

State of Michigan Michigan Developmental Disabilities Council



Todd A. Koopmans
Chairperson

December 22, 2006

Lewis Cass Building
Lansing, MI 48913

Vendela M. Collins
Executive Director

Dear Colleague:

(517) 334-6123 Voice
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Attached is the Michigan Developmental Disabilities Council's (DD Council's) Request for Proposals (RFP) package for:

2007.A.1 Michigan Oral Health Needs Assessment for People with Developmental Disabilities

Copies of the RFP, proposal forms and instructions, and *Information and Tools for RFP Package 2007.A* are available on the Council's web site, www.michigan.gov/ddcouncil. To get a hardcopy, call (517) 334-6123 or email ddcouncilgrants@michigan.gov.

This is a state-level project, which does not require RICC review. The deadline for receipt of all proposals *in the Council office* is 2:30 p.m. on April 12, 2007.

The Bidders' Conference for those interested in responding to this RFP package will be February 7, 2007 at 1:30 p.m. in the Conference Room at the DD Council office, 1033 S. Washington Avenue, 3rd floor; Lansing, Michigan 48910 (A map is available on the web site or from the office). Section III.B.1. of the RFP package provides more detail on the Bidders' Conference. Attendance is optional, but we recommend it for first-time applicants.

For questions about this RFP or the Bidders' Conferences, contact:

- ◆ Cheryl Trommater: (517) 334-7023 or Trommater@michigan.gov;

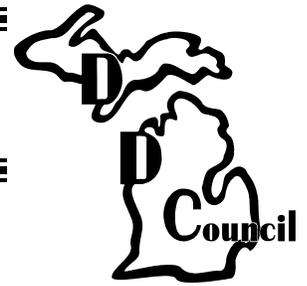
Sincerely,

Vendela M. Collins, Executive Director

Attachment

Todd A. Koopmans, Chairperson • Vendella M. Collins, Executive Director
Lewis Cass Building • Lansing, Michigan 48913
Michigan Department of Community Health, Designated State Agency • Janet D. Olszewski, Director

Requests for Proposals:



Package 2007.A:

Projects to carry out goals and objectives in the *Michigan 5-Year State Plan for Developmental Disabilities*, October 1, 2001 to September 30, 2006 in accordance with federal P.L. 106-402, the *Developmental Disabilities Assistance and Bill of Rights Act of 2000*, as amended.

2007.A.1. Michigan Oral Health Needs Assessment for People with Developmental Disabilities

To develop a grant proposal, you will also need:

- Proposal Development Forms and Instructions, and
- *Information and Tools for 2007.A.*

This package, and all forms, instructions, and other information for developing a proposal, are available on the DD Council's web site:

www.michigan.gov/ddcouncil

Information files are in Adobe Acrobat (pdf) format, and forms are in Microsoft Word.

Hard copy or electronic files are also available by request from the Council office: ddcouncilgrants@michigan.gov or (517) 334-6123. Ask for RFP Package 2007.A.

Alternate formats, including large-print versions of all documents and information are available on request.

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To develop a grant proposal in response to this RFP, you need the following.

All are available on our web site or from the DD Council office:

A. Proposal Development Forms and Instructions:

1. Forms for developing a DD Council grant proposal (**Required!**)
2. Instructions for completing the forms

B. *Information and Tools for RFP Package 2007.A*: Material for use in developing a DD Council grant proposal

1. RICCs: Description, Contact Information, Notification and Review
 2. “About DD Council Grants”
 3. Checklists for general requirements and for checking sustainability
 4. “Vendor Registration with the State of Michigan
 5. Specific information about RFPs in this package.
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Section I. The DD Council and Its Grants.

A. Purpose of the DD Council's Grants Program.

1. Principles. P.L. 106-402, the *Developmental Disabilities*

The DD Council's Mission is:

To support people with developmental disabilities to achieve life dreams.

Assistance and Bill of Rights Act of 2000 (the DD Act) establishes state developmental disabilities councils and regulates their operations. The Michigan DD Council's *Five-Year Strategic State Plan* sets the Council's goals and objectives. The Council is a systems advocate and uses its grants program as one tool

to promote systems change, to better support the aspirations of people with DD. In all of its work, the DD Council supports self-determination and community inclusion and participation for people with developmental disabilities and their families.

