assistive Technology Act of 1998 (29 U.S.C 3011, 3012), pursue interagency initiatives to improve and enhance community services, individualized supports, and other forms of assistance for individuals with developmental disabilities.
  - b. To the extent available, includes information on other state collaborations, such as the state early learning councils required under the Head Start program, State Interagency Coordinating Council required under Part C of IDEA (i.e., Florida Interagency Coordinating Council for Infants and Toddlers), Workforce Innovation and Opportunity Act/Workforce Investment Boards, Centers for Independent Living, State Rehabilitation Council, Aging and Disability Resource Centers and other relevant state-established Councils, Committees, and or Cabinets.
  - c. To the extent possible, includes specific information about participation of individuals with developmental disabilities, family members, and organizations representing people with disabilities on these Councils, Committees, and or Cabinets.
5. Quality assurance
  - a. Must provide adequate information on monitoring of services, supports, and assistance to prevent abuse, neglect, sexual or financial exploitation, violation of legal or human rights, and inappropriate use of restraints or seclusion; interagency coordination and systems integration efforts that result in improved and enhanced services, supports, and other assistance; access to person-centered planning services; and training in leadership, self-advocacy, and self-determination.
6. Education/early intervention
  - a. Must provide adequate information on general and special education services; early intervention services; early childhood services; private school services; education supports; and teacher training.
7. Housing
  - a. Must provide adequate information on the availability of affordable, accessible, integrated housing, housing supports and services; and services related to renting, owning, or modifying a residence.
8. Transportation
  - a. Must provide adequate information on accessible public transportation services, paratransit services, and/or programs that promote community accessibility.
9. Childcare
  - a. To the extent possible, provide information on before-school, after school, and early care services in communities.

10. Recreation

- a. To the extent possible, provide information on recreational, leisure, and social activities in communities that are available to individuals with developmental disabilities.

**c. Part C: Analysis of State Issues and Challenges (list of federal requirements to be addressed):**

1. Criteria for eligibility of services

- a. Must adequately summarize the Council's analysis of the eligibility criteria used to determine access to specialized services provided by State agencies that may exclude individuals with developmental disabilities from receiving services (Note: This may include, if available, an analysis of eligibility criteria for generic services, waiver services, early intervention services, special education services, employment services, and long-term services and supports.)

2. Analysis of barriers for unserved/underserved

- a. Must adequately include reviews and summaries of the needs for the identified unserved and underserved populations.
- b. Must clearly identify populations that are unserved and underserved (Note: This may include populations such as Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ); disadvantaged individuals; people who speak a primary language other than English; individuals from underserved rural or urban geographic areas, or populations from diverse racial and ethnic minority backgrounds; specific groups of individuals within the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life; or some other group.)
- c. Must include the process the Council used to identify the unserved and/or underserved population in the state and adequately describe the rationale for identifying this/these population(s) over others.

3. Availability of assistive technology

- a. Must include an adequate summary of the Council's analysis of the availability of assistive technology, assistive technology services, rehabilitation technology and/or the availability of information about these three things to individuals with developmental disabilities (Note: This may include, if available, information about access to generic technologies, such as a universally designed technology, smart home-based technology, monitoring technology, etc.).

4. Waiting lists

- a. Must include year, state population per 100,000, total served, number served per 100,000 state population, national average served per 100,000, total persons waiting for residential

- services needed in the next year as reported by the state per 100,000, and total persons waiting for other services as reported by the state per 100,000.
- b. Must identify state-wide standardized data collection system in place.
  - c. Must identify services individuals with developmental disabilities are receiving as 1) no services, 2) only case management services, and/or 3) inadequate services.
  - d. To the extent possible, must provide information about how the state places or prioritizes individuals to be on the waitlist within 1) the category of comprehensive services but are waiting for option or 2) other (Note: Information and any available data must be provided.).
  - e. Description of the state's waitlist definition, including definition for other waitlists.
  - f. Identification of whether individuals on the waitlist have gone through an eligibility and needs assessment (Note: Information and any available data must be provided.).
  - g. Description of any structured activities for individuals or families waiting for services to help them understand their options or assistance in planning their use of supports when they become available (e.g., person-centered planning services).
  - h. Specify any other data or information related to waitlists.
  - i. Based on the information provided in items a - h, provide a summary analysis for the issues, challenges, and limitations, if any, related to the state waiting list(s).
5. Analysis of adequacy of current resources and projected availability of future resources to fund services in the state.
- a. Provide an analysis including information on the state's fiscal resources to fund home- and community-based services, long-term services and supports, education services, employment services, transportation services, etc. Estimates of the state's future resources for funding sources may include the state's proposed budget, studies of state spending trends, etc. Data that must be used for this section includes the National Core Indicators project, the State of the State in Developmental Disabilities study, the Annual Residential Services and Trends Report, the Annual Report on Day and Employment supports, and the Special Education Expenditure project must be used for this section.
6. Analysis of adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities who are in facilities receive.
- a. Provide an analysis based in part on each independent review (pursuant to section 1902(a)(30)(C) of the Social Security Act (42 U.S.C 196a(a) (30XC) of an Intermediate Care Facility within the state, which the state shall provide to the Council not later than 30 days after the availability of the review. Adequacy may be described in terms of quality and/or population served versus need. Facilities



