

RFGA FFY22-CON/TRN-020; Support for Online Conferences, Symposiums or Trainings;
Due on March 10, 2022

APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SCOPE OF WORK AND INSTRUCTIONS.

If you have any questions regarding this grant solicitation, the only person you may contact is Marcella Crane via email only mcrane@azdes.gov.

Applicants shall not contact other staff or ADDPC Council members regarding this process.

This solicitation is broken into three sections:

Section 1: Scope of Work, pages 1-8

Section 2: Application Forms, pages 9-19

Section 3: Special Instructions, pages 20-23

SCOPE OF WORK

In this section, the Council will detail the Scope of Work. Please read this section carefully to determine if you're a fit for applying for a grant from the Arizona Developmental Disabilities Planning Council (ADDPC).

Title: Council support for Online Conferences and/or Trainings

Part 1

Total Amount Available:

\$75,000; \$5,000 maximum per Applicant

1. Applicants shall only apply for a maximum amount of \$5,000. Only one request per Applicant shall be submitted.
2. All costs shall be considered to include costs that will be incurred to conduct the proposed Conference/Training online, including staffing, materials to develop in plain language, speaker fees, costs for interpreters and translators, and evaluation/data collection of participants that attended.

3. The ADDPC reserves the right to increase or decrease the total amount of available funding depending on the number of applications that are susceptible for an award. In addition, the ADDPC reserves the right to make awards for greater or lesser amounts than requested and to negotiate the proposed project and budget with the applicant prior to making an award.

Number of Awards:

Multiple awards will be made.

Eligibility:

1. Priority may be given to applicants that have not received funding from the Council in previous solicitations under the Conference Sponsorships.
2. Applicants that have received a grant in the past may only apply for new funding if they can demonstrate a new conference theme; or the applicant can demonstrate a new target audience that is overlooked or has difficulty in accessing information, including those areas and populations that are considered unserved or underserved.
3. This solicitation is open to the following organizations/agencies:
 - Corporation – Nonprofits (must submit a 501 (c)(3) determination letter from the IRS, with your application
 - Corporation – For profit organizations
 - Unit of Local Government agencies
 - Tribal Governments
 - Colleges or Universities
 - Or a combination of the above

Term of the Contract:

The contract period for any approved application is 12 months. The term of the contract shall commence on date of last signature on the Award Notification or date of Award Letter and shall remain in effect as stated, unless terminated, canceled, or extended as otherwise provided herein.

The contract shall not bind nor purport to bind the ADDPC for any contractual commitment more than the original contract period. The ADDPC will not offer a contract renewal under this grant solicitation.

Part 2

Purpose & Other Requirements:

The ADDPC will award grant monies to sponsor conferences, trainings, seminars, workshops, symposiums, or other planned events (referred to in this solicitation as a Conference/Trainings) of which the primary purpose is to support the dissemination of information relevant to individual persons with developmental disabilities, their families, professionals, and other stakeholders.

Due to the Covid-19 pandemic, the ADDPC will review and consider all applications that can implement their Conference/Training online. The Council will not consider any application that proposes an in-person or a hybrid Conference/Training format.

Additional information for Applicants to know when applying:

1. The proposed Conference/Training shall take place within the contract period of one year, including conducting an evaluation survey of participants.
2. The proposed Conference/Training theme shall support one of the Council's Goals: Self-Determination, Meaningful Careers, Inclusion with Engagement, Safety, or System Access & Navigation (See page 7 for definitions of each Goal).
3. The proposed budget is limited to \$5,000. Funds shall not be used to pay for facility rentals, food/beverage, entertainment, honorariums, fundraise, lobby or used for any public relations events. Information on how to develop your budget narrative and what costs are allowable and unallowable are in the budget narrative section, beginning on page 16.

Part 3

Written Narrative & Attachments:

The applicant shall propose a Conference/Training of which the primary purpose is to support the dissemination of technical information to individual persons with intellectual/developmental

disabilities (I/DD), their families, caregivers, professionals that work with this population, and other stakeholders.

Applicants shall provide a written narrative addressing each question listed below. The written narrative shall be single spaced, shall be a maximum of 5 pages typed, not including other forms and attachments that are necessary to submit as part of your application. Type each question before answering and in the order as stated.