2. Strategy. The DD Council has a small budget with which to influence a complex system. In all of its work, it emphasizes strategies that:

a. Use extensive collaboration to achieve systems level outcomes;

b. Address changing policies and programs in ways that

support self-determination and inclusion;

c. Use project resources to leverage funds from the community and the services system;

DD Council grant projects support

- **Self-Determination; and**
- **Community Inclusion and Participation for people with DD and their families.**

Council-funded projects may **not** operate in segregated, "disability-only" settings

- d. Focus on concrete outcomes for people with DD, their families and communities; and
- e. Plan from the start for sustainable results.

B. RICC Review.

1. Proposals for local projects must provide review copies to the Regional Interagency Consumer Committee (RICC) in the area where the project would operate.

2. Proposals for state-level projects, including those for the RFP in this package, do **NOT** require RICC review.

C. The DD Council's Target Population.

The DD Act defines the term "developmental disability" as:

- “ A severe, chronic disability of a person 5 years of age or older which:
- A. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
 - B. Is manifested before the person attains age twenty-two;
 - C. Is likely to continue indefinitely;
 - D. Results in substantial functional limitations in three or more of the following areas of major life activity:
 - i. self-care; ii. receptive and expressive language; iii. learning; iv. mobility;
 - v. self-direction; vi. capacity for independent living; or
 - vii. economic self-sufficiency; and
 - E. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and individually planned and coordinated;

Except that such term, when applied to infants and young children means individuals from birth to age 5, inclusive, who have substantial developmental delay or specific congenital or acquired conditions with a high probability of resulting in developmental disabilities if services are not provided.”

The Council may set more specific targets for particular projects. See "Section II: Project Specifications."

D. Submitting Proposals.

1. Forms: Forms and instructions for writing a proposal are available on the Council's web site, www.michigan.gov/ddcouncil, or from the Council office.

2. Copies: Fifteen (15) copies of a completed proposal for projects in this package must **reach** the DD Council office by the response date given below.

If your organization has never had a contract with the State of Michigan, you must register it as a vendor before we can issue a grant to it. See *Information and Tools for RFP Package 2007.A* for more information about registering.

3. Response Date: Proposals must be in the Council office by 2:30 p.m. on April 12, 2007.

4. Council Address: The DD Council office's address is:

Michigan Developmental Disabilities Council

1033 S. Washington Ave.

Lansing, Michigan 48910.

For a map to the office, email ddcouncilgrants@michigan.gov.

Please Note: Some other Council items are mailed to the Lewis Cass Building, but grant proposals must be sent directly to the address above.

Do NOT send or take a grant proposal to the Lewis Cass Building!

E. Incurring Costs.

The Michigan Developmental Disabilities Council and the Michigan Department of Community Health, its designated administering agency, are not liable for costs incurred before issuing a contract.

F. Rejection of Proposals.

The Michigan Developmental Disabilities Council reserves the right to reject proposals received because of this RFP, or to negotiate separately with any source. The State does not intend to award a grant solely based on this request or to pay for information solicited or obtained.

Section II. Project Specifications.

A. General Requirements:

All DD Council grant projects must:

1. Assure participation by people with disabilities and their

families, including those in minority and culturally distinct populations, in developing, operating and evaluating the project. All DD Council grant proposals must describe:

A DD Council grant project must foster participation by people with developmental disabilities and their families in planning, doing and evaluating the project.

- A. How people with DD and family members, including minority representatives, took part in developing the proposal;
- B. How people with DD and family members, including those in minority and culturally diverse populations, will take part in planning, doing and evaluating the project;
- C. How the project will do minority outreach, to assure diversity among participants; and

It is the Michigan Developmental Disabilities Council's policy to recognize and support the needs of minorities and culturally diverse populations in all goal activities.

