

PRODUCTIVE LIVING BOARD

REQUEST FOR ONE TIME FUNDING

REQUEST FOR PROPOSALS SYNOPSIS

The Productive Living Board is accepting proposals for consideration of **one time funding that will enhance the provision of PLB funded services and not create an ongoing obligation for funding**. The PLB has set-aside \$1.3 million for one time funding projects. Applications must address one of the PLB Core Service definitions and one or more of the PLB Quality Enhancement/Service Excellence standards.

Closing Date: An **original and an electronic copy** of the completed proposal must be received no later than **1:00 p.m.** on **Monday April 30, 2012**.

Original: Joyce Prage, CPA
Executive Director
Productive Living Board
121 Hunter Avenue, Suite 200
St. Louis, MO 63124

Electronic Copy: jprage@plboard.com

To access the RFP or ask questions:

- To view the RFP go to www.plboard.com
- Click "For Agencies Only"
- Log in with your User ID & password
- Click [Request for Proposal](#)

Technical assistance is limited to answering questions regarding clarification of RFP instructions, definitions, or terms. All phone calls are referred to the website.

- Follow the steps listed above to access the RFP
- Click [Ask Questions](#)
- To review answers click [Review Answers](#)

PRODUCTIVE LIVING BOARD

REQUEST FOR PROPOSALS - ONE TIME FUNDING

FEBRUARY 2, 2012

I. Statement of Purpose

During FY'11 the Board received responses to the Request for Proposals issued to PLB funded agencies which addressed core infrastructure needs, specialized training and studies. The PLB has determined that additional funds are available for a **Request for Proposals** and has set-aside \$1.3 million for proposals not to exceed \$100,000. **These funds are available for proposals from PLB funded agencies for one time funding that will enhance the provision of PLB funded services and not create an ongoing obligation for funding. Emphasis will be placed on collaborative proposals which maximize consumer outcomes and the use of available funds.**

II. Scope of Project

A. Applicant must address one of the PLB Core Service definitions and describe the **impact** the funding will have on improving consumer outcomes:

Residential Services (a) focus on the maintenance of a person with a developmental disability in his or her own residence, or the residence of his or her natural family and his or her community and (b) promote the acquisition of skills for independence, formation of social roles, relationships and self-reliance.

Residential services include:

- Independent Supported Living Assistance – provides supports for individuals to live independently in the community.
- Individual/Family Supports – provides in-home and in-facility supports to maintain individuals in their natural home.
- Community Support – provides support for individuals to develop skills for independence.

Vocational Services (a) focus on a person with a developmental disability obtaining and maintaining meaningful employment and (b) promote the acquisition of vocational skills, formation of relationships in the employment environment and the use of transportation systems, progressing towards independent living.

Vocational services include:

- Pre-Employment Services - support the development of skills needed to obtain and maintain employment in the community.

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- Employment Services - support the development of skills needed to maintain and enhance employment in the community.
 - Post-Employment Services - focus on transition into retirement and participation in older adult community activities.
- B. Applicant must address one or more of the PLB Quality Enhancement/Service Excellence standards and describe the **impact** the funding will have on improving the quality of services provided:
- Health and Safety
 - Staff Competency
 - Consumer Satisfaction
 - Individual Support Plans
 - Documentation
- C. **Collaborations are encouraged to maximize consumer outcomes and the use of available funds.**
- D. Applicant will provide a detailed description of the **need** for the funding requested.
- E. Applicant will provide a detailed **implementation methodology**.
- F. Applicant will demonstrate the **sustainability of alternate funding for the project should the request require ongoing funding**. (e.g. maintenance of capital items, licenses, fees)
- G. Applicant will indicate the number of St. Louis County consumers that will **directly benefit** from the one time funding, if applicable.
- H. Applicant will demonstrate **how** funding will improve consumer outcomes and/or efficiency and cost effectiveness.
- I. Proposals will be accepted for **one time initiatives that do not create an ongoing obligation**. Priority initiatives include but are not limited to:
- Implementation of best practices which directly impact outcomes for consumers.
 - Proposals which demonstrate improvement of agency efficiency in the delivery of services or in addressing one or more of the quality standards.
 - Training
 - Independent supported living replacement of basic furnishings per ISLA Start-Up Policy. Funding is not to exceed \$2,000 per person and applicant must document need.
 - Research and development projects
 - Capital items
 - Technology enhancements, such as hardware, software, desktops (laptops, signature pads, smart phones or other mobile devices used to store consumer information will not be considered)

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- The PLB may consider mobile devices that are used to store and execute software programs used **only** to train consumers and/or staff.

J. Capital items: A one time waiver will be considered for capital items that are not included in the current PLB Capital Policies, and meet the guidelines of the RFP. Waiver of the current PLB Capital Policies does not imply future replacement of any capital items that may be funded under this RFP.

If the capital expenditure will also be used to support individuals with developmental disabilities that are not St. Louis County residents or individuals that do not meet the PLB's eligibility requirements, the **PLB will only fund the percentage of the cost related to eligible St. Louis County residents**. The applicant must apply the following to their capital request.

