

Call for Investment

Cost Benefit Analysis of the Posture 24-7 Project

APPLICATION PACKET



7 West 6th Avenue, Suite 507
Helena, Montana 59601
406-443-4332
406-439-5077 Cell

Informational Bidder's Session

A Call for Investment (CFI) informational and training meeting will be held prior to the due date to discuss and explain the application and the new target plan process. We strongly encourage key people from your organization who will be responsible for the initiative to attend.

**The session will be held in Helena, January 17, 2019
1:00pm - 2:30pm**

7 West 6th Avenue, Fourth Floor Conference Room
Helena, Montana

For more information and to sign-up for the session please call Council offices at 443-4332, 439-5077 (cell) or you may use the form below to email our response.

**RSVP by -January 15, 2019
Email: deborah@mtcdd.org**

CFI Bidders/Information Session

Agency/Provider _____

Name(s) and Phone Number(s) of those attending:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

I. COUNCIL INTENT

The Council has supported the Posture 24-7 Project for the past three years (FFY16, FFY17 & FFY18). The contractor Posture 24-7 has followed each participant of the project over the three years of performance.

The Council now wishes to have a cost-benefit analysis performed on the project to determine cost effectiveness of implementing postural care practices before traditional medical therapies are undertaken. The outcome of this benefits analysis draws on; cost, social, consumer and human empirical data, which likely will be used to influence administrative public policy and legislative groups who are considering innovations to traditional medical models, and by those encouraging efficiencies for immigration and inclusion of postural care involving public and private service methods, programs, projects and practices.

Additionally the Council wishes to determine the cost-benefit of this training in social and family capital. This would be determining the life impact on families and persons with mobility needs implementing postural care.

The contractor, Posture 24-7 has agreed to work collaboratively with the entity the Council selects to perform this cost-benefit analysis. For additional information on Posture 24-7 please go to their website www.Posture24-7.org

GIVENS

The following givens pertain to federal guidelines the Council operates under and cannot be reasonably changed.

- Implementor will submit written quarterly reports on customer progress, and at least one in-person report before the Council.
- 25% Match is required of funds requested (cash preferred)
- Program must have measurable outcomes
- MCDD funds cannot be used for expenditures for the purchase of property, either real or personal, other than consumable supplies that do not have a life beyond the length of the project.

II. TARGET PLAN CONTENT

A. FACE SHEET

Complete the face sheet included in your packet. This must be the first page of your target plan/application. The face sheet must have an original signature on the form.

B. ABSTRACT

Include a one-page (1) abstract of the project. This summary will be used during the MCDD evaluation process and will be used to describe the project to the public.

C. TARGET PLAN (Between 2 to 4 pages,)

D. BUDGET Sheet (using MCDD format)

E. BUDGET Narrative (No more than 2 pages)

1. YOUR PRODUCT OR SERVICE

Specify your proposed “product” or service, its key features and its comparative advantages over other approaches used to achieve the same outcomes. What are the important and distinct functions of the product or service? Highlight or focus on those aspects of your proposal that you believe will make your project successful.

2. KEY INDIVIDUALS

Profile those individuals who will have the most responsibility for the project, connecting it to the customers and achieving the performance targets. Describe why they are the right person(s) for the job. We do not want resumes. Instead, focus on the energy, capacity and commitment.

If a team approach to managing and/or implementing is used, specify how strengths of individuals are complimentary and not duplicative.

3. ORGANIZATIONAL SUPPORT

This section deals with your agency’s capacity to achieve your stated targets.

Explain one or two similar projects your agency has undertaken and the extent to which you stated and achieved results.

List specific resources that your group will contribute to the project and which are critical to success.

State and justify the priority this project has for your agency.

BUDGET

The Montana Council on Developmental Disabilities hopes to invest in one (1) project for up to \$15,000 total per year. The time of performance for this project will begin on April 1, 2019 and end on September 30, 2019. An extended time of performance is a possibility.

Complete the Budget Information page attached. A 25% non-federal match is required for all projects. This matching requirement means that 25% of the total project must come from non-federal funds (e.g. state, local, and/or private funds). For assistance in identifying match contact MCDD staff. **Provide a budget narrative for each line item listed in your proposed budget.**

III. SUBMITTING THE APPLICATION AND CLOSING DATE

The original target plan/application must be received by:

5:00PM on February 15, 2019

Send, Hand Deliver or email your target plan/application to:
Montana Council on Developmental Disabilities
7 West 6th Avenue Suite 507
Helena, Montana 59601

Deborah@mtcdd.org

NO FAX or Handwritten Copies will be accepted.

IV. SELECTION PROCESS

After submission of your application, the Council will conduct a due diligence selection process:

An initial review of submitted plans will be conducted by a Council workgroup. Most applicants will be contacted and given the opportunity to answer questions reviewers may have about the target plan or to clarify any part of the plan.

After the initial screening has been made, remaining applicants will be given the opportunity to meet personally with the Council to present, elaborate, substantiate and generally build upon the submitted target plan. Ideally, the Project Supervisor, a financial person and a consumer (if they assisted in the target plan development) would be present for the presentation.

V. TIMELINES FOR APPLICATION PROCESS

Here is an estimated timeline for the completion of each step of the application process.

Informational Session	January 17, 2019
Applications Due	February 15, 2019
In-Person Presentations	March 14, 2019
Awards Announced	March 22, 2019
Contract Period	April 1, 2019- September 30, 2019

NOTE: Applicants should plan to be available for the dates of the telephone interviews and the personal interviews. The key people responsible for implementing the initiative should be available for both contacts.