



**REQUEST FOR PROPOSAL
(Competitive)**

Development of a Website for the Council as a Hub for Disability Information

Date Issued: April 26, 2024
Proposals Due: June 1, 2024

The South Dakota Council on Developmental Disabilities (Council) is pleased to announce the availability of funds in accordance with the Developmental Disabilities Assistance and Bill of Rights Act (DD Act).

AREA OF EMPHASIS

- ◇ Community Supports and Services

ELIGIBLE APPLICANT:

- ◇ Any interested organization or business in South Dakota

STATE PLAN GOAL AND OBJECTIVE

- ◇ The State Plan goal is that people with intellectual and developmental disabilities (IDD) and their families have improved access to services and awareness of resources.
- ◇ The Objective is to share resources and information through multiple media formats – including a new website.

BACKGROUND INFORMATION:

- ◇ There is an abundance of information and resources available from South Dakota organizations that serve people with disabilities, most are available online. However, finding what you need when you need it can be very time-consuming and overwhelming. People with disabilities and families experience many day-to-day challenges – seeking information to help themselves and their families should not be a burden.
- ◇ Many families have expressed a desire for a “hub” of information that could connect people with disabilities, their families, and professionals to a majority of the resources, organizations, and agencies that serve people with disabilities at any age and stage of life. People could easily access information they need to make the choices and decisions best for themselves, their family member, or the people they support. Examples: <https://disabilityhubmn.org/> - Disability Hub Minnesota
<https://informingfamilies.org/> - Informing Families (Washington State)
<https://www.tnpathfinder.org/> - Tennessee Disability Pathfinder
- ◇ The Council is considering sharing resources based on the Charting the LifeCourse Framework (6 life stages and 7 life domains). Life Domains: 1) daily life and employment; 2) community living; 3) healthy living; 4) safety and security; 5) social and spirituality; and 6) advocacy and engagement. Life Stages: 1) prenatal/infancy; 2) early childhood; 3) school age; 4) transition to adulthood; 5) adulthood; and 6) aging.

Council staff and others would provide direction and knowledge about the.
<https://www.lifecoursetools.com/lifecourse-library/lifecourse-framework/>

PURPOSE:

- ◇ Develop and launch an accessible, easily searchable website for the Council as a hub for disability information.
- ◇ Ensure access by people with all types of disabilities - accessibility features such as ease of use for screen readers, "Recite Me" or another app to read the web pages, changes to font size and colors, languages, and more may be needed.
- ◇ Develop a platform for agencies and organizations to submit information and resources to be included on the site.
- ◇ Develop a list serv or other communication option.
- ◇ Provide training and technical assistance to Council staff or others who will continue to update and build the resources on the "Disability Hub".
- ◇ Provide ongoing web hosting and technical assistance.

MINIMUM REQUIREMENTS:

- ◇ The project funds must be used for the above stated purpose only.
- ◇ Include a budget for year 1 (development of the website) and 2-3 years (continued maintenance and updates as needed).
- ◇ Use plain language to explain your proposal – technical terms should be explained in language everyone can understand. The Council includes people with intellectual and developmental disabilities (IDD), parents of children and adults with IDD, and others who may not have a background in technology.
- ◇ Include timelines for completion of milestones throughout the process.
- ◇ Address all questions in the attachment from the Bureau of Information and Telecommunications related to interacting with state government. These pages will be part of the contract for services once the Council has chosen a recipient.
- ◇ Conform to the Section 508 standards set by the US Access Board when designing or developing the website and the Web Content Accessibility Guidelines (WCAG).
- ◇ With Council staff, conduct a focus group to identify the needs, preferences, and expectations of people with disabilities.
- ◇ Prior to deployment, test and validate design and development solutions with people with disabilities and assistive technology users.
- ◇ Make the website compatible with common or frequently used assistive technology, to the greatest extent practical.
- ◇ Continuously monitor accessibility after deployment as part of ongoing maintenance and validate any updates to ensure they will not negatively impact accessibility.
- ◇ Include a method for evaluating the accessibility and reach of the website.

FUNDING:

- ◇ Federal funds available for this project: not to exceed \$25,000 - \$35,000.
- ◇ Funding for ongoing costs of maintaining the website and providing technical assistance to Council staff for updates: not to exceed \$25,000.
- ◇ Initial work should be completed between April 1, 2024 and March 30, 2025.
- ◇ The Council is not liable for any costs incurred by the applicant prior to issuance of a legally executed contract or procurement document. Further, no proprietary interest of any nature shall occur until a contract is awarded and signed by all concerned parties.
- ◇ Payments of federal funds will be made upon approval of proposal, completion of the contract and receipt of detailed expenditure reports.

REPORTING REQUIREMENTS:

- ◇ Projects receiving funding will be required to provide a monthly update on activities, expenditure reports and an invoice.

CANCELLATION OF REQUEST FOR PROPOSAL

- ◇ The Council reserves the right to cancel this Request for Proposal at any time, without penalty.

ACCEPTANCE/REJECTION OF PROPOSAL

- ◇ One signed copy of the proposal should be submitted to the Council Office via email prior to the due date. Arlene.Poncelet@state.sd.us
- ◇ The Council reserves the right to not fund a proposal, to fund at a level different than what was requested or to fund with alterations.

REVIEW PROCESS

- ◇ Project proposals will be reviewed and approved by the Council.
- ◇ Proposal review will include areas such as: the project narrative, applicant's qualifications, budget justification, and evaluation methodology.
- ◇ Applicants will be offered the opportunity to either appear before the Council or via Zoom to present a project summary and respond to questions.

Questions regarding the proposal submission process should be addressed to: South Dakota Council on Developmental Disabilities, 2520 E Franklin Street, Suite 4, Pierre, South Dakota 57501-5070, (605) 773-6369.

Application materials are available in alternate formats by request.