1. Provide the agency's percentage of PLB revenue to total agency revenue or if project specific, percentage of PLB project revenue to total project revenue.
2. Provide adequate, verifiable documentation to support the percentage of funding requested if the capital item will be used to support individuals that are not eligible for PLB funding. Funds requested need to primarily support St. Louis County residents with developmental disabilities.
3. Provide evidence of the agency's ability to fund any ongoing costs related to the capital request. (e.g. ongoing maintenance, licensing fees)
4. Examples of one time capital items that may be requested include, but are not limited to; agency infrastructure enhancements, computer hardware/software, equipment to be used as a training tool for consumers and/or staff, etc.

K. Priority will be given to those projects that can be implemented immediately.

L. The project must be fully implemented and funds expended **within 12 months of approval**.

M. All policies and procedures outlined in the PLB Funding Manual will apply with exceptions as noted in Section II, Scope of Project – J.

N. For this RFP:

- The PLB has set-aside \$1.3 million for one time funding proposals.
- Proposals shall not exceed \$100,000.

III. Instructions to Applicants

Proposal Content Requirements: All proposals must be submitted in the following format and include all of the required information.

- A. Applicant Information: The attached Applicant Information sheet must be submitted.
(Exhibit A)
- B. Project Description/Work Plan: Provide a comprehensive work plan for the project that addresses each of the design criterion outlined in Section II, Scope of Project.
- C. Staff Qualifications: Identify the key individuals who will have primary responsibility for the development, implementation and management of this project, and state their relationship to the organization. Include experience, as well as extent of time to be spent on this project, job responsibilities, and an organizational chart, when applicable.
- D. Budget: Provide a line item “not to exceed” budget for the direct cost of the proposed services/project. Only direct costs incurred as a result of this proposal will be considered. The PLB will only fund the percentage of the cost related to eligible St. Louis County residents.
- D. Payment/Invoice: Monthly invoice will be submitted with appropriate documentation of direct cost incurred.
- E. Signature of Responsible Persons: Proposals must be signed by an authorized individual(s) of the applicant organization and include the name, title, address and telephone number of the individual(s) with authority to negotiate and contractually bind the organization.
(Exhibit B)
- F. Corporate Resolution: Complete the Productive Living Board Corporate Resolution and submit with your proposal. **(Exhibit C)**
- G. Proposal Guidelines: Proposals must be completed within the stated guidelines. All proposals received will be considered to be in final form. Supplemental information will not be considered after the deadline for submission of proposals unless requested by the PLB.

Closing Date: An original proposal and electronic copy of the completed proposal must be received no later than **1:00 p.m. on Monday, April 30, 2012.**

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IV. Review of Proposals

- A. A review team designated by the executive director will evaluate all proposals.
- B. If an agency is submitting more than one proposal, please rank the priority order of the proposals. (e.g. 1 through the number of proposals submitted, **not** all proposals are a high priority.)
- C. The PLB Administration Committee may request a meeting with those organizations best representing the requirements as described.
- D. The PLB Administration Committee will forward a recommendation to the full Board regarding which proposal should receive the award(s).
- E. A final decision on this matter is expected to be made no later than June 11, 2012.
- F. Proposals will be reviewed by the PLB in accordance with the following weighted criteria:
 - 1. The proposed approach to the scope of work.
 - 2. The level of experience of the individual(s) identified to work on this project.
 - 3. The individual's/organization's experience with similar projects.
 - 4. The total proposed cost.

V. Conflict of Interest

Applicants agree that they or their employees do not currently have, nor will they have, any conflict of interest between themselves and the PLB or PLB-funded agencies. Any perceived or potential conflict of interest must be disclosed in the proposal.

VI. Contractual Agreement

The PLB will issue a service agreement with the selected applicant(s).

VII. Rights Reserved to the PLB

The PLB reserves the right to reject any and all proposals or to waive any irregularities and omissions if, in its judgment, the best interest of the PLB will be served.

**PRODUCTIVE LIVING BOARD FOR ST. LOUIS COUNTY CITIZENS
WITH DEVELOPMENTAL DISABILITIES**

PROPOSAL FOR ONE TIME FUNDING

FEBRUARY 2, 2012

I. APPLICANT INFORMATION

Applicant Name _____

Address _____

Project Description _____

Total Proposed Budget: \$ _____

If You are Submitting More than One Proposal Please List the Priority of this Proposal

Priority is ____ **of** ____

Name of Principle Contact Person _____

Title of Principle Contact Person _____

Phone Number _____

E-Mail Address _____

Person Authorized to Execute Contract _____

Title of Authorized Person _____

IV. APPLICANT SIGNATURE

PLEASE TYPE OR PRINT BELOW:

Name (Person Completing Application)

Title or Relationship to Agency

Phone Number

E-Mail Address

Agency

Date

Signature of Applicant:

CORPORATE RESOLUTION

The _____ Board of Directors, having met on _____
(Name of Agency) (Date)

voted to apply for funds from the Productive Living Board for St. Louis County Citizens with
Developmental Disabilities in the amount of \$ _____ for the purpose of:

<u>PROJECT NAME</u>	<u>AMOUNT REQUESTED</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Exact dollars requested are not required. Amounts requested may be submitted as not-to-exceed figures.

The individual below is authorized to sign and enter into service agreements with the Productive Living Board for St. Louis County Citizens with Developmental Disabilities is (are):

Name

Title

Board Member Signature: _____

Print Name: _____

Title: _____ Date: _____

NOTE: Copies of approved board meeting minutes authorizing contractual arrangements with the PLB may be submitted in lieu of this form.