



Self-Advocates In Leadership (SAIL)

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 SAIL program falls under:

Goal 1: Advocacy

Objective 1.1 – Strengthen Self-Advocacy and Peer Leadership

The Council will support self-advocacy activities and organizations across Washington through training, mentorship, and collaboration.

What is SAIL?

SAIL is a statewide advocacy group **run by people with developmental disabilities**. They focus on **public policy and legislative advocacy**. Members meet regularly

(mostly online) to learn about issues and take action. SAIL is well-known by legislators and state agency leaders because members regularly speak up during legislative session.

What is the purpose of this funding opportunity?

The Council is looking for an organization to support SAIL, not run SAIL. The contractor will help:

- Bring in more members with accommodation needs
- Improve accessibility for meetings (online and in-person)
- Support outreach, education, and communication
- Strengthen SAIL's statewide participation and diversity

SAIL has its own elected leadership team. The contractor will work with them, not replace them.

Pre-bid Conference Asked Questions and Answers

What will proposals be scored on?

It is recommended that applicants look at the eight (8) objectives listed between pages 1 and 4 in the introduction section of the NOFO and propose how your organization will complete those objectives. 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.

Evaluators will look at four main areas within your proposal:

- Accessibility

How materials, tools, and platforms will be accessible for all participants.

- Equity

How the contractor will partner with new and diverse communities.

- Collaboration

How the contractor will work with community partners and Council staff.

- Feedback

How the contractor will gather input and use it to improve the program.

We recommend that proposals be in plain language.

What is the contract amount and timeline?

- \$108,000 per year
- 2-year contract (total \$216,000)
- Possible renewal one year at a time, up to 5 years total
- Project start date: October 7
- Evaluation period happens near the end of each contract year

What is the Diverse Business Inclusion Plan?

This is a requirement from the state agency that oversees contracting. Applicants complete a simple form describing how they support diverse businesses. It does not affect scoring in this NOFO.

Is this a new contract?

No. The program has existed for about 25 years. It has historically been awarded to one organization, but the Council is now opening the opportunity to more partners.

What support does SAIL need from the contractor?

SAIL meets monthly and runs its own meetings. The contractor is not required to attend unless SAIL requests it. SAIL has two part-time staff who handle day-to-day work. The contractor provides support such as:

- Accessibility solutions
- Training
- Help with reporting
- Outreach and member engagement
- Creative ideas to help SAIL grow and strengthen its structure

Legislative session is the busiest time of year.

Does the contractor's budget cover accessibility costs?

The contractor should plan for accessibility needs (captioning, ASL, plain language, etc.). If more resources are needed, the Council is willing to help find additional options.

Does SAIL have its own budget?

SAIL currently does not have a separate funding source. They have recently gained more control over how their budget is used. The Council may help find additional resources if needed.

How many people are in SAIL?

There are about 150 members statewide. Not all participate every month, but many engage during legislative session through meetings, trainings, and events.

What should applicants keep in mind?

- We recommend Proposals be plain language
- Preferred qualifications are not required
- The contractor's role is support, not control
- Creativity is encouraged—SAIL wants new ideas
- Collaboration with SAIL leadership and Council staff is expected

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.