



Developmental Disabilities  
Council of Oklahoma

P. O. Box 25352  
Oklahoma City, OK 73125-9975  
staff@okddc.ok.gov  
www.okddc.ok.gov

# **Unsolicited Proposal**

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# **Application for Contract Funding**

**Read this entire publication prior to  
starting the application.**

## General Information

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The Developmental Disabilities Council of Oklahoma (DDCO) welcomes unsolicited proposals and applications for contracts to fund activities that will advance the independence, productivity and inclusion of individuals with developmental disabilities.

- All proposals and applications must be for activities currently included, or eligible for inclusion, in the 5 Year DDCO State Plan found at [okddc.ok.gov](http://okddc.ok.gov)
- Applications must be complete for consideration by the Council.
- Incomplete applications will not be considered.

The Council does not provide grants. All funding is provided through a contract in which the vendor agrees to perform specific duties. DDCO requires all contractors, and thus all applicants through this process, to contribute matching funding that is not derived from federal sources. Typically, a match is expected to equal or exceed 25% of the total activity costs. An exception to this rule is made for projects that specifically serve a designated poverty area. In those situations, the Council expects a contractor to contribute a minimum of 10% of the total activity costs. Other exceptions to the 10% or 25% match requirement may be negotiated but are rarely approved. The required match may be in the form of cash, direct expenditures, indirect expenditures or in-kind contributions, but may not include any direct or indirect federal funds.

Federal law prohibits the Council from investing in real property, building enhancements, vehicles, or vehicle enhancements. Generally, any equipment purchased via a Council grant should be an item that could be returned to the Council in the event of contract cancellation.

The Council does not consider grant applications that would provide any item solely for the use of a single individual – such as a wheelchair or other personalized assistive technology.

### Proposals for a contract of \$5,000 or less:

- Proposals for contracts less than \$5,000 are approved by the Executive Committee.
- Applications received prior to the last day of the month are reviewed at the next scheduled meeting, usually the following month.
- The applicant will be notified by email within ten business days of a final decision.
- A resulting contract will have an effective start date of no less than 45 days from the approval date.
- Per Oklahoma Statute, no funding will be reimbursed for any good or service purchased prior to the effective start date of a contract.

Proposals for a competitive contract more than \$5,000:

- Per Oklahoma statute, proposals from non-governmental entities in excess of \$5,000 must be competitively bid. Governmental entities include state agencies, local government agencies, tribal governments, public school districts, or public colleges and universities. Non-governmental organizations include, but are not limited to, not-for-profit corporations and for-profit corporations. Individual persons are also non-governmental organizations for this purpose.
- All state purchasing, including competitive contracting, is managed by the Oklahoma Office of Management and Enterprise Services. Questions regarding the competitive bidding process should be directed to the Central Purchasing Division at the Office of Management and Enterprise Services. The website for purchasing guidelines is: <https://omes.ok.gov/services/purchasing/reference-guide>
- DDCO is prohibited from having contact with ALL persons or organizations submitting proposals that are subject to competitive bidding. If you or your organization is submitting a response for a competitive contract, or is part of any other organization's proposal for a contract, please DO NOT discuss or disclose any information about your proposal with any DDCO member or staff.
- General Timelines:
  - Proposals received between May 1 and October 31 are evaluated by a committee, and if approved, a recommendation is forwarded to the full Council for a decision in January. If approved by the Council, contracts may become effective March 1 or April 1.
  - Proposals received between November 1 and April 30 are evaluated by a committee, and if approved, a recommendation is forwarded to the full Council for a decision in July. If approved by the Council, contracts may be effective September 1 or October 1.
- The applicant shall be notified by email within ten business days of a final decision.
- Per Oklahoma Statute, no funding shall be reimbursed for any good or service purchased prior to the effective date of a contract.

If you have questions, contact DDCO via email: [staff@okddc.ok.gov](mailto:staff@okddc.ok.gov).

