

## RFGA Scope of Work for Council Sponsorship of Conferences

### **A. Purpose of Solicitation:**

The Arizona Developmental Disabilities Planning Council (Council) will make available funds to sponsor conferences, seminars, workshops, symposiums or other events (*referred to in this solicitation as Conference*) of which the primary purpose is to support the dissemination of technical information to individual persons with developmental disabilities, their families, caregivers, professionals that work with this population, and other stakeholders.

### **B. Sponsorship Requirements:**

If selected by the Council, the applicant shall agree to recognize and prominently display the Council's Logo on all brochures and materials that will be used to disseminate information about the Conference. In addition, the following language shall be written on all materials, "*Partial funding was made available by the Arizona Developmental Disabilities Planning Council through contract number XXXXX*". This information will be provided to you upon award notification.

### **C. Target Group:**

Eligible applicants to apply for Sponsorship include:

- Nonprofit, 501 (c)3 Organizations
- Arizona Tribes
- Colleges and Universities
- National Organizations that may have a chapter in Arizona
- Proprietary Organizations

The primary work of an eligible applicant is to support and address issues that are of concern to persons with developmental disabilities, and their families and caregivers.

### **D. Amount of Funding Available:**

The Council is setting aside a total amount of \$100,000 for Sponsorship of Conferences. Individual, small business organizations are limited to maximum amount of \$10,000 to request.

**E. Contract Date:**

July 1, 2012 – June 30, 2013. All Conferences or other means to support the dissemination of technical information shall take place on or by June 30, 2013.

**F. What Types of Activities are Allowable?:**

OMB Circular A-122 Cost Principals for Non-Profit Organizations will be strictly adhered to. Of special note for applicants to consider are the following allowable costs:

*Meetings and Conferences:* The costs of meetings and conferences of which the primary purpose is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences.

*Participant Support Costs:* Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects. The cost for transportation to ensure participants can attend is also covered.

These costs are allowable with the prior approval of the awarding agency.

*Publication and Printing Costs:* Publication costs include the costs of printing (including the processes of composition, plate-making, press work, binding, and the end products produced by such processes), distribution, promotion, mailing, and general handling. Publication costs also include page charges in professional publications.

**G. What Types of Activities are Non-Allowable?:**

For specific definitions on these costs, the applicant is strongly advised to follow OMB Circular A-122 Cost Principals for Non-Profit Organizations. Of special note for applicants to consider are the following non-allowable costs:

- Lobbying
- Fund Raising
- Entertainment Costs
- Advertising and Public Relations Costs

**H. Budget and Match Requirements:**

Applicants shall only apply for up to the maximum amount of funding available. The total amount available per application is \$10,000. Applicants shall submit a detailed budget summary and budget

narrative that covers the total cost for accomplishing the proposed conference. Applicants (individual or joint applicants) may allocate up to 10% of the funds for Administrative Costs/Indirect Costs. Indirect Costs include overhead and personnel required for administering and managing the project. The budget shall at a minimum list:

1. Personnel Costs
2. Fringe Benefits
3. Professional and Outside Services
4. In State and/or Out of State Travel
5. Operating/Supplies Expenses
6. Rent
7. Other
8. Administrative/Indirect Costs (10% maximum)
9. Match

Match is a requirement. Applicants shall show a 25% cash or in-kind match. The ADDPC will only fund 75% of the total program cost; therefore, it is the responsibility of the applicant to come up with remaining match to fund the full program costs.

Applicants are prohibited from using other federal dollars that are currently awarded to the applicant as Match towards the requested total program costs. In addition, 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.

#### **I. Evaluation of the Sponsorship Success:**

Evaluation is an integral part of program development and execution. Data collected helps to establish the presence of need and opportunities, improving program, and demonstrates success.

Applicants shall include how they will evaluate the success of the Conference. Applicants shall submit a copy of their draft evaluation tool to the ADDPC for review and comment 60 days prior to the Conference taking place. A summary of the data collected and analysis shall be submitted within 45 days after the end of the Conference.

In developing your evaluation tool for the Conference, the following guidelines shall be followed.

1. The applicant shall use an evaluation tool that will measure the type of participants in attendance, i.e. person with a developmental disability, family member, community provider, other. Names of individual participants shall not be disclosed.
2. The applicant shall include in the evaluation tool outcome measurements to determine if participants' attendance showed a change in knowledge. Developing a pre/post-test survey will capture this information.

3. The applicant shall include in the evaluation tool how the learned information will be used in the future.
4. The applicant shall include questions that evaluate the effectiveness of speakers, materials provided, and location of the Conference.
5. The applicant shall include the opportunity for participants to provide written comments for any questions.

**J. Application Format and Content:**

1. Describe the proposed Conference. The maximum number of pages to address Question#1 is 5 pages. Ensure that you address the following points:
  - a. Describe the purpose of the proposed Conference.
  - b. Describe how the Conference is aligned with the Council's 5 Year State Plan Goal and Objectives.
  - c. Describe how Conference materials will be developed to meet the needs of participants. For example will materials be developed in 'Plain Language', large font, etc.
  - d. State the proposed dates and location for the Conference.
  - e. Describe how outreach to underserved and unserved populations will occur. State the expected number of participants to attend.
  - f. Describe the proposed topics to be discussed.
  - g. Describe if out-of-state speakers be considered for topics.
  - h. Describe the format for the Conference.
  - i. Describe the proposed partners and other sponsors that will be involved.
  - j. State what is the expected overall cost to hold the Conference.
  
2. Identify the project leader. This is the person that will be the key contact for the Council staff to communicate with. Provide contact information, including title, address, phone and email.
  
3. Provide a Budget Summary, Budget Narrative and Match, for the funds requested. Maximum amount that can be requested is \$7,500.
  
4. Forms to include in your application:
  - a. Offer and Acceptance Form
  - b. Applicant Background Information Form
  - c. Applicant Qualification Questionnaire
  - d. Assurances for Non-Construction Programs
  - e. Financial Systems Survey

**Other documents that will be part of this solicitation include:**

1. ADDPC 2012-2016 State Plan Goals and Objectives
2. Uniform Instructions to Offerors
3. Uniform Terms and Conditions
4. Special Terms and Conditions (developed by ADDPC)
5. DES Special Terms and Conditions for Vulnerable Adults (this will have the provision of Central Registry for applicants to comply with).