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GEORGIA COUNCIL ON DEVELOPMENTAL DISABILITIES
Bidders' Conference
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>> LISA: Hello everyone. Can you all hear me?
>> Yes.
>> LISA: I'm Lisa Eaves. We'll give a few more people chance to join. And we'll be getting start in a moment. Okay?
>> Okay.

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. .

>> KATE: Folks on the computer with us, are you able to see a PowerPoint?
>> Yes.
>> KATE: Okay. That's wonderful. Thank you.
What we'll need to do then is just proceed. I will do it here and Maria, our generous slide sharer, will you advance your slides with me? Okay.
I think we're set.

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>> LISA: Okay. Good morning again everyone. My name is Lisa Eaves. And I'm the operations and contracts director here at the Georgia Council on

Developmental Disabilities.

As you can see, our agenda is we were going to have a welcome and overview, and then we're going to discuss DD suites and technical portions of the NoFA, that will be done by Kate and myself, Kate Brady, we'll introduce her in a minute, and then we were going to have the last 30 minutes for questioning if necessary. A lot of this we're not ready to advance yet. A lot of this will be going a little faster so we don't have to worry about the time. We'll still be within our time.

So we'd like to thank everyone for coming online and we do apologize for our technical difficulties and the lateness of the start, but we will be able to get everyone's questions in, everyone's questions answered.

I think we had asked that everyone mute their phone, star six seems to work. But if you have a question, obviously you can unmute. And at our shins during the presentation, I will stop and say, does everyone have any questions.

The questions and answers from 11:15 to 11:45 p.m. will be done by our program staff, Dawn Alford and Hanna Rosenfeld, and they will answer specific programmatic questions.

Myself, again, Lisa Eaves, will answer technical questions regarding DD suites and the technical portion of the NoFA.

So without first ado, I'm going to turn it over to Kate Brady, our deputy director here at GCDD to talk about GCDD's mission and goals and why we're even doing this project, and then we will talk specifically on how to apply and get your questions answered.

Thanks again for coming. Indicate?

>> KATE: Okay. So have you in front of you the agenda, Lisa has done the welcome. So sorry that we have started late. I think we can advance so that we can look at GCDD. Thank you.

So why does the council exist?

Our mission is to bring about social and policy changes that promote opportunities for persons with developmental disabilities and their families to live, learn, work, play, and worship in Georgia.

So everything that we do furthers the vision of a Georgia in which all persons are included in all facets of their lives that they have choices and control and are encouraged to achieve their full potential.

Next slide, please, Maria.

>> Can I just ask you, is there any way to make the prudent larger on the handout or whatever on the --

>> KATE: On the screen?

>> Yeah.

>> KATE: Or the --

>> LISA: She can also enlarge -- make it larger on your screen. So you might be at 100%. Make your screen larger.

>> Okay. I can't do that. She can do it. Okay. That's great right there.

>> KATE: There we go. Thank you.

>> Thank you. Mm-hmm.

>> KATE: Do folks that need the transcription, can they see it?

>> No.

>> KATE: So we'll have a transcript that we post.

So next slide.

Maybe I can -- thank you, Maria.

All right. So just so you understand what our strategic values are, we value individuals' gifts, talents, and we believe in individual and independent contributions to collaborative communities.

We value available accessible, flexible and responsive services that enhance people's participation.

We value educating and supporting families who make significant contributions to caring for and assisting people with developmental disabilities.

As you'll hear more about today, we value public policy founded on research, accurate information and best practices that are in alignment with the principles of the DD Act, and of course this RFP is focused on our Advocacy Days during the legislative session.

We believe in public advocacy that is funded on the development of relationships with stakeholders and the legislative community and you'll hear today from two experts in that work.

We value communities, which are designed to be inclusive, allowing for the full participation of all people, physically, economically, organizationally and environmentally, and we value communities that educate, respect, promote and protect the rights of people, therefore offering a wealth of opportunities and providing the capacity to find solutions.

Next slide.

Maria, are you able to advance the slide for us? Thank you.

All right. So just a quick image here. This is the core function of how a DD council specifically the Georgia DD council operates.

We are acting to change communities through project implementation and funding, public information, and then as well as policy, public policy analysis and research.

Next slide, please.

Thank you. So who are the council? Today you are with council staff. And then our council is appointed by the governor, and it functions much like a board does. It's comprised of 60% folks with individuals with developmental disabilities and their family members.

We have participation from the Rehab Act, from folks governed by the IDEA, from the older Americans act, and from title four of the Social Security act.