D. Plans for developing, executing and evaluating it with cultural sensitivity, to meet diverse needs.

2. Evaluate the project's activities and accomplishments. This includes assessing concrete outcomes in the lives of participants, an annual consumer satisfaction survey, and use of survey responses and other assessments to improve the project. Proposals must list outcome indicators and describe data collection planned for assessing the project's success in reaching the Council's targeted outcomes, (below under "Outcomes and Outcome Indicators.")

3. Provide for sustainability of project outcomes beyond the grant period. Proposals must describe how the project will assure that capacity developed under a grant project continues and how innovations, awareness, needed activities and other progress will be sustained after the end of the grant. The sustainability checklist in the *Information and Tools for RFP Package 2007.A* may help you think about this part of your proposal.

4. Develop Products. All DD Council grant projects must develop and submit:

Monthly: Financial status reports.

Quarterly: (every 3 months): Program progress reports reflecting progress indicators in the project plan, including data on outcomes and indicators specified by this RFP.

By the end of Quarter 2 (6 months): Dissemination capacity appropriate to the size of the project, including ability to provide workshops at conferences about disability issues and/or the project's specific subject, to include:

A. A tabletop poster display conveying the broad elements of what the project has done and learned. Projects that have been in operation for six months or more must have a poster display at the Council's annual dissemination conference, and capacity to provide poster displays at other conferences and seminars concerned with disability issues and/or the project's specific subject area.

B. Capacity for a workshop presentation on what the project has learned, adaptable to specific venues. Include project customers

as presenters wherever possible and appropriate. Several grant projects each year will (on request) present one-hour workshops at the Council's annual conference.

Annually by October 15 of each calendar year in which the project is active: A summary report of the project's achievements during the fiscal year, including:

- A. Description of how the project met the outcome indicators specified in the Council's state plan, in this Request for Proposals and in the grant contract.
- B. Description of data or information generated by the project that might educate policymakers and others about the effectiveness of grant project activity.

At the end of the first project year (Quarter 4), and annually thereafter: A written report with:

- A. Summary of project activities, achievements, outcomes and products for the year and to-date, with:
 1. Information about systems-level changes achieved by the project, including:
 - a. Description of new approaches implemented, including successes, barriers and plans for overcoming barriers; and
 - b. Where possible and relevant, data on outcomes for people with developmental disabilities and resulting changes in quality of life.
 - c. Participant data on those involved with the project during the year, including demographics, with aggregation of data on outcomes and indicators for the year and project to date.
 2. Evaluation of the project's progress toward achieving its objectives, including:
 - a. Assessment of project achievements in terms of its workplan and of the outcome indicators specified in this Request for Proposals and in the grant contract.
 - b. Report on consumer satisfaction and any other assessment(s) specified by the RFP and/or the project's workplan.

- 3. A summary description of how people with disabilities and their families participated in planning, implementing and evaluating the project.
- 4. Summary of progress toward assuring the sustainability of the project beyond the grant period (See *Information and Tools for 2007.A* for a sustainability checklist.), including:
 - a. Description of the project’s progress toward developing capacity to continue its functions; and
 - b. A credible plan, updated annually, for continuing project functions beyond the grant period.
- B. Copies of project products, including flyers, informational or advocacy documents, videos, or other products used by the project in carrying out its work.
- C. Any additional products required by the RFP in “Product-Specific Requirements,” below.

5. Dissemination. Proposals must describe how the project will disseminate information and products developed by the project, in a variety of media and in alternative formats as appropriate, to help others interested in addressing similar issues, to broaden the influence of project outcomes and to increase awareness among decision makers and community members about the effectiveness of grant project activity.

Use the “Summary of Assurances” in the *Proposal Package* (Attachment 1) to describe how your project would address each general requirement and to direct reviewers to the relevant parts of the project workplan.

B. Project-Specific Requirements:

Detail on projects to address objectives in the DD Council's 5-Year Strategic Plan.

RFP #2007.A.1 Michigan Oral Health Needs Assessment for People with Developmental Disabilities.

