



Request for Proposals to Provide Technical Assistance on Voting Accessibility

SELF-ADVOCACY ORGANIZATIONS PLEASE APPLY

February 24, 2025

The Training and Advocacy Support Center (TASC) of the National Disability Rights Network (NDRN) requests proposals from qualified entities to provide training, technical assistance, and related services to Protection and Advocacy (P&A) agencies regarding Access to the Vote for Persons with Disabilities. The P&A Network comprises a nationwide network of 57 disability rights agencies which are mandated under various federal statutes to provide legal representation and advocacy services to persons with disabilities.

TASC is making funds available for a fixed price contract to provide training and technical assistance services to NDRN and the P&A agencies. **The dollar amount available for the contract is \$100,000 for a six-month period from March 31, 2025 through September 30, 2025.**

**The deadline for the receipt of applications by e-mail is:
Wednesday, March 26, 2025 by 6:00 pm ET**

See the last page for how to send your application

A. BACKGROUND

1. The P&A System

Protection and Advocacy System agencies (P&As) receive federal money to promote the legal rights of persons with disabilities. There are P&A agencies in each of the 50 States, the District of Columbia, the U.S. Territories, and a Native American P&A. The P&As provide legal representation and other advocacy services. Through the Protection and Advocacy for Voter Access (PAVA) program, the P&As have a federal mandate to “ensure the full participation in the electoral process for individuals with disabilities, including registering to vote, casting a vote and accessing polling places.” More information about the P&A System is available at www.ndrn.org.

2. TASC

The Training and Advocacy Support Center (TASC), a division of NDRN, provides training and technical assistance services to P&As. TASC is funded through money appropriated by Congress to federal agencies which oversee P&A programs. These agencies are the Administration on Community Living (ACL) and the Substance Abuse and Mental Health Services Administration (SAMHSA) - both within the U.S. Department of Health and Human Services, and the Rehabilitation Services Administration, within the U.S. Department of Education. TASC supplements its in-house training and technical assistance expertise through contracts with an organization with expertise in access to the vote for people with intellectual and developmental disabilities supported by funding provided by the Administration on Community Living.

B. HOW TO APPLY TO BE CONSIDERED FOR THIS SUB-CONTRACT

1. Requirements of Eligible Applicants

- a. Applicants must currently provide advocacy and/or technical assistance services in support of the rights of persons with developmental disabilities as a major focus of their activities or business.

- b. Applicants must be organizations led by people with lived experience of intellectual and developmental disabilities (ID/DD) through their management and/or board.
- c. Applicants must have expertise in **one or more of the specific substantive areas of disability rights addressed in paragraph 4 of this section.**
- d. Applicants must have experience that includes providing effective in-person and virtual training.
- e. Applicants must demonstrate experience working with P&A agencies or have a firm understanding of the work and needs of the P&As in relation to removing barriers to voting.
- f. Applicants must have experience and expertise in providing services in a competent manner and the ability to explore issues that are relevant to all people with intellectual and developmental disabilities to live fully in the community.
- g. Applicants must demonstrate that they are guided by, and adhere to, the P&A philosophy that people with disabilities are full and equal citizens under the law entitled to equal access to opportunities afforded to all members of society, and that people with disabilities are entitled to be free from abuse, neglect, exploitation, discrimination and isolation, to be treated with respect and dignity, to exercise meaningful choice, and to have unlimited opportunities for integration in all aspects of life.

2. Open Procurement Process

This is an open procurement process. Small businesses certified or eligible for certification as such by the Small Business Administration are encouraged to apply.

3. Substantive Areas

The contractor will be required to provide the following:

- a. Training and technical assistance related to access to the vote for persons with disabilities.
- b. Assistance related to voter access for persons with intellectual and developmental disabilities.
- c. Assistance with providing effective voter education for persons with intellectual and developmental disabilities.
- d. Address specific topics such as
 - barriers to and solutions for voter registration;
 - barriers to and solutions for voting in person;
 - barriers to and solutions for voting remotely and by mail;
 - effective use of plain language to improve voter access;
 - protecting voter access for persons in congregate settings;
 - protecting voting rights under guardianship and using supported-decision making as an alternative to guardianship.

