



GRANT OPPORTUNITY: DATA ANALYSIS & VISUALIZATION

Development of the ADDPC Community Inclusion Index

We currently have a grant opportunity for a contractor to develop a Community Inclusion Index for the Arizona Developmental Disabilities Planning Council.

The winning grantee will develop an indicator website that will simplify localized and complex disability data by Arizona county. The contractor will create a digital visualization and a method to easily update the data, the ability to collect additional data and display this information on the ADDPC website for accessibility.

The grant is available to nonprofits, colleges or universities, and for-profits. **The total amount of funding available is \$50,000 over a 12-month period.** This a one-year grant and a single award will be made.

A pre-application conference is scheduled for February 14, 2019 at 2:00 p.m. Arizona Time at our Arizona Developmental Disabilities Planning Council office, located at 3839 North Third Street, Suite 306, Phoenix, Arizona 85012. If unable to attend in person, teleconferencing is available by dialing 1-240-454-0879, Access Code 806-463-229 #.

Grant Release: Monday, Feb. 4, 2019	Due Date of Applications: March 21, 2019, 4:00 p.m. Arizona Local Time
Pre-Application Conference: February 14, 2019 at 2:00 p.m. Arizona Time	Anticipated Review: April 2019
Amendment (if any) Posted: February 15, 2019	Anticipated Award: June 1, 2019
Letters of Intent Due (not mandatory): March 15, 2019	<i>Questions?</i> Call (602) 542-8976 or email mcrane@azdes.gov

RFGA#: ADDPC-FFY19-COMIDX-001

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

If you have any questions regarding this RFGA, the only person you may contact is Marcella Crane: 602-542-8976, mcrane@azdes.gov or by mail to 3839 North Third Street, Suite 306, Phoenix, AZ 85012.

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 1-9

Section 2: Application Forms, pages 10-18

Section 3: Special Instructions, pages 19-22

SECTION 1: SCOPE OF WORK

In this section, the Council details the Scope of Work. Please read this section carefully to determine if you're a fit for applying for a grant from the ADDPC.

Title: Development of the ADDPC Community Inclusion Index (Data Analysis & Visualization)

Part 1

Background Information

Indicators are measurements that describe conditions, simplify complex data, measure progress, and track trends over time. They are objective and policy neutral, presenting facts and descriptions rather than explanations. By answering "what," quality indicators prompt people to question "why." This can lead to improved analysis, accountability, and policy change. Investment in valid indicators promotes civic dialogue and provides the kind of feedback needed to build more inclusive and sustainable communities.

In an effort to improve access to disability data and establish these indicators, several organizations have created indicator websites. However, they either don't offer localized information specific to Arizona and its counties, or they don't analyze the indicators desired by ADDPC. A few examples are listed below:

Cornell University:

<http://disabilitystatistics.org/reports/acs.cfm?statistic=1><http://disabilitystatistics.org/reports/acs.cfm?statistic=1>

The Rehabilitation Research and Training Center on Disability Statistics and Demographics:

https://disabilitycompendium.org/sites/default/files/iod/reports/overall-prevalence-report-pdfs/overall-prevalence-report_AZ.pdf?ts=1526320766

National Core Indicators: <https://www.nationalcoreindicators.org/>

Healthy People 2020: <https://www.healthypeople.gov/2020/data-search/midcourse-review/lhi>

Establishing measurements and indicators are important and necessary to assure that Arizona is moving in the right direction towards advancing community inclusion of people with developmental disabilities. ADDPC is seeking an organization to create digital visualizations and a method to easily update them, collect additional data, and complete brief write ups that can be included on the ADDPC website under a Community Inclusion Index page.

Part 2

Total Amount Available

Total Amount Available: \$50,000

1. Only one request per applicant shall be submitted.
2. The ADDPC has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

Number of Funded Applicants

Single award

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 in excess of the original contract period. The ADDPC will not offer a contract renewal under this grant solicitation.

Eligibility

The solicitation is open to the following organizations/agencies within Arizona:

- Corporation - Nonprofits* (must submit a 501 (c)(3) determination letter from the IRS, with your application.
- Corporation - For-profit
- Unit of Local Government
- Community Colleges or Universities

Part 3

Definitions

Community Inclusion Index: A graphical representation of progress towards inclusion over time by state and county. The Index uses indicators, such as employment, education, housing, etc...to evaluate factors that are crucial to the success of the county or state.

Indicators: Measurements that describe conditions, simplify complex data, measure progress, and chart trends over time. They are objective and policy neutral, presenting facts and descriptions rather than explanations.

