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# The Art of Developing Competitive Bids

Getting what you want....

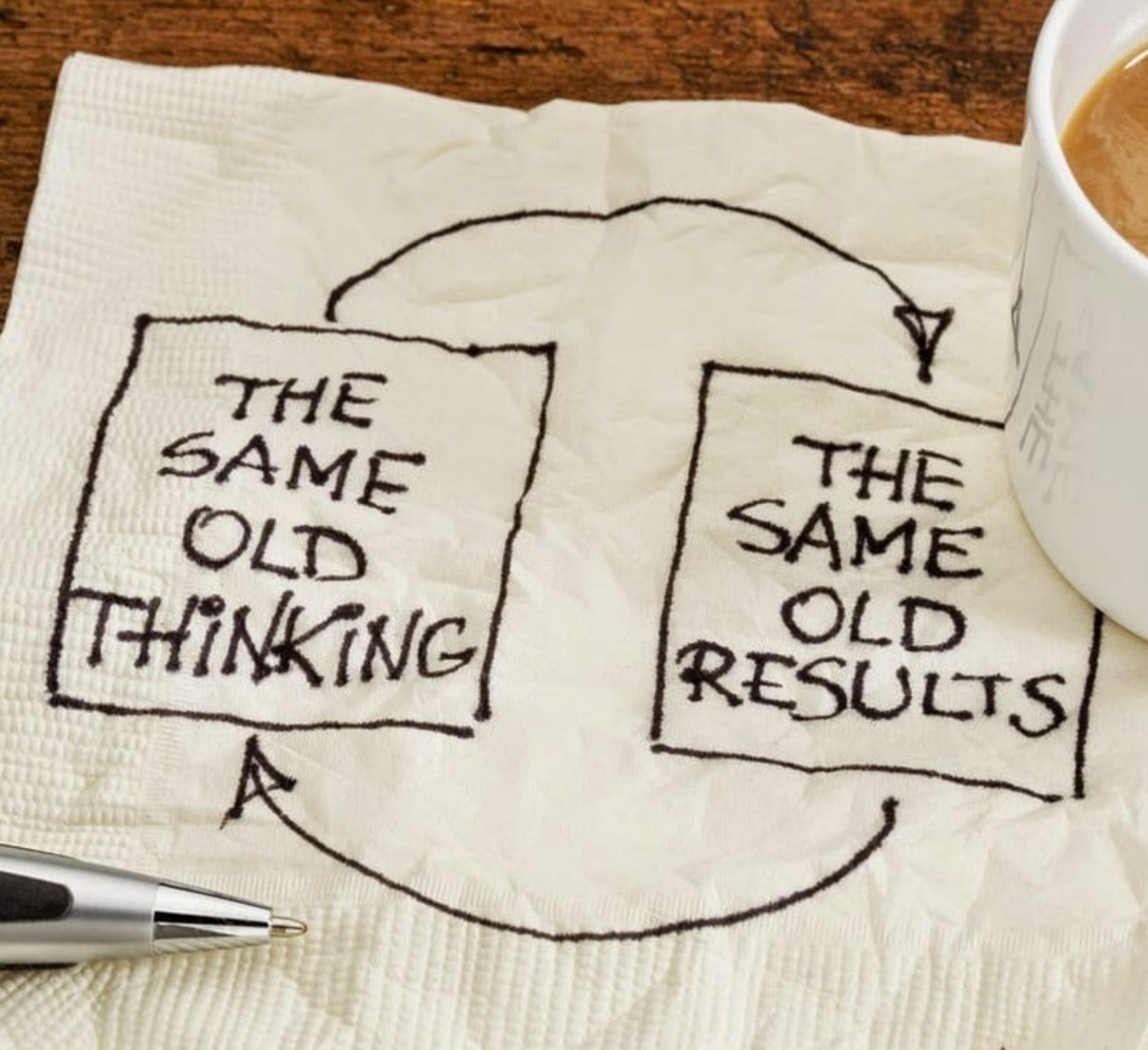


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## Artistry reflects

- State plan goals and objectives
- Council culture/procedures
- Amount of funding
- Staffing
- Procurement rules
- Procurement methods available





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But we've always done it this way....