We have involvements in the protection and advocacy agency from the centers for excellence in disability, those are the University centers that do research in this field, and then from appointed advisory members. Thank you, Maria. Next slide.

So as a quick overview of our 5-year plan, we are working across the area of education to increase opportunities for children with IDD labels to be included in their classrooms and actively involved in their school community, and.

Next slide, please. I will move quickly through this to catch up.

We also work in the area of employment to support folks with IDD labels,

their families and their communities to be engaged in meaningful employment that's based on their skills interests and talents and ensures that folks earn a livable wage with career advancement opportunities.

And you'll see on each of these slides the amount of funding we've allocated for each area within our 5-year plan.

Next slide, please.

We also work in the area of formal community supports. So formal community supports pertains to quality long-term supports that happen in the community and are funded by the public system. And we work to demonstrate new practices and advocate for public policies that support universal access.

Next slide, please.

Our real communities initiative strengthens and supports local projects that are planned and implemented by a network of partners and involves folks with and without disabilities to result in improvements for all people in the local community.

You can see that's a huge portion of our efforts. Here over the 5-year time.

Next slide, please.

So we also work in the area of self-advocacy relevant certainly to our efforts around advocacy days, GCDD aims to strengthen the knowledge of individuals with IDD labels to promote and edge courage informed decision making and increase participation in advocacy and policy making activities.

Next slide.

So now Lisa.

>> LISA: It's my turn.

>> KATE: Bond full.

>> LISA: Now that you know a little bit about GCDD, the main thing you want to do is apply for this grant and I'm going to walk you through the steps of applying for the grant. In order to do that, I think we ought to go to our -- where the grant is actually posted on the web. So you'll see it's a web-based program. The link there for ddsuite.org. So Maria will bring that up for us also.

Give us jaws second. We're going to log in to DD suite.

So you will notice -- well, before we log in, can you go back? Thank you, Maria.

Our first -- it will be directory of funding agencies, and those that have requests for proposals available. And so it's listed alphabetically by state. And you'll see that the Georgia Council on Developmental Disabilities notices are first. So if we'll click on that, this is how you get to the grant. If you'll actually click on the link 18PFS10.

So this is the actual notice, and I'd like to spend a little time talking about this and pointing out some important things.

So the title of this notice of funds available, or RFP is advocacy days event planner. It was posted on July 16th. The applications are due August 20th. The start date --

>> Hello. Lisa?

>> LISA: Yes, sir.

>> I'm not near a monitor, so what I need, I need you to read a little more

clear. Like the link, I need to have that actual link, because I'm not -- I'm not looking at the presentation. What were you saying that link again, that you first click on?

>> KATE: We can e-mail it to you.

>> LISA: We're sending something to you right now. Okay, sir?

>> You're sending it to me? You know who I am?

>> Mr. Tootle, I know who you are.

>> Okay, hey, you how's it going, Hanna, I'm not seeing it, so I'm going to need something else. You're going to just send me the entire process, application process?

>> HANNA: I'm just going to send you the link right now.

>> LISA: After we do that, if you need particular assistance or a way to navigate around, we can work with you with that off line.

>> Yeah. I'm going to need that, because, I mean, if you send me a link, I'm not going to be able to go on to it right now, so --

>> LISA: Yes. Writhe now I'm just reading out loud some important things about the application. Okay?

>> I'm going to try to stay writing some of this stuff down.

>> LISA: Okay. I will speak reasonably slowly, but you'll get all this information, the presentation itself, and the link sent to you and we'll work with you to make sure you have what you need.

>> Okay. Thank you.

>> LISA: Okay. Thank you, sir.

All right. So again, the applications are due August 20th the start date of the grant is October 1st. The end date of the grant is April 30th, 2019.

So that is the time period when the work will be done, October 1st, 2018, through April 30th, 2019.

The amount of the grant itself is \$27,000. Which means you or your organization will be paid \$27,000 to do this work.

The next column says match. The match amount is \$6,750. Which means that you have to come up with either in kind or services or donations of \$6,750 in addition to the \$27,000. . Both of these will be used towards the project.

Proverty match is not applicable. So it's zero. And to start off your council staff will be Lisa Eaves. That is me. If you have any questions about the grant, you will need to e-mail me. If you need any assistance, I will see that you get what you need.

At this point, you are not able to speak with the staff members of GCDD because it is a competitive process and we wouldn't want some people having an inside track or more information. That is one of the requirements of the federal and state government in competitive NoFA processes.

