

# STATE PLAN COMMITTEE REPORT TO STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

REQUEST FOR PROPOSAL  
(RFP)

CYCLE 41 PDF GRANT(S)



# Process Outline for Grant Cycle 41



## December 2017

- **12/12** : State Plan Committee (SPC) meets to determine recommendations for Grant Cycle 41 Process , Areas of Emphasis and RFP.

## March – April 2018

- **3/06**: Proposals Due
- **3/20** Admin Review Completed
- **3/20-4/06** Scoring Panel completes task
- **By 4/17** SPC Reviews Scoring Panel Recommendations

## January – February 2018

- **1/18**: State Council Approves SPC Recommendations of RFP Package
- **1/19** : Cycle 41 RFP Released
- **By 2/09**: SCDD Staff holds Pre-bidders Conference

## May 2018

- **5/15**: State Council Approves or Declines SPC Recommendations for Cycle 41 Recipients
- **5/16** Posting of Selected Grantees and opening of Protest Period
- **5/29** Close of Protest Period and Selected Grantees notified

# Grant Cycle 41 Timeline

## Process for Cycle 41 remains the same as Cycle 40

- 1. Committee and Council will develop funding priorities and policy themes within the RFP Package e.g.:**
  - State Plan Goal Focus – SPC voted to post RFP with a focus on any of the 6 Goal areas
  - Scope of Work – SPC voted to have Cycle 41 be regional grants up to \$20,000 for one or more projects
  - Scoring Sheet and Weight – minor adjustments were made to the scoring criteria, primarily in combining the Administrative Section, Budget and New and Innovative Approaches into one
- 2. SCDD Executive Director selects the Scoring Panel**
  - “The Scoring Panel members are qualified individuals within the State Council on Developmental Disabilities who have knowledge and/or experience in services related to the SCDD Program Development Grant process.”
- 3. Council will approve Staff Recommendations on Project Selection rather than Contract Document(s). Final Approval Motion will reflect the following language:**
  - “I move to adopt the proposed findings of X project(s) as recommended by staff, approve the projects as described, and direct Executive Director Carruthers to implement the Council’s approval.”

**NO PROCESS CHANGES FROM CYCLE 40**

## **Council will be responsible for:**

- Development of funding and policy priorities for Grant Cycle 41.
- Approval of Final Grant Request For Proposal Package.
- Approval of Staff Funding Recommendations.

**COUNCIL'S AUTHORITY AND ROLE**

- **Established Grant Focus Area** – To maximize Program Development Grant funds, the Committee elected to allow for projects that focus on any of the six State Plan Goals.
- **Established Scope-of-Work:** The Committee elected to allow for one or more projects in each of the regional office areas up to \$20,000 (for a total of \$240,000) based on the Administrative Committee allocation for Cycle 41 Grant(s).
- **Re-Established Criteria for Scoring Identifying 3 Component Areas:**
  - State Plan
  - Methodology
  - Administration/Budget
- **Re-Established Weight of Scores**
- **Confirmed minimum score criteria for recommendations for award**
- **Refined Request for Proposal Language (next slide)**

## **OUTCOMES OF STATE PLAN COMMITTEE MEETING OF 12-12-2017**

# MINOR REFINEMENTS TO THE RFP LANGUAGE INCLUDE:

- Staff will conduct a non-mandatory pre-bidders conference (web/call) prior to Feb 9, 2018 based on feedback from the Cycle 40 Scoring Panel on trends/patterns of where proposals were weak
- If a Memorandum-of-Understanding or Letter of Commitment is required for the proposal to be successful, a dually executed copy must come with the proposal
- If the submission of a proposal requires board approval, proof of the board approval must come with the proposal
- Grantees required to do bi-monthly ( every other month) reports rather than quarterly reports
- We have attached the Poverty by CA County chart making it easier for bidders to find if the proposed area is identified as such
- We have attached the Federal Performance Measures that a grantee would use to do the bi-monthly reporting

**OUTCOMES OF STATE PLAN COMMITTEE  
MEETING OF 12-12-2017**

# **Approve SPC Recommended RFP Package for Cycle 41 PDF Grant**

Thank you

**PROPOSED MOTION**