1. Describes the proposed theme, general topics of the proposed Conference/Training, and how the proposed theme fits within one of the Council's Goals. State the overall purpose of hosting your online Conference/Training.
2. Describe if a structured committee is necessary to assist in planning for the Conference/Training. This includes describing any partners that will be involved. If so, describe what sort of activities the committee will undertake.
3. Describe how printed materials will be developed to meet the needs of participants, including how materials and speakers will use People First language, be culturally competent and sensitive to the needs of the participants, and how materials will be available in alternative formats.
4. Describe your registration process. How will interested parties be notified? How long will the registration process be open for? How will specific requests by participants be addressed, such as materials needed in alternative format or interpretation services? If you plan on charging a registration fee, what is that amount per participant and how will those funds be used to offset any cost associated with this Conference/Training. Please note, registration fees charged is considered Program Income and those funds must be reported to the ADDPC and be used to offset any costs for this Conference/Training. Ensure your registration form can include identifiable information such as if the registrant is a: Self-Advocate; Family member/Caregiver; or Professional (Note: A person cannot check off multiple boxes for reporting purposes).
5. Describe the proposed format for the Conference/Training, including the proposed date(s), what online web service will be used (i.e., Google Meet, Zoom, other format), and how full accessibility will be provided to unserved or underserved groups that may have trouble accessing technology.

6. Introduce the proposed speakers that will be considered, their expertise in the topic(s), how they will be chosen and if speaker fees will be involved. Do not attach any resumes of any speaker.

7. Describe the evaluation process of distributing and collecting an evaluation survey at the end of the Conference/Training. The applicant shall strive to receive a minimum of 30% of evaluation surveys returned to tabulate and report to the ADDPC. Also describe if you plan on gathering demographic data such as gender, race and what area of the state the participant resides in.

Attachments:

Two attachments shall be provided and are not part of the maximum number of written pages to be typed. Include the following:

1. Provide a one-year timeline of major activities to be performed, showing who will have responsibility for those tasks, and by what date to have them completed.
2. Provide one (1) letter of support from collaborators that show commitment to the proposed project. The letter of support shall be on their company letterhead, current date, signed, and clearly states the type of support offered.

Part 4

Evaluation:

The ADDPC requires all funded projects to evaluate their projects based on certain performance measures and adherence to the proposed timeline and scope of work requirements. The Applicant shall try to receive a minimum of 30% returned rate of surveys, analyze the feedback, and submit the information in a final report to the ADDPC.

Additional questions may be proposed to ask, relevant to the funded Conference/Training theme, speaker(s), materials, etc.; however, the first five Performance Measures are required by the ADDPC and shall not be modified or removed. These ADDPC Performance Measures shall be included in your overall Evaluation Survey:

1. The number of people with intellectual/developmental disabilities (I/DD) who attended the Conference or Training.
2. The number of family members who attended the Conference or Training.

3. The number of other people trained or educated through the Conference or Training. (*Other refers to professionals, policymakers, stakeholders, educators, or direct support staff.) This number does not include self-advocates or family members.
4. The number of sessions offered in the Conference or Training, or the number of times the session was offered.
5. The number of participants satisfied with the Conference/Training, broken out by people with I/DD, family members, and other.

Part 5

Deliverables to the ADDPC:

If awarded, the ADDPC will provide templates for narrative and fiscal reporting. The contractor will be required to provide the following:

1. Two narrative reports which provide an overview of the work being conducted per the Scope of Work and implementation plan. The second and final report will be a summary of the Conference/Training that took place, demographic data, and evaluation data collected, including ADDPC performance measures.
2. Fiscal invoicing, including backup to support expenses based on approved costs, that also includes matching dollars used to financial support the conference/training.
3. Other information deemed necessary by the ADDPC. This may include pictures and stories of participants, obtained through signed releases.

Part 6

Dates to be Aware of:

Letters of Intent Due Date:

March 3, 2022, via email: mcrane@azdes.gov

Submission is not required and will not obligate the applicant to submit an application.