can include state-run institutions, privately run institutions, intermediate care facilities, nursing homes or some other type of facility identified by the Council.

7. Analysis of adequacy of Home- and Community-Based Waiver Services (authorized under section 1915(c) of the Social Security Act (42 U.S.C. 1396n(c)).

a. Provide a sufficient analysis of the adequacy of services provided through home- and community-based waiver services to demonstrate quality and/or population served versus need.

**2. Refine and/or develop protocols for primary data collection efforts to solicit input from key stakeholders to include individuals with intellectual and developmental disabilities (self-advocates), family members/caregivers, state agencies and organizations.** (The winning bidder will be provided with sample protocols for surveys, focus groups and key informant structured interviews used in development of the 2022-2026 Comprehensive Review and Analysis).

a. Refine existing surveys to be administered to 1) self-advocates with a developmental disability who can complete the survey independently, 2) authorized representatives completing the self-advocate survey on behalf of individuals with a developmental disability; and 3) family members/caregivers.

b. Refine existing focus group protocols from the 2022-2026 State Plan to create the following:

i. Focus group protocols to be implemented via Zoom with 1) one group of self-advocates functioning at the independent level and 2) one group of self-advocates who require supports to participate.

ii. Assure self-advocates selected are representative of diverse developmental disabilities, geographic regions of the state, race, ethnicity, gender, functional levels (e.g., independent, require supports).

iii. Focus group protocol to be implemented via three family members/caregiver member virtual Zoom meetings held at different times/days of the week.

iv. Assure family members/caregivers selected are representative of children with diverse developmental disabilities and age ranges, geographic regions of the state, race, ethnicity, gender, functional levels (e.g., independent, require supports).

c. Refine key informant protocol for conducting one-on-one structured interviews via phone or Zoom at a minimum with the following entities and add probing questions to assure that each entity contributes information for relevant content areas of Part B, Portrait of State Services:

- i. Disability Rights Florida
- ii. Down Syndrome Foundation of Florida
- iii. Family Care Council of Florida
- iv. Florida Center of Inclusive Communities at the University of South Florida
- v. Florida Agency for Health Care Administration
- vi. Florida Agency for Persons with Disabilities
- vii. Florida Alliance for Assistive Technology
- viii. Florida Association of Centers for Independent Living
- ix. Florida Association of Rehabilitation Facilities
- x. Florida Center for Autism and Related Disabilities
- xi. Florida Center for Students with Unique Abilities

- xii. Florida Commission for the Transportation Disadvantaged
- xiii. Florida Department of Education, Bureau of Exceptional Education and Student Services
- xiv. Florida Department of Elder Affairs
- xv. Florida Department of Education, Division of Vocational Rehabilitation
- xvi. Florida Department of Health, Early Steps
- xvii. Florida Division of Children and Families, Substance Abuse and Mental Health
- xviii. Florida Housing Coalition
- xix. Project 10: Transition Education Network
- xx. The Arc of Florida
- xxi. The Mailman Center for Child Development at the University of Miami
- xxii. United Cerebral Palsy of Florida
- xxiii. National Alliance for Mental Illness (NAMI)

**3. Implement primary data collection efforts (i.e., surveys, focus groups, and structured interviews) to solicit input from key stakeholders, Council staff, and Council members.**

- a. Develop a structured interview protocol for one-on-one interviews to be conducted via phone or Zoom with selected Council staff (i.e., approximately six staff members) for the purpose of soliciting content expertise for relevant Part B, Portrait of State Services' categorical areas.
- b. Develop a structured interview protocol to be used and delivered in an in-person facilitated group discussion at the January 2025 Council meeting to solicit preliminary input from Council members.