1. Background and Problem: Michigan has a comprehensive plan

"The Michigan Department of Community Health recognized the need to develop a coordinated effort to improve the oral health of Michigan's residents and received a grant from the Centers for Disease Control and Prevention . . . the Michigan Oral Health Coalition has developed a comprehensive Oral Health Plan . . . [and] work[s] daily . . . addressing recommendations outlined in the plan." (A Plan of Action for Improving the Oral Health Status of Michigan Residents; "Introduction.")

for meeting the oral health needs of its citizens. It is detailed in *A Plan of Action for Improving the Oral Health Status of Michigan Residents* (at <http://www.mohc.org/planofaction.htm>)

The Plan was developed by the Michigan Oral Health Coalition, an alliance of primary care

clinicians, oral health clinicians, dental benefit providers, advocacy and provider organizations, state and local government officials, and consumers. Michigan Department of Community Health Director Janet Olszewski

approved it in August 2005.

However, the Coalition and the Department have recognized that the Plan lacks needed information

*"It is important to remember that while much is known about the status of oral health in Michigan, there remain several deficiencies. **The oral health status of elderly citizens, developmentally disabled persons, and several racial and ethnic groups is difficult to assess across the state. These groups and their oral health needs should not be forgotten due to limited information.**"* (The Burden of Oral Disease in Michigan, 2005; Michigan Department of Community Health; "Conclusions.")

about some groups, including citizens with developmental disabilities.

Based on this information, the Michigan Developmental Disabilities Council’s Health Issues Workgroup has identified an urgent need to:

Collaboration: The DD Council and its Health Issues Work Group are working on linkages with the Michigan Oral Health Coalition, the Michigan Department of Community Health, the Michigan Dental Association and the Michigan Dental Hygiene Association to aid adoption of the material that would be added to the Plan. The grant project resulting from this RFP will work with these groups, but applicants will **NOT** need to get prior support for their proposals from these organizations.

Proposals **WILL** need to show that they have the support and collaboration needed to assure that the project has the organizational capacity and professional skills needed.

- A. Incorporate the oral health needs of people with developmental disabilities into the state’s *Plan of Action for Improving the Oral Health Status of Michigan Residents*; and
- B. Provide advocacy support for the Plan’s implementation.

Purpose. Improve the oral health status of people with

developmental disabilities in Michigan by working with the DD Council’s state-level partners on oral health issues (the Oral Health Coalition, the Council’s Health Issues Work Group, Michigan Department of Community Health, Michigan Dental Hygiene Association, and Michigan Dental Association), community organizations, and other allies to:

- A. Determine the oral health needs of people with developmental disabilities in Michigan, using community forums and other approaches, as appropriate, including:
 1. Identifying the oral health resources available in Michigan, by region;
 2. Identifying gaps, barriers and other issues that affect the oral health status of people with DD in Michigan; and
 3. Developing an action plan that disability and oral health advocates can use to promote responsive oral health public policy and an

effective delivery system for adults and children with developmental disabilities.

- B. Get the needs identification and action plan incorporated into the state's *Plan of Action for Improving the Oral Health Status of Michigan Residents*, the oral health surveillance plan, and the Oral Disease Burden document; and
- C. Provide advocacy support for implementation of the action plan.

Target Population. Section I.C. of the RFP package defines the DD Council's primary target population. This RFP specifically targets people with disabilities and their allies, the Oral Health Coalition, oral health providers, policy makers, legislators and other stakeholders.

Project Activities. The grantee will develop a collaboration to:

In Project Year One:

- A. Work with the DD Council's state-level partners on oral health issues (the Oral Health Coalition, the Council's Health Issues Work Group, Michigan Department of Community Health, Michigan Dental Hygiene Association, and Michigan Dental Association) to:
 - 1. Develop a workgroup of the Oral Health Coalition to help to outline assets and issues, develop strategies and advise on implementation support;
 - 2. Identify and recruit members of the DD advocacy community to participate on other workgroups of the Oral Health Coalition.
- B. Conduct a statewide needs assessment about the oral health needs and issues of people with developmental disabilities and their families in Michigan, including people from cultural and ethnic minorities. The study is not intended to be a full-fledged numerical survey. However, assessment **MAY** include (but will not be limited to):
 - 1. Community forums in four or five regions of Michigan, to gather supporting information and personal stories.
 - 2. Work with the Oral Health Coalition to bring together people with developmental disabilities, families, clinicians, dental benefit providers, advocates and service providers to identify assets and issues.

