**Request for Proposals (RFP)**

**FY 2020 Charting the LifeCourse Family Collaboration Partnership**

Additional Questions and Answers

1. Do the personnel implementing the proposed activities need to have completed DDS-mandated trainings?

Answer: DDS mandated training is not required. Charting the LifeCourse Ambassadors Educational Series is required for at least 2 staff (1 administrator and 1 staff).

1. Is it permissible to use a Train-the-Trainer model (i.e., CtLC Ambassadors training others for direct service delivery)?

Answer: Charting the LifeCourse is not a train the trainer model which is stated in the Ambassador training. Certificates for CTLC can only be done through the Charting the LifeCourse. However, general information to be shared can be done in this model within on organization.

1. What is the number of DDS-supported individuals statewide projected to be served by this grant in year 1  and in each subsequent project year (2-5)?

Answer: DDS Serves 17.691 individuals. Information, interactions, support and services shared with individuals and families will vary from year to year. It is the intent to serve/support as many individuals and families as possible through various media platforms. Projections will be developed with the awardee based on LifeCourse areas and initiatives of the department.

1. Please clarify the annual and total contract award amounts per year – i.e., is this $125,000 per year for 5 years (total of $625,000 over five years) or $300,000 per year for 5 years (total $1,500,000 for 5 years), or a combination of these? As noted in the RFP:
   1. p.3 #2- "The contract award will be $125,000 per year, for a five-year period."
   2. p.7 #4- "Total Maximum Funding Available: Not to exceed $300,000 in one-time funding per year, for five years."

Answer: The contractor will be awarded up to $125,000 in one-time funding for the duration of five years to pay for the cost associated with the necessary administrative/clinical staffing needed to implement contract responsibilities. Based on the contractor’s demonstrated need, additional allocation may be given over the 5 years not to exceed $300,000.

The contract is for 5 years at $125,000 per year

1. Is the expectation that the contractor will complete CtLC with the family and individual, and then share the information with the DDS case manager for monitoring of the plan? Or is the expectation that the contractor will provide CtLC initial planning sessions as well as follow-up monitoring/reassessment visits (and if this is the case, over what period of time)?

Answer: The CtLC is a model and foundation for service delivery not a training component expectation. The Department’s CtLC based supports and services reflect the principles and practices of self- determination.  Self-determination is a national movement about rights and personal freedom. It is an approach to service delivery that supports people with disabilities to live the lives they desire. Self-determination helps people, their families and friends determine their future, design their own support plans, choose the assistance they need to live full lives and control a personal budget for their supports. Individuals may use their individual budgets to hire their own staff, to purchase supports from a traditional agency or from an Agency with Choice, or may select a combination of these approaches.

DDS believes that the implementation of CtLC activities beginning at an early age and continuing throughout the lifespan will result in more people with ID achieving positive life outcomes as a result of the support they receive through an array of effective supports and services.

1. Is there a required or preferred method in which the DDS-supported individuals and their families are to receive CtLC trainings and direct services, i.e., are services only to be provided 1:1, or are services in small or larger group settings acceptable as well?

Answer: CtLC is not a training to be provided to individuals and families. Refer to answer 5

1. Is there a cap on the indirect cost rate that can be applied to the proposed budget?  Does the state-approved restricted or unrestricted rate apply?

Answer: Answer: There is not a cap for indirect costs. The $125,000 a year is to cover all costs associated with the delivery of the services/supports as outlined in the RFP