Application Due Date:

March 10, 2022, 3:00 PM Phoenix Local Time (Email Only)

Applicants shall submit a full application, with all required forms and attachments, in one PDF format, via email to mcrane@azdes.gov

Part 7

Definitions:

The Five Goals of the Council are the following:

1. **Self-Determination:** Establish, strengthen, and expand advocacy among and for persons with I/DD so that they can live more self-determined lives, fully engaged, and included in all aspects of community life.
2. **Meaningful Careers:** Increase the career of potential people who have I/DD and link them to resources needed to achieve their career goals.
3. **Inclusion with Engagement:** Support communities and agencies across Arizona to include and engage people of all ages and backgrounds who have I/DD.
4. **Safety:** Expose and reduce instances of abuse and neglect against individuals with I/DD of all ages while working toward a systemic focus on prevention.
5. **System Access & Navigation:** Enhance, strengthen, and expand access to accurate and user-friendly information and the services needed for people with I/DD to lead more self-determined lives.

Assistive Technology Device: Means any item, piece of equipment, or product system, whether acquired commercially, modified or customized, that is used to increase, maintain, or improve functional capabilities of individuals with developmental disabilities.

Culturally Competent: The term is used with respect to services, supports, or other assistance, means services, supports, other assistance that is conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who receiving the services, supports, or other assistance, and in a manner that has the greatest likelihood of ensuring their maximum participation in the program involved.

Developmental Disability (DD): From the DD Act of 2000, a developmental disability is a severe, chronic disability that occurs before an individual is 22 that is likely to continue indefinitely and results in substantial functional limitations in three or more of the following areas: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency. Diagnosed conditions may include autism, Down syndrome, intellectual disability, cerebral palsy, spina bifida, epilepsy, and others.

Employment-Related Activities: Means advocacy, capacity building, and systemic change activities that result in individuals with developmental disabilities acquiring, retaining, or advancing in paid employment, including supported employment or self-employment, in integrated settings in a community.

Inclusion: Means the acceptance and encouragement of the presence and participation of individuals with intellectual and/or developmental disabilities, by individuals without disabilities, in social, educational, work, and community activities.

Intellectual Disability: A type of developmental disability that starts before the age of 18 and is characterized by difficulties with intellectual functioning or intelligence, ability to learn, reason, problem solve and other skills; and can be adaptive behavior which includes everyday social and life skills. (per the National Institute of Health).

Nonprofit Organization: An organization that is described in section 501 (c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code.

Unserved and Underserved: Populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, individuals from underserved geographic areas (rural or urban), and specific groups of individuals with the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life.



Offer and Acceptance

AZ Developmental Disabilities Planning Council

3839 North Third Street, Ste. 306

Phoenix, AZ 85012

SOLICITATION NAME: Online Conferences and
Training

PAGE
1

RFGA NO: ADDPC-FFY22-CON/TRN-020

OF
2

OFFEROR:

OFFER

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

Company Name

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

Phone:

Contact Email Address

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror certifies that the above referenced organization IS/ IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.
5. The Offeror is not debarred by, or otherwise prohibited from participating in any publicly-funded contract awarded by any Federal, State or local jurisdiction.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This Contract shall henceforth be referred to as Contract No. _____.

The effective date of the Contract is _____.

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona
Awarded this

_____ day of _____ 20____

Jon Meyers, Executive Director

Applicant's Background Information Form

Complete each item, using attachments where necessary and label your response "**Applicant's Background Information Form**". Attachments shall indicate the item number and heading being referenced as it appears below. Failure to make full and complete disclosure may result in the rejection of your application as unresponsive. If awarded a Contract, the ADDPC will need to know who to contact for any questions.