# REQUIRED SUBMISSION DOCUMENTS

## UNSOLICITED PROPOSAL

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## APPLICATION FOR CONTRACT FUNDING

### **PART I – Contact Information**

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Full Legal Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Website: \_\_\_\_\_

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For DDCO Use Only:

Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

## **PART II – Contract Limitations & Conflict of Interest**

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The Oklahoma Office of Management and Enterprise Services has established policy for the purchase of goods or services by a State agency. A contract with DDCO represents such a purchase. As part of the Council’s compliance with the Central Purchasing Act, staff must ensure no collusion or conflict of interest exists between the Council and any individual or organization entering into a contract. Entities of State Government are exempt from the Central Purchasing Act.

Please read below, check appropriate boxes, then sign and return the page with your packet.

**A1** I am submitting this proposal on behalf of an entity of State Government.

Yes  No

If “Yes,” this form needs only to be signed at bottom of the page; if “No” continue to A2.

**A2** I understand and agree that submission of this proposal on behalf of myself as an individual, or on behalf of an organization of which I am a part that is NOT an entity of State Government, creates the following restrictions for proposals in excess of \$5,000:

- Prohibits persons, whether as individuals or as an affiliate or an organization, from participating in the development of a competitively bid contract, including, but not be limited to, writing a scope of work or developing a project outline.
- Causes myself and my organization to be ineligible to respond to any resulting ITB, RFP, or other competitive purchasing methodology defined in the Central Purchasing Act.

I understand and agree to the restrictions as outlined in A2 above: Yes

**A3** Do you, or does your organization, have personal, professional, or financial relationship with any members or staff of the Developmental Disabilities Council of Oklahoma? This disclosure does not necessarily create a real or perceived conflict of interest, but disclosure of such relationships is required.

Yes  No

If “Yes”, please attach a separate page detailing the relationship(s).

**A4** Under penalty of perjury, I attest the above representations are complete and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## **PART III - Proposal**

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The DDCO reviews complete and materially accurate submissions. The information provided in Part III will assist committee members in understanding your application and any expectations for DDCO. Provide responses to the following questions on a separate attachment.

**B1** Provide a written overview of the proposal. (750 words or fewer)

**B2** Has a needs assessment been completed?

Yes  No  If no, why not?

**B3** Provide a list of all people and organizations proposed to work on the project.

**B4** Describe the experience and qualifications of the persons and or organization proposed to provide goods and services associated with the proposal.

**B5** Describe how the proposal will help DDCO meet the goals in the 5 Year DDCO State Plan found at [www.okddc.ok.gov](http://www.okddc.ok.gov)

**B6** Define the characteristics of the benefitting population by describing the age, geographic region, culture, language, support needs, type of disability, and the like.

**B7** Describe the expected impact on the target audience described above.

**B8** Describe the expected, broad impact on people with developmental disabilities.

**B9** Is the proposal a duplication, continuation, or expansion of work being done in Oklahoma or elsewhere ?

Yes  No

If yes, describe what is being duplicated and what makes this project unique or different.

**B10** Will the proposed project use current best or promising practices in the field of developmental disabilities?

Yes  No

If yes, explain what they are and how they will be incorporated. Please cite source material.

**B11** When the work is complete, how will it have provided capacity building or systemic change to programs or services for people with developmental disabilities?

**B12** Will the proposal be implemented or offered statewide?

Yes  No

If no, define the counties and cities served and the rationale for why these locations were selected.

Include all supporting documentation and provide any additional information you would like considered by the DDCO.

## **PART IV – Performance Measures**

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The DDCO is required to provide performance measure reports to evaluate the effectiveness of our activities. As a result, DDCO requires contractors to submit performance measure reports annually, at the request of Council staff. Please note that regardless of contract dates, performance measures must be reported within the period of October 1 – September 30 that is inclusive of a contract period. Performance reports include actual counts and / or the collection of survey information, including baseline measures. As a required component of the application, indicate on the list below on the line to the left of the measure data you expect to collect during the proposed work of the contract. Not all measures are applicable. You may identify measures not applicable to this application as “N/A” in line to the left of the measure. The Council reviews this information carefully. Proposers are strongly encouraged to consider data elements their proposals CAN collect and to *minimally* use “N/A.” **These measures and their definitions are listed on the Council’s website at: <http://okddc.ok.gov/state-plan>** Click on the PERFORMANCE MEASURES tab.

