



# C U Y A H O G A C O U N T Y Board of Developmental Disabilities

## Request for Proposals (RFP): Library

### Timeline

Dates	Actions
January 2, 2025	RFP open
January 9, 2025, 1:00 p.m.	Virtual info session/Q&A. <a href="#">Register today.</a>
January 31, 2025	Proposal deadline
February 1- 28, 2025	Proposal review
Week of March 3, 2025	Award notification
April 1, 2025 – March 31, 2026	Implementation period
March 31, 2026	Project completion/reporting/evaluation

### Introduction

“People with disabilities are a large and vibrant part of society. Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services.”

--The American Library Association

“When children can see themselves in books and stories, it’s affirming and validating. When children can develop empathy for others through books, we can transform the world. Having a diverse bookshelf is essential in consciously raising humans that value the concepts of inclusivity and empathy above all else. One place that children can interact with stories on a regular basis is the library. Through its materials collections and programs, the library introduces children to many stories, starting at a very young age.”

--Kelly Bullock, inclusivestorytime.com

Libraries connect people to information and people to people. However, research tells us children and adults with DD still encounter lack of representation and other obstacles to fully participate in and engage with others in their library. In addition, the programs, services, and opportunities offered are often not always adapted for or inclusive of people with DD and their families.

## **Mission Statement**

The Cuyahoga County Board of Developmental Disabilities (Cuyahoga DD) supports and empowers people with developmental disabilities (DD) to live, learn, work, and play in the community.

## **Proposal Intention**

We encourage Cuyahoga County-based public libraries to apply for the Library grant.

Library grant recipients will work with a Cuyahoga DD Library Facilitator to present nine programs and to present the programs. Programs must feature themes of disability awareness and inclusion and/or promote self-advocacy and self-determination.

## **Information Session: [Register today.](#)**

On **January 9, 2025, from 1:00 - 2:00 p.m.**, Cuyahoga DD will host a virtual Library RFP Information Session. Staff will review the RFP and answer questions submitted in advance. Please send your questions about this RFP to [Community.Development@CuyahogaBDD.org](mailto:Community.Development@CuyahogaBDD.org).

## **Eligibility and Desired Outcomes**

Each 2025 Library grant award will not exceed \$3,000. Cuyahoga DD's total 2025 Library grant disbursement will not exceed \$6,000.

- **Desired outcomes**

- Host nine programs featuring a Cuyahoga DD Library Facilitator.
- Events may consist of:
  - Inclusive children's story time and/or programs. Accepted age range: toddler-teen.
  - Adaptive children's story time and/or programs. Accepted age range: toddler-teen.
  - Adaptive adult program or event, while it can be inclusive, it's expected audience is to be adults with developmental disabilities.
- Organizations that already receive funding from Cuyahoga DD are not eligible.
- Submitting a proposal does not guarantee an award.
- Organizations may only apply for one 2025 Cuyahoga DD RFP.
- Submissions must align with Cuyahoga DD's mission.
- Awardees must complete the proposal by March 31, 2026,
- Organization must be a Cuyahoga County-based public library.
- Organization's establishment date: December 31, 2024, or earlier.

## **Library Facilitators**

- Library grant recipients will be assigned one **Cuyahoga DD Library Facilitator** who is a person with a developmental disability to co-lead each program alongside library staff.
- Library Facilitator training, screening will be completed by Cuyahoga DD to meet library standards.
  - The library facilitators have an opportunity to further develop and showcase their talents, gain work experience, build self-confidence, be seen in a leadership role and earn income (provided by Cuyahoga DD).
  - Participants see a person with a developmental disability in a leadership role and connect with and learn about that person through storytelling and other activities.

Programs should be arranged and provided in accordance with all applicable federal and state laws/rules/guidance.

### Proposal Elements

- **Organization Overview:** Key organization data including (but not limited to):
  - Organizational capacity (overall).
  - Demographics, target audience, and departments.
  - Current number of participants.
  - Current programming and activities.
  - Description of the program-space and facility accessibility.
- **Organization Capacity:** Your organization’s capacity to serve people with a wide range of developmental disabilities, including those with greater support needs.
- **Desired Outcome:** Summary of the nine programs you will host and how you will involve the Library Facilitator.
- **Marketing Plan:** How you would market your improvements to local people with disabilities.

### Reporting and Participation

Recipients of the 2025 Cuyahoga DD RFP grants must do the following:

- Attend in-person “meet and greet” (April, 2025) hosted by Cuyahoga DD.
- Participate in one Cuyahoga DD family or advocacy event within the award year.
- Send at least two staff members to two of the four Cuyahoga DD 2025 virtual training sessions. Trainings focus on inclusion and access for people with DD.
- Provide approved photos, testimonials, and project updates per Cuyahoga DD’s request.
- Complete a project-end results and impact survey.

### Evaluation Criteria and RFP Review Process

All submitted proposals will go through a two-step review process. The Community Development department will confirm your proposal contains all required information and meets the RFP guidelines.

Then, a team of Cuyahoga DD staff and panelists will review **identity-hidden** proposals using an evaluation rubric on each element detailed above.

## **Insurance and Indemnification Requirements**

By submitting a proposal under this RFP, you agree to these requirements:

### **Insurance**

By acceptance of an award, the contractor agrees to furnish to Cuyahoga DD proof of:

A. Comprehensive General Liability Insurance (includes products liability coverage, when applicable) \$1,000,000 per occurrence; and

B. Workers' Compensation Insurance - as required by State statutes.

All insurance policies shall provide for a minimum of thirty (30) days written notice of any policy change or cancellation.

Insurance shall be in a form and written through companies acceptable to Cuyahoga DD and shall include those endorsements which are necessary to extend coverage which is appropriate to this contract. Each insurance policy required by this contract, except Worker's Compensation, shall contain the following clauses:

"The Cuyahoga County Board of Developmental Disabilities, its Board Members, officers, employees, and volunteers are added insured as respects operations and activities, of or on behalf of the named insured, performed under contract with the Cuyahoga County Board of Developmental Disabilities."

"It is agreed that any insurance maintained by the Cuyahoga County Board of Developmental Disabilities shall apply in excess of and not contribute with insurance provided by contractor's policy."

Prior to commencement of any activity under contract, the contractor shall deliver to Cuyahoga DD insurance certificates confirming the existence of the insurance required by the contract, including applicable clauses referenced above.

### **Indemnification**

The contractor assumes the defense of, indemnify, and save harmless Cuyahoga DD, including its employees, Board Members, and agents from any and all claims, damages, lawsuits, costs, judgments, expenses, and any other liabilities that may arise from the contractor's provision of goods and/or services described in this contract, including any and all acts of contractor's employees and agents.

### **Proposal Submission**

Completed proposals are due by January 31, 2025, at 5:00 p.m. EST. Please submit your proposal via an online application here: <https://CuyahogaBDD.org/legal-bid-notices/>

All submissions will receive a confirmation email receipt. If you do not receive a confirmation receipt, please call Janet Keeler (216-736-4518) to request one.

Cuyahoga DD will not consider proposals that arrive after the deadline or do not fulfill eligibility requirements.

### **Awards and Payment**

We will announce awards via email the week of **March 3, 2025**. Awardees must submit a signed contract, invoice, proof of insurance, and W-9 for the award amount. We can only process payment once you submit all requested documents. From that point, fund disbursement typically takes 8-10 weeks.