The contractor must have the capacity and experience to provide technical assistance in a competent manner, for people of all backgrounds.

5. Nature of Contract Services

- a. The contractor must provide oral and written ideas to P&A staff on voting accessibility for people with disabilities.
- b. In addition, the contractor must provide quarterly reports describing activities performed, maintain and submit a detailed log of the contractor's responses to technical assistance requests from the P&A Network and TASC, and include a monthly count of contacts.
- c. The contractor will be required to provide training at TASC conferences and coordinate virtual training on emerging issues.

- d. The contractor will be required to comply with all terms and conditions, including federal statutes, regulations, and policies, that apply to the federal award financing the proposal, including completion of the FAR 52.209-5 Certification Regarding Department, Suspension, Proposed Debarment, and Other Responsibility Matters.

C. SPECIFIC TASKS

The training and technical assistance, outlined below, must be designed to enhance the capacity of Protection Advocacy System staff to independently and effectively implement PAVA protections for voters with intellectual and developmental disabilities. It is anticipated that the contractor will be required to perform the following tasks:

1. PAVA Technical Assistance

- a. The contractor will be asked to provide technical assistance by telephone, video call, e-mail, and regular mail, as appropriate.
- b. The contractor will receive requests for technical assistance each quarter from P&A or TASC staff related to each of the broad areas of PAVA advocacy addressed in the contract. It is anticipated that the majority of such requests can be addressed through brief consultation by e-mail, telephone or video call, and that a smaller proportion (perhaps 15-25%) will require more in-depth assistance. These technical assistance services shall include:
 - 1) Providing oral and written advice, including referrals to other entities;
 - 2) Reviewing draft materials and trainings plans to be used with voters and advise on use of plain language; and
 - 3) Assisting in building working relationships with ID/DD self advocates in the P&As' states and territories.

2. Forums and Listservs

- a. The contractor must actively participate on TASC discussion forums and e-mail listservs addressing areas of training and technical assistance on voting accessibility.
- b. The contractor must answer the questions posed on the forums or listservs if the contractor has relevant information, expertise, or materials.
- c. The contractor must alert forum and listserv participants of significant new developments in elections and voter access by posting such information, as appropriate.

3. PAVA Office Hours

- a. The contractor will participate in no less than six (6) PAVA office hours held by TASC for the P&As. The contractor is welcome to attend more than six annually, if preferred.
- b. The contractor is expected to participate in unstructured conversations during office hours and provide real time subject matter expertise to the P&As on voter access for persons with intellectual and developmental disabilities.

4. Fact Sheets and Resources

- a. The contractor must prepare a total of two (2) fact sheets or resource documents addressing a voter access issue.
- b. The subject matter of the fact sheet and resource documents must be agreed to by TASC staff at least three weeks in advance of the due date.
- c. The topic may be based on a commonly asked question or one relating to a new issue in voting which impacts people with intellectual and developmental disabilities.

- d. The fact sheet or resource document must be due on a specific date to be agreed to by TASC and the contractor so as to be spaced out through the contract period.

5. Webcasts/webinars

- a. The contractor shall plan, coordinate, and host two (2) interactive webcasts for the P&A Network on areas of voter accessibility.
- b. The subject matter of the webcasts shall be mutually determined by the contractor and TASC.
- c. The contractor shall work with TASC staff to develop the interactive webcasts to have enough interactive activities or discussions.

6. Trainings

- a. At the request of TASC, the contractor shall plan and conduct a workshop at the TASC virtual annual conference.
- b. The contractor must develop appropriate materials for the workshop. The contractor must comply with all directions and deadlines for producing the materials for the session. The contractor will work with TASC staff to develop interactive exercises.
- c. The contractor shall work with NDRN staff to develop one (1) self-paced online training course for P&As on access to the vote for persons with intellectual and developmental disabilities.