So what you will see further down is an introduction. So the purpose of this procurement. We call it a procurement, a grant, we're looking for services. The council is requesting proposals from individuals or organizations to plan and manage logistics for our advocacy events, hereafter known as Advocacy Days. I'm going to read this next section and then I will stop reading word for word. But these are important dates scheduled of events. Again, it was posted on

July 16th. On August 7th, which is today, we have a zoom meeting or applicants' conference from 10 to 12.

On August 8th, if after seeing this presentation you can ask questions verbally today, but if you still have questions after today, you have until the end of the day tomorrow to write your questions by e-mail and they will be -- a written response will be posted on our website.

So you may also submit written questions through all the way to 11:59 p.m. tomorrow.

Also tomorrow is the deadline at 11:59 p.m., so that's the full day, for requests for accommodations.

So we've talked a little bit about if you need a special accommodation, you need to submit in writing what your request is by tomorrow.

On August 13th, all answers to written questions will be posted on the GCDD website for everyone to see.

On August 20th, applications are due in DD suite by 11:59 p.m.

Now, it is an electronic system. We do not accept applications by hand, by fax, by phone, by any other means except DD suite. And the system itself automatically determines what time you got your application in.

So if it is after 11:59, it will register August 21st, and that will be too late and your application will not be reviewed. So please begin working on your application, and do it as soon as possible in the system.

Once applications are received from August 21st through the 24th, there will be an application review to see that everything was -- that you are eligible for the grant and that everything was submitted properly.

On August 27th through the 31st, the selection committee will do its first review and select the finalists for this particular RFP.

Between September 4th and 13th, the selection committee will interview finalists. So sometime during that period, you will be notified to come in person to the GCDD office at 2 Peachtree for an interview.

On August 17th, a notice of intent to award will be posted on the website. That will be the announcement of who we have selected to receive the grant. That is just the first process of who we have selected.

Once a person or organization has been selected, they will enter into contract negotiations with assigned program staff at GCDD.

And that will take place between the 17th and the 21st.

Between the 24th and the 28th of September, you will complete the contract process, which requires signatures for your contract.

Then you will be able to start work on October 1st.

So this is the schedule at which the RFP will be covered. So I would suggest you take a picture of this, snapshot this, and make sure you know what the RFP, the time line or schedule of events the RFP will be governed by.

So if we can scroll down on this same page.

What you will have, and I will ask that you read this, is section one talks about the restriction of communication with staff.

Section two talks about the RFP itself, what are the specifics that you will need to know.

>> Hey.

>> LISA: Is there a question?

>> No.

>> LISA: Okay. Yes. We will continue scrolling down.

Again, this is all the particulars of the RFP. We're going to get into that a little more later with Dawn and Hanna. You'll talk about that.

But everything you need to know is on this front screen, without even having to apply.

So make sure that you read that first before you enter to apply so that you know what you're getting yourself into. We'll scroll down a little further.

Then we just have some definition of terms so that you will understand what things mean.

You may want to mute your phone, Sierra.

We'll continue going down.

Okay. So you have some requirements for submission, and we're going to talk about the check list in just a few.

Some of the requirements are due as you submit the grant in DD suites, and you have to attach it. Some of them are not due unless you receive the grant, and that will be explained in detail with the check list that is attached.

But for now, we'll continue to scroll down.

Section five talks about how the applicants will be evaluated. So the evaluation process, the administrative review, and then the actual proposal evaluation.

So the administrative review is done by the operations and contracts director myself. The proposal evaluation is done by selection committee. It will give you the details on that as well.

You can continue to scroll down.

The oral presentations again are when we interview you. If you are a finalist.

Also a little bit of legalese, we can cancel this NoFA at any time, we can amend the NoFA at any time. So stay posted on our website if there's an amendment, change, or cancellation, we will announce it on the GCDD website.

Continuing.

We will not pay for the cost of you preparing your proposal. It cannot be included in your budget.

If you have a conflict of interest with someone that works for GCDD or anyone in the state, you are to disclose that and our staff discloses as well so that we can be fair to everyone.

We're going to continue to scroll down.

There is an appeals process if you do not receive the grant. That won't be necessary. We will be fair.

And continue to scroll down.

So what you have attached is some of the forms that you will have to submit back -- the forms that you will have to submit back to us.

Maria, I'm going to ask you to click on the last one, which is the check list so that everyone can see that.

Can we double click on it, see if it will open? It's coming.

When technology works, it's so beautiful. Okay.