### **INDIVIDUAL & FAMILY ADVOCACY**

\_\_\_\_\_ **IFA 1.1** The number of people with developmental disabilities who participated in the contractor’s project activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and or systems.

\_\_\_\_\_ **IFA 1.2** The number of family members who participated in the contractor’s project activities designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and or systems.

\_\_\_\_\_ **IFA 2.1** After participation in the contractor’s project activities, the percentage of people with developmental disabilities who report increasing their advocacy as a result of Council work. This measure will require a baseline percentage and post-activity percentage.

\_\_\_\_\_ **IFA 2.2** After participation in the contractor’s project activities, the percentage of family members who report increasing their advocacy as a result of contractor’s work. This measure will require a baseline percentage and post-activity percentage.

\_\_\_\_\_ **IFA 2.2.1** The percentage of people who are better able to say what they want or say what services and supports they want or say what is important to them. Percentage derived from total number of people who received a service or support as a result of the contractor’s activities. This measure will require a baseline percentage and post-activity percentage.

\_\_\_\_\_ **IFA 2.2.2** The percentage of people who are participating now in advocacy activities. Percentage derived from total number of people who received a service or support as a result of the contractor’s activities. This measure will require a baseline percentage and post-activity percentage.

\_\_\_\_\_ **IFA 2.2.3** The percentage of people who are on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions. Percentage derived from total number of people who



received a service or support as a result of the contractor's activities. This measure will require a baseline percentage and post-activity percentage.

*Note: The names of these boards/organizations must be reported.*

\_\_\_\_\_ **IFA 3.1** The percentage of people with developmental disabilities satisfied with a project activity. Percentage derived from total number of people who received a service or support as a result of the contractor's activities.

\_\_\_\_\_ **IFA 3.2** The percentage of family members satisfied with a project activity. Percentage derived from total number of people who received a service or support as a result of the contractor's activities.

## **SYSTEMS CHANGE**

\_\_\_\_\_ **SC 1.1.1** The number of policy and or procedures created or changed.

\_\_\_\_\_ **SC 1.2.1** The number of statutes and or regulations created or changed.

\_\_\_\_\_ **SC 1.3.1** The number of promising practices created.

\_\_\_\_\_ **SC 1.3.2** The number of promising practices supported through Council activities.

\_\_\_\_\_ **SC 1.3.3** The number of best practices created.

\_\_\_\_\_ **SC 1.4.1** The number of people trained or educated through Council systemic change initiatives.

\_\_\_\_\_ **SC 1.5.1** The number Council supported systems change activities with organizations actively involved.

\_\_\_\_\_ **SC 2.1** The number of Council efforts that led to the improvement of best or promising practices, policies, procedures, statute, or regulation changes.

\_\_\_\_\_ **SC 2.2** The number of Council efforts that were implemented to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.

\_\_\_\_\_ **SC 2.1.1** The number of policy, procedure, statute, or regulation changes improved as a result of systems change.

\_\_\_\_\_ **SC 2.1.2** The number of policy, procedure, statute, or regulation changes implemented.

\_\_\_\_\_ **SC 2.1.3** The number of promising and/or best practices improved by systems change activities.

\_\_\_\_\_ **SC 2.1.4** The number of promising and/or best practices that were implemented.

