

Traaen & Associates, LLC
4831 E. Calle Tuberia Phoenix, Arizona 85018-2932
5313 S. Morning Sky Lane Tucson, Arizona 85747-5814
www.TraaenandAssociates.com
602.510.3989

July 31, 2015

Mr. Larry Clausen, Executive Director
Arizona Developmental Disabilities Planning Council
Site Code 0742
1740 West Adams Street, Suite 410
Phoenix, Arizona 85007

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Dear Mr. Clausen:

Thank you very much for the opportunity to provide this brief proposal for the Scope of Services for the Arizona Developmental Disabilities Planning Council and the intended work for the 2015-2016 Legislative Session. As for the last three years, our work begins in early fall establishing pre-session appointments with both the informal and formal leadership team members at both the Arizona House of Representatives and the Arizona Senate. We have outlined the Scope of Work in this document for ease of review by your standing Committees, as well as the Executive Board.

Should there be any questions or interest on the part of the Planning Council in amending the Scope of Work to include additional items of priority that support other projects underway throughout Arizona on behalf of citizens with developmental disabilities, we are most happy to provide a revised document for your immediate review.

Sincerely,



Teri J. Traaen, Ed.D. D.P.A.
CEO

2015-2016 Legislative Action Plan

Arizona Developmental Disabilities Planning Council

Thank you for the opportunity to once again work with the Arizona Developmental Disabilities Planning Council for the 2015-2016 Legislative pre-session activities as well as regular activities. We look forward to continuing to build strong and effective partnerships on behalf of the Arizona citizens with developmental disabilities with the elected officials of Arizona. Our activities for the upcoming fall 2015 and in preparation and service to the Planning Council for the spring 2016 Legislative session include, but are not limited to:

1. Individual face-to-face meetings/follow up meetings with as many of the 90 elected officials, including both the members of the Arizona House of Representatives and the Arizona Senate, as is possible based upon the scheduling availability of each member. As an alternate strategy we will meet with designated staff and policy advisors working with and for these elected officials.
2. Design, authorship and preparation of the Weekly Legislative Update produced during the Arizona Legislative Session. This report will begin the first week of the Legislative session and continue through the end of the session. A final summary report will be provided recapping the Session highlights on behalf of citizens with developmental disabilities. Each weekly report will contain an overview of every Bill identified as having any level of impact on the citizens of Arizona with developmental disabilities, as well as their family and nuclear support systems.
3. Prepare a year-end final report of all legislative activities highlighting trends in legislative bills and future efforts that will be designed through next levels of legislation intended to enhance the lives of those with developmental disabilities as well as their families.
4. Collaborate with the Az DD Planning Council paid staff in providing advance notice of meetings/task force events/community outreach to potential new partners throughout the State of Arizona whose work does and will impact the citizens of Arizona with developmental disabilities. This will include private sector, public sector and not for profit organizations as well as K-12 and post-secondary education systems.
5. Attend community events that will provide enhanced information sharing regarding the needs of Arizona's citizens with developmental disabilities (i.e., Arizona Small Business

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Association; Greater Phoenix Chamber of Commerce; Arizona Chamber of Commerce; K-12/Charter School special needs student events and partnership meetings; individual Arizona School District meetings in which the AzDDPC can be a part of a long term commitment for partnering).

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6. Attend Arizona School Business Officials (ASBO)/Arizona School Personnel Association (AASPA) Legislative strategy and update sessions, both prior to the start of the 2016 Legislative Session, as well as during and following the close of the session.
7. Attend ongoing Legislative hearings, Committee meetings, Special topic meetings, Task force events as needed throughout the Legislative session.
8. Prepare and present Legislative Update reviews for the Az DD Planning Council quarterly meetings upon request.
9. Provide prepared materials/video/educational information to each elected official throughout the Legislative session. Attend follow-up meetings to answer questions/research responses via the Az DD Planning Council team as requested by elected members of the Arizona State Legislature. Complete referrals to Planning Council staff as appropriate for follow-up with elected officials and their constituents.
10. As directed. attend community based events on behalf of the Arizona Developmental Disabilities Planning Council to provide details about the work of the Council and issues of importance concerning employment/other related legislation to citizens with developmental disabilities (i.e., IPMA-HR; SHRM; ASTD; Arizona Total Rewards Compensation Network; ASTD).