It not an expense form. It's coming.

Okay. Advocacy Days event planner RFP check list. I will suggest that everyone print this checklist out. Someone in the last series of RFPs told me this saved their life. They thought they had everything, and they went to -- was thinking about submitting it. They went back to the checklist and realized they had left some things out, and they would have been automatically disqualified. How eve, because of the checklist, they included it and they got the grant.

Imagine that.

So it is very important.

So as we look at the checklist, the first thing you need to do is complete all sections of the online application in DD suite.

It will include the application itself inside DD suite, includes an outline, a work plan, and a budget.

As you are completing these sections, you can save as you go, and you can start and stop at any time.

So you don't have to complete it all in one sitting. But just make sure you save. And then when you're all done, be sure to hit "submit." If you don't hit the submit button, we will not receive the grant -- we will not receive your application. Sorry. So omit hit the submit button. Again, you can work on it over several weeks. Save just save it as you go, and go back into it any time you're ready.

Once again, only online submissions will be accepted. So do not mail, fax the application itself or any of ought attachments.

Attached to this NoFA is a project data sheet. You need to complete that and submit it as an attachment. So you would up load it in DD suites. When we say submit as an attachment. We mean electronically up loaded in DD suites, the next is a proposal certification, you will complete that and submit it as an attachment by up loading it in DD suites.

You have a small or minority business form, you must complete and submit that as an attachment.

You have a sales and use tax registration, you must complete that and submit as attachment.

Anything that is left out will disqualify you from being considered.

So next we have submit each of the following as a operate attachment. You need to submit a résumé. Again, that attachment will be up loaded in DD suites. You need to submit at least two examples of prior events from your plan portfolio. So give us some examples of your work.

And Dawn and Hanna may talk more about the specific details of that in a few minutes.

Then we have two references, two reference letters from previous customers or associates talking about your work and how you helped their organization or their project.

So all of this must be submitted as a separate attachment through DD suites.

The next three things you will not complete or submit unless -- you will be asked for it later in the process if you receive the grant.

So there will be a grant contract template which will be attached that you can

review. It says review only. And if there's something in that contract that you cannot do or do not agree with, you can note those objections, but you're not going to complete or submit it.

If you receive a grant, you will be notified, and then we can discuss the contract.

Same thing with the next thing, the federal forms, which is appendix G. You are to review it only so that you are aware of what you will have to submit if you receive the grant.

So you are not submitting this with your application. It is for your information only at this point.

We also need audited organizational finance statements.

So these statements are your expenses and revenue and a balance sheet.

Again, this will be required only if you receive the grant prior to signing the contract.

So again, the last three things listed here you do not upload and submit now, it is for you to review in case you need to submit it later as a grant recipient. I'm going to stop here and ask are there any questions in particular on applying in DD suites and this checklist in.

Any questions? You can unmute yourself if you have a question.

All right. We can actually close out of DD suites, Maria, and get back into the PowerPoint.

Thank you so much.

And we're going to advance slide. I've discussed most of the things by looking at DD suites. So let's advance the slide.

Again, applying for the grant, gives you the link of where you go. Hold on one second. We talked about the project data sheet, which is attached. Next slide.

The project outline is in DD suites. This will give you -- the outline includes an executive summary of the grant and the qualifications and capacity of you as an individual or organization.

Next slide.

The project outline continued. You will give a detailed narrative of the project, also answer the following questions. One and two. What challenges do you anticipate in this work, and how will you overcome them?

Two, what other constraints do you have on your time?

All of that will be included in the project outline.

And next, the evaluation of your -- the actual project.

Also within the application, once you're in DD suites, is a project work plan. It's -- you talk about your overall goal, your federal area of emphasis, are there any collaborators, the type of grant, and the kind of activity. The instructions are given here as to what you would select and what you would talk about in your project.

Next slide.

Continuing with the work plan, you are going to identify a specific objectives, activities, staff, and timelines.

All this will be in DD suites, and we ask that you not leave anything blank. If

it does not apply, you may say it's not applicable so that we know that you have not left it blank.

In particular, under the staff question, once you get into the work plan, please include your name if you are the staff working on the -- on that section of the project.

If you have other staff working with you, please include their names.

Then a timeline gives us an idea of what you're going to do on a -- what your timeline is for a particular activity.

Once you're within DD suites, it will become more clear.

Next slide.

>> Hello?

>> LISA: Yes.

>> I was following you on the link Hanna gave me. Once it got to the bottom where it says apply, it doesn't move further. How do we get to where you're at now?

