

## NoFA (RFP) (27INF1) Research and Design: Supports and Services Navigation

Active, Posted

[export applicants](#)

Active status is based on due date

### NoFA (RFP) Summary

#### Quick View

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#### General Information

| Number | Title                                                 | Due Date     | Start Date   | End Date     | Amount      | Match Amount | Match Poverty Amount |
|--------|-------------------------------------------------------|--------------|--------------|--------------|-------------|--------------|----------------------|
| 27INF1 | Research and Design: Supports and Services Navigation | Nov 15, 2026 | Jan 01, 2027 | Sep 30, 2027 | \$50,000.00 | \$16,666.67  | \$0.00               |

**Staff Responsible:** [Felicia Dillon](#), Program Manager, felicia.dillon@gcdd.ga.gov, (404) 821-7229

**Group:** none selected

**Application URL:** https://ddsuite.org/?nofa\_id=2318

When sending the Application URL link to grantees, remind them to first login, and then paste the url string into their browser.

**Letter of Interest?** No LOI phase

#### Work Plan Terminology:

| DD Suite Term        | NoFA (RFP) Custom Term |
|----------------------|------------------------|
| Title                | Workplan               |
| Goal                 | Goal                   |
| Objectives           | Objective              |
| Activities           | Activity               |
| Performance Measures | Performance Measure    |

#### Sections

| Order | Title   | Text                                                                                                                                                                                                                                           |
|-------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Purpose | The purpose of this NoFA is to design a program plan for a sustainable model for providing information and assistance to help people with intellectual and developmental disabilities (IDD) and their families navigate services and supports. |



| Order | Title                         | Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 2     | Restrictions on Communication | <p>All questions about this NoFA must be submitted in the following format:</p> <p>Organization/Individual Name</p> <p>1. Question<br/>Citation of relevant section of the NoFA</p> <p>2. Question<br/>Citation of relevant section of the NoFA</p> <p>Questions must be directed in writing to the Program Manager, Felicia Dillon at: felicia.dillon@gcdd.ga.gov</p> <p>Questions must include the company name and the referenced NoFA section.</p> <p>From the issue date of this NoFA until a contractor is selected and the selection is announced, Applicants are not allowed to communicate for any reason with any State staff except through the Program Manager, or during the Applicants' conference, or as provided by existing work agreement(s). The State reserves the right to reject the proposal of any Applicant violating this provision.</p> <p>All questions concerning this NoFA must be submitted in writing by email to felicia.dillon@gcdd.ga.gov. Only written questions will be accepted. No response other than written will be binding upon the State.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3     | The DD Council                | <p>The Georgia Council on Developmental Disabilities (GCDD) is one of 56 entities of its type in the United States and territories that report to the U.S. Department of Health and Human Services and the Administration for Community Living. It is authorized under Public Law 106-402, the Developmental Disabilities Assistance and Bill of Rights Act Amendments of 2000. The Georgia Council on Developmental Disabilities (GCDD) makes funds available to fulfill its mission in accordance with the American with Disabilities Act (ADA) and its Five-Year Strategic Plan <a href="https://gcdd.org/about/five-year-strategic-plan">https://gcdd.org/about/five-year-strategic-plan</a> Through its funding, GCDD works to increase the capacities and resources of public and private nonprofit entities and others to develop a comprehensive community system that responds to the choices, capabilities and needs of persons with developmental disabilities and their families. The purpose of GCDD grants is to expand best practices and contribute to system-wide changes that support the rights of people with developmental disabilities and their full inclusion as community members. Recipients of GCDD grants are expected to be ongoing partners bringing about change. Our activities are governed by a 28-member board, appointed by the Governor and comprised of at least 60 percent individuals with developmental disabilities and family members. Other members include policymakers that represent various agencies and organizations having a vested interested in persons with developmental disabilities. GCDD serves as an advocate for all persons with developmental disabilities. We are charged with creating systems change for people with developmental disabilities and their families by increasing opportunities for independence, inclusion, integration, productivity and self-determination. Activities include public policy research and analysis, reform, project demonstrations, education and training. The GCDD is a state agency, attached to the Department of Behavioral Health and Developmental Disabilities (DBHDD) for administrative purposes.</p> |