Community Inclusion: Community inclusion is demonstrated through community participation, presence, and valued relationships between people with and without disabilities. It occurs more often among people with disabilities when they are provided equal opportunities, accommodations to participate, and are valued and respected by those who are in power.

Guidelines for Custom Functionality on an Agency Platform Site

ADDPC conforms to the Department of Economic Security's rules on website development. The Agency Platform websites are built using a custom Drupal 7 distribution and hosted in Pantheon. Agencies wishing to add custom functionality that cannot be achieved through the existing supported distribution must follow the below guidelines. There are three methods for incorporating functionality into an Agency Platform website:

- Custom Drupal module
- Using an iframe to display an external application
- Hosting a stand-alone application within the Pantheon cloud environment

Drupal Module: If a Drupal module not included with our distribution is needed to provide the desired functionality, the following guidelines must be met:

- Must be a numbered, published and supported stable release covered by the [Drupal.org security advisory policy](#).
- Must not conflict with the [current Agency Platform distribution](#).
- Must not conflict with the [Pantheon hosting environment](#).
- Must work with Drupal 7.
- If required, must supply its own content type and default permissions.
- If required, data must be stored within the Drupal database.
- Custom developed modules will be considered. Custom developed modules must comply with [Drupal development standards](#) and will be subject to additional testing.
- Outside vendor/developer will only have access to Drupal site development environment and must work with the Digital Government Team for coordinating testing and go-live processes.
- The Agency will be responsible for maintenance and support of the module, including any conflicts with other site functionality. The agency must either have staff capable of providing timely maintenance or support, or a support agreement in place with an approved web portal vendor for maintenance and support of the module.

The Digital Government team reviews requests for adding additional modules to the Agency Platform distribution. In general, modules that will benefit the entire platform, or multiple agencies, are likely to be considered for addition to the distribution if the functionality cannot be achieved through existing supported modules. When considering modules, the team evaluates the impact on the current distribution, the likely increase in training and support required, and the overall benefit to adding the module. If a module is added to the platform, then the Digital Government team will take over responsibility for maintenance and support of the module.

Inline Frames: An inline frame (iframe) can be used to embed a document, application or webpage within a node on an agency platform website. Most often it is used for an application hosted on an external domain. The following guidelines must be followed when using inline frames on an agency platform website:

- The Agency will be responsible for maintenance and support of the iframe content, including any conflicts with other site functionality.

- The inline frame must meet [State of Arizona Accessibility Standards](#):
 - Must have a descriptive frame title
 - Must use correct doc type
 - Must provide no frames content, which should indicate what the contents of the frame is when the user cannot, or chooses not to, display the iframe
- All content within the frame must:
 - Conform to all [State of Arizona IT policies](#) (security, accessibility, design, etc.)
 - Be fully responsive in order to support view in multiple devices and browsers (Chrome, Firefox, iOS, Android, etc.)
 - Must have scrolling set to auto, but should be designed to eliminate or reduce scrolling as much as possible
 - Be hosted on a secure server and delivered via https.

Standalone Application: Agency Platform websites are hosted within the Pantheon environment. This environment is specifically designed for hosting Drupal web applications with a scalable infrastructure and robust content delivery network. As such, not all applications or configurations are supported within this environment. If an agency desires to host a stand-alone application within the Pantheon platform, the following guidelines must be met:

- The developer is responsible for understanding the architecture and limitations of the [Pantheon hosting environment](#).
- The application must not conflict with the [current Agency Platform distribution](#).
- The application must conform to all [State of Arizona IT policies](#) (security, accessibility, design, etc.)
- Outside vendor/developer will only have access to Drupal site development environment and must work with the Digital Government Team for coordinating testing and go-live processes.
- The Agency will be responsible for maintenance and support of the application, including any conflicts with other site functionality. The agency must either have staff capable of providing timely maintenance or support, or a support agreement in place for maintenance and support of the application.

Drupal 7 and Pantheon Reference Materials:

- Pantheon information can be found at <https://pantheon.io/docs/faq/> and <https://pantheon.io/docs/platform/>
- Drupal 7 information can be found at <https://www.drupal.org/docs/7>

Part 4

What is the Purpose or Desired Outcome?

The ADDPC desires a Community Inclusion Index page that includes mapping, charts, and infographics to share how Arizonans with disabilities are performing across several domains:

- Demographics
- Employment
- Education
- Housing
- Transportation
- Poverty rates

This data shall be aggregated to create a “Community Inclusion Index” which will allow comparisons of inclusiveness across time and geography within and outside Arizona and nationally. This information will give individuals, groups and whole communities an opportunity to determine where they stand in promoting community inclusion and gauge their progress over time.