>> LISA: We're back to the PowerPoint presentation.

>> I'm not going to be able to see all of that. Okay.

>> LISA: Right. And to get into DD suite in order to apply, you have to create an account, which we're going to talk about a little bit as well.

>> Okay.

>> LISA: Okay?

>> KATE: We can share this PowerPoint for him to look at afterwards.

>> LISA: Yes. Yeah. We're definitely going to send you the PowerPoint and the transcript of this presentation.

>> Okay. Thank you.

>> LISA: Yes, sir.

Then we have the budget plan. The budget has several sections, personnel with fringe benefits, personnel without fringe benefits, regular operating expenses, contracts, fees, and per diem, travel, indirect costs.

When you're completing the budget, the budget should equal \$27,000. In council funds, because that is the amount of the grant.

I noticed last grant cycle, we were giving out -- say if we were giving out \$27,000, people submitted budgets for \$20,000. I would suggest that you use the full amount that is awarded in the grant for your budget.

The budget also includes match. We will talk about, and we'll show that on the screen in a minute, but you have to specifically calculate where your match will come from, if it's time, if it's in kind, if it's volunteers, and you have to calculate that to a dollar amount.

Again, the match should also equal I believe 6700 -- whatever we have as the match, that's what should be reflected in the complete budget.

>> DAWN: 6,750.

>> LISA: \$6,750 is what your match column, once you complete the application online should total.

So just make sure that you are aware of what the grant amounts are, 27,000. In council fund, and 6750 in matching funds. Make sure that you what are proposing equals those amounts.

Next slide.

So again, we talked about matching fund. This gives a full definition of what a match is.

We have already assigned your match amount, which is 6750, so you don't have to come up with that match yourself. Which is explaining why we have matching funds in this particular slide.

Next slide.

So again, sources of match can be in kind, in kind matches are from the grantee's records for compliance, not included as match for other federally assisted programs. Necessary and reasonable for proper and efficient accomplishment of program objectives. When you assigned a value to a match as well, it has to be necessary and reasonable.

So if you had an administrative assistant helping you as a volunteer, you can't say that their volunteer hours are worth \$100 an hour, because an administrative assistant, for example, might only make 12 to 15 dollars an hour.

So keep that in mind that the cost that you assign to your match must be reasonable. So you can't put all the 6,750 on, say -- you have to break it down and make it make sense as to what something would actually cost.

So that's the best I can describe that there.

Next slide.

So if you receive this grant, you will be responsible for monthly programmatic and budget reporting. We look at those reports together. This will also be done, your reports will also be done through DD suites and your reports must match each other. So you'll have a program report of all your activities and your budget or expense report must match your activities.

So this is just letting you know that if you receive the grant, and we will go over this further if you receive the grant, but if you do receive a grant, you are responsible for monthly programmatic and budget reporting, every single month, you must submit two reports.

This is how you will get paid. If you don't submit reports, you don't get paid. And if you don't get paid, we lose funding for not distributing our federal grant. So you will likely lose funding if you don't submit monthly expense report -- monthly programmatic and expense reports.

Next slide.

So again, we talked about the selection process already that the chairperson of GCDD will appoint a selection committee. The selection committee will meet twice within the 30 business days, and there is a score sheet and a criteria for each proposal, which you can score 1,000 points.

Now, the way that those 1,000 points are distributed is if your proposal is exceptional, you receive full points. If it's acceptable, you receive half the points, if it's not acceptable response on our score sheet, you receive no points.

So that is the way the score sheet is done.

Next slide.

So again, on the evaluation form, we're asking several questions. Are you clearly stating your goals and major activities? Do you have your qualifications and experience necessary to complete the goals? Did you application

satisfactorily describe the impact of the activities? Is each required goal and outcome addressed? Does the application adequately describe who will be responsible for each activity and the time frame? Is the proposed budget consistent with goals and activities? And is the budget justification given for each item?

Next slide.

So we talked briefly about oral presentations, where you will be invited to come into GCDD and explain your proposal in person. We will ask questions and you can ask questions of us. That will take place between September 4th and September 13th.

Next slide.

We already reviewed the important dates when we were within DD suites so I'm not going to review that again, but it is within the presentation.

Next slide.

I think I'm about done. So first I'm going to ask if you have any questions on what we call the technical portion of the RFP, which is accessing DD suites, actually, can you go to the next slide, please, Maria? This is all the important contact information.