| Order | Title                               | Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 4     | Scope of Work-Request For Proposals | <p>Research and Design: Supports and Services Navigation</p> <p>In response to priorities voiced by the community, GCDD Council members identified communication-focused Goal 3 as a key priority in the Council's five-year plan. Ensuring individuals with intellectual and developmental disabilities (I/DD) and their families can effectively navigate support systems is foundational to achieving inclusion, independence, and self-determination. These efforts also require greater recognition of the value, contributions, and potential of people with disabilities.</p> <p>GCDD addresses this priority through GCDD's 5 Year Plan:</p> <p>By 2031, GCDD will improve the lives of Georgians with IDD by increasing availability of accessible information on important topics and elevating the stories of Georgians with IDD and their families.</p> <p>1. This project will result in:</p> <ul style="list-style-type: none"><li>• An assessment of information and navigation models</li><li>• Recommendation of a sustainable information and assistance program model for people with IDD and their families</li><li>• Design of a sustainable navigation model including steps for implementation, resources needed, and a sustainability plan.</li></ul> <p>2. Required Activities</p> <p>The selected applicant shall perform the following activities:</p> <p>A. Conduct a Literature Review:</p> <p>The literature review will examine existing research, evidence-based practices, and promising approaches for providing information and assistance to individuals with IDD and their families; identify barriers to navigating services and supports; and summarize best practices and sustainability strategies.</p> <p>B. Complete an Environmental Scan and Gap Analysis:</p> <p>The environmental scan and gap analysis will assess the current landscape of information and assistance programs and services available to individuals with IDD and their families, identify existing resources and service delivery approaches, and determine gaps, barriers, and unmet needs to inform the development of a sustainable plan design and recommendations.</p> <p>C. Comprehensive Inventory of Existing, Replicable, and/or Modifiable Programs:</p> <p>Develop a comprehensive inventory of existing information and assistance programs, documenting their services, target populations, delivery models, funding structures, and available cost and fiscal information. Assess which programs or components could be replicated or adapted to meet the needs of individuals with intellectual and developmental disabilities (IDD) and their families and identify relevant cost and funding considerations to inform plan design and evaluate the potential costs, feasibility, and sustainability of a future program plan.</p> <p>D. Consult with Individuals with IDD, Families, and Stakeholders to Design or Replicate a Sustainable Model:</p> <p>Engage individuals with IDD, family members, and key stakeholders to gather input on needs, preferences, and barriers to navigating services and supports, and use findings from consultations and existing research to develop or adapt a sustainable model for providing information and assistance. Consultation must include culturally and linguistically diverse individuals and families, provide accessible opportunities for participation, and incorporate lived experiences and cultural perspectives into the model's design.</p> <p>E. Plan Design:</p> <p>Develop a comprehensive program design and final recommendations based on findings from the literature review, environmental scan and gap analysis, existing program inventory, and stakeholder consultations. The design will define the target population; outline a service delivery model that connects individuals with IDD and their families to knowledgeable people who can provide individualized assistance navigating services and supports; map implementation steps; identify measurable outcomes; delineate roles and responsibilities; establish evaluation measures; estimate implementation costs and required resources; outline a sustainability plan; and provide recommendations for future replication and scaling. The design will include available cost data or estimated cost ranges, along with potential funding and partnership opportunities to support long-term sustainability.</p> <p>3. Project Requirements and Deliverables</p> <p>The selected applicant must:</p> |

