



# Developmental Disabilities Council of Oklahoma

The Developmental Disabilities Council of Oklahoma (DDCO) welcomes unsolicited proposals and applications for contracts to fund activities to advance the independence, productivity, and inclusion of individuals with developmental disabilities and their families.

- All proposals and applications must be for activities currently included, or eligible for inclusion, in the 5 Year DDCO State Plan found on our [website](#).
- Applications must be complete for consideration by the Council.
- Incomplete applications will not be considered.

The Council does not provide grants. All funding is provided through a contract in which the vendor agrees to perform specific duties. Funding is done by reimbursement only. DDCO requires contractors to contribute matching funding that is not from federal sources. Matching funds are expected to equal or exceed 25% of the total activity costs. An exception to this rule is made for projects specifically serving a designated poverty area. In those situations, the Council expects a contractor to contribute a minimum of 10% of the total activity costs. Other exceptions to the 10% or 25% match requirement may be negotiated but are rarely approved. The required match may be in the form of cash, direct expenditures, indirect expenditures, or in-kind contributions, but may not include any direct or indirect federal funds.

Federal law prohibits the Council from investing in real property, building enhancements, vehicles, or vehicle enhancements. Generally, any equipment purchased via a Council contract should be an item that could be returned to the Council in the event of contract cancellation.

The Council does not consider applications that would provide any item solely for the use of a single individual – such as a wheelchair or other personalized assistive technology.

## **Proposals of \$5,000 or less:**

- Proposals for contracts less than \$5,000 can be approved by the Executive Committee.
- Applications received prior to the last day of the month are reviewed at the next scheduled meeting.
- The applicant will be notified by email within 10 business days of meeting of the decision.
- A resulting contract will have an effective start date of no less than 45 days from the approval date.
- Per Oklahoma Statute, no funding can or will be reimbursed for any good or service purchased prior to the effective start date of a contract.



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## Proposals for a contract more than \$5,000, less than \$25,000:

- Per Oklahoma statute, proposals from non-governmental entities more than \$25,000 must be competitively bid. Governmental entities include state agencies, local government agencies, tribal governments, public school districts, or public colleges and universities. Non-governmental organizations include, but are not limited to, not-for-profit corporations and for-profit corporations. Individual persons are also non-governmental organizations for this purpose.
- All state purchasing, including competitive contracting, is managed by the Oklahoma Office of Management and Enterprise Services. Questions regarding the competitive bidding process should be directed to the Central Purchasing Division at the Office of Management and Enterprise Services. The website for purchasing guidelines is <https://oklahoma.gov/omes/services/purchasing.html>.
- DDCO is prohibited from having any contact with persons or organizations submitting proposals **that are subject to competitive bidding**. If you or your organization is submitting a response for a competitive contract or is part of any other organization's proposal for a contract, please DO NOT discuss or disclose any information about your proposal with any DDCO member or staff.

## General Timelines:

- Funding decisions can take time for the Council to discuss. Please allow time for feedback on your proposal and possible revision of your proposal or providing more information. Council Staff are happy to work with you as you complete our application. Please ask questions.
- Some approved proposals will have different contract dates, pending when the proposal was received, length of review by Council committee, and contract negotiations.
  - For a proposal requesting funding for a full year, contracts will typically follow the state fiscal year: July 1 through June 30.
  - Proposals received are evaluated by a Council Committee, and if approved, a recommendation is made to the full Council for a decision. If approved by the full Council, we will make every effort for contracts to be effective as early as possible, typically by July 1.
  - Shorter-term proposals are evaluated by a Council committee, and if approved, a recommendation is made to the full Council for a decision. If approved by the Council, we will make every effort to implement a contract with an effective date as soon as possible.



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- Applicants will be notified by email within ten business days of the full Council's decision.
- **IMPORTANT:** Do not begin work until you have a fully executed contract. Per Oklahoma Statute, no funding can or will be reimbursed for any good or service may be reimbursed prior to the effective date of a contract.
- If you have questions, email [Jennifer.Robinson@okdhs.org](mailto:Jennifer.Robinson@okdhs.org).

Our application for funding is online: <https://forms.office.com/g/NyWZpgNHAr>.