3. Possible work with the Michigan Dental Association and District Dental Societies to survey on supply of resources and access to care, and to analyze the data by region.
 4. Other strategies identified by the applicant.
- C. Assemble national oral health data regarding people with disabilities. Compare the national data with information gathered in Michigan.
- D. Use the information gathered to develop useful, sustainable additions to the comprehensive State Oral Health Plan, the surveillance plan and the Oral Disease Burden document. Include an action plan, addressing each barrier identified, that disability and oral health advocates can use to promote responsive oral health public policy and an effective delivery system for adults and children with developmental disabilities.

In Project Years Two and Three:

- E. Partner with the DD Council's state-level partners on oral health issues, community organizations and other allies to:
1. Get DD Council approval and support of the Action Plan; and
 2. Get the approval of the Oral Health Coalition and Michigan Department of Community Health to incorporate the project's products into *A Plan of Action for Improving the Oral Health Status of Michigan Residents*, the health surveillance plan and *The Burden of Oral Disease in Michigan*.
- F. Work with the state level allies to:
1. Strengthen state level policy advocacy on the oral health needs of people with developmental disabilities in Michigan; and
 2. Provide information about state and federal oral health issues to local groups interested in advocating for the oral health needs of people with developmental disabilities in Michigan.
- G. Work with RICCs and other state and local oral health and disability allies to support advocacy for implementation of the action plan.
1. Continue collaborations with allies to promote increased resources and community collaboration;

2. Work with MDA and local District Dental Societies to increase access to local oral health services;
 3. Identify issues that need specific advocacy support and mobilize action by disability advocates and allies;
 4. Gather stories and educate legislators and other decision makers about how access to oral health services affects their constituents.
- J. Develop and disseminate information about the action plan, the oral health needs of people with developmental disabilities, and successful approaches to improving oral health care for people with developmental disabilities statewide.
- K. Provide training and technical assistance, as appropriate, for consumers, families, providers and advocates interested in working to improve oral health care for people with developmental disabilities.
- L. Develop and carry out other approaches, as appropriate, to supporting state and local advocacy for improved oral health care for people with developmental disabilities.

Outcomes and Outcome Indicators. Proposals must show how the proposed project(s) would achieve these outcomes:

- A. Data collected and analyzed.
- B. The Michigan Developmental Disabilities Council, the Michigan Department of Community Health, service providers and advocates have improved understanding of the oral health resources available for people with developmental disabilities in Michigan, of their oral health needs, and of the gaps in meeting their needs.
- C. Revised *Plan of Action for Improving the Oral Health Status of Michigan Residents*, the oral health surveillance plan and the *Burden of Oral Disease* document that include the project's recommendations about the needs of people with developmental disabilities in Michigan.
- D. Information and Action plan disseminated to the Oral Health Coalition, RICCs and other disability advocacy organizations such as Centers for Independent Living, Arcs, UCP chapters, and to other stakeholders and policy makers.

- E. Sustainable mechanisms in place for improving Michigan's ability to address the oral health needs of people with developmental disabilities.
- F. Advocacy support provided for implementation of action plan.
- G. Improved collaboration and partnerships between disability advocates and other allies in support of improved oral health for people with developmental disabilities in Michigan.
- H. Consumers' increased activity in systems advocacy about oral health services.
- I. More oral health care providers in all parts of Michigan who provide care to people with developmental disabilities.
- J. People with developmental disabilities all over Michigan can get the oral health care they need.
- K. Streamlined Medicaid procedures for reimbursing oral health care for Medicaid recipients.
- L. Routine feedback and communication with the Health Issues Work Group, providing the Work Group with information and opportunities to support the action plan.