1. Contact Name for Project: _____

Organization Name: _____

Address: _____

Phone Number: _____ Email: _____

2. The Applicant is and was established when:

TYPE	YEAR ESTABLISHED
Corporation – Nonprofit	
Corporation – For Profit	
Unit of Local Government	
Indian Tribal Government	
Other	

3. As the lead applicant, read each statement carefully and mark Yes or No.	YES	NO
a. Has any Federal or State agency ever made a finding of noncompliance with any relevant civil rights requirements with respect to your business activities? If YES, please attach an explanation.		
b. Has the Applicant, its major stockholders with a controlling interest, or its officers been the subject of criminal investigations or prosecutions or convicted of a felony? IF YES, please attach an explanation.		
c. Does the Applicant have sufficient funds to meet obligations on time under the Contract while awaiting reimbursement from ADDPC? If NO, please attach an explanation.		
d. Have any licenses ever been denied, revoked or suspended or provisionally issued within the past five years? If YES, please attach an explanation.		
e. Have you or has your organization terminated any contracts, had any contracts terminated, had any liquidated damages assessed or been involved in contract lawsuits? If YES, please attach an explanation.		
f. Do you, your staff, any of your relatives, or voting members of your Board of Directors maintain any ownerships, employments, public and private affiliations or relationships which may have substantial interest (as defined in A.R.S. §38-502, Conflict of Interest) in any contract, sale, purchase, or service involving the ADDPC? If YES, please attach an explanation.		
g. Has your organization ever gone through bankruptcy? If YES, when? Include the State, District and case number.		
h. Does your organization have Insurance and Indemnification coverage to enter into a state contract? At a minimum a Certificate of Insurance, for each, shall be provided to the ADDPC if a contract is awarded. This will include coverage for Commercial General Liability (CGL), Business Automobile Liability, Workers' Compensation and Employee Liability, and Professional Liability.		

4. Authorized Signatory:

(Name and Title of Authorized Signatory) is the signatory to this Contract on behalf of the Contractor and is responsible for the delivery of Contract Services during the term of this Contract.

Applicant's Qualifications Questionnaire

For the following two questions, label your response "**Applicant's Qualifications Questionnaire**" and indicate the question number that is being addressed. Answer the questions or inquiries in this questionnaire using attachments where necessary. This Questionnaire shall also apply to any Subcontractor that will have a key role in the proposed project.

1. Briefly provide an overview of the lead organization that includes Mission, Vision and Values. Describe how the organization is involved in the developmental disabilities community and summarize the programs and services provided. (Limited to one page).

2. Briefly describe the lead organization's experience, expertise, qualifications, and outcomes that demonstrate the applicant's ability to successfully deliver the proposed project requirements as described in the Scope of Work. If a Subcontractor will have key responsibilities, briefly describe their experience, qualifications, and expertise to carry out the project. (Limited to one page).

ANYTHING PROVIDED IN EXCESS OF THE PAGE LIMITS ABOVE WILL NOT BE CONSIDERED AS PART OF THE APPLICATION.

Personnel Qualifications Form

Complete a separate Personnel Qualifications Form for each staff that will be paid from the grant or will be conducting their work as Match. This should include all of those that are directly responsible for providing services listed under the Scope of Work in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: _____

2. Position currently held with Applicant: _____

3. Proposed position for contract service and percentage of time devoted to the contract service:

_____ %

4. Number of years with Applicant: _____

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

Budget Request Form

Contractor Name: _____

Contractor Address: _____
Street Address City State Zip

Project Name: _____

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries				-
Fringe Benefits				-
Supplies / Operating Expenses				-
Travel				-
Rent or Cost of Space				-
Contracted Services / Professional Services				-
Administrative / Indirect Costs				-
Total Costs	-	-	-	-

It is understood that Non-Federal Funds identified in this budget will be used to match only ADDPC Federal Funds, and will not be used to match any other Federal Funds during the period of the ADDPC funded Project.

Additional description and background information shall be included as a budget narrative, including for match. The contractor agrees to submit additional background information to the ADDPC upon request.

 Name of Certifying Official

 Title of Certifying Official

 Phone Email

Budget Development Guidelines to Develop Budget Request Form and Narrative

The purpose of the budget narrative is to support the proposed project and provide more clarity and detail on the various budget line items that funds are being requested for. The budget narrative should explain the criteria used to compute the budget figures on the budget form. The Budget Request Form and Budget Narrative shall not exceed 12 months of requested funding.

A budget narrative should also include Match, by listing each Matching Funds Source. Please verify that the narrative and budget request form correspond and the calculations and totals are accurate. This is a federal requirement per the DD Act.