Again, my name is Lisa Eaves. I'm located at 2 Peachtree Street. This is our address, our suite number is 26-240. We're here in Atlanta, our ZIP code is 30303. My telephone number is (404)657-2128.

My e-mail address is Lisa.eaves@GCDD.ga.gov.

Our website is www.gcdd.org. And to get into DD suite, you will go to www.ddsuite.org. I would print this page also.

This and the check list should be at your fingertips.

>> HANNA: Take a little snapshot if you can, and Mr., we will send this you to very shortly.

So this is all of our contact information if you have any questions.

I will say one other thing about DD suites and remember to add maybe a slide on how you actually apply, but I'm going to point out, Maria, if you don't mind, can you go to ddsuite.org one more time? I want to make it as clear as I can to everyone.

Okay.

I think it's missing where -- because I can't see, because I'm in the way.

Can we do anything to get to that top corner next to log in? What does it say?

>> KATE: Move us.

>> LISA: Can you minimize the screen or move us?

>> KATE: I think -- I don't know if I can do it, Maria, Burt there we go.

>> LISA: Okay. The sign up is the button I wanted and then the help. We can kind of see it, close enough. Hel. It not hell, it h-e-l-p. Help. If in top corner, if you have a DD suite account, you can log in, if you don't have a DD suite account, you need to go to the sign up, which is in the top right-hand corner. Middle, it says "sign up" if you need more detail on how to sign up, you go to the help tab, and it will give you all the instructions you need.

Maria, if you don't mind, let's click on the "sign up" tab.

Okay. So new users and organizations, how to create an account, what to do. You start with your e-mail, a name, and it will just walk you through step by step.

You will not be able to apply until you have an account in DD suites. So this is very important for you to know. But if you follow those directions, it shouldn't be a problem.

>> KATE: And you are not -- it's common to feel like it might be that you are joining our organization. Right? But instead, you're creating your own account, and then applying to the Georgia Council on Developmental Disabilities. So you see on this page, create origin an organization. That is not what you need. You need to create your own account.

>> LISA: Right. So if you're brand new to the system, you're creating yourself first as a user. And then when it's create or join an organization, if you are an individual, you're creating yourself as an organizational account as well.

If you are an individual who is applying through an organization, so I'm just going to use an organization, say you are -- if GAO, Georgia Advocacy Office is the organization that's applying, you as an individual will be a user on that account, but you are joining the Georgia advocacy's account. Of course, if you don't work for them, this is just an example.

If you already work for an organization, you create or join that organization. Do not join GCDD or the Georgia Council on Developmental Disabilities.

If you do, I will deny you and help you to start over. So you're creating a user account as an individual, and you're creating or joining an existing organization. Either as an individual or the name of your nonprofit or the name of your business.

Does that make sense to everyone?

>> Nope. This is Gaylin. Question.

>> LISA: Yes.

>> I'm looking at your home page.

And you say it has a block at the top that says sign up. I don't see it.

>> KATE: Are you on WWW.DDsuite.org?

>> No. I'm not, I'm in GCDD.org. Where do I need to go?

>> KATE: Www.ddsuite.org.

>> You broke up. Say address one more time.

>> LISA: Www.ddsuite.org.

>> All right.

>> LISA: And again, we can help you off line if you need that to be done.

>> Absolutely. I need it.

>> LISA: I think we got it. I don't know if you're able to see log in, sign up and help or if your computer is able to tell you what's in the top right-hand corner.

>> Ddsuite.org.

>>

We will help you off line if you need more help.

>> No. I see it.

>> LISA: All right. That's how you create an account and get in. And then you will be able to log in and apply for that grant.

Or the RFP.

So without further ado, and ironically, we're right on time, even having started late. I had built extra time in. We're going to talk specifically with Dawn and Hanna. So Maria, you may close out of this. It won't need the PowerPoint presentation at this point.

Unless you -- want the RFP section brought up?

>> HANNA: Not necessarily.

>> LISA: We will talk about what they are looking for what they expect, whatever they want to tell us, I'm so happy to turn it over to our public policy gurus, Dawn Alford our director and Hanna Rosenfeld, our public policy specialist.

>> DAWN: Thank you, Lisa, and thank you everyone for joining us for today's bidders' conference much.

Just to briefly go over a little about what we're looking for, you all may or may not already be familiar with Advocacy Days that we hold every year during Georgia's legislative session. So this -- what we're essentially look for is an event planner that will be assisting us to plan the Advocacy Days for the 2019 legislative session.