Project Budget/Activities 2015-2016

- I. Face-to-face meetings - elected officials and/or staff/ policy advisors -
[Minimal number - ninety (90) individual meetings; plus staff/policy advisory meetings as needed throughout the Legislative session.]
- II. Face-to-face meetings with Arizona based chiefs of staff/delegated policy advisors – Arizona’s federal elected officials (i.e., Sen. McCain; Sen. Flake; Rep. Sinema, etc).
- III. Legislative Committee Meetings/Hearings/Full Sessions - during Session
[All relevant committee meetings (i.e., House Health Committee; House Education Committee; Senate Education Committee; Senate Health and Human Services; House Committee on Government and Higher Education; Senate Committee on Commerce and Workforce Development; Committee on Children and Family Affairs; House Committee of the Whole; Senate Committee on Appropriations]
- IV. Community outreach to partnership organizations (pre/during the Session) – Legislative analysis of introduced legislation - [i.e., ASBO; Greater Phoenix Chamber of Commerce; Arizona Chamber of Commerce; Arizona Small Business Association; Local community chambers of commerce; Arizona Capitol Hill Elected Officials – Arizona Offices/Chiefs of Staff.]
- V. Weekly Legislative Update on-line publication/monitoring of Bills
[Publications vary in size from 10 pages – 45 + pages depending upon the number of relevant bills introduced each session; weekly monitoring of bill status and action taken/postponed so readers can easily access a recap at any time during the Legislative session.]
- VI. Daily resources review – Capitol Times (\$149.00/yr.)/ LOLA (\$1100.00/yr.)/Yellow Sheet (\$ 285.00/month x 8 months); annual LOLA training update.

Total Project Budget \$ 52,529.00* [Base budget remains at \$ 49,000.00 plus resource costs]

[*Not to Exceed Budget Total – Invoice Logs Represent Actual Task Hours (\$ 49,000.00); includes total fees for Capitol Times/LOLA/Yellow Sheet of \$ 3,529.00 for 2015/16 Legislative Session]

- VII. **Optional Activity I:** Develop outreach to IPMA-HR; SHRM; ASTD; State and Municipal Employers – for community based employment partnering through human resources professional organizations/chapters throughout Arizona.
Not to exceed \$ 2,500.00
- VIII. **Optional Activity II:** Extended Legislative Session/Special Session - **\$ 150.00/hour**

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- IX. **Optional Activity III**: Monthly Conference Call AzDDPC with Executive Director/Morrison Institute Representatives/National DD Subject Matter Experts – **\$150.00/hour**

Based upon 2012-2013 Legislative Session; 2013-14 Legislative Session; 2014-2015 Legislative Session Program Budget; Hourly Rate per Original Request for Proposal. Average contacts per one elected official's office are four (4) prior to securing a face to face meeting/scheduled appointment.

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Appendix

Firm Demographics/Terms and Conditions

Firm Name: Traaen & Associates, LLC

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Firm Address: 4831 E. Calle Tuberia, Phoenix, Arizona 84016-2932

Contact: Teri J. Traaen, Ed.D., D.P.A., Owner/CEO

Direct email: tjtraaen@msn.com

Authorized Contact for Contracts: Teri J. Traaen, Ed.D., D.P.A., Owner/CEO

Service Team: Teri J. Traaen, Ed.D., D.P.A.; Mike J. Vandermark, Ph.D.; Walter 'Skip' Brown, Ph.D.

Satellite Location: 5313 S. Morning Sky Lane, Tucson, Arizona 85747-5814

Website: www.TraaenandAssociates.com

Certification: Small Business; Disadvantaged Business; Woman Owned Business – certified as such by the City of Phoenix, Arizona.

DUNS # - 801385951

TIN # - 38-3769284

'A+' Rated Business – Arizona Better Business Bureau

Service Areas: Employee Relations-Investigations and Interventions; Executive and Management Coaching – Team and Performance Management; Government Relations/Advocacy Services; Human Resource Interim Assignments; HR Department Service Analysis and Re-Organization Studies; Interest Based Facilitation; Labor Relations and Labor Negotiations Services; Policy Analysis – Public and Human Resources; Process Mapping; Registered Lobbyist Services; Retreat Facilitation; Succession Planning – Individual and Organization; Technical Human Resource Interventions; Training and Organizational Development Workshops and Seminars.

NOTE: Terms and Conditions as Stated in the Original Request for Proposal – All accepted; No exceptions.

Insurance Document – see included material.