



NEW MEXICO
**Developmental Disabilities
Planning Council**

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Request for Information (RFI)

Legislative and Policy Action Network (LPAN)

PURPOSE

The purpose of this RFI is to create and support a statewide Legislative and Policy Action Network for and with people with developmental disabilities and their families for the purpose of influencing and impacting systems change to improve rights, quality of life, and access to inclusive lives for persons with developmental disabilities.

Note: This is not a request for proposal. A contract may or may not be offered or awarded based on this RFI.

GENERAL INFORMATION

Background

New Mexico Developmental Disabilities Planning Council engages in advocacy, capacity building, and systemic change activities that contribute to culturally competent and coordinated individual and family-centered and -directed, comprehensive systems of community services, individualized supports and other forms of assistance that enable individuals with developmental disabilities to exercise self-determination, leadership, independence, productivity and integration in all facets of community life. The LPAN is part of this inclusion and integration mission.

The vendor/contractor will coordinate a network of supports through the LPAN for people with developmental disabilities and their families facing challenges in their daily lives in education, employment, family support, health care, housing, human rights, and community living and other issues of importance to people with developmental disabilities and the DDPC. Through LPAN, state and federal legislators, elected officials and state administrative agencies in positions to make laws, rules and regulations, eligibility and program policies and standards in these areas will become informed. It is important that people with developmental disabilities and their families are knowledgeable about current policy issues, are actively engaged and visible so policymakers understand and are aware of the impact upon people with developmental disabilities.

Scope and Performance Measures

Proposals must include, but are not limited to, the following activities:

The New Mexico Developmental Disabilities Planning Council is seeking a 501(c)(3) organization that will:

1. Develop of a statewide grassroots consumer and family network that includes people with developmental disabilities, families and supporters of disability rights who are knowledgeable about disability issues and equipped to take action.
2. Develop and distribute tool kits and fact sheets on key legislative and policy issues.
3. Support and ensure participation of grassroots members in Disability Rights Awareness Day at the Legislature and other statewide events designed to impact policy and legislation.
4. Provide ongoing information and alerts that direct grassroots members how to take needed action. Proposals must describe how the vendor will track number of grassroots responders.
5. Develop of social network tools for rapid response to legislative and policy issues and alerts.
6. Develop of an evaluation plan that will measure success in meeting the goals of the Campaign, and provide for benchmarks for continuous evaluation of strategies that build in the ability to modify strategies as appropriate to the legislative climate, successes and lessons learned for improvement.

Compensation will not exceed \$20.8K for five months of the first year of the 2011-2016 Five Year Plan. (May 1, 2012 – September 30, 2012) There may be opportunity for future project funding up to four additional years based on results. State travel will be required.

QUALIFICATIONS

Required Abilities and Experience:

The organization must be a nonprofit 501(c)(3) organization incorporated in the State of New Mexico with infrastructure capacity at statewide and local levels to develop, support and implement grassroots legislative and public policy advocacy by persons with developmental disabilities and their families and concerned persons. The organization must:

1. Provide one person to serve as the main contact for the duration of the project who will present information and coordinate with DDPC staff, including a reasonable number of meetings to present concepts and designs.
2. Describe the firm's process in developing a network that will work towards issues impacting persons with developmental disabilities and families.
3. Provide reference information from three current clients.
4. Provide an organizational profile, length of time in business and core competencies. Please include the organization's proven history and skills in the ability to organize and work with people with developmental disabilities and families; and
5. Briefly describe the organization's capacity to produce creative marketing campaigns to capture the target audience; and
6. Briefly describe the organization's project management process.
7. Include a brief biography for each key staff member assigned to this project. Specifically we want to understand the level of specialization and expertise in marketing and creative design and management that each key staff member brings to the project.
8. Provide a timeframe for completion. The timeframe for completion of the project will be evaluated. In addition, timeframes will be part of the contractual

agreement should an agreement be awarded; therefore, a realistic timeframe for completion is requested.

9. Demonstrate shared values of the DDPC for independence, self-determination, inclusive lives, and productivity; and
10. Demonstrate the organization's commitment to impacting the quality of life of children and adults with developmental disabilities; and a
11. Demonstrate strong knowledge and expertise in the NM legislative process; and
12. Demonstrate expertise in impacting state administrative policy, practice and regulations; and
13. Demonstrate the ability to communicate with persons with developmental disabilities and families through written and oral communication.

INFORMATION REQUESTED

1. If the bidder is aware of whom the lead staff person(s) is/are, include vitae. If not, include the vitae of the Executive Director.
2. Work-plans (should not exceed ten pages) with examples and specific strategies to accomplish the following:
 - a) Proposals must describe how the contractor will develop, support and sustain such networks, targeting key legislative districts.
 - b) Proposals must describe how the contractor will provide information and training to grassroots network about: effective participation in the legislative process, current policy and legislative issues facing people with developmental disabilities and strategies to impact legislative and policy issues.
 - c) Proposals must describe how people with developmental disabilities and families will be leaders in the Network.
 - d) Proposals must describe how grassroots will be activated in local communities to educate state and federal elected officials and public officials.
 - e) Proposals must describe strategies that will be utilized (with measurable outcomes) for constituents to educate state elected officials, including face-to-face meetings in the home district.

Note: Sub-contracting is not authorized.

RFI MANAGER

Please send resumes and work plan with signature, either electronically and a hard copy through U.S. Postal Service to:

Karen Courtney-Peterson
Deputy Executive Director
New Mexico Developmental Disabilities Planning Council
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DISCLAIMER

All dates listed below, and elsewhere, are believed to be accurate. However, in the case of any differences between such dates, and the dates presented in the RFI, the dates given in the RFI shall prevail.

RESPONSE DEADLINE

Responses must be received by the RFI Manager, Karen Courtney-Peterson, no later than March **31, 2012**. Responses received after this deadline will not be considered.

ISSUANCE

The contract award on or about **May 1, 2012**

TERMINATION

The contract will terminate on **September 30, 2012 (with opportunity for renewal.)**