There will be a total of five Advocacy Days, at least that's what we're going for. Just be aware and know that the dates that we have listed in the RFP are what we believe them to be, but that could potentially change, depending the legislative session and how our state's elected officials may or may not set this year's legislative calendar, which we will not know until January. So just be aware of that.

But it will be five Advocacy Days, and essentially these Advocacy Days, the way we have them structured, that's when we mobilize our grassroots advocates, people with disabilities, their family members, and Georgians who care about issues to the disability community.

Historically, we have people gather at 8:30 the actual attendees to register. The event begins at 9 at the Central Presbyterian Church, where from 9:00 a.m. until approximately 10:20 a.m., we do some training on the issue of the day and get folks ready to know how to talk to their legislators at the ropes. And so we need someone to help us with the planning aspects of that day.

With that, Hanna, would you like to talk a little bit more about some of the things that we're looking for and the individuals who are applying?

>> HANNA: Sure. We aren't going to read through the entire RFP that's posted online. But if you have specific questions, I encourage you to ask them.

Regarding minimum qualifications for those who do apply, we're looking for someone who has experience hosting online registration. Experience hosting a minimum of three events that have included people with disabilities and have demonstrated a proficiency with accommodating reasonable accommodation requests.

We would prefer, but don't require a bachelor's degree in hospitality or related field, and we would like to see some experience providing excellent customer service.

This role is truly to do the planning and handle the logistics of Advocacy

Days.

As Dawn said, there are five.

Some of those tasks might include arranging for ASL interpreters, arranging for CART transcription services, as well as organizing volunteers, things like that.

Of note, for those of you who are familiar with ASL interpreters and CART transcription services, you may know that they can get rather expensive.

We have specifically budgeted money into this contract to address that.

In total, we have set aside out of the 27,000, we have set aside seven of those -- 7,000 of those dollars to handle CART, ASL, and to provide a light breakfast for each day.

So those aren't unexpected costs. We will expect ASL and CART to be present at every Advocacy Day event.

Another thing that I want to talk about is something called a team lead. For those of you who have attended our Advocacy Days in the past or those of you who have not, we welcome a wide variety of advocates, some who are experienced and some who are visiting the Georgia State Capitol for the first time.

Our team leads are experienced advocates that support those who are unfamiliar with the process of speaking with their legislators, guiding them through the Georgia State Capitol.

We have set aside \$3,000 in this contract specifically to provide honorariums for our team lead.

The specific amount of the honorarium will be discussed between the final contractor and ourselves, depending on the number of team leads, but we are expecting the contractor help disburse those honorariums as a thank you to those team leads who take time out of their day to assist us with our event.

Let's see. Are there any questions so far?

Well, this is a good time, if you have specific questions that you want to go over on this. This is a great time to do that. I will remind you that you have until tomorrow to submit any questions in writing if you think of them after Words as well as any accommodation requests that you may have. That's all due tomorrow. What time again is that, Lisa?

>> LISA: It's through the full day. 11:59.

>> HANNA: So 11:59 p.m., have you to submit any questions or accommodation requests.

>> DAWN: Just to emphasize again that because -- and you'll read -- and I do encourage you all to read through everything, but you will note that Hanna did mention that in the minimum qualifications, we would like the person or organization to apply to have experience hosting an online registration. So just to kind of emphasize that we do need those applicants to have the capability to create and manage the electronic event registration portion of the event.

I did just want to make sure that it was clear that that is part of the tasks of the event planner we're looking for.

>> HANNA: Yes. And to Dawn's point, I want to remind everyone that there are a lot of really great free event hosting platforms out there, such as event bright is one we've used in the past, there are many others.

So you don't have to create a website from scratch. They are fairly easy to follow. But we would like somebody with that ability so that -- to make it easy to share information for people to access.

I will remind you that your submission needs to include a résumé at least two examples of prior events that you've planned, two references from previous customers or associates, and ensure that your budget included in the application is detailed.

>> DAWN: Again, I will ask one more time, do we have any questions about the programmatic portion of what Hanna and I have just covered?

>> LISA: I know that a question was asked of me, do they have to find the venue and --

>> HANNA: That's a great question, Lisa. So you don't have to find the venue, we'll be hosting our events at the Central Presbyterian Church in Atlanta across the street from the Georgia State Capitol.

Also, I believe it mentions it somewhere in this document, but we have already secured the space and we have paid for the space. So space rental is not an expense that will be -- that the contractor will be responsible for.

I think that's the only expense that the contractor will not be responsible for is that space rental.