D. SELECTION PROCESS

1. Criteria

Applicants will be evaluated using following criteria areas for a total of 100 points, with an additional 5 bonus points awarded for small businesses or small disadvantaged businesses. Proposals should demonstrate a

commitment to direct resources toward the specific requirements of this request for proposals:

a. Expertise and Experience (40 points)

Applicants must

- 1) Demonstrate their experience or understanding working with the P&A network, a commitment to the P&A System philosophy, and their familiarity with the work of the P&As.
- 2) Demonstrate specific expertise and experience in voter access for persons with intellectual and developmental disabilities as described.
- 3) Show experience in a range of issues involved in voting.
- 4) Have enough experience in providing relevant technical assistance related to voting.
- 5) Have experience in providing effective training related to voting.

b. Staff Capability (25 points)

Applicants must

- 1) Provide evidence of employees able to carry out the contract, including identification of one staff person who will have principal responsibility for carrying out the obligations under the contract.
- 2) Contain position descriptions, resume(s), and assurances of availability of key staff with appropriate competencies and experience.
- 3) Contain assurances that no staff is presently ineligible for the award of contracts by any Federal agency.

c. Organizational Capability and Management Plan (20 points)

Applicants must

- 1) Be able to effectively work with P&A staff and offer evidence of proven organizational ability to provide high-quality training and technical assistance using appropriate people.
- 2) Include a management plan that provides evidence of project control by management, efficient and timely use of staff and other resources, and effective quality control.
- 3) Submit a budget outlining the proposed allocation of contract funds (see Application Requirements for business proposal at section D.2.b).

d. Resources/Facilities/Equipment (15 points)

Applicants must demonstrate the availability and appropriateness of resources (other than personnel) and equipment to be used to carry out the contract.

e. Status as a Small Business (5 points)

Small business applicants must demonstrate their status or eligibility to be certified as a small business.

2. APPLICATION REQUIREMENTS

a. Technical Proposal

- 1) A technical proposal, signed by the organization's executive director, CEO or similar individual, must be submitted electronically.
- 2) The technical proposal must provide a project strategy and plan (without any reference to cost) which addresses in detail the following:

- How the applicant will meet the selection criteria listed above;
 - The applicant's goals and expected outcomes in performing the contract;
 - The areas to be addressed related to voting; and
 - How the applicant would provide technical assistance to the P&A Network and others.
- 3) If a relationship is proposed with another organization, the applicant must describe the proposed relationship and provide a letter of commitment from the prospective subcontractor.
- 4) References or letters of support may be provided at the discretion of the applicant and will be considered by the selection committee.

b. Business Proposal

The applicant must

- 1) Submit a separate budget outlining the proposed allocation of contract funds. All costs must be consistent with allowed costs as defined by 2 CFR Part 200 Subpart E.
- 2) For-profit organizations **ONLY**, must be certified as a small business or small disadvantaged business by the Small Business Administration or must provide an assurance that such certification will be obtained prior to beginning work under the contract.

c. Submissions

Applications must be sent electronically via e-mail, in Word or PDF format, to michelle.bishop@ndrn.org and reference in the subject line **Voter Access Contract**.

NDRN must receive all parts of an application by Friday, March 14, 2025 6:00 p.m. (ET).

The time received will be determined by the “Sent” date and time indicated on the e-mail as received at NDRN in Michelle Bishop’s e-mail.

No application, or any part of an application, will be considered if received after the deadline unless NDRN publicly extends the deadline.

d. Questions

Any questions regarding this request for proposals should be directed to michelle.bishop@ndrn.org.

To ensure consideration, all proposals must be received in full via e-mail to michelle.bishop@ndrn.org at NDRN by 6:00 p.m. (ET) on Friday, March 14, 2025.