| Order | Title                                 | Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|       |                                       | <ul style="list-style-type: none"><li>• Develop all products and deliverables at approximately a sixth grade reading level and in plain language.</li><li>• Meaningfully engage people with IDD and their family members throughout the project and, when allowable, provide appropriate compensation for their time, expertise, and participation.</li><li>• Ensure recommendations address the needs of people with IDD, and family members.</li><li>• Participate in regular check-ins with GCDD program staff to discuss progress, findings, and emerging issues.</li><li>• Submit project outputs quarterly as part of the quarterly project reporting process. GCDD may request additional or interim outputs as needed throughout the project period.</li><li>• Clearly document sources, methods, community input, cultural considerations, and findings used to develop recommendations.</li></ul> <p>4. Mandatory cultural expectations:</p> <ul style="list-style-type: none"><li>• Cultural knowledge and consideration of the communities being served.</li><li>• Cultural considerations and guidance built into the final plan.</li></ul> <p>5. Qualifications:</p> <ul style="list-style-type: none"><li>• Research experience</li><li>• Basic knowledge of services to people with intellectual and developmental disabilities (IDD) in Georgia preferred.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5     | Application Guidelines & Instructions | <p>Applications must be submitted online via <a href="https://www.ddsuite.org">https://www.ddsuite.org</a>, prior to the published deadline. No hard copies will be accepted. Applicants must have or create a DD Suite user account and an organization account in order to submit an application. Go to <a href="https://www.ddsuite.org">https://www.ddsuite.org</a> and click on "HELP TAB" for detailed instructions on creating DD Suite user and organization accounts. (See complete application process and Guide to DD Suite attached)</p> <p>Additional Submission Requirements:</p> <ol style="list-style-type: none"><li>1) Upload of copy of the Federal W-9 (attached to this NoFA)</li><li>2) E-Verify Affidavit (attached to this NoFA)</li><li>3) 501c3 (if applicable)</li><li>4) Most recent audit including cover letter and findings OR Year to Date Balance Sheet and Profit &amp; Loss Statement (waived for universities)</li><li>5) Conflict of interest policy required</li><li>6) Procurement policy and/or procedure required</li><li>7) Insurance liability coverage certificate (waived for universities)</li><li>8) Letters of Recommendation (optional)</li><li>9) Resumes of Project Staff (optional)</li></ol> <p>Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials (unless materials have been requested) beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the proposal, the Applicant should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.</p> <p>Any proposal received after the due date and time will not be evaluated.</p> <p>Evaluation Process</p> <p>The evaluation of proposals received on or before the due date and time will be conducted in the following phases. Any proposal received after the due date and time will not be evaluated.</p> <p>Administrative Review</p> <p>The Program Manager will screen each proposal. The screening will consist of:</p> <ol style="list-style-type: none"><li>(1) determining if the Applicant is eligible to receive Council funds including determining if the Applicant meets eligibility requirements and is registered to do business in Georgia;</li><li>(2) the budget is within the funding limits and includes the required match;</li><li>(3) the application is complete and all sections in DD Suite have responses; and,</li><li>(4) the required forms are attached.</li></ol> <p>DD Suite will issue an automatic reply acknowledging receipt of your proposal immediately after successful submission.</p> |

| Order | Title         | Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 6     | NOFA Policies | <p>Rejection of Proposals/Cancellation of NoFA</p> <p>The State reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items; when to do so would be to the advantage of the State. It is also within the right of the State to reject proposals that do not contain all the elements and information requested in this document. The State reserves the right to cancel this NoFA at any time. The State will not be liable for any cost/losses incurred by the Applicants throughout this process.</p> <p>NoFA Amendments</p> <p>The State reserves the right to amend this NoFA prior to the proposal due date. All amendments and additional information will be posted to <a href="http://ddsuite.org">http://ddsuite.org</a> Applicants are encouraged to check this website frequently.</p> <p>Proposal Withdrawal</p> <p>A submitted proposal may be withdrawn prior to the due date by a written request to the Grants Manager. A request to withdraw a proposal must be signed by an authorized individual.</p> <p>Cost for Preparing Proposals</p> <p>The cost for developing the proposal is the sole responsibility of the Applicant. The State will not provide reimbursement for such costs.</p> <p>Conflict of Interest</p> <p>If an Applicant has any existing client relationship that involves the State of Georgia, the Applicant must disclose each relationship.</p> <p>Reciprocal Preference Law OCGA 50-5-60(b)</p> <p>For the purposes of evaluation only, Applicants resident in the State of Georgia will be granted the same preference over Applicants resident in another State in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other State Applicants resident therein over Applicants resident in the State of Georgia. NOTE: For the purposes of this law, the definition of a resident Applicant is one who maintains a place of business with at least one employee inside the State of Georgia. A post office box address will not satisfy this requirement.</p> <p>ADA Guidelines</p> <p>The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Applicants should contact the Grants Manager at least 48 hours in advance if they require special arrangements when attending the Applicant's Conference. The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.</p> <p>Unique Entity Identifier (UEI) Requirements:</p> <p>All applicants must be registered in the System for Award Management (SAM.gov) (<a href="https://sam.gov">https://sam.gov</a>) and include a valid Unique Entity Identifier (UEI) in their application, unless exempt under 2 CFR §25.110(b) or (c) (<a href="https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25/section-25.110">https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25/section-25.110</a>). If your entity is already registered in SAM.gov, your UEI is assigned and available in your registration record. If not, a UEI will be issued during the registration process (<a href="https://sam.gov/content/entity-registration">https://sam.gov/content/entity-registration</a>).</p> <p>Applicants must maintain an active SAM.gov registration with current information throughout the application review period and for the duration of any federal award. The Georgia Council on Developmental Disabilities cannot issue an award until these requirements are met.</p> |