In addition, measurable indicators applied to disability will help ADDPC further its mission of making Arizona a more inclusive community for all stakeholders in the state, especially those residents with developmental disabilities. It will provide a “common ground” dataset for constructive dialogue across different disciplines, departments, sectors, and policy-makers. It will also promote evidence-based decisions in policy evaluation and provide a way to share supplemental and original data from future ADDPC research initiatives.

What types of activities will be funded; What are the Deliverables if Funded?

It is expected that the Applicant shall complete the following activities as part of this scope of work:

- Complete data collection, which includes Demographics, Education, Employment and Labor Force, Poverty, Race/Ethnicity, across Arizona counties, Arizona, Colorado, New Mexico, Utah, and Nevada, and the United States. The most recent years, 2012-2016 5-year averages, have already been collected.
- Create web-based graphics to present the data. Mapping to show disparities in county-level and state-level information should be used. The maps do not need to be interactive.

- A brief write-up should accompany each set of indicators.
- Design a layout for the data and visualizations that is accessible to screen reading software and aligns with other web accessibility standards that follow Web Content Accessibility Guidelines (WCAG) and includes text that is easy to understand at a fourth-grade level.
- A Community Inclusion Index aggregating the data should be created for Arizona and its counties using Housing, Transportation, Poverty, Education, and Employment data. A sample of one showing progress can be found here:
<https://www.healthypeople.gov/2020/data-search/midcourse-review/lhi>
- The final product should be tested by end users with disabilities before final roll-out.

It is preferable that a method be used to upload the data into the ADDPC website that is easily accessible so that ADDPC staff may update the data annually; for example, the use of Google spreadsheets may be helpful. It is expected that the Applicant will train ADDPC staff on how updates can be done.

The Applicant shall develop and implement activities using plain language, so that the data is easy to understand. The visualizations should also have descriptors for those who use screen reading software. The designed webpage should be accessible to screen reading software. It is expected that there will be frequent communication with the ADDPC Director as the product is developed. It is important to note that ADDPC uses a Drupal web-based platform.

Part 5

Project Narrative

Applicants shall provide a written narrative to address the Scope of Work. The written narrative shall be single-space typed, and shall be a maximum of 10 pages, 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) Briefly describe the capacity for the Applicant organization to successfully complete the goals of this project. Provide any previous experience with the activities requested in this scope of work, and a link to the final product(s), if available.

- 2) Provide the name(s) of the key staff who would be assigned to this project, their educational background, length of time with organization, current title at firm, and previous experience with disabilities, and data analysis and graphics. Attach current resumes or CVs of each team member involved. Resumes/CVs are excluded from the 10-page maximum.
- 3) Provide a time line with key tasks and what is needed from ADDPC to complete the project within the project year. It is important that what is developed be tested by the end user before final roll-out. Ensure this is built in to the timeline.
- 4) If key staff left the organization during the contract period, what would the Applicant organization do to ensure project activities are continued on time, and completed successfully with the project year?
- 5) Provide up to two current references. Include contact information, and briefly describe the type of research conducted, for whom was the research conducted for, and when the research was completed.
- 6) Provide a budget that shows a total all-inclusive cost. Include the number of hours at the hourly rate for each of the key staff working on this project.

Part 6

Dates to be Aware of:

Pre-Application Meeting: (Attendance is not required)

February 14, 2019, Time 2:00 PM

Location: Arizona Developmental Disabilities Planning Council
3839 North Third Street, Suite 306
Phoenix, Arizona 85012.

If unable to attend in person, teleconferencing is available by dialing
1-240-454-0879, Access Code 806-463-229 #

Letters of Intent Due Date:

March 15, 2019 via email: mcrane@azdes.gov

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

Application Due Date:

March 21, 2019, 4:00 PM Phoenix Local Time;

Applicants shall submit a full application, with all required forms and documents, in PDF format.

email one full application to mcrane@azdes.gov



Offer and Acceptance

**AZ Developmental Disabilities
Planning Council**

SOLICITATION NO.: ADDPC-FFY19-COMIDX-001

PAGE
1

3839 North Third Street, Ste. 306

OFFFEROR:

OF
1

Phoenix, AZ 85012

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_____

Erica McFadden, PhD, MSW, Executive Director

Applicant's Background Information Questionnaire

Complete each item, using attachments where necessary and label your response “**Applicant's Background Information Questionnaire**”. 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.

1. Contact Name for Project: _____

Organization Name: _____

Address: _____

Phone Number: _____ Email: _____

2. The Applicant is and was established when:

TYPE	YEAR ESTABLISHED
Individual	
Corporation – Nonprofit	
Corporation – For Profit	
Limited Liability Company	
Limited Liability Partnership	
Partnership	
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.		