**4. Submit Comprehensive Review and Analysis.**

- a. Submit the final Comprehensive Review and Analysis in a report format that sequentially addresses Part A: State Information, Part B: Portrait of the State Services, and Part C: Analysis of State Issues and Challenges; incorporates all primary and secondary data; and adheres to the American Psychological Association (APA 7th edition) style guidelines, including proper citations for source data and information with a complete reference section.

**5. Develop an overview presentation and brief summaries from the Comprehensive Review and Analysis that will be used by the Council to determine key areas of focus for development of the 2027-2031 State Plan and present information as described below.**

- a. Complete and submit a draft presentation of aggregate findings for the May 2025 Council meeting that will be used to select key areas for subsequent development of goals, objectives, and activities.
- b. Prepare for and conduct an introductory overview meeting of findings via Zoom one to two weeks in advance of the May Council meeting that includes a process for rating key areas identified to prepare Council members for decision making at the May Council meeting and provide a report of outcomes from the meeting.
- c. Submit the final presentation for the full Council meeting prior to the May Council meeting, and present information in-person at the May Council meeting.
- d. Develop and submit a summary report of outcomes from the meeting.

**6. Provide technical assistance upon request to Council staff as they develop the draft goals, objectives, and activities from the key areas selected for approval at the September 2025 Council meeting and submit a summary of any technical assistance provided.**

**7. Develop format and facilitate discussion of the 2027-2031 State Plan goals, objectives, and activities in-person at the September Council meeting for Council members' approval.**

**8. Develop and issue a brief public input survey for a 45-day input period on the Council's approved goals, objectives, and activities; and provide a summary of input received from the public.**

- a. Submit draft survey for approval.
- b. Issue public input survey.
- c. Present summary of 45-day public input findings.
- d. Present summary of 45-day public input findings in-person for facilitated discussion at the January 2026 Council meeting if any substantive findings might require modifications to the Council's previously approved goals, objectives, and activities and submit a summary of meeting outcomes.
- e. Submit summary of outcomes from the January Council meeting.

**9. Develop and issue a second-round public input survey for 45-day public input of any further substantive modifications to the previously released Council's 2027-2031 goals, objectives, and activities if warranted.**

- a. Submit draft survey for approval.
- b. Issue a second-round public input survey for 45-day public input.
- c. Submit a summary of input from the public.

**10. Develop and submit an executive summary of approaches used to collect primary and secondary data and outcomes from the research conducted.**

**11. Develop and submit content for a public-facing version of the Council's 2027-2031 State Plan goals, objectives, and activities.**

### **Timeline**

The timeline for the work for Statewide Comprehensive Review and Analysis project is August 1, 2024, through July 31, 2026.

### **Bid Submission Instructions**

Interested individuals must submit the following Bid Information by 4:00 pm EDT on Wednesday, June 19, 2024.

### **The bid must include the following:**

- A signed Letter of Transmittal confirming that you understand the Scope of Work required; confirming that you will be able to perform all the work specified in the Scope of Work within the specified timeframe; and providing your name, the name of your organization (if applicable), your address, phone number, email address, SAM Unique Entity ID (if

available), and SAM.GOV registration status including expiration date or date registration was submitted.

- A completed Budget Request Form, which must include the requested FDDC budget funds, including FTE and/or hourly rate information for all personnel and/or consultants.
- Include information about the personnel and/or consultants who will be engaged in implementing all facets of the Statewide Comprehensive Review and Analysis project, with a narrative description of experience in research and data analysis.
- A completed Work Plan Template.
- A sample of similar work you have developed, preferably on this or a related topic.
- Complete and sign all mandatory forms for Procurement.