Products: In addition to products listed in the RFP package under "General Requirements," a proposal for *Michigan Oral Health Needs Assessment for People with Developmental Disabilities* must describe how the project would develop:

- A. **By the end of Quarter 3:** Report and analysis of information from the statewide needs assessment;
- B. **By the end of Quarter 4:** Report comparing the national data with information gathered from the statewide needs assessment;
- C. **By the end of Quarter 4:**
 - 1. Action plan to address the oral health needs of people with developmental disabilities in Michigan, for the approval of the Health Issues Workgroup and the Michigan Developmental Disabilities Council.
 - 2. Plan for supporting state and local level advocacy for carrying out the action plan.
- D. **By the end of Quarter 6:** Incorporation of project products into *Plan of Action for Improving the Oral Health Status of Michigan Residents*, the

oral health surveillance plan and the *Burden of Oral Disease* document.

- E. **By the end of Year 2:** Interim report on implementation of the Action Plan and support for state and local level advocacy for carrying out the action plan.
- F. **By the end of Year 3:** Final report on implementation of the Action Plan and support for state and local level advocacy for carrying out the action plan.

Other Requirements: A proposal for *Michigan Oral Health Needs Assessment for People with Developmental Disabilities* must also include:

- A. Evidence that the applicant agency has put together a collaboration that can assure the project's ability to:
 - 1. Work on a statewide level to collect data, perform needs assessment, develop an action plan and organize support for systems advocacy.
 - 2. Provide expertise in needs assessment, data analysis, action planning, and systems advocacy;
 - 3. Provide expertise in oral health needs; and
 - 4. Provide knowledge and understanding of the needs and issues of people with developmental disabilities in Michigan.
- B. Description of the respective roles of the applicant agency and its partners in carrying out the various elements of the project.
- C. Letters of support that include concrete specifics about:
 - 1. The letter-writer's experience with the applicant's collaborative work; needs assessment activities; action planning; support for systems advocacy; work with people with developmental disabilities; and involvement with oral health issues; and
 - 2. What the supporting organization or individual commits to do and/ or provide to support the proposed project.

Eligible Applicants: Collaborations of private non-profit organizations, institutions of higher education and/or government agencies that have, among the collaborating organizations:

- A. Access to the skills and experience needed to carry out the proposed project, including knowledge of and experience with:

1. Statewide needs assessment, action planning and developing burden of disease documents.
 2. Oral health needs and practices.
 3. The needs and issues of people with developmental disabilities.
 4. Collecting, compiling, analyzing and presenting data, and developing products that make information and advocacy available in ways that are sensitive to the special needs of people with disabilities, including those who have the highest support needs, and of other minorities and special populations.
 5. Organizing and holding regional forums to gather input from people with developmental disabilities and their families; local providers of oral health services (including local dental societies) and disabilities services; and advocacy organizations (including Centers for Independent Living, local Arc and UCP chapters, and area RICCs).
- B. Experience with, understanding of, and commitment to self-determination and community inclusion for people with developmental disabilities and their families;
- C. Substantial support from the people and organizations in the state whose help can assure the project's success.

Project Period: 3 years starting Summer 2007.

Project Budget: The Council anticipates having:

Federal: For Year 1: Up to \$75,000.

For Year 2: Up to \$50,000.

For Year 3: Up to \$50,000.

Match: No match is required for this state-level project. See "Section IV: Matching Requirements."

Review Criteria: See table on next page.

Review Criteria: MI Oral Health Needs Assessment for People with DD	Possible Score	Review Score
Professional and organizational capacity and commitment:		
<p>Evidence, among project partners, of knowledge and understanding, and of access to expertise about:</p> <ul style="list-style-type: none"> ● Needs assessment, action planning and advocacy support for implementation; ● Inclusion, choice and self-determination for people with developmental disabilities, including those who have the highest support needs; ● Oral health needs and practices. <hr/> <p>➔ This proposal demonstrates that the applicant agency has put together a collaboration with the ability, among the partners, to do the work of the project, including:</p> <ul style="list-style-type: none"> ● Carrying out effective needs assessment, action planning and advocacy support; ● Understanding and working with inclusion and self-determination issues for people with developmental disabilities; and ● Understanding and assessing oral health needs and issues. 	20	
<p>Evidence, among the proposed partners, of capacity to collect, compile, analyze and present data, and to develop products that make information and advocacy available in ways that are sensitive to the special needs of people with disabilities, including those who have the highest support needs, and of other minorities and special populations.</p> <hr/> <p>➔ This group can gather the data needed for this project; turn out data and reports that are accurate and useful; and use them to work out and support carrying out good ideas for improving the system.</p>	15	
<p>Evidence, among the proposed partners, of capacity, capability and experience with developing and supporting collaboration among community agencies and providing advocacy support for a statewide collaborative action plan.</p> <hr/> <p>➔ This group has the understanding, capability and connections to make this project a success. The proposal includes plans and letters of support that make that clear.</p>	15	

