



WADDC

Washington State Developmental Disabilities Council

Legislative Engagement, Information and Tools Program (LEIT)

Pre-Bid Conference Notes

Agenda:

- **DDC Background**
- **Project Background**
- **Q&A**
- **Closure**

DDC Background

The Washington State Developmental Disabilities Council (DDC) is a governor-appointed council working to ensure people with developmental disabilities (DD) and their families have access to the supports they need to live full, meaningful lives in their communities.

What is the DDC 5-Year State Plan?

The Council writes a **State Plan** every **5 years**. This plan is like a **roadmap**. It says what the Council will do to help people with developmental disabilities and their families in the state. Currently, we are finalizing our drafted 2027-2031 State Plan and will be submitting it to the federal government later this summer.

As per the DD and Bill of Rights Act of 2000, the federal law where the DDC exists states “*State Councils on Developmental Disabilities in each State to engage in advocacy, capacity building, and systemic change activities*” this is where this project comes in.

Project Background

Currently written in our drafted [2027-2031 State Plan](#), the LEIT program falls under:

Goal 3 - Capacity Building

Objective 3.6 Build Skills and Confidence for Civic Engagement

The DDC describes this objective as: *The Council will help people with developmental disabilities and their families build the skills and confidence to take part in their communities and in government decision-making. This includes learning how systems work, how to speak up, and how to create change.*

Frequently Asked Questions and Answers

Is it \$60,000 a year for two years?

No, it's \$120,000 a year, for two years with the opportunity to extend up to three additional years. We realized the unclear language on the solicitation after posting on the WEBs platform.

Does this project include the Community Advocacy Coalition (CAC) retreat?

No, this contract will not be responsible for CAC activities, but CAC members will be one of the key users and collaborators of the content that this program produces. CAC support will be a separate contract opportunity that comes out later this spring or early summer.

Is this currently being done by The Arc of Washington?

The Arc of Washington is currently doing similar work in a program called The Advocacy Partnership Project. Their contract expires on 9/30/2026 and this Notice of Funding Opportunity (NOFO) is the next version of that program. This will be the new program moving forward.

What should applicants focus on while writing proposals?

It is recommended that applicants look at the six (6) activities listed between pages 1 and 3 in the introduction section of the NOFO and propose how your organization will complete those activities. We are more interested in your ideas on how you will do those activities than the organization's prior experience or qualifications.

We also recommend focusing on the four (4) areas of emphasis located on page 2-3, **accessibility, equity, collaboration** and **feedback** as our scorers will be focusing on those areas for each activity in their scoring.

What do we have to submit and to who?

There are 7 items (page 10 in the NOFO) that must be submitted via email to the NOFO Coordinator, Kevin.Vargas@ddc.wa.gov :

1. Letter of Submittal (Have header)
2. Certifications and Assurances (Exhibit A to this NOFO)
3. Diverse Business Inclusion Plan (Exhibit B to this NOFO)
4. Workers' Rights Certification (Exhibit C to this NOFO)

5. Technical Proposal (Have Label/headers)
6. Management Proposal (Have Label/headers)
7. Cost Proposal (Not scored)

Proposals must be submitted in the same order as requested above with proper headings and labels as this will be helpful for evaluators of the proposal in their scoring process.

Any proposals missing any items will be notified of their rejected application after the announcement of the apparent successful bidder.

Does the organization selected need to do all activities listed in the NOFO? Or can we choose to do one specific activity?

All applicants are expected to do all the activities listed in the NOFO. Applicants are expected to propose how they would go about carrying out the activities listed.

Is the organization selected for the contract needing to run or manage all activities across the state? Or can it be centered in specific communities?

This is a statewide contract, and we encourage applicants to share how they would go about outreaching and engaging with the DD community across Washington.

Why is this NOFO being broken out from the other Community Advocacy Coalition (CAC) contract, or how will the next contract be different? If you can offer more context, as someone new to these discussions.

There are two main differences between the work currently being done and the work we are outlining in this NOFO. First, we have separated work in this NOFO from the work of the CAC in our next State Plan (currently in draft form). Our reporting to the federal government and the community will be clearer by separating the different activities within our contracts in this way. Second, separating the two sets of activities will allow more focus on these programs by our partners and collaborators. Please note that even though there are now two separate competitive processes, it does not mean that the same organization cannot be awarded both contracts if selected.

Are proposals due 7/23 or 7/24?

Thank you for catching the discrepancy on the cover page of the NOFO, proposals are due **July 24th, 2026, at 4:59pm PT**. Any proposals submitted after will be disqualified and not scored.

Is funding included for translated materials?

Yes, however, if the costs for translation become too high, we will work on solutions together.

The NOFO says “materials will be available in other languages” How many languages? Or is it based on requested languages? I assume using Google translate on the website is ok?

In an effort to maximize participation, we invite applicants to share how many languages they can provide.

Is this LEIT grant the funding that's used to run the advocacy days?

Yes, this program includes hosting Advocacy Days.

Is this program focused on the developmental disabilities community or is it for the cross-disability community?

The funding for this program is meant to impact the DD community in Washington State. You can see in the NOFO that we are asking for ideas about how to expand this work to collaborate with new partners, which we believe will benefit the DD community and those other partners. This will hopefully include cross disability partners and others who have goals in the same areas such as health care, transportation, housing, etc.