The budget request form and budget narrative shall be in accordance with the Office of Management and Budget (OMB). It is the responsibility of the Applicant to know and understand the applicable circular and basic guidelines for allow-ability of costs.

The ADDPC reserves the right to ask the applicant for a revise budget summary, narrative and matching costs during contract clarifications. The ADDPC will review all costs that are proposed in the Budget Request Form and Narrative. Therefore, please be as accurate as possible. Of special concern are these costs that are Allowable and Non-Allowable as defined by the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for **HHS Awards under 45 CFR Part 75**. These requirements can be found on the U.S. Government Publishing Office website:

<https://www.gpo.gov/fdsys/granule/CFR-2016-title45-vol1/CFR-2016-title45-vol1-part75/content-detail.html>

Personnel/Salaries: Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. If you need additional fiscal personnel to manage this grant, include those costs also. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also be sure to include the scheduled salary increases on the Budget Form.

All organizations that receive Federal funds are required to maintain appropriate documentation to support salaries and wages. All organizations will be monitored to

assure compliance with this requirement. Please review the appropriate Federal Cost Principal and OMB Circular for your organization.

Fringe Benefits: Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.

Supplies/Operating Expenses: Explain each supply item to be purchased, how the costs were determined and justify the need for the items. Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. All purchases should be made according to the Applicant's written procurement policy, which at a minimum must contain the federal procurement guidelines for federal grants.

Travel: Not Allowable.

Rent or Cost of Space: Not Allowable.

Contracted Services / Professional Services: If contracted services/professional services are proposed in the budget, define how the costs for these services were determined and provide the justification for the services related to the project. This category may also include Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and how the rates and other costs are determined. Explain how all contracts will be procured.

Administrative / Indirect Costs: Not Allowable.

Match: Per the DD Act-Section 126(a)(1) and Section 126 (a)(2), Applicants shall contribute 25% Match towards the total program costs, either in the form of Cash or In-Kind. The ADDPC will fund 75% of the total program costs; therefore it is the responsibility of the Applicant to come up with the remaining Match dollars to fund the full program costs. Match is a requirement to show in your budget summary and budget narrative and must be accounted for in supporting documentation.

- a) What is **NOT** considered Match:
 - 1) Applicants are prohibited from using other federal dollars that are currently awarded to the applicant as Match towards the requested total program costs.

- 2) Applicants are prohibited from using a source of funds that is already designated as Match towards an existing program and applying it as Match towards the proposed project.

- b) Example of Match Calculation with the required **25% cash or in-kind**:

Step 1: \$5,000 (requested amount) / .75 = \$6,667.00 (total project cost).

Step 2: \$6,667.00 (total project costs) - \$5,000 (requested amount) = \$1,667.00 (total match requirement).

SPECIFIC ALLOWABLE AND UNALLOWABLE COSTS, THESE ARE THE MOST COMMON REQUESTS

The following highlights allowable and unallowable costs under a proposed conference or training. No costs other than those specified in this subsection as allowable, including any qualifications on their allow-ability, are permitted under conference grants.

Allowable Costs

In general, consistent with 45 CFR 75.432, conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award.

Conference Services. Grant funds may be used for necessary recording of proceedings, simultaneous translation, and subsequent transcriptions.

Consultant Services. Grant funds may be used to pay consultant fees.

Publication Costs. When grant funds are awarded to pay for either the entire or partial cost of publication of proceedings or a book or pamphlet, allowable costs include special plates, charts, diagrams, printing, distribution, mailing, postage, and general handling, unless otherwise specified at the time the grant is awarded.

Registration Fees. Shall be reasonable to not exclude any participant. Funds are notated as Program Income and shall be reported to the ADDPC. Funds can be used to offset other costs associated for the Online Conference/Training.

Salaries. In accordance with the policy of the recipient organization, grant funds may be used for all or part of the salaries of professional personnel, clerical assistants, editorial

assistants, and other non-professional staff in proportion to the time or effort directly related to the conference.

Speakers Fees. Speakers' fees for services rendered are allowable.

Supplies. Grant funds may be used for the purchase of supplies for the conference if the supplies are received and used during the budget period.