Review Criteria: MI Oral Health Needs Assessment for People with DD	Possible Score	Review Score
Quality of the proposal and its responsiveness to this RFP.		
Quality of the workplan and evaluation. Clarity and concreteness of the outcomes and indicators that can fulfill RFP objectives. The proposal addresses requirements of the RFP competently and thoroughly, and assures the project’s sustainability.	17	
<ul style="list-style-type: none"> ➔ The steps proposed would accomplish what the RFP intends: This project will develop and support needs assessment, action planning and advocacy support for improving oral health for people with developmental disabilities in Michigan. ➔ The outcomes and indicators are clear and understandable and will measure project progress accurately. Achieving them will accomplish the Council’s intent for the initiative. 		
Evidence of understanding the problems the RFP addresses and of responsiveness to RFP requirements, including compatibility with the Council’s philosophy and values and a reasonable, practical and achievable budget.	18	
<ul style="list-style-type: none"> ➔ The proposal realistically confronts the problems posed by the RFP and meets the requirements. It shows that the project will serve the Council’s target population and achieve the targeted outcomes, incorporating the oral health needs of people with developmental disabilities into the state’s Plan of Action for Improving the Oral Health Status of Michigan Residents. ➔ The budget shows clearly how the project would pay for proposed activities. Costs are reasonable, neither too high for the scope of the project nor too low to cover the work needed. 		
Evidence that people with disabilities and their families, including minorities and culturally distinct populations, helped develop the proposal and will help plan, carry out and evaluate the project.	15	
<ul style="list-style-type: none"> ➔ The proposal states directly that people with disabilities, family members and minorities participated in developing the proposal; and it describes their meaningful contributions. 		
<ul style="list-style-type: none"> ➔ It explains clearly how they will participate in all aspects of running and evaluating the project in substantial ways. ➔ Their participation is genuine and important, not “tokenism,” perfunctory or disrespectful. 		
Potential Score	100	

Section III. Proposal Review Process

A. Proposal Review.

The Developmental Disabilities Council's Executive Director or his or her designee appoints a panel of reviewers for each RFP initiative. Reviewers include people with disabilities, family members and other experts in the area to be addressed. They also represent various parts of Michigan and minority and culturally diverse populations. The panel reviews and ranks proposals according to the criteria listed in "Section II. Project Specifications," using the Review Criteria for the relevant RFP (See *Section II*, above), and makes recommendations for the Council's award decisions.

B. Assistance and Information for Potential Bidders.

1. The Bidders' Conference will be February 7, 2007 starting at 1:30 p.m. in the DD Council Conference Room, 1033 S. Washington, 3rd floor; Lansing (a map is available on request):
1:30 p.m. Michigan Oral Health Needs Assessment for People with Developmental Disabilities.

Staff will discuss the DD Council's grantmaking process and review each RFP, the Council's intent in issuing it, requirements, and proposal forms and procedures. A question and answer session will follow each discussion. Bidders are not required to attend, but we strongly recommend that first-time bidders attend. The basic information and handout material can be requested from staff via telephone or e-mail request.

However, we do not record bidders' conferences and cannot guarantee that all points raised by participants will be covered in any other presentation or format.