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.

Financial Systems Survey

Applicants: If you have a current contract with the ADDPC **OR** have received a grant from the ADDPC in the past 3 years, you are **not required** to fill the Financial System Survey.

All other NEW applicants, please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

Name of Applicant: _____

As stewards of federal funds, the Arizona Developmental Disabilities Planning Council awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last three years?	<input type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past three years? (organization has expended \$750,000 in federal funds in the applicant's past fiscal year. ADDPC may request copy)	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past three years? If so, what year? _____	<input type="radio"/> YES <input type="radio"/> NO
4. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
5. If you answered YES to question #5, under what section of the IRS code? <input type="radio"/> 501 C (3) <input type="radio"/> 501 C (4) <input type="radio"/> 501 C (5) <input type="radio"/> 501 C (6) <input type="radio"/> Other: Please Specify Type _____. Attach copy of determination letter from IRS	Attachment Required
6. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<input type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with OMB final guidance for HHS federal awards, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards under 45 CFR, Part 75)?	<input type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using an approved federal indirect cost plan/rate need to attach a copy of the approved Indirect Cost Rate or methodology and calculations in determining the rate.	<input type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
5. Are forgone indirect costs used as match for the proposed grant program?	<input type="radio"/> YES <input type="radio"/> NO
6. Are employee time sheets supported by appropriately approved/signed documents?	<input type="radio"/> YES <input type="radio"/> NO
7. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input type="radio"/> YES <input type="radio"/> NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain a system of contract administration to ensure Subcontractor conformance with the terms and conditions of each contract?	<input type="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input type="radio"/> YES <input type="radio"/> NO

E. CONTACT INFORMATION

Please indicate the following information. In the event that the Arizona Developmental Disabilities Planning Council has questions about this survey, this individual will be contacted.

Prepared By: _____

Job Title: _____

Date: _____

Phone & Email: _____

F. CERTIFICATION

I certify that this report is complete and accurate, and that the Applicant has accepted the responsibility of maintaining a legal and valid financial systems.

Signature

G. COMMENT AND ATTACHMENTS

Please attach a Word document to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment. Label this extra sheet as Financial Systems Survey - Comment. And attach any related and required documents at the end of Financial Systems Survey.

ASSURANCES FOR NON-CONSTRUCTION PROGRAMS
OMB Approval No. 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

NOTE: If you have a current contract with the ADDPC **OR** have received a grant from the ADDPC in the past 3 years, you are not required to sign the Assurances for Non-Construction Programs.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as

amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.

- 18. Will comply with the Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights of 2013 (P.L. 112-239, U.S.C. §§4712 et seq., section 828 of the National Defense Authorization Act).
- 19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program, including the U.S. Health and Human Services, 2 CFR Part 300, and 45 CFR Part 75; and Grants Policy Statement. Each governs the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	TITLE
OFFEROR ORGANIZATION	DATE

Arizona Developmental Disabilities Planning Council
RFGA# ADDPC-FY19-COMIDX-001

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 CONFERENCE**

A Pre-Application Conference will be held at the ADDPC Office and via teleconference, as listed in Part 6 of the Scope of Work, **February 14, 2:00 PM**; attendance is not required. The purpose of the conference will be to clarify the contents of the solicitation in order to prevent any misunderstanding of ADDPC's position. Any doubt as to the requirements of the solicitation or any apparent omission or discrepancy should be presented to ADDPC at the conference. ADDPC will then determine the appropriate action necessary, if any, and issue a written amendment to the solicitation if required. Oral statements or instructions will not constitute an amendment to the solicitation. **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 15, 2019**. 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, March 21, 4:00 PM**. Late electronic submissions will not be accepted.

The ADDPC will not accept mailed or telefaxed copies.

The ADDPC is not responsible for the costs of developing the application.

The ADDPC is not responsible if an 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.

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 forms, is ten 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
- B. Program Narrative, (part 5 in scope of work)
- C. Applicants Background Information Questionnaire
- D. Financial Systems Survey, and required financial attachments, if applicable
- E. Assurances for Non-Construction Programs, if applicable
- F. Signed RFGA Amendment(s) if applicable

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

7. 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.

8. OFFER ACCEPTANCE PERIOD

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

9. 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.

10. 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 includes the following:

1. Provide a comprehensive response to the Scope of Work, including complete responses to all questions under the program narrative, to include a timeline of proposed activities, and reference check.
2. Experience and qualifications of the applicant and personnel in carrying out the proposed project.
3. Cost effectiveness of the program that shows reasonable and allowable costs.

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 offeror's, while conducting the application evaluations.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.
16. 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.
17. 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.
18. 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.