 People

| Role                  | Person                                                                                                                                  |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Council Finance Staff | <a href="#">Harry Nelson</a> , Deputy Director, <a href="mailto:harry.nelson@gcdd.ga.gov">harry.nelson@gcdd.ga.gov</a> , (470) 599-1890 |
| Council Program Staff | <a href="#">Rena Harris</a> , Chief Program Officer, <a href="mailto:rena.harris@gcdd.ga.gov">rena.harris@gcdd.ga.gov</a>               |

| Order | Desc                                                    | Limit | Question                                                                                                                                                                           |
|-------|---------------------------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Organizational type and contact information             | 250   | Please provide the following: Organizational type (nonprofit, governmental, university, tribal entity, etc.), and the Authorized signatory identification.                         |
| 2     | Summary Statement                                       | 1500  | Please outline the problem is the project trying to solve, and why is it important. What impact do you hope the project will have on the people, groups, or communities it serves? |
| 3     | Work plan                                               | 1000  | Please provide the following: Goal, Objective, Activities, Outputs, Expected outcomes including method of measurement.                                                             |
| 4     | Data Collection and Evaluation Methods                  | 500   | Please explain how you will collect and use information to track the project’s progress, measure its impact, and determine if it is meeting its goals?                             |
| 5     | Connection to the Council’s State Plan goal & objective | 500   | Please explain how this project supports the Council’s State Plan Goal 3: Information and how the project’s activities and expected impact will help advance it.                   |
| 6     | Cultural and linguistic competence                      | 500   | Explain how the project will make sure its activities respect the culture, language, and needs of the people and communities it serves.                                            |
| 7     | Outreach                                                | 500   | Explain how will the project will reach and engage people and communities that may have limited access to services, resources, or opportunities.                                   |

[\\$ Budget Categories](#)

| Category                           | Nature Of Expense                                                                                                                                                                                                                                        |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personnel with Fringe              | List types of fringe benefits (e.g., health insurance, retirement). Provide the percentage or amount used to calculate the fringe benefits. Explain how the fringe benefits are calculated, e.g.: Provide rationale for the fringe benefit rates used.   |
| Personnel without Fringe           | List each position with a brief description of the role and responsibilities. Specify the salary or wage rate, percentage of time dedicated to the project, and total cost. Provide a formula or calculation used to determine the total personnel cost. |
| Consultant/Sub-Contracted Services | Outline the services to be contracted, including scope and vendor. Provide the estimated cost of each service. Include quotes or vendor estimates. Explain why the service is needed and how it supports project objectives.                             |
| Travel                             | Outline the purpose of travel, destinations, and duration. Detail the estimated costs for transportation, lodging, meals, and other expenses. Explain how travel costs are estimated, referencing per diem rates or quotes from travel agencies.         |
| Supplies/Publications              | Detail the types of supplies needed and their purpose. Provide estimates for each type of supply. Explain the basis for cost estimates, such as bulk purchase prices or quotes.                                                                          |
| Participant Support Costs          | Please lists costs that help participants take part in approved program activities, such as preapproved stipends, travel, registration fees, meals, and temporary dependent care.                                                                        |
| Other Direct Costs                 | Include any additional costs (e.g., publication costs, training). Provide estimates for each cost. Justify the cost estimates with relevant data or quotes.                                                                                              |
| Indirect Costs                     | Enter amount on match line only.                                                                                                                                                                                                                         |

[🔗 NoFA \(RFP\)Attachments](#)

1. **Federal W9 2024 Version** - [Federal W9 2024 Version.pdf](#)
2. **GCDD \_Everify** - [Contractor Affidavit aka E-Verify \(GCDD\).pdf](#)