2. Further technical assistance is available by email, by telephone or in person at the Council office. On request, **as time permits**, staff will review drafts of workplans and budgets, consult on proposal focus and Council intent and advise on most aspects of proposal development. Contact staff at:
Cheryl Trommater, trommater@michigan.gov or (517) 334-7023

C. Calendar.

The schedule and deadlines for this RFP is in the following table. Dates are for information only and may change for various reasons.

Calendar for RFP Package 2007.A. Includes:

- *2007.A.1 Michigan Oral Health Needs Assessment for People with Developmental Disabilities.*

<u>February 7, 2007</u>	Bidders' Conference. (See III.B.1, above for specifics.)
<u>April 12, 2007</u>	Deadline for receipt of proposals at the Council office by Noon.
Usually 30 - 60 days	Review and ranking of Proposals.
	Award decision. Contract development.
August 1, 2007	Estimated project start-up for winning proposal.
Within 30 - 60 days of startup	Grantee Orientation in Lansing to introduce the purpose and context of the Council's grants program; and to explain reporting, payment, financial requirements, monitoring and evaluation, program and budget revisions.

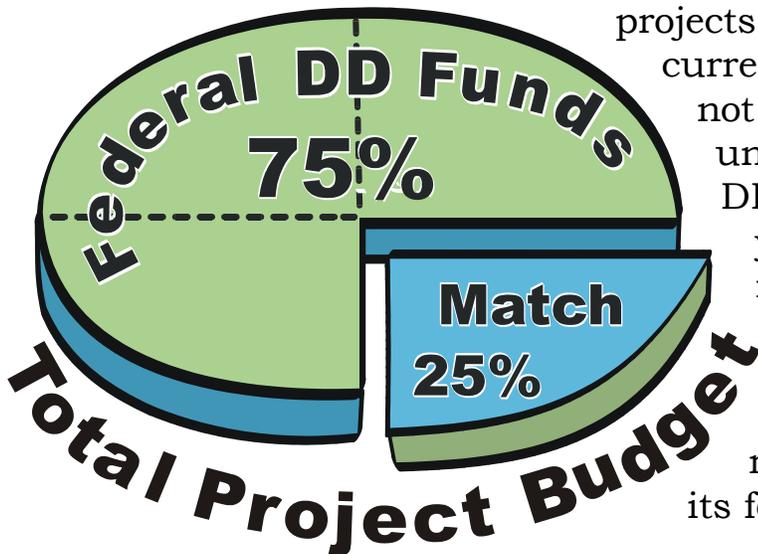
Section IV. Match Requirements

A. Funds from other federal programs.

Funds from other federal programs may provide part of the support for a project; but they may NOT be used to match federal DD funds.

B. State-Level Projects.

The DD Council does not currently require match from *state-level* projects. Proposed Year 1 budgets for current state-level initiatives need not specify match. Bidders should understand, however, that the DD Council may, in the later years of multi-year projects, need to require all projects to identify match, depending on the Council's ability to continue to identify the required state-level match for its federal grant funds.



C. Local Projects.

Most local projects may get up to 75% of project funding from federal DD funds. In that case, the project must provide 25% of the total project budget (1/3 as much as the federal share) as match from non-Federal sources. This formula is for maximum funding. The Council encourages applicants to secure more than the required match in order to reduce the amount of federal funding needed.

Match Formula for Local Projects

75% DD Grant Funds

+ 25% Match Funds

= 100% Total Project Budget

D. Cash and In-Kind Match.

Matching funds for all proposals may be in-kind or cash. In-kind match can include the cash value of local donated resources such as volunteer time, donated office space, use value of equipment, and other similar resources needed by the proposed grant project.

Section V. Duration of Funding

A. DD Council grant projects vary in duration.

Section II of the Request for Proposal package sets duration for each specific project or set of projects. Developmental Disabilities funds will not be available to support an activity beyond the period set.

B. Multi-Year Projects

Where the project period is greater than one year, the Developmental Disabilities Council will contract for an initial funding period not exceeding one year. Renewal for later years depends on availability of funds and:

- 1. The project's success** in achieving objectives of the funded period,
- 2. The agency's plan** for the next funding period, and
- 3. Continued support** of the goal, objective, and project by the Michigan Developmental Disabilities Council.