Another thing to point out to return to the team lead concept, I think I -- I want to just make sure that you know that the contractor is not responsible for find organize training team leads. They will be given a list of team leads and we would expect them to coordinate with those team leads to try to ensure that we have an appropriate amount of team leads, just like we need -- oftentimes you need an appropriate amount of volunteers to be at an event. But that part, the supplying of the list and training of team lead will be coming from GCDD.

We are very excited about this project. The Advocacy Day event planner will be working very closely with Dawn Alford and myself. It's a very -- the events are very dynamic. There's lots constantly changing, but we are very excited to see, have a new partner in this and look forward to seeing your submissions.

Are there any more questions?

>> KATE: If have you a question, you may have to unmute yourself.

>> Hi. My name is Sierra Reed. I have we can.

>> KATE: Go ahead.

>> How do you become a team lead?

>> DAWN: Sorry, what a team lead?

>> LISA: Become a team lead.

>> KATE: Become a team lead.

>> DAWN: We here at GCDD will be having some training going on later this fall to train team leads, but in short, you would just need to reach out to GCDD and express an interest in being a team lead, and it's, as Hanna said, this is a person who is already comfortable with legislative advocacy and how things work at the Capitol because while we welcome people of any experience level to our Advocacy Days, the team lead concept is to try to be an individual who can support those who may need that extra assistance who have never been or who are not as comfortable with that process.

Does that answer your question?

>>

>> KATE: So they should contact --

>> Yes.

>> KATE: Why don't you give sim somebody to contact?

>> HANNA: We will be hosting some team leads in the fall. If you are still -- if you're interested, I encourage you -- or if you know people who would be interested in becoming a team lead, they can certainly contact myself. My e-mail address is hanna.rosenfeld@GCDD.ga.gov. I'm happy to be in touch with them.

I will remind you, though, that any questions have you about this RFP, about the application process, any of that needs to go directly to Lisa Eaves. While the RFP process is ongoing, I'm unable to speak directly with anyone about it.

>> LISA: I would also let everyone know that on our website, all of our staff is listed, along with their e-mail addresses, and telephone numbers, so once the grant period is over, the website is your best friend anyway, it's going to have the announcement of who got it, upcoming events, it will post Advocacy Day events, as well as all of our staff contact so that if you don't have to -- so that you don't have to memorize everything. It's all on our website.

>> KATE: Any other questions?

>> HANNA: Well, if you do think of again, again, we just wanted to remind you that questions are due in writing to Lisa Eaves by tomorrow at 11:59 the same is true for any accommodation requests that you may have. You need to get those in tomorrow by 11:59 p.m. to Lisa Eaves.

>> DAWN: I would also, as someone who personally uses some assistive technology, I would encourage you to go ahead and today go ahead and try to get on to DD suites and create an account, so that if for some reason you do run into any issues where you do need to request an accommodation that you're aware of that before the deadline tomorrow.

>> HANNA: Yes. Because after that, we have to follow our rules, and we are unable to accept any more accommodation requests.

So please do a test run today. Make sure that everything makes sense so you can get any requests in.

>> LISA: Now, if you get to the deadline and hopefully you will have created an account by then. Do not wait until the last day to try to fill this out. People have tried it. It doesn't work. Please start working on it immediately.

But if you do have some technical issues close to the deadline, up until 3:00 o'clock on the -- is it the 20th? 3:00 o'clock on the 20th, we will try to help you through any technical issues, but you have until 11:59 to actually hit the submit button. But we will answer technical questions, you know, if you -- your screen went black, we'll try to help you or troubleshoot or anything like that up until 3:00 o'clock on the day that the application is due.

>> HANNA: Which is August 20th.

>> LISA: Yes.

>> HANNA: Lisa, I have a question. Where can they find the transcript and the PowerPoint and all that good stuff?

>> LISA: It will be posted to our website within three days.

So we'll post the questions, the PowerPoint, and the transcript over the next -- by Friday is our goal.

No later than Friday.

>> KATE: Questions? Last call for questions.

>> LISA: Okay. We had like to thank you for your participation. We look forward to your submissions. And August 20th is right around the corner.

So I suggest you get started.

>> HANNA: Yes. Thank you for your patience this morning as well.

>> KATE: Yes. Thank you.

>> HANNA: As we sorted out our technical difficulties.

>> DAWN: Yes. Thank you so much to everyone who participated.

>> LISA: Have a great day?

>> All right. You all as well.

>> KATE: Thank you.

>> DAWN: Thank you.

[End of meeting.]