Unallowable Costs

Administration/Indirect Costs. Not allowable.

Alteration and Renovation (capital improvement costs). Not allowable.

Entertainment and Personal Expenses. Costs of amusement, diversion, social activities, ceremonials, and related incidental costs, such as bar charges, tips, personal telephone calls, and laundry charges of participants or guests, are unallowable. However, meals may be allowable as provided under Allowable Costs-Meals as strictly stated above.

Equipment Purchase. Grant funds may not be used for the purchase of equipment.

Facilities and Administrative Costs or Indirect Costs. Not allowable.

In-State, Domestic and Foreign Travel: Not allowable.

Honoraria. Honoraria or other payments given for the purpose of conferring distinction or to symbolize respect, esteem, or admiration may not be paid from grant funds.

Local Participants' Expenses. Grant funds may not be used to pay per diem or expenses for local participants in the conference.

Meals. Direct charges for meals/food and beverages are unallowable charges.

Membership Dues. Not allowable.

Research Patient Care. Not allowable.

Visas and Passports. Not allowable.

**Arizona Developmental Disabilities Planning Council
RFGA# FFY20-CON/TRN-020**

SECTION 3: ADDPC SPECIAL INSTRUCTIONS FOR THIS RFGA

1. **REQUIRED REVIEW**

Applicants should carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and objectionable material must be made in writing and received by ADDPC at least seven (7) days prior to the application's due date. Protests based on any omission or error, or on the content of the solicitation, may be disallowed if these faults have not been previously brought to the attention of ADDPC as required herein.

In the event of a contract awarded, no plea of ignorance of conditions that exist, or may hereafter exist, or of difficulties that may be encountered in the provision of services under the contract will be accepted as an excuse for any failure or omission on the part of the applicant to fulfill in every detail all of the requirements of the contract, nor accepted as a basis for any claims for extra compensation.

2. **PRE-APPLICATION REVIEW / AMENDMENTS**

The ADDPC will not hold a Pre-Application Review. All questions shall be sent by email to Marcella Crane at mcrane@azdes.gov. **It is the sole responsibility of the applicant to check the ADDPC website at <https://addpc.az.gov> for any amendments to this RFGA.**

3. **LETTER OF INTENT**

Applicants are strongly encouraged to submit a Letter of Intent via email. The purpose of a Letter of Intent is to notify the ADDPC of the applicants' intent to apply for grant funding under this RFGA. Letters of Intent will be used only to review the number of expected applications and for planning purposes. Include in your Letter of Intent the name of the Applicant and the amount of funding being requested. Letters of Intent shall be emailed to the Contracts Manager, mcrane@azdes.gov **no later than March 3, 2022**. Letters of Intent shall remain confidential until final contract award.

4. **SUBMISSION OF APPLICATIONS**

It is the responsibility of each applicant to ensure their application is electronically submitted, as one complete PDF application, to mcrane@azdes.gov **by the due date and time**, Mar 10 2022, 3:00 PM (Phoenix time).

The ADDPC will not accept: Late electronic submissions, mailed or telefax copies; is not responsible for costs of developing the application; and is not responsible if any electronic copy is sent to another person other than who is designated on this grant solicitation.

5. APPLICATION FORMAT AND CONTENT

The applicant shall submit one complete electronic copy, in PDF format, to mcrane@azdes.gov by the due date and time.

The application narrative shall be typed, single-spaced with one-inch margins or wider with a 12-point using Verdana, Times New Roman or Arial font. Page numbers must be on the bottom of all pages.

The maximum number of pages to be typed is exclusive of other required attachments and forms, is five (5) pages. Legibly fill out the other required forms, and ensure proper signatures are obtained where necessary.

Below is the order the application shall be presented in:

- A. Offeror and Acceptance Form, Signed
- B. Project Narrative (Part 3 in scope of work)
 - B1. Attachment 1: Timeline/Implementation Plan of Major Activities
 - B2. Attachment 2: One Letter of Support
- C. Project Budget Summary Page, Signed; Budget Narratives for Costs and Match
- D. Applicant's Background Information Questionnaire, Signed
- E. Applicant's Qualifications Questionnaire
- F. Nonprofit status: 501 (c)(3) determination letter from IRS
- I. RFGA Amendment(s) if applicable. Signed

Please Note: Failure to include the requested information and in the required format will have a negative impact on the evaluation of the application.