# Getting what you want

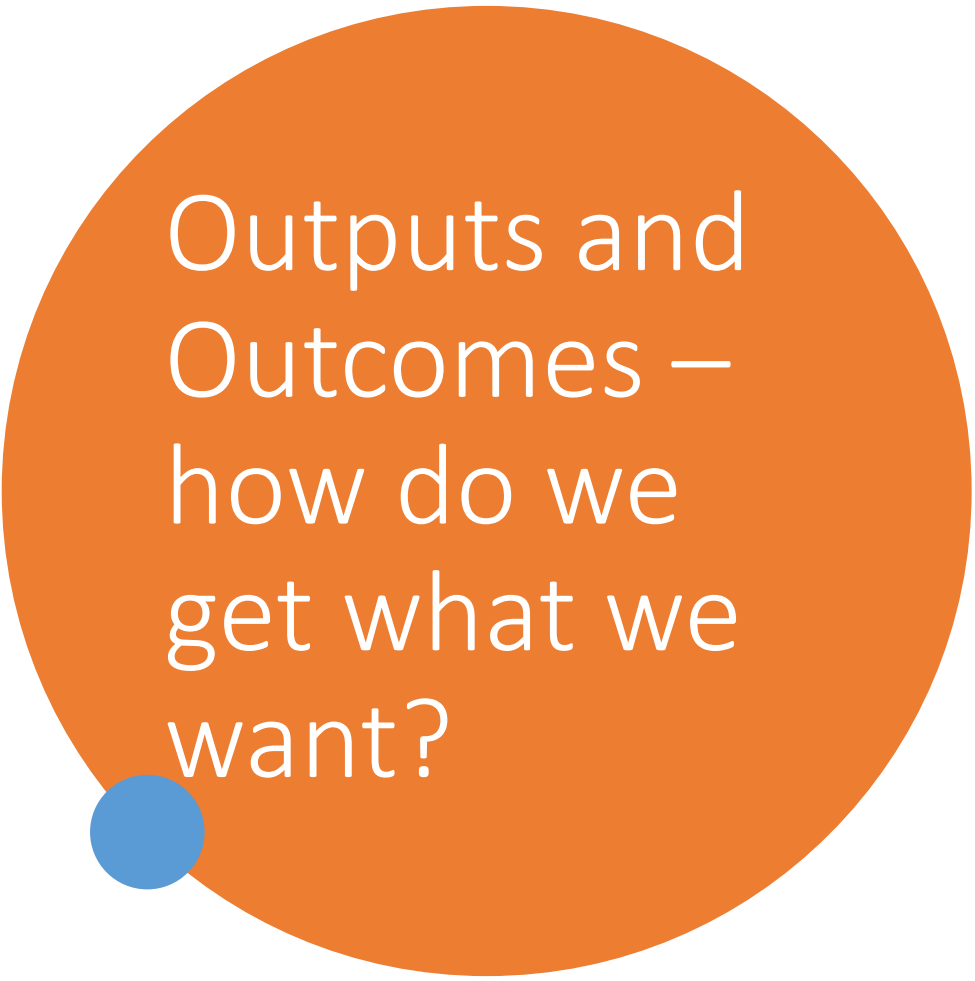


# Essential items in a competitive bid to get what we want

## Arizona Council:

- Be clear on the target audience is geared to individuals with I/DD; families/caregivers, providers and other disability organizations. Depending on the scope of work, it can also include health/behavioral health and first responders
- Be clear on the purpose of the competitive bid. Describe how this is tied back to your annual work plan, your objective and/or goal
- Be clear on the amount of funding that is available; if a single award or multiple awards will be made.
- Be clear on the length of contract period. Some bids can be one year, others should be longer depending on the outcomes of the project.
- Be clear on definitions of key terms used.
- Be clear on the types of activities that will be funded, and the narrative questions asked for the applicant to respond.
- Be clear on what types of costs are allowable and not allowable.





Outputs and  
Outcomes –  
how do we  
get what we  
want?



## Arizona Council:

- Each competitive bid informs the applicant, that if funded, they will be required to collect certain performance targets, such as output numbers and required outcomes (PMs).
- Once the Council approves an application, the contractor will have a tailored narrative report to use; The Council receives quarterly narrative reports
- Staff reviews and provides feedback.



# Methods we use to get what we want

## Arizona Council:

- Making the process more simple
- Ensure the following items are clear: Scope of Work; Instructions, Required Forms, Due Date and How the Application is Submitted.
- AZ conducts a Pre-Application Review. The entire competitive bid is reviewed, and staff answers questions. Allows staff to determine if an amendment needs to be done.
- Allow a timeframe during the competitive bid process, to answer questions, provide written responses and track them.

# Essential bid elements:

## Description

- State what funds are for, who they should impact, why funds available
- Give examples of the types of activities to consider and/or what previous grantees have done
- List what they will receive: funding, technical assistance, coaching, etc.
- Requirements: quarterly reporting calls, data, stories, lessons learned, invoicing, use technical assistance offered, expected outcomes
- What grant funds can and cannot pay for
- Eligible applicants
- Use plain language: bullet points, white space, etc.





# Essential bid elements: Questions

- **Tell us about you**
- **Justification:** Why are you applying? Why do you need this funding?
- **Statement of work:** What do you want to accomplish? What will you do?
- **Impact:** How will these activities positively impact the community? How many people do you think you'll reach?
- **Feasibility:** Why are you likely to succeed in carrying out these activities? How will you know you succeeded?
- **Diversity, Equity, Inclusion:** How will you intentionally include people w/ disabilities with diverse identities; identity of applicant/organization leadership
- **Additional elements:** Data, Experience, Partners, Sustainability
- **Budget and Workplan:** we include a sample budget and sample line on workplan



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# Outputs and Outcomes

- Bid description includes outputs or outcomes as a requirement (e.g., hire 2-4 employee's w/ disabilities)
- Bid questions and workplan ask about outcomes: How will this project make your community more inclusive? How will we know the project changed people's behavior?

Work Plan			
Project Objectives/Activities: (What will you do?)	Outcomes: (What will you achieve?)	Deliverables/Products: (What will you develop/create?)	Target Date: (When will it be done?)
<b>EXAMPLE:</b> Create an inclusive soccer program for kids ages 3 to 5 years old.	<b>EXAMPLE:</b> 7 youth with disabilities will play soccer with their nondisabled peers in the community.	<b>EXAMPLE:</b> Tip sheet or guide on how to include people with disabilities in existing rec programs.	<b>EXAMPLE:</b> 7/1/23



# Methods

- Make the bid process simple
- When possible, use procurement approaches that are accessible to more people: for example, mini-grants of less than \$5,000
- Reserve the right to discuss modifications to the bid proposal
- One-year contracts (some with an option to renew)
  - sense of urgency for grantees
  - gives us the right to refuse if not performing
  - we can refine bid questions and rubric



# Other strategies we use

- Applicants may have to provide evidence: a reference, a sample tool, a presentation slide deck, an agreement
- While designing the bid, develop the scoring tool or rubric at the same time
- Get feedback from others on bid and rubric
- While scoring, take notes on how to better word bid questions and rubric
- Take time to disseminate broadly: team brainstorm, personal emails, current grantees share
- Over course of contract, provide coaching or use a Community of Practice



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# Lessons Learned on Timing

Johnny Callebs