### **Bid Selection**

The lowest and most responsive bid will be selected contingent upon a Letter of Transmittal confirming that the bidder can (1) perform all the work outlined in the Scope of Work within the specified time frame, and (2) demonstrate responsiveness in meeting the minimum requirements described within this bid request as indicated through the narrative description, Statewide Comprehensive Review and Analysis Bid Work Plan Template, and project work sample. The Council reserves the right to select the next lowest bid if the lowest bid is not found responsive in meeting the minimum requirements. The FDDC reserves the right to reject any or all bids. Verification of mandatory terms and conditions must be met prior to contract execution. **No work shall begin until a contract is executed by the FDDC.**

### **Minimum Requirements to Determine Responsiveness**

- **Budget narrative:** Sufficiently supports use of FDDC's federal funds.
- **Collaboration with diverse participants:** Identifies experience in collaborating with and facilitating diverse groups, including individuals with intellectual and developmental disabilities (I/DD).
- **Research experience:** Conducting research using state and national data and resources. Structuring and conducting focus groups, interviews, and strategic planning.
- **Evaluation experience:** Developing, conducting, and analyzing surveys.
- **Organizational capacity:** Identifies sufficient and qualified staff and resources to fulfill the Scope of Work as prescribed in the work plan and/or narrative.
- **Product review:** Developing professional reports of research procedures, findings, and summaries.

### **Mandatory Forms for Procurement**

- 1. Bidder Information:** Completed information and authorized signature required, Form #1.
- 2. Certification regarding Debarment, Suspension, and Other Responsibility Matters:** Authorized signature required on Form #2.
- 3. Conflict of Interest:** Authorized signature required on Form #3.
- 4. Self-Assessment of Risk:** Completed self-assessment with authorized signature required on Form #4.

**FORM #1**

**BIDDER INFORMATION**

BIDDER NAME:	
ADDRESS (including city, state, and zip code):	
PHONE NUMBER:	
CONTACT PERSON'S NAME:	
CONTACT PERSON'S TITLE:	
CONTACT PERSON'S EMAIL ADDRESS:	
NAME, ADDRESS, TELEPHONE NUMBER, AND EMAIL ADDRESS OF THE REPRESENTATIVE OF THE PERSON WHO WILL BE RESPONSIBLE FOR ADMINISTRATION OF THE PROGRAM(S) IF FUNDED:	
NAME, ADDRESS AND TELEPHONE NUMBER OF THE REPRESENTATIVE OF WHERE THE PROVIDER'S FINANCIAL AND ADMINISTRATIVE RECORDS WILL BE MAINTAINED IF FUNDED:	
TAX IDENTIFICATION NUMBER (TIN):	
SAM UNIQUE ID NUMBER:	
SAM.GOV REGISTRATION STATUS (CHECK ONE):	<input type="checkbox"/> ACTIVE REGISTRATION <input type="checkbox"/> DATE REGISTRATION SUBMITTED _____

**FDDC Federal Grantee Registration Requirements** – FDDC is the state designated agency to receive federal funds under a formula-based grant per P.L. 106-402 (Developmental Disabilities Act) from the U.S. Department of Health & Human Services, Administration for Community Living. To that end, entities receiving or applying for federal awards must meet certain registration requirements. Entities are defined by SAM.gov to include individuals, businesses, organizations, state governments, local governments, tribal governments, and foreign governments.

The following registration requirements must be met:

1. Provide a SAM Unique ID Number
2. Have a Tax identification number, and
3. Register at System for Award Management – [www.SAM.gov](http://www.SAM.gov) prior to submitting an application for funding and update registration annually.

**By signing this certification as an authorized official of the below-referenced bidder, we hereby certify that we have registered with the System for Award Management (SAM) or that our registration is pending.**

BIDDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**FORM #2**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND  
OTHER RESPONSIBILITY MATTERS**

This certification is required by the regulations (2 CFR Part 200, Appendix (II)(H)) implementing Executive Order 12549 and 12689, 2 CFR part 180, Section 180.355.

As the duly authorized representative of the bidder, I certify, to the best of my knowledge and belief, that neither the bidder nor its principals:

- 1) Is presently excluded or disqualified;
- 2) Have been convicted within the preceding three years of any of the offenses listed in s.180.800(s) or had a civil judgment rendered against it for one of those offenses within the time period;
- 3) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission or any of the offenses listed in s.180.800(s); or
- 4) Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

BIDDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

**FORM #3**

**CONFLICT OF INTEREST DISCLOSURE FORM**

For purposes of determining any possible conflict of interest, all bidders, must disclose if any FDDC employee, appointed official, or if any of its agencies is also an owner, corporate officer, agency, or employee of their business.

Indicate either “yes” (a FDDC employee, appointed official, or agency is also associated with your business), or “no.”

