

APSE-MO Employment Video and Educational Training

Request for Proposals

Specifications

Posted	Applications Due	Start Date	End Date	Amount	APSE-MO Staff
May 02, 2018	June 15, 2018	July 01, 2018	Dec 31, 2018	\$17,000.00	Judy Grainger

The Missouri Association of Persons Supporting Employment First (APSE-MO) has approved funding, along with partnering organizations; Missouri Developmental Disabilities Council, Missouri Protection and Advocacy, Missouri University Center for Excellence in Developmental Disabilities and the Missouri Association of County Developmental Disabilities Services, for one project to develop an educational video for self-advocates, family members, and other concerned citizens to promote the possibilities and advantages of community integrated employment for persons with disabilities in Missouri.

If you have questions after reading this Notice of Funding Available, contact Judy Grainger, Chapter President, at apsemo1@gmail.com.

About APSE-MO

APSE-MO is the Missouri state chapter of the Association of People Supporting Employment First (APSE), a national organization committed to improving and expanding integrated employment opportunities, services, and outcomes for people experiencing disabilities. APSE-MO invites individuals with disabilities, their families, employment providers, funders, employers and others to join with us in making community employment a reality for ALL people with disabilities.

The APSE-MO Mission is:

APSE Mission & Belief Statement

Mission

To advance employment equity for people with disabilities.

Vision

All people with disabilities have competitive employment in an inclusive workforce.

Values

We believe that everyone can and should work, and have the dignity of determining their career path.

Belief Statements

We believe employment is the avenue to community and economic opportunity and independence.

We believe people have the right and responsibility to control the direction of their lives.

We believe in inclusion and the opportunity for full participation in the community.

We believe supports and services should be of the highest quality, person centered, and delivered with a sense of urgency.

We believe in promoting the involvement and participation of a diverse membership.

We believe networking and leadership are key to advancing community employment.

We believe effecting public policy to promote inclusive employment is vital.

We believe that community employment is possible for anyone who chooses to work.

Purpose

APSE-MO is inviting proposals to develop an educational video that will empower self-advocates, family members, and community members to understand the real possibilities and advantages to community integrated employment. Employment in the general workforce is the first and preferred outcome in the provision of publicly funded services for all working age citizens with disabilities, regardless of level of disability.

The additional purpose of this grant is to develop a strategy to use the video and the corresponding educational curriculum that will be developed for this purpose to promote the video. This training program will assist and enable concerned citizens to master information and negotiate systems in order to help secure employment opportunities. The scope of work includes the development of the video and the marketing of the program, recruitment of participants in the video, coordination and facilitation of the programs.

The video that will be estimated to be fifteen to twenty (15-20) minutes in length. The training is a general overview of what one needs to know about community integrated employment for persons with disabilities and assumes no knowledge of these issues. The training would be estimated at one (1) hour including questions and answers. Content for the video and training will be developed through discussions between, APSE-MO, its partners listed above and the grantee.

Maximum Funding and Duration

APSE-MO may award a maximum of \$17,000 to one organization. APSE-MO reserves the right to negotiate the budget as needed, and may choose not to award funding for this project.

APSE-MO funds may not be used for Capital expenditures or acquisition, construction, remodeling, rental or purchase of buildings. These grant funds cannot be used for ongoing organizational activities, to supplant existing private, state or federal funding sources, to purchase equipment or furnishings, or to duplicate or replace existing services provided to people with developmental disabilities.

All funding for this RFP is contingent on receipt of APSE-MO funding, from the previously mentioned partners. APSE-MO may choose to reduce the amount of grant funding at the time of the grant award.

Deadline to submit written questions - May 30, 2018, 1:00 pm, (Central Standard Time)
Deadline to submit applications – 5:00 pm (central standard time) June 15, 2018
Applicants notified of decision - June 22, 2018
Project begins - July 1, 2018; Project ends - December 30, 2018

All questions regarding this grant solicitation must be submitted in writing via electronic mail to: Judy Grainger: apsemo1@gmail.com, no later than: 2:00 pm (Central Standard Time) on May 14, 2018.

There will be no debriefing for applicants who do not receive funding.

Application Evaluation

Applications submitted by the deadline will undergo a technical review. Minimum criteria include meeting applicant eligibility requirements, adherence to all instructions for completing the application, and funding parameters.

All applications require a video component submission. The submitted video must be a minimum of a 2 minutes and no more than 6 minutes of previously produced material.

A minimum of 2 references of who have received direct videography services needs to be included within the application.

Applications meeting the minimum criteria will be evaluated for quality, applicability and appropriateness of responses, innovation, projected performance measures, cost effectiveness, and organizational capacity to successfully achieve the project's goals and objectives.

Assurances

The following terms and conditions apply to all organizations awarded APSE-MO grant funds:

The APSE-MO reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, any work developed, under any grant awarded by APSE-MO.

Final drafts of any training materials, publications, videos, websites or other products shall be reviewed and approved by APSE-MO prior to dissemination to the general public. Products must acknowledge APSE-MO funding (e.g. "This product was funded through a grant from the APSE-MO and their partners a condition of grant award.")

All materials developed by grantees under this award shall be available and/or reproducible in accessible formats.

Project Evaluation

The proposal shall include a plan to evaluate the quality and effectiveness of the video and to the target audiences proposed to reach.

Proposal must include relevant information to assist APSE-MO to better understand and address the experiences of persons with disabilities in pursuit of community integrated employment.

Proposals must also include a plan to measure and document that the expected outputs and outcome(s) are reached.

Qualifications and Organizational Experience

Any organization that receives an APSE-MO grant must be able to disburse funds for project activities and expenses, complete forms correctly and on time, and be legally able to receive grant funds to reimburse the organization for expenses.

Proposals must show that the organization submitting the proposal has the infrastructure, experience, and capability to implement project activities successfully. Proposals also must demonstrate that the organization can manage funds effectively.

Reporting Requirements

Grantees must submit progress reports, on a monthly basis, and a final report at the end of the grant. These must be submitted on time.

Terms

Applicants must agree to the following terms:

- Applicants must disclose any conflicts of interest between themselves and APSE-MO and the previously mentioned members, employees or their immediate families.
- Applicants must use respectful language, people first language (see attachment).
- Videos, DVDs and teleconferencing and distance learning activities produced by this project must be fully accessible. Any videos or DVDs must be captioned.
- APSE-MO will retain rights to all products created using funding awarded through this RFP.
- APSE-MO reserves the right not to fund any proposal under this announcement.

The Review Process

An independent review panel of three to five (3-5) people with expertise related to this RFP will evaluate each proposal based on how well the proposal responds to the RFP and instructions in the outline questions, and the extent to which the proposed project may move APSE closer to meeting its Goals and Objectives. Reviewers consider only the information included in the application. Applicants will not have the opportunity to clarify or add to the information provided in the proposal after the deadline unless they are awarded the grant. APSE-MO will only review materials specifically requested or allowed by the RFP, the application, or the application instructions.

The review panel ranks the top proposals and provides funding recommendations to APSE-MO full board and a single representative from each of the partner organizations.