



GRANTS AND CONTRACTS Policy No. 110

REQUESTS FOR PROPOSALS

The Council shall follow applicable federal and state laws as the method to solicit bids from non-Council entities.

1. All Requests for Proposals (RFPs) will follow a format acceptable to and in accordance with the requirements of the state and administering agency.
2. In addition to RFPs the staff shall notify all known or presumed parties of interest. This notice will be sent by mail to the last known address on file in the Council office.
3. A list of everyone requesting proposals shall be developed by the staff and reflect the name, address, organization, and date of the requesting organization. This list shall be kept on file with all related RFP material available to the public upon request.
4. All proposals shall be reviewed using pre-designed proposal review criteria. The review criteria will reflect the information outlined in the RFP, and meet the requirements of the state and administering agency.
5. Proposal review teams shall review all proposals. The Executive Director or lead staff member shall identify and request assistance of review team members. Review teams must meet the following composition:
 - a. Each team must have from three (3) to five (5) members;
 - b. The majority of the team should be Council members, although a non-Council member with technical knowledge appropriate to the proposal may be included provided there is no conflict of interest;
 - c. At least one (1) of these team members must be a self-advocate or a parent/guardian;
 - d. A staff person may serve as one of the team members.
 - e. In the event only one proposal is received pursuant to an announced RFP, the team should review the single submission based upon its merits and compliance with the information outlined in the RFP.
6. In no event will the Council accept unsolicited proposals. Conference support or conference funding requests shall not be considered unsolicited proposals and shall be considered by the Governance Committee according to policy governing conference requests.

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7. Multi-year funding requests will be allowed. Multi year requests may take two formats and may not, in the judgment of the Council require issuance of a second RFP; however, this strategy must be set out in the initial RFP.
 - a. The first format RFPs may be issued that use two separate fiscal years' funding for two distinctive phases of the project. Typically the second year funding will be contingent upon successful completion of the first year activities.
 - b. The second format is a proposal that is of such a large financial magnitude it requires two separate fiscal years to fully fund the original project and attendant objectives over a two year period.
 - c. With either format, the project and multi-year funding requirements must be reflected in information developed and approved according to Council policy and be consistent with applicable federal and state laws.

PURCHASE OF GOODS AND SERVICES

The Council shall utilize the contractual and purchasing process as established by the state and administering agency. Contracts, letters of agreement, and purchase orders or other state/agency approved instruments shall be the mediums for procuring Council funded services/products.

1. Contract activities, including extension of contract period or adjustments to the contract budget may be made by the Executive Director upon determination of necessity to accomplish stated contractual goals and objectives.
2. Budget amendments increasing the original amount of funds less than or equal to twenty-five percent (25%) may be authorized by the Executive Director. Requests to amend budgets in excess of twenty-five percent (25%) AND where the total amount of the increase is \$5,000 or more must be approved by the full Council prior to modification.