## **DEMOGRAPHIC INFORMATION**

The Council's federal funders also require demographic information about the people who participated in the activities funded by the Council. This information should be collected from persons who implement the activity; any advisory committee members involved in the activity; participants in any conference, training or similar event; and any "service" or "support" recipients. Data will be collected in the areas of Race/Ethnicity, Gender, Disability Experience, and Geography. Following is the EXACT format required by the Council and its federal funders:

### **RACE/ETHNICITY:**

- White, alone
- Black or African American alone
- American Indian or Alaskan Native alone
- Hispanic/Latino
- Asian alone
- Native Hawaiian & Other Pacific Islander alone
- Two or more races
- Race Unknown

### **GENDER:**

- Female
- Male
- Other

### **DISABILITY EXPERIENCE:**

- Individual with a Developmental Disability
- Family Member of an Individual with a Developmental Disability
- Other

### **GEOGRAPHY:**

- Urban
- Rural

***In addition to these measures, consumer satisfaction data will also be required annually – in formats provided by the Council. Please discuss this with Council staff upon completion of any signed contract.***

## **PART V – Additional Requirements for Contract Funding**

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### Financial Information (Required for all submissions)

All proposals must include a detailed revenue and expenditure budget, in a proper accounting format, detailing the total costs and revenues of the proposed project. This budget must include:

- The amount requested from DDCO within the context of the budget.
- Identification of funding not currently in place.
- A segregated and detailed account of matching funds to be contributed to the project, and their source.
- A narrative explaining each category of expenditure and source or revenue associated with the project. Revenue sources might include conference registration fees, third party grants, booth rentals, in-kind contributions, etc.

Please note, our federal funding requires specific cost identification for all expenditures associated with the project identified within the terms of the contract. In addition, DDCO funds must be the funding of “last resort.” If net proceeds from the project exceed total expenditures and generate a profit, the DDCO reimbursement shall be limited to the lesser of the contract amount or the amount required to break-even.

### Statement of Work (Required for all submissions)

Provide a proposed statement of work for the contractual requirements detailing the goods and services you will provide in exchange for DDCO funding. An example of the format is included.

### Sustainability Plan (Required for activities that will continue beyond one year)

For projects or activities that are expected to continue indefinitely, sustainability plans must be included. Typically, DDCO will fund an activity for a maximum of five years. Include a detailed plan and timeframe for the project to become sustainable, including projected budgets, identified partners, annual funding goals for each year, or other such indicators that a project or activity will continue. Sustainability is not solely focused on financial support.

For example, a project to train teachers on positive IEP strategies result in a policy change within a school district or a change in teacher certification requirements. This sustainability proves systems change.

Proposals for activities such as studies that would not continue past a project period do not require sustainability plans.

Logic Model (Required for contracts in excess of \$5,000)

A logic model is a tool used by DDCO to evaluate the effectiveness of the program. An example is included, or you may use one of the many formats found by Googling "logic model."

Are you a registered vendor with the State of Oklahoma: Yes  No

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Legal Entity

Is the proposed vendor applicant an IRS Registered corporation?

Yes  No

If yes, which type: \_\_\_\_\_

Is the proposed vendor a Government entity:

Yes  No  If yes, provide form of government and name of entity:

\_\_\_\_\_

Is the proposed vendor a Tribal Nation:

Yes  No  If yes, name Tribe(s) \_\_\_\_\_

Is the proposed vendor a sole proprietor: Yes  No

Is the proposed vendor a registered partnership: Yes  No

Social Security or FEI Number: \_\_\_\_\_

Authorized Signer

Name of individual with contract signatory authority:

\_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Contact

Name of individual to contact regarding contract performance & operations:

\_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Legal Notices

Name of individual to send legal notices:

\_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Finance Contact

Name of individual responsible for finance and accounting:

\_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Please ensure your proposal is complete. Incomplete proposals will not be forwarded for consideration.

Applicants will be notified by email within 10 business days of a decision per the specific timeframes in General Information.

If you have questions or need assistance, contact us through email at [staff@okddc.ok.gov](mailto:staff@okddc.ok.gov).

For questions related to financial information or budget, contact Mark Lewis via email at [Mark.Lewis@okdhs.org](mailto:Mark.Lewis@okdhs.org).

**Submit application and all required information by email to:**

[staff@okddc.ok.gov](mailto:staff@okddc.ok.gov)