YES \_\_\_\_\_

NO \_\_\_\_\_

If yes, give person(s) name(s) and position(s) with your business.

**NAME(S)**

**POSITION(S)**

---

---

---

---

BIDDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_



**FORM #4****SELF-ASSESSMENT OF RISK  
PURPOSE AND BACKGROUND**

The purpose of the Self-Assessment is to obtain an understanding of your organization’s capacity to adequately document, record, track, and report expenditures of federal funds as well as evaluate your organization’s risk of noncompliance with federal statutes, regulations, and the terms and conditions of the resulting bid. The assessment of risk is a requirement for use of our federal funds.

The lowest and most responsive bid will be selected based upon information submitted in response to the bid which includes a Letter of Transmittal confirming the bidder can (1) perform all the work outlined in the Scope of Work within the specified time frame, and (2) demonstrate responsiveness in meeting the minimum requirements described in the bid. A risk review of the most responsive bidder will be conducted. This review will consist of three components: (1) a self-assessment of risk completed by the applicant; (2) inherent risk assessment; and (3) an assessment of prior performance if the bidder has previously contracted with the Council.

Based upon the following scale, a bidder will receive a rating of LOW, MODERATE, or HIGH for each applicable component. Please note that a rating of HIGH risk does not preclude the bidder from receiving the award. The Council will utilize the Risk Assessment ratings in its final decision to fund the award.

<b>Score</b>	<b>Rating</b>	<b>Assessment</b>
0-3	HIGH	Requires intensive follow-up and may require action plan to address identified risks. Specific follow-up requirements will vary but may include contract conditions such as providing additional or more detailed financial and project reports; establishing additional prior approvals; or undergoing specific technical assistance. An action plan may be required to address specific areas of identified risk.
4-6	MODERATE	May need improvement or technical assistance to improve identified risks. Specific follow-up requirements for improvement will vary but may include contract conditions such as periodically providing detailed financial and project reports; establishing prior approvals; or undergoing specific technical assistance.
7-12	LOW	Indicates bidder’s internal controls likely to reduce non-compliance or fraud. Requirements typically include standard contract conditions for providing detailed financial and project reports; prior approvals; or technical assistance.

**FORM #4****SELF-ASSESSMENT OF RISK**

INSTRUCTIONS: Each bidder MUST COMPLETE the following self-assessment questions and sign/date the form.

1	Does your organization have experience managing state or federal funds?	<b>YES</b>	<b>NO</b>
2	Is the amount of the proposed funding less than 50% of your average revenues for the last 24 months?	<b>YES</b>	<b>NO</b>
3	Does your organization have the capacity to operate on a cost reimbursement basis?	<b>YES</b>	<b>NO</b>
4	Is it a correct statement that your organization has not experienced a significant change in personnel or accounting systems within the past 12 months?	<b>YES</b>	<b>NO</b>
5	Does your organization have an annual audit?	<b>YES</b>	<b>NO</b>
6	Is it a correct statement that your organization is not under a corrective action plan as a result of audit or monitoring findings?	<b>YES</b>	<b>NO</b>
7	Is it a correct statement that your organization is not involved in active lawsuits or has not been made aware of any potential lawsuits?	<b>YES</b>	<b>NO</b>
8	Does your organization have a history of submitting timely deliverables?	<b>YES</b>	<b>NO</b>
9	Does your organization have a history of submitting timely and accurate fiscal reports?	<b>YES</b>	<b>NO</b>
10	Does your organization have an accounting system that will track receipts and expenditures by grant/contract?	<b>YES</b>	<b>NO</b>
11	Does your organization have the ability to record and track staff time incurred by project?	<b>YES</b>	<b>NO</b>
12	Does your organization have written policies and procedures for procurement, personnel, property, and subcontracts (if applicable)?	<b>YES</b>	<b>NO</b>

**To calculate your total score, count 1 point for each “Yes” response.**

**Total = \_\_\_\_ /12**

I have made a good faith effort to complete this Self-Assessment form. The information provided is correct, current, and complete to the best of my ability. I understand that any false or misleading responses are grounds for dismissal of this bid, termination of the vendor agreement, and possible restrictions on future awards. I certify that my organization is currently not suspended or disbarred from doing business with the federal government.

\_\_\_\_\_  
Bidder Name

\_\_\_\_\_  
Signature of Authorized Representative of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title