6. APPLICATION OPENING

Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant may be read publicly and recorded. The evaluation documentation shall not be subject to public inspection until after Contract award.

7. OFFER ACCEPTANCE PERIOD

Applications shall be irrevocable for 120 days after the application due date.

8. RESPONSIVENESS AND ACCEPTABILITY

Applications may not be considered responsive and / or acceptable if they do not contain information sufficient to evaluate the application in accordance with the factors identified in the solicitation or other necessary application components. Necessary components include: an indication of the applicants intent to be bound, response to the scope of work, budget information, and submission of all other required forms and attachments.

9. EVALUATION

The ADDPC shall ensure that the final selection for the grant awards shall be made to those whose application is determined in writing to be the most advantageous to the State based upon the evaluation criteria listed below. The evaluation criteria include the following:

1. Meet Eligibility requirements.
2. Provide a comprehensive response to the Scope of Work, including complete responses to all questions under Part 3 – Project Narrative including a timeline of proposed activities and letters of support that demonstrate support and collaboration.
 - 2.1 The proposed conference or training must lead to dissemination of information to target audiences.
 - 2.2 Proposed conference or training will focus on a geographic area of the state that is unserved or underserved, or in economically isolated communities, or target an unserved or underserved group of individuals.
3. Experience and qualifications of the applicant and personnel in carrying out the proposed project.
4. Cost effectiveness of the program that shows reasonable and allowable costs and matching funds.

ADDPC reserves the right to consider historic information and facts, whether gained from the Offeror's application, negotiations, references, or other source and the views of the evaluator(s) with a prior contract or service delivery experience with any of the offerors, while conducting the application evaluations.

10. COMPETITIVE RANGE

If the ADDPC determines that the number of applications that would otherwise be in the Competitive Range exceeds the number at which an efficient competition can be conducted, the ADDPC may limit the number of applications in the Competitive Range to the greatest number that will permit an efficient competition among the most highly advantageous applications.

11. CLARIFICATIONS

ADDPC may request oral or written clarifications, including demonstrations or questions and answers, for the sole purpose of information gathering or of eliminating minor informalities or correcting nonjudgmental mistakes in applications. Clarifications shall not otherwise afford the applicant the opportunity to alter or change its application.

12. NEGOTIATIONS

ADDPC reserves the option to conduct negotiations with applicants who submit applications determined to be in the competitive range or reasonably susceptible of being selected for award. If negotiations are conducted, ADDPC shall issue a written request for final application revisions. Award may be made without negotiations; therefore, applications shall be submitted complete and on most favorable terms.

13. EXCEPTIONS
Applicants shall indicate any exceptions they have taken to the instructions, terms, conditions or other requirements of the solicitation. Exceptions may result in the rejection of the application.
14. CONFIDENTIAL INFORMATION
If a person believes that any portion of the application, offer, specification, protest, or correspondence contains information that should be withheld, then the ADDPC shall be so advised in writing (Budget is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in §§ 41-2611 through 41-2616.
15. DEFINITION OF TERMS
A. Shall, Must: Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of an application as non-responsive.

B. Should: Indicates something that is recommended but not mandatory. If the applicant fails to provide recommended information, the State may, at its sole option, ask the applicant to provide the information or evaluate the application without the information.

C. May: Indicates something that is not mandatory but permissible.
16. AVAILABILITY OF FUNDS FOR THE NEXT STATE FISCAL YEAR
Funds may not presently be available for performance under this solicitation beyond the current state fiscal year. If funds are not allocated and available for the continuance of this solicitation, and any subsequent contracts, they may be terminated by the ADDPC at the end of the period for which funds are available.
17. ADDPC'S RIGHTS
Notwithstanding any other provision of the RFGA, ADDPC expressly reserves the right to:

A. Waive any immaterial defect or informality;

B. Reject any or all applications, or portions thereof